



***THE CITY OF
PARSONS
KANSAS***

***EMPLOYMENT
APPLICATION***

***PARSONS POLICE
DEPARTMENT***

217 North Central , Parsons, KS 67357

Name _____

Date of Application _____

Email _____

The City of Parsons, Kansas is an equal opportunity employer and will ensure that all applicants are considered for hire without regards to race, gender, national origin, age, disability, or veteran status.



PARSONS POLICE DEPARTMENT

217 North Central Parsons, KS 67357
Main (620) 421-7060 / Fax (620) 421-7081
www.parsonspd.com

APPLICATION FOR EMPLOYMENT INSTRUCTION FOR EMPLOYMENT

POLICE OFFICER DISPATCHER OTHER

PLEASE CHECK ONE

To be considered as qualified for employment as a Law Enforcement Officer with this agency, you must, at the time of employment, meet the following criteria:

1. You must be at least twenty one (21) years of age.
2. You must be a United States citizen.
3. You must have a high school diploma or its equivalence.
4. You must currently have, or be able to obtain, a Kansas Drivers License.
5. You must be able to qualify for vehicle insurance for the use of motor vehicles.
6. You may be required to meet certain job related sight and hearing standards required to meet essential job conditions with or with out accommodations.
7. As a condition of employment you may be required to pass the following job relater requirements:

- | | | |
|------------------------|--------------------------|-----------------------------|
| A- Physical Agility | B- Drug Screen | C- Background Investigation |
| D- Medical Examination | E- Psychological Testing | |

The completion of this form is a requirement for consideration for employment with this agency. All statements are subject to verification. Inaccuracies or incomplete statements may prevent you from being hired by the agency and may be cause for your removal from the hiring list. If you need assistance in completing this application or any other accommodations please contact the office of the Chief of Police. In accordance with the privacy act of 1974, disclosure of your social security number is voluntary. The social security number will be used for identification purposes to ensure that proper records are obtained. I have read and understand the above instructions and do agree to the terms and conditions of completing the application.

Applicants Signature

Date

PARSONS POLICE DEPARTMENT

JOB REQUIREMENTS & BACKGROUND ISSUES THAT DISQUALIFY APPLICANTS

We use the following guidelines for the rejection of applicants that are applying for employment with the Department. **However, there may be exceptions on a case-by-case basis.** Applicants are rejected based on 'good cause' and applicable state and federal policies, regulations and statutes. Applicants who fail to completely disclose any of the following at the beginning of the selection process are automatically rejected.

RESIDENCY/RESPONSE REQUIREMENTS: All police staff (Officers, Dispatchers & Civilian Staff) are required to reside within a 45-minute response time of the Parsons Police Station. Police Officers with an assigned vehicle are required to live within a 15-min response time of the Parsons Police Station. The agency has the right to impose a reasonable response time for officers and staff to respond to the police department in an emergency. Out of area hires are required to arrange a schedule to move within the required response area at the time of hire (within 90 days of hire).

Your participation in the hiring process begins with the voluntary submission of your job application and the following testing and evaluation is very invasive and thorough. Therefore, you should carefully consider this and weigh this against your personal background. You may voluntarily withdrawal from the hiring process at any time.

The standard is, "Any behavior that casts a clear doubt or suspicion on the applicant's character, integrity or competency." Examples that **may** illustrate this are:

a. During the selection process: Failure to comply with any appointments or deadlines during the hiring process without a reasonable justification; providing false or willfully incomplete information; being evasive or deceptive at any stage in the employment process or minimizing or exaggerating information; or failure to provide proof of attaining the minimum job requirements.

b. Crimes.

- Committing a felony crime or any crime of moral turpitude, regardless if convicted, charged or officially reported to a police agency within the past 10 years. Select crimes are automatically disqualifying regardless of the time frame.
- Unless otherwise described below, any misdemeanor crime regardless if convicted, charged or reported to a police agency within the past 3 years.
- Patterns of misdemeanor criminal behavior as an adult or within the past 7 years.

NOTE: Juvenile crimes and convictions as well as incidents between the ages of 18 and 21 are reviewed on a case-by-case basis by the Chief of Police to take into consideration the totality of circumstances, pattern of behavior and intent to determine if they are automatically disqualifying factors.

c. Behavior that casts reasonable doubt regarding issues of integrity. For example, falsifying work attendance records, filing false claims, making an intentionally false statement on an official document or employment-related document, cheating or dishonesty. Social media postings which profess illegal, racist or sexual photographs or narrative may subject the candidate to disqualification. Association with known felons, misdemeanants, parolees or probationers to a level of concern for the candidate's integrity.

d. Committing domestic violence that would be considered a misdemeanor regardless if reported to the police within the previous 7 years. **Conviction for domestic violence, which restricts the possession of a firearm would be automatically disqualifying for police officer applicants.**

e. Addictive behavior that could reflect poorly on the Police Department or illustrate bad judgment on the part of the applicant. For example: drugs, alcohol, sex, pornography, gambling.

f. Legal inability to own or possess a firearm, (for police officer candidates).

g. Illegal drugs. The use, possession, or sale of controlled substances under these circumstances:

Note: Juvenile use/possession of drugs is not an automatic disqualification and is reviewed on a case-by-case basis.

Recruit or Student Officer Candidates are disqualified for drug use by the:

Use of marijuana within the past 12 months.

Illegal drug use within the past 18 months, though review is conducted on a case-by-case basis.

Lateral or experienced candidates are disqualified for drug use by the:

- Use of marijuana within the past 3 years.
- Illegal drug use within the past 10 years.

Note: All classes of police employees participate in mandatory random drug testing. All police employees involved in a vehicle crash on-duty are subject to a mandatory drug test. Drug testing is required in a deadly force incident too.

- Participating in the manufacture, selling, offering to sell, trading for, distribution, or transportation for sale or sale any illegal narcotics or prescription drugs regardless of timeframe.
- Use of illegal drugs while employed in any position of public trust regardless of time frame.
- Use of a prescription drug through fraud or deception, regardless of timeframe.
- Working under the influence of drugs, alcohol or non-prescription drugs within the past 5 years.

h. Driving. Driving history free of conduct or record of violations that show a disregard for the safe and effective operation of motor vehicles.

Examples are:

- Within the past 7 years: criminal offenses regardless of being arrested or cited, road rage, 5 or more traffic citations, history of repeated canceled auto insurance, any license was suspension or revocation or 5 or more traffic collisions.
- Conviction of Driving Under the Influence of Intoxicants within 7 years; this includes receiving a diversion or a plea to lesser charge or two or more convictions regardless of timeframe; any flee or elude incident within 10 years.

i. Military service. Dishonorable discharge or did not complete enlistment, or not eligible for re-enlistment.

j. Medical. Concerns or problems that might endanger the applicant, fellow employees or citizens, or the inability to perform the essential job functions as described in the job description.

k. Work history that reflects dishonesty, disloyalty, incompetence, instability, dereliction of duty, or inability to get along with supervisors or co-workers, pattern of unexcused absences, involuntarily termination for cause, resignation in lieu of termination, or discipline that is 2 or more significant formal reprimands.

l. Failure to provide proof of citizenship.

m. Financial affairs that show a history of poor judgment, irresponsibility or refusal to confront problems such as referral to collection agency, property re-possessed, or wages garnished.

n. Misrepresentation or ignoring laws such as not paying taxes or using a false address for school tuition purposes. Misrepresentation of military service, prior employment, training or education.

o. References. People who know the applicant doubt the applicant's honesty, self-discipline, judgment or character.

p. Psychological Fitness.

• Applicants who are rated by a licensed psychologist as "low average" or lower, or are marginally suited for law enforcement, or who have significant to moderate psychological concerns that could present a clear and specific risk to themselves, the public or to other employees within the past year. Psychological ratings are reviewed on a case-by-case basis by the Assistant Chief and Chief of Police to take into consideration the totality of circumstances, pattern of behavior and scope to determine if they are automatically disqualifying factors.

• History of anger or emotional issues that show instability, impulsiveness or could present risks to themselves, the public or to other employees.

The Department does not engage in disparate impact discrimination and reviews each candidate on the totality of their application and life experiences.

'Good Cause' includes but is not limited to the Kansas Commission on Peace Officer Standards and Training (KCPOST) KSA 74-5601, et al and includes felony convictions, misdemeanor domestic violence and other disqualifying misdemeanors that are outlined in state statute. FBI and KCJIS policies and procedures can disqualify applicants based on record of arrest, conviction and/or deferred prosecution on a case-by-case review by the police department.



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APPLICATION FOR EMPLOYMENT

Full Legal Name- _____
Last First Middle Name or Initial

Social Security Number- _____ Phone Number- _____

Are you a United States Citizen? YES NO

Position Desired: _____ Wage/ Salary Desired: _____

Current Drivers License Number: _____ State of Issue: _____

Have you ever been convicted of and criminal offense other than minor traffic violations?

YES NO If yes, please explain:

Have you ever been convicted of a felony, including expunged and annulled felony records from this state, any other state, or military jurisdiction the would be considered a felony in the state of Kansas?

YES NO If yes, please explain:

Do you have any criminal charges pending?

YES NO If yes , type of Charge _____

Date: _____ Location of Charges: _____

EDUCATION HISTORY

Name of High School Attended:	
Address	Years Attended:
City/State/Zip Code	Graduate:

College or Trade School: Please have transcripts mailed to the Parsons Police

Name of College or Trade School Attended:	
Address	Years Attended:
City/State/Zip Code	Graduate: Degree: Major:

Name of College or Trade School Attended:	
Address	Years Attended:
City/State/Zip Code	Graduate: Degree: Major:

Name of College or Trade School Attended:	
Address	Years Attended:
City/State/Zip Code	Graduate: Degree: Major:

EMPLOYMENT HISTORY

Continued

Name of Employer:	Job Title: Duties:
Address:	Date of Employment: From: To:
City /State/Zip Code	Wage: Hourly: Salary: Starting Pay: Ending Pay:
Supervisor: Contact Number:	Reason For Leaving:

Name of Employer:	Job Title: Duties:
Address:	Date of Employment: From: To:
City /State/Zip Code	Wage: Hourly: Salary: Starting Pay: Ending Pay:
Supervisor: Contact Number:	Reason For Leaving:

Name of Employer:	Job Title: Duties:
Address:	Date of Employment: From: To:
City /State/Zip Code	Wage: Hourly: Salary: Starting Pay: Ending Pay:
Supervisor: Contact Number:	Reason For Leaving:

RESIDENCE VERIFICATION

In the space below provide the addresses where you have resided in the last 10 years.. The information provided will be utilized in connection with background checks being conducted on you for the position of Law Enforcement

Street Address/ PO Box:	Date:
City / State / Zip Code:	County:

Street Address/ PO Box:	Date:
City / State / Zip Code:	County:

Street Address/ PO Box:	Date:
City / State / Zip Code:	County:

Street Address/ PO Box:	Date:
City / State / Zip Code:	County:

Street Address/ PO Box:	Date:
City / State / Zip Code:	County:

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City / State / Zip Code:	County:

PERSONAL REFERENCES

Provide three References who are not former employers who we may contact.

<i>Name and Occupation</i>	<i>Relationship to Individual how long have you known them</i>	<i>Phone number to reach them</i>

List any and all law enforcement agencies that you have applied with in the last three years.

Have you ever been terminates or asked to resign from any employer? Yes No If yes please explain.

Have you ever been charged with domestic violence, regardless if you were convicted? Yes No If yes please explain

Have you ever filed for bankruptcy? Yes No If yes please explain

Have you ever been involved in litigation (civil or criminal) ? Yes No If yes please explain



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Carefully Read Each Statement Before Signing At the Bottom

I certify that I have made no misrepresentations in this application and I have not withheld information in my statements and answers to questions. I hereby give my full permission for any and all information in this application to be investigated. I am aware that any misrepresentation may cause my application to be rejected or may cause dismissal if I am hired before such misrepresentations are discovered. I understand that any material matter contained in this application which is false or misrepresents the true facts with the intent to induce official action is making false information, a severity level I nonperson felony, in violation of KSA 21-5824.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and agree to the above statements.

Signature: _____

Date: _____



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Waiver Of Liability and Release Form

In signing and submitting an application for employment to the Parsons Police Department, I clearly understand and agree:

1. I certify that the information contained in this application is correct and complete to the best of my knowledge and understand that omission, misrepresentation or falsification of information is grounds for refusal to employ me or my dismissal if I am employed;
2. I authorize the references listed above, schools and current and past employers to give the Parsons Police Department any and all information concerning my previous employment and education including, but not limited to any information they may have, personal otherwise, and I release all parties from all liability for any damage or claim that may result from furnishing the same to the Parsons Police Department;
3. I understand that the Parsons Police Department must conduct a search of my criminal records and I release all parties from any liability for damage or claims that may result from the conduct of said search.

If there are any charges for educational transcripts I hereby authorize the school, college, or Vo-Tech to send the bill to me at the below address:

Name:

Address:

Applicants Signature:
