

# Application for Employment



**Deerfield Police  
Department**

**Non-Emergency 603-463-7258  
Emergency: 911  
[www.townofdeerfieldnh.com](http://www.townofdeerfieldnh.com)**

## Instructions:

These instructions are provided as a guide to assist you in properly completing your application. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment.

- Your application should be printed legibly in blue or black ink. Answer all questions to the best of your ability.
- If a question is not applicable to you, enter N/A in the space provided
- Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
- You are responsible for obtaining correct addresses. If you are not sure of an address, check it by personal verification. Your local library may have a directory service or copies of local phone directories.
- If there is insufficient space on the form for you to include all information required, attach extra sheets to the application. Be sure to reference the relevant section and question number before continuing your answer.
- An accurate and complete form will help expedite your background investigation. On the other hand, deliberate omissions or falsifications may result in disqualification.

This packet contains information about the Deerfield Police Department and the Town of Deerfield. It also includes the necessary paperwork that needs to be submitted if you are applying for a Police Officer Position with the Town of Deerfield. There is also information about the benefits package.

### When applying for a Police Officer position you will need to submit the following:

1. Application for Employment. This needs to be filled out completely and legibly (resumes can be included but not in lieu of the application)
2. Proof of a passing score on the Great Bay Community College Police Written Examination
3. Proof of completion of one of the following (if applicable)
  - a. NH Police Standards & Training Full-Time Police Academy, or its equivalent, or
  - b. NH Police Standards & Training Part-Time Police Academy
4. Proof of passing the Physical Agility Test, if taken within the last 12 months (if applicable)

*Applications are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-work related medical condition or handicap.*

*The Town of Deerfield is an Equal Opportunity Employer.*

## **Job Description – Patrol Officer**

Effective Date: June 1, 2015  
Rescinds: All Previous Job Descriptions  
Title: Patrol Officer  
Reports to: Sergeant(s)  
Status: Non-Exempt

### **Job Summary:**

The assignment of patrol officer is a sworn position responsible for the protection of life and property, preservation of peace and order, prevention and suppression of crime, arrest and prosecution of offenders, and regulation of traffic. This position is also responsible for enforcement of all applicable laws and local ordinances, using tactful and courteous treatment of the public as well as conscientious and efficient performance of duties. Job performance involves the frequent exercise of independent initiative, judgment and excellent communication skills.

### **Duties and Responsibilities:**

1. Patrols the community in a vehicle or on foot to prevent or detect criminal behavior, maintain order, and observe public safety conditions and circumstances in the Town of Deerfield.
2. Responds to emergency and non-emergency calls for service, involving both criminal and non-criminal matters.
3. Enforces traffic laws by stopping motorists and issuing citations or warnings as appropriate; enforces parking regulations.
4. Investigates crimes, incidents, traffic crashes, alarms, and suspicious activity or circumstances.
5. Locate, preserves, collects, and processes physical evidence; takes photographs; dusts for fingerprints; makes sketches and diagrams; maintains chain of custody.
6. Identifies, locates and interviews victims, complaints, witnesses, and suspects; conducts custodial interrogations of arrested persons in accordance with constitutional rights.
7. Pursues, apprehends and makes arrests using only the amount of force reasonably necessary under the circumstances; executes warrants, serves legal papers, issues summonses and warnings.
8. Prepare and submits written reports and forms completely and concisely in accordance with departmental policy and procedures.
9. Testifies in court and other hearings.
10. Identifies problems and issues in the community and works with neighborhood groups, organizations, and individuals to address these concerns in order to improve the quality of life in the community.

### **Knowledge, Skills and Abilities:**

1. Must be able to attend and successfully complete the required training to obtain and maintain certification as a sworn law enforcement officer
2. Knowledge of and ability to apply the principles and practices of police work; knowledge of criminal, traffic, and civil law.
3. Ability to analyze situations quickly and objectively and determine the proper course of action; react quickly and calmly in an emergency situation; deal with circumstances firmly and tactfully and with respect to the rights of others.
4. Ability to communicate clearly and concisely in a variety of situations using verbal, auditory, visual, and writing skills. Must be able to project vocally to maintain order at disturbances, accidents, crimes scenes, or over other background noises as needed.

5. Capacity to develop and maintain proficiency to certification standards with departmental weapons and demonstrate proper use of equipment including, but not limited to vehicles, radios, computers and cameras.
6. Ability to understand and maintain substantive knowledge of and adhere to all departmental policies and procedures, applicable state and federal laws, and town ordinances.
7. Proficiency in operation of a vehicle in emergency and non-emergency situations with due regard to the safety of the public.
8. Should show and maintain a level of physical fitness that will enable the performance of the physical tasks associated with law enforcement (i.e. physical confrontations, run, crawl, carry equipment, climb, perform repetitive motions, etc).

### Physical Requirements:

1. Physical demands include walking and sitting for extended periods of time, ability to defend self and/or others in hostile combative situations, may be required to stoop, kneel, bend, crawl, run, climb stairs and ladders, scale fences, pull and/ or push heavy objects and any other physical movement in the performance of public safety duties.
2. May be required to carry, drag, or restrain individuals up to his/her own weight and size or greater.
3. Must be able to work in all types of weather conditions and may be exposed to odor, noise, dust, heat and cold and other elements

### Additional Requirements:

- High School Diploma, or General Equivalency Degree
- Any combination of education, training, and experience that provides the required knowledge, skills and ability to perform the essential functions of the position
- Valid State of New Hampshire Drivers License
- Proof completion of one of the following
  - NH Police Standards & Training Full-Time Police Academy, or its equivalent, or
  - NH Police Standards & Training Part-Time Police Academy
- Passing score on the Great Bay Community College Police Written Examination

### Benefits Package:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Competitive pay scale of \$740 - \$1,000 per week</li> <li>• NH State Retirement System</li> <li>• Health Insurance</li> <li>• Dental Insurance</li> <li>• Disability Insurance</li> <li>•</li> </ul> | <ul style="list-style-type: none"> <li>• Annual Vacation Leave</li> <li>• Sick Leave</li> <li>• Holiday Pay</li> <li>• Uniform Allowance</li> <li>• Comp Time</li> <li>•</li> </ul> |
|--|---|

Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_  
M D Y

Position(s) Applied for: \_\_\_\_\_

Referral Source: Advertisement Friend Relative Walk-in Employment Agency Other

Name: \_\_\_\_\_

Last First Middle

Address: \_\_\_\_\_

Number Street City State Zip

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_@\_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Are you at least 21 years of age?  Yes  No

Have you filed an application here before?  Yes  No  If yes, give date \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever been employed here before?  Yes  No  If yes, give date \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you employed now?  Yes  No May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status?  
 Yes  No

Proof of citizenship or immigration status is required upon employment.

Place of Birth: \_\_\_\_\_

On what date would you be available to work? \_\_\_\_/\_\_\_\_/\_\_\_\_\_

Are you available to work  Full Time  Part Time  Shift Work  Temporary

Are you on a lay-off or subject to recall?  Yes  No

Can you travel if the job requires it?  Yes  No

Are you able to perform the essential functions of the job?  Yes  No

Are you able to meet the attendance requirements of the job?  Yes  No

	Elementary	High School	College/ University	Graduate/ Professional
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4 5+
Diploma/Degree				
Course of Study				
Specialized Training, Apprenticeship, Skills, and Extra- Curricular Activities				

Honors Received: \_\_\_\_\_

Veteran of the U.S. Military  Yes  No If yes, what branch and rank? \_\_\_\_\_

Indicate what foreign languages you can speak and/ or write:

	Fluently	Well	Fair
Speak			
Read			
Write			

Experience:

List any professional, trade, business or civic activities and offices held. Exclude any which indicate race, religion, sex, or national origin. \_\_\_\_\_

---

---

---

Summarize special skill and qualifications acquired from employment or other experience: \_\_\_\_\_

---

---

---

Start with your present or most recent job. Include military services assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

<i>Employer</i>		<i>Job Title</i>		<i>From</i>	<i>To</i>
<i>Employer Address</i>		<i>Supervisor</i>		<i>Starting Pay</i>	<i>Ending Pay</i>
<i># Of Hours/Week</i>	<i>Work Performed</i>				
<i>Reason for Leaving</i>					
<i>Employer</i>		<i>Job Title</i>		<i>From</i>	<i>To</i>
<i>Employer Address</i>		<i>Supervisor</i>		<i>Starting Pay</i>	<i>Ending Pay</i>
<i># Of Hours/Week</i>	<i>Work Performed</i>				
<i>Reason for Leaving</i>					
<i>Employer</i>		<i>Job Title</i>		<i>From</i>	<i>To</i>
<i>Employer Address</i>		<i>Supervisor</i>		<i>Starting Pay</i>	<i>Ending Pay</i>
<i># Of Hours/Week</i>	<i>Work Performed</i>				
<i>Reason for Leaving</i>					
<i>Employer</i>		<i>Job Title</i>		<i>From</i>	<i>To</i>
<i>Employer Address</i>		<i>Supervisor</i>		<i>Starting Pay</i>	<i>Ending Pay</i>
<i># Of Hours/Week</i>	<i>Work Performed</i>				
<i>Reason for Leaving</i>					

If you need additional space, please continue on a separate sheet of paper.

**References:**

List all addresses where you have lived for the past 10 years, beginning with your present address. List date by month and year. Attach an extra page, if necessary.

<i>From</i>	<i>To</i>	<i>Address</i>

List five persons who know you well enough to provide current information about you. Do not list relatives or former employees.

<i>Name</i>	<i>Business Phone</i>	<i>Home Phone</i>	<i>Years known</i>
<i>Business Address</i>			
<i>Home Address</i>			
<i>Name</i>	<i>Business Phone</i>	<i>Home Phone</i>	<i>Years known</i>
<i>Business Address</i>			
<i>Home Address</i>			
<i>Name</i>	<i>Business Phone</i>	<i>Home Phone</i>	<i>Years known</i>
<i>Business Address</i>			
<i>Home Address</i>			
<i>Name</i>	<i>Business Phone</i>	<i>Home Phone</i>	<i>Years known</i>
<i>Business Address</i>			
<i>Home Address</i>			
<i>Name</i>	<i>Business Phone</i>	<i>Home Phone</i>	<i>Years known</i>
<i>Business Address</i>			
<i>Home Address</i>			

**Special Qualifications and skills:**

Have you taken and passed the GBCC Police Written Examination?      Yes  No   
 Date Taken \_\_\_/\_\_\_/\_\_\_      Score \_\_\_\_\_

Are you a graduate of the NH Police Standards and Training Part-Time Police Academy ?      Yes  No   
 Date Completed \_\_\_/\_\_\_/\_\_\_

Are you a graduate of the NH Police Standards and Training Full-Time Police Academy?      Yes\_\_\_ No\_\_\_  
 Date Completed\_\_\_/\_\_\_/\_\_\_

List any special licenses you hold (such as pilot, radio operator, scuba, etc.) showing licensing authority, original date of issue and dated of expiration.

---

---

---

List any specialized machinery or equipment you can operate.

---

---

---

List any other special skills or qualifications you may possess.

---

---

---

---

---

**Convictions, Arrests, Detentions:**

Have you ever be convicted, arrested, and/or detained by police or summonsed into court?  Yes  No  
Please explain.

---

---

---

---

---

I certify the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the State of New Hampshire and the Town of Deerfield.

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date

<b>For Office Use:</b>	Arrange Interview <input type="checkbox"/> Yes <input type="checkbox"/> No
Remarks: _____ _____	
Employed <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Employment ___/___/___ Job Title: _____
Hourly Rate/ Salary _____	Department _____
By _____	on _____