

DENNIS KAINE
CHIEF OF POLICE



CHIEF'S OFFICE: (201) 768-5341



DEPARTMENT OF
POLICE
BOROUGH OF CLOSTER

295 CLOSTER DOCK ROAD
CLOSTER, NEW JERSEY 07624
201-768-5000 FAX: 201-768-7413

DETECTIVE BUREAU
(201) 768-7144

February 15, 2016

Closter Police Department Applicant,

Thank you for acquiring an application for the Closter Police Department. Please carefully follow all of the instructions. A candidate checklist has been provided to ensure that all of the proper documentation is completed and returned.

Once you have returned your completed application and relevant documentation, do not call the Closter Police Department. Candidates who are selected to continue in the hiring process will be contacted by Chief Dennis Kaine with further instructions. **The Borough of Closter is an Equal Opportunity Employer.**

This packet should contain the following items:

- 1) Cover Letter To Candidate (1 Page)
- 2) Closter Police Department Minimum Application Requirement (1 Page)
- 3) Closter Police Department Disclaimer Form (1 Page)
- 4) Closter Police Department Application (9 pages)
- 5) Closter Police Department Candidate Checklist (1 page)

Sincerely,

Dennis Kaine

Dennis Kaine
Chief of Police

CLOSTER POLICE DEPARTMENT APPLICATION REQUIREMENTS:

The Closter Police Department will be accepting applications for the position of Probationary Police Officer from candidates who meet the below listed Closter Police Department Minimum Application Requirements.

The position of Probationary Police Officer that candidates are applying for with Closter Police Department is an entry level position regardless of background or experience.

Selection Process	Candidates must possess a Police Training Course certificate for the “Basic Course for Police Officers” or have completed the Alternate Route Basic Police Officer Program at a Police Training Commission approved school and have a graduation date no later than April 1st 2016 . The process may also include a written examination, physical fitness test, extensive background investigation, oral interview, and upon conditional appointment, a medical examination and psychological evaluation
Education	Candidates must have a Bachelor Degree from an accredited college or university recognized by the NJ Department of Higher Education (or) An associate degree in Criminal justice or Police science from an accredited college or university recognized by the NJ Department of Higher Education
Age	All candidates must be at least 18 years of age on date of application, and not reached their 35 th birthday on the date of appointment
Residency	Must be a resident of the State of New Jersey and must be a citizen of the United States
Background	Candidates must have a good reputation and be of sound moral character. Any conviction for an indictable offense or any other crime and offenses are subject to evaluation during the background investigation

CLOSTER POLICE DEPARTMENT DISCLAIMER FORM

Closter Police Department Applicant,

The position of probationary police officer that you are applying for with the Closter Police Department is an entry level position regardless of background or experience.

The Borough of Closter and the Closter Police Department are not responsible for any reimbursement or buyout costs that may be associated for those applicants transferring from another agency or the municipality that they were employed by.

Please sign below to verify that you have read and understand this form and return with your Closter Police Department application.

Should you have any questions, please contact Chief Dennis Kaine at 201.768.5341.

Print Name _____

Sign Name _____

Control # _____

Date _____

CLOSTER POLICE DEPARTMENT

APPLICATION for EMPLOYMENT

Control Number: _____

There are nine (9) pages to this application. _____ (Initials)

Please Print Clearly

Name: _____

Street Address: _____ County: _____

City, State, Zip Code: _____

Driver's License (State and No.): _____ Home Phone No.: _____

Social Security No.: _____ Place of Birth: _____

Height: _____ Weight: _____ Eye Color: _____

Scars/Tattoos: _____ Location: _____

Have you ever been convicted of a crime that has not been expunged or sealed?: _____

If yes, explain: _____

Have you ever been convicted of a disorderly persons offense?: ☐ Yes ☐ No

If yes, explain: _____

Have you ever been denied a firearms permit?: ☐ Yes ☐ No

If yes, explain: _____

Are you an alcoholic? ☐ Yes ☐ No

Are you dependent upon the use of any narcotic or other dangerous substance ☐ Yes ☐ No

If yes to either question, explain: _____

Are you now being treated for a drug problem?: () Yes () No

If yes, explain: _____

Do you suffer from a physical or mental illness?: () Yes () No

If yes, explain: _____

Have you ever been confined or committed to a mental institution or hospital for treatment or observation of a mental or psychiatric condition on a temporary or interim basis?: () Yes () No

If yes, provide name of the Institution: _____

Have you ever had a seizure of any kind?: () Yes () No

If yes, explain: _____

Are you, or have you ever been a member of any organization which advocates or approves the commission of acts of force or violence, either to overthrow the government of the United States, or of this State, or to deny others their rights under the constitution of either the United States or the State of New Jersey? () Yes () No

If yes, explain and list name of Organization: _____

EDUCATION

Elementary School: _____

Address: _____ Town: _____ State: _____

Dates of Attendance: From: _____ to _____ Graduated? () Yes () No

High School: _____

Address: _____ Town: _____ State: _____

Dates of Attendance: From: _____ to _____ Graduated? () Yes () No

College: _____

Address: _____ Town: _____ State: _____

Dates of Attendance: From: _____ to _____ Graduated? () Yes () No

Type of Degree(s): _____

Other: _____

Address: _____ Town: _____ State: _____

Dates of Attendance: From: _____ to _____ Graduated? () Yes () No

Type of Degree(s): _____

MILITARY SERVICE
(Attach copy of DD214)

Branch	Date of Enlistment	Date of Discharge
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Type of Discharge	Highest Rank	Recruitment Station
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PREVIOUS EMPLOYERS
(Start with the most current)

Employer: _____

Address: _____ Town: _____ State: _____

Telephone: _____ Dates of Employment: From: _____ to _____

Employer: _____

Address: _____ Town: _____ State: _____

Telephone: _____ Dates of Employment: From: _____ to _____

Employer: _____

Address: _____ Town: _____ State: _____

Telephone: _____ Dates of Employment: From: _____ to _____

Employer: _____

Address: _____ Town: _____ State: _____

Telephone: _____ Dates of Employment: From: _____ to _____

REFERENCES

Name: _____

Address: _____ Town: _____ State: _____

Telephone: (H): _____ (C): _____

Relationship: _____ Years Known: _____

Name: _____

Address: _____ Town: _____ State: _____

Telephone: (H): _____ (C): _____

Relationship: _____ Years Known: _____

Name: _____

Address: _____ Town: _____ State: _____

Telephone: (H): _____ (C): _____

Relationship: _____ Years Known: _____

Name: _____

Address: _____ Town: _____ State: _____

Telephone: (H): _____ (C): _____

Relationship: _____ Years Known: _____

BACKGROUND

1. If you are bi-lingual, what languages and to what proficiency?:

2. Active or former sworn law enforcement officers must provide the names of all law enforcement agencies, addresses and contact persons for official training and personnel records. Employers of Active law enforcement officers will not be contacted until the final hiring process.:

3. Were you ever subjected to disciplinary action in connection with any employment? If yes, describe in detail.:

4. Were you ever rejected or have you ever withdrawn from the selection process of any law enforcement organization or law enforcement recruit-training academy? Explain in full detail: use back of page if necessary.:

5. List all states where you have been issued a drivers license: _____

a. Has your license ever been suspended or revoked in any state?: _____

6. Have you ever been arrested for drunk driving?: _____

7. Have you ever had your automobile insurance discontinued for any reason? If yes, explain:

8. Have you ever had a Restraining Order issued against you prohibiting you from having contact with any person or place? Or, have you ever issued a Restraining Order against anyone? Explain in detail, including the state and name of the investigating law enforcement agency.:

9. Have you ever declared bankruptcy?: _____

10. Do you presently, or have you ever had, a lien or judgment pending against you?: _____

11. List all debt owed, include bank or financial institution and balance. *Do not include account numbers.*

a. Mortgage: _____

b. Home Equity: _____

c. Credit cards: _____

d. Educational Institutions: _____

e. Vehicle: _____

f. Personal: _____

g. Other: _____

Do you have any other debt not listed above? () Yes () No

If yes, explain: _____

12. List the make, model, caliber and serial number of all firearms you possess or own and whether it is registered or not.:

13. List all immediate family members including parents, sister/brothers, stepparents, and step/sister/brothers. Include addresses, ages and telephone numbers.:

14. Have you ever been the victim of identity theft? List the investigating law enforcement agency and case number.:

15. Have you ever:

a. Legally changed your name? () Yes () No

If yes, provide copy of the court approved name change.

b. Used an alias? () Yes () No

c. Used a different date of birth? () Yes () No

16. List all addresses lived in within the past ten years and whether owned or rented. (Start with the most recent.):

17. Have you ever had an Expungement? This is allowable to inquire of and required for law enforcement purposes.:

18. Have you ever been formally charged with, or accused of violating the civil rights of another person?:

19. Have you ever been charged with a petty disorderly persons offense, disorderly persons offense, misdemeanor, borough ordinance violation or crime both as an adult and juvenile?:

20. Were you ever involved in a civil court action?:

21. Include a complete copy of your college transcript.

NOTICE

N.J.S. 2c:8-3,a. A PERSON COMMITS AN OFENSE IF HE/SHE MAKES A WRITTEN FALSE STATEMENT WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE, ON OR PURSUANT TO A FORM BEARING NOTICE, AUTHORIZED BY THE LAW, TO BE EFFECT THAT FALSE STATEMENTS MADE THEREIN ARE PUNISHABLE.

CERTIFICATION

By signing below, I certify that I have not withheld any information that might adversely affect my chances for employment with the Borough of Closter and that all information I have given is true and correct.

I understand that any omission or material misstatement on my application, resume or other document submitted in support of my application, or during any pre-employment interview, shall be grounds for rejection of my application.

I understand that any offer of employment by the Borough of Closter may be contingent upon the results of a reference and background check, post offer physical, drug/alcohol test or other pre-employment testing.

Date

Applicant's Signature

AUTHORIZATION FOR BACKGROUND AND REFERENCE CHECK

I authorize the Borough to thoroughly investigate my references, work record, education, criminal conviction record and any other matters relevant to my suitability for employment. I also authorize my former employers to disclose to the Borough, or to anyone acting on behalf of the Borough of Closter, any and all of my employment records, including my disciplinary reports and letters of reprimand, without giving me notice of such disclosure. I hereby fully release and discharge the Borough of Closter, my former employers, their respective officers, employees and agents, and all other persons and entities from any and all claims, demands and liabilities arising out of or in any way relating to such investigation or disclosure.

Date

Applicant's Signature

Control Number: _____

CLOSTER POLICE DEPARTMENT CANDIDATE'S CHECKLIST

The following items must be returned in person to the Closter Police Department by February 26, 2016.

Application packets are to be returned no later than 6 PM. All items are to be placed in a sealed envelope and given to the Tour Supervisor at the Closter Police Department.

PLEASE INDICATE WHICH DOCUMENTS ARE INCLUDED BY MARKING THE BOX.

1. Closter Police Department Application (9 pages) []
2. Copy of your Resume []
3. Copy of your NJ Driver's License []
4. Copy of your High School Diploma []
5. Copy of your PTC certification for the "Basic Course for Police Officers" []
(Candidates who will graduate by April 1st 2016 will be asked to supply after graduating.) []
6. Copy of your college degree / diploma **and** a copy of your college transcript []
7. Copy of your DD214 (for those candidates with military background) []
8. A non-refundable check or money order made payable to the "**Borough of Closter**" for \$50.00 []
9. Closter Police Disclaimer form signed and dated []
10. Copy of your completed Closter Police Departments Candidates checklist []

ALL APPLICATIONS THAT ARE RETURNED WITH MISSING OR INCOMPLETE INFORMATION WILL CAUSE THE CANDIDATE TO BE EXCLUDED FROM THE HIRING PROCESS.

NAME: _____

SIGNATURE: _____

CONTROL #: _____