



## JORDAN POLICE DEPARTMENT

Brett Empey - Chief of Police



Public Job Posting

# Jordan Police Department

**Position:** Police Officer; part-time hours

**Contact:** Michelle Guscette and Kelly Doyle: [jpdrecords@jordanmn.gov](mailto:jpdrecords@jordanmn.gov)

**Application Deadline:** Applications will be accepted by email, U.S. Mail, and in person only. Applications must be postmarked or received by Friday, May 18, 2018 at 3:00 pm. *Applicants are required to submit a cover letter and resume in addition to an application – failing to do so will result in the application being rejected.*

The City of Jordan is seeking applicants for two (2) open Police Officer positions; both positions will be on a part-time basis only.

### **Minimum Requirements**

- (1) Must be at least 21 years of age
- (2) Must possess an Associate Degree in Law Enforcement
- (3) Must be eligible for licensure as a peace officer by the MN POST Board by the time of appointment
- (4) Must possess a valid driver's license
- (5) Must have strong verbal and written communication skills
- (6) Must not have been terminated from or resigned in lieu of termination from a previous licensed peace officer position, probationary or otherwise
- (7) Must pass comprehensive psychological and physical exams/testing

**Applicants are required to submit a cover letter and resume in addition to**





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### **the City employment application.**

The full job posting and City employment application may be downloaded online by visiting [jordanmn.gov](http://jordanmn.gov) and viewing the **City Jobs** link.

For more information please contact Michelle Guscette or Kelly Doyle by email at [jpdrecords@jordanmn.gov](mailto:jpdrecords@jordanmn.gov) or by phone at 952-492-2009.

### **Mailing address:**

Jordan Police Department  
705 Syndicate St.  
Jordan, MN 55352



# CITY OF JORDAN

210 East First Street  
Jordan, MN 55352  
952-492-2535



## Employment Application

### APPLICANT INFORMATION

Last Name	First Name	Middle Name	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		

Date Available

Position Applied for:

Can you perform the essential functions of the position for which you are applying?  YES  YES, with reasonable accommodation

Are you over 18 years old? YES  NO  Are you legally eligible to work in the U.S.? (If offered employment, you will have to provide proof of your eligibility.) YES  NO

Have you ever worked for the City? YES  NO  If so, when?

STATEMENT OF INTEREST: Give a brief statement of why you are interested and feel qualified for the position:

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### EDUCATION/TRAINING

High School	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Post-Secondary	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Post-Secondary	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Post-Secondary	Address
Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

List academic honors you received or extracurricular activities in which you participated during school:

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**PREVIOUS EMPLOYMENT**

Please list your employment history for the **past ten (10) years**. Begin with most recent employment. Attach additional pages if necessary. Fill in all of the wage detail or your application will be downgraded.

<b>Company</b>		Phone (    )	
Address		Supervisor	
Job Title	Starting Wage	\$	Ending Wage \$
Responsibilities and weekly hours worked:			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Company</b>		Phone (    )	
Address		Supervisor	
Job Title	Starting Wage	\$	Ending Wage \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>Company</b>		Phone (    )	
Address		Supervisor	
Job Title	Starting Wage	\$	Ending Wage \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?    YES <input type="checkbox"/> NO <input type="checkbox"/>			
<b>OTHER: Please account for any period of unemployment of at least 30 days and/or part-time employment not listed above.</b>			
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<hr/>			
Have you ever been involuntarily terminated from employment? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, state name and address of company and reason for termination.			
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**MILITARY SERVICE**

Branch	From	To
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Rank at Discharge	Type of Discharge
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If other than honorable, explain

Claiming Veterans Preference? <input type="checkbox"/> Yes <input type="checkbox"/> No  Signature: _____ Date: _____	<p>Veterans who served on active duty in the U.S. Armed Forces and were separated under honorable conditions may be eligible for veterans' preference. When claiming preference, veterans must provide a copy of their DD-214, Certificate of Release or Discharge from Active Duty, or other acceptable documentation. Applicants claiming 10 point preference will need to submit their DD-214, for a 10-point Veterans' Preference. If you have questions about the applicability of veterans' preference for a particular vacancy, please contact the City of Jordan.</p> <p>Provide a copy of current status of orders.</p>
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Tasks/responsibilities within military:

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List volunteer work you have performed:

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**REFERENCES**

*Please list three professional references.*

Full Name	Relationship
Company	Phone (    )
Address	

Full Name	Relationship
Company	Phone (    )
Address	

Full Name	Relationship
Company	Phone (    )
Address	

Full Name	Relationship
Company	Phone (    )
Address	

Address

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**SPECIAL SKILLS**

Please identify any special skills, licenses, certifications, other education, training, or other information that you wish to be considered:

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The City of Jordan is an equal employment opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

**INFORMATION RELEASE / DISCLAIMER / AND SIGNATURE**

I understand that information I have provided in this written application may be classified as public per Minnesota State Statutes, Chapter 13. I authorize the City of Jordan the right to solicit and receive verification of all information contained in this application for employment from any and all sources that are necessary, in the opinion of the city, to verify the information I have provided. Verification may include completing a background check utilizing criminal history, credit check, and character references. I hereby hold the City of Jordan harmless and waive my right to pursue action against the city for denial of employment based on information reasonably obtained from other sources about my application.

**Signature**

Date

In the event of an offer and acceptance of employment with the City of Jordan, I understand that false or misleading information provided by me in this application is grounds for termination of employment without recourse. I further understand that employment with the City is subject to all policies, procedures, and rules maintained by the city or individual departments.

I certify that my answers are true and complete to the best of my knowledge.

**Signature**

Date

