



APPLICATION FOR EMPLOYMENT

Milton Police Department, VT

Town Website: www.miltonvt.gov



The Town of Milton considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. **Before you submit your application, make sure all sections of the application have been completed and that all information requested has been provided. At the sole discretion of the Town Manager, incomplete applications may not be considered.**

PLEASE PRINT

Position Applying for: Full Time Part Time

How did you hear about us? Town of Milton Website Internet Job Posting Friend/Relative
 Town of Milton Employee Career Fair Other

PERSONAL

Name (First, Middle, Last): _____

Have you been known by any other name (if applicable)? _____

Physical Address: _____

Town/City/State and Zip Code: _____

Email Address: _____

Phone Number(s): _____

When is the best time to call you? _____

GENERAL INFORMATION

- If you are under the age of 18, can you provide proof of your eligibility to work? YES NO
- Have you ever filed an application with us before? YES NO
- Have you ever been employed with us before? YES NO
- Are you currently employed? YES NO
- If so, can we contact your employer's for references? YES NO
- On what date are you available to start work? _____
- Can you travel if this job requires it? YES NO
- Do you currently have a legal/valid license to operate a motor vehicle? YES NO
- Has your license ever been suspended before? YES NO
 - If yes, when and why? _____

- Can you comply with our Workplace Non-Smoking Policy? YES NO
- Have you ever used illegal drugs before? YES NO

(Illegal drugs are ANY regulating substances by State and/or Federal Laws like marijuana, methamphetamine, ecstasy, cocaine, heroin, ect.)

- If yes, please explain: _____
- Have you ever been charged with a criminal offense in Vermont or any other state? YES NO
 - If yes, please explain: _____
- Have you ever been the subject of a domestic restraining or protection order? YES NO
 - If yes, please explain: _____
- Have you ever been previously convicted of a domestic violence related offense? YES NO
 - If yes, please explain: _____
- Has action ever been taken against any professional license that you have held? YES NO
 - If yes, please explain: _____
- Have you ever been disciplined in any way for alcohol and/or drug use on the job? YES NO
 - If yes, please explain: _____
- Have you ever been discharged or asked to resign from any employment? YES NO
 - If yes, please explain: _____

EDUCATION

Name & Location of School	Course of Study	# Years Completed	Diploma/Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Are you a veteran of service in the United States Armed Forces? YES NO
 - If so, were you honorably discharged? YES NO
 - From what Branch? _____
- Please list any job-related training received in the United States Armed Forces:

ADDITIONAL EXPERIENCE OR QUALIFICATIONS

Please describe any specialized training, apprenticeships, licenses or skills which you believe should be considered in evaluating your qualifications for employment (It is not necessary to include information which indicates race, color, national origin or other protected states).

- State any additional information you feel may helpful to us in considering your application:

- Please list any professional, trade, business or civil activities/offices you have held:

- Are you currently a certified Law Enforcement Officer in Vermont or another State? YES NO
 - If yes, please explain. _____
- Have you previously taken any of the tests listed below? (Check all that apply)
 - Written Entrance Exam (Vermont Police Academy)
 - MMPI (Minnesota Multiphasic Personality Inventory)
 - Physical Fitness Test
 - Polygraph Examination
- If you have checked any of the boxes above, please provide testing dates and details:

EMPLOYMENT

Please start with your present or last job held. Please explain any gaps in your employment if needed. NOTE: Alternatively, you may attach a resume, however be sure all requested information is included or your application may be denied. Specify reason(s) for leaving and permission to contact your previous employers.

1. Employers Name and Address: _____

Job Title, Employment Dates: _____

Supervisors Name, Title and Phone Number: _____

Describe Work Performed; _____

May we contact this employer as a reference? YES NO

2. Employers Name and Address: _____

Job Title, Employment Dates: _____

Supervisors Name, Title and Phone Number: _____

Describe Work Performed; _____

May we contact this employer as a reference? YES NO

APPLICANTS STATEMENT *(Read Carefully Before Signing)*

I hereby state the information I provided in this application and any supporting information i.e. my resume, is true and accurate to the best of my knowledge. I authorize verification of any or all of the information and any inquiries permissible by law to determine my suitability for employment.

I hereby understand and acknowledge that, should the Town of Milton employ me I am entering an At- Will employment relationship and may resign or be terminated at any time with or without cause or reason and with or without prior notice. It is further understood this “At Will” employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Milton Town Manager. Subject to applicable provisions of the Town of Milton Administrative Code or a Town of Milton Collective Bargaining Agreement.

In the event of employment, I understand that false or misleading information given in this application and/or interview(s) may result in discharge. I understand I am required to abide by all rules and regulations of the Town of Milton.

I verify I have fully read this application to the best of my ability and have not left any questions and/or sections blank:

Signature: _____ **Date:** _____

Please submit your application to:

Milton Police Department
37 Bombardier Road
Milton, VT 05468
ATTN: Recruitment Officer
Telephone: 802-893-6171 ~ Fax: 802-893-6032

Milton Police Department Hiring Process:

The Milton Police Department hiring process consists of several steps including an application, oral interview before a selection panel, a background and character investigation, a polygraph exam, a credit history check, psychological testing, a physical exam by a doctor and a drug screening. However, this is all preceded by police academy entrance testing. Entrance testing takes place at the Vermont Police Academy in Pittsford and consists of a written entrance exam, MMPI-2 (psychological assessment) and physical fitness test. The written entrance exam consists of 100 multiple choice questions that assess one's abilities in the areas of mathematics & mathematical reasoning, judgment & reasoning, report writing, vocabulary, and reading comprehension. Reading study guides for taking standardized tests is suggested, though we do not endorse or recommend any specific guide.

Please advise if you have participated in any of the above police academy entrance testing. If you have taken any of these, you may not have to retest depending on the dates taken and the test results. If you have taken any of these tests for another police agency, we may be able to get the results upon submission of a written waiver from you.