Township of Hamilton Job Announcement

**Police Officer**

- The Township of Hamilton is accepting applications for Police Officer.

- The applicant must be a citizen of the United States, be at least 21 and not over 35 years of age, have a valid driver’s license; be able to read, write, and speak the English language; be sound in body and health; be of good moral character and have not been convicted of any criminal offense involving moral turpitude; possess a minimum of 60+ credits from an accredited college, and undergo written and physical qualification testing, drug screening, psychological testing, and oral interviews. At the time of appointment as a police officer, the applicant must be a resident of New Jersey and possess a valid New Jersey driver's license.

- Applications are available at the Township of Hamilton Police Department, 6101 13th Street, Mays Landing, NJ, 08330 between 8:30 a.m. to 4:30 p.m., Monday through Friday. The Township of Hamilton is an equal opportunity employer.

- Applications can also be downloaded at:  
  www.hamiltonpd.com  
  www.policeapps.com

- Deadline for applications: Friday, February 24, 2017
Dear Police Officer Applicant:

Thank you for your interest in becoming a Township of Hamilton Police Officer. The following information will outline how to submit your application packet. Please read and follow the directions completely.

A fully completed application packet must include:


2. A physician’s note stating that the applicant is physically capable of taking part in the Physical Qualification Test. A description of that test is attached. The physician’s note must be an original medical office document and be *signed by the physician within 60 days of the testing date*.

3. A copy of the applicant’s valid driver’s license indicating name and residence. At the time of appointment as a police officer, the applicant must be a resident of New Jersey and possess a valid New Jersey driver’s license and shall not be less than 21 or over 35 years of age.

4. Proof that the applicant has accumulated 60 or more credits from an accredited college or university. A copy of applicant’s diploma or an unofficial transcript with the applicant’s name is acceptable.

*Please note:* All the above documents must be submitted together in one packet. Applications without supporting documentation will be returned as incomplete.

How to submit your application packet:

1. In person or by mail to:
   
   Township of Hamilton Police Department
   
   6101 Thirteenth Street, Mays Landing, NJ 08330
   
   Office hours: Monday through Friday 8:30 a.m. to 4:30 p.m.

2. By email to:

   recruitment@townshipofhamilton.com

*Applications and all documents must be RECEIVED by 4:30 p.m., February 24, 2017*
After submitting your fully completed application packet, the next step in the process will be the Physical Qualification Test and the Written Examination scheduled for March 4, 2017.

You will not be eligible to participate in the testing process if:

1. You are not medically cleared by a physician to take the Physical Qualification Test.
2. You do not possess a valid driver's license.
3. You do not meet the age requirement to be a municipal police officer in the State of New Jersey.
4. You do not possess 60+ credits from an accredited college or university.
5. You do not provide proof of the above to the Police Department with your application packet.

   **Documentation will not be accepted on the day of the test.**

I attached a description of the testing process to assist your preparation. I wish you success in your effort to become a Township of Hamilton Police Officer.

Stacy Tappeiner  
Chief of Police
Physical Qualification Testing

- The **Written and Physical Qualification Tests** for police officer will be administered at William Davies Middle School, 1876 Dr. Dennis Forman Drive, Mays Landing, NJ 08330 on **Saturday, March 4, 2017.**
- Applicants will be directed to park behind the school.
- Please arrive to the testing area early to sign in. The testing will begin promptly at **9:00 a.m.** No applicant who arrives after that time will be permitted to participate in the testing.
- You must show photo ID to enter the testing area.
- The test will be conducted regardless of weather conditions.
- Dress comfortably for the written portion of the test. Physical Training Gear: shorts, sweat pants, T-shirt, etc. and running shoes will be necessary for the physical portion of the test. Be prepared for inclement weather.
- No backpacks, duffle bags, or electronic devices will be permitted in the written testing area, including, but not limited to cell phones, calculators, iPods, or watches.
- Number #2 pencils will be provided at the test site.

**Written Examination Description:**

New Jersey State Association of Chiefs of Police Written Examination.

This comprehensive written examination tests the cognitive ability and integrity of prospective applicants. The cognitive portion of the examination has been tailored around the tasks the entry level law enforcement officer performs.

An optional Study Guide is available for purchase at the Township of Hamilton Police Department for $20.00. If you desire a Study Guide, present cash or a money order in that amount made out to "Township of Hamilton Police" to Executive Assistant Lea Brower at the Police Department.
The Physical Qualification Test portion of the selection process consists of the following three (3) test activities:

1. Sit-ups
2. Push-ups
3. 1.5 mile run

Candidates must reach minimum standards for each test activity in order to be considered for employment.

1. Sit-ups: Minimum Score = 21; Time Limit: 60 seconds

   With feet anchored and knees bent, the candidate will place their arms crossed at chest level while lying flat on the floor. The candidate will then sit-up touching elbows to the knees.

2. Push-ups: Minimum Score = 18; Time Limit 60 seconds

   The push-ups are done with the body straight and the toes touching the floor. The body is kept straight during the exercise. The candidate starts with the elbows locked out. The candidate will descend to the floor, touching the chest to the floor, and then return to the starting position and lock the elbows out. Females will be allowed to do Modified Bent Knee Push-ups.

3. 1.5 Mile Run: Maximum Time: 14:26 minutes/seconds Run 1.5 miles on a designated course.
Return completed applications to:

Township of Hamilton
Police Department
6101 Thirteenth St.
Mays Landing, N.J. 08330

Township of Hamilton
Application for Employment

Stacy V. Tappeiner
Chief of Police

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Name: ____________________________________________

Last       First       Middle

Address: ____________________________________________

Street    City    State    Zip Code

Telephone # ( ) __________________________ Mobile # ( ) __________________________ email __________________________

Position(s) applied for __________________________________________ Date of application __________ / __________ / __________

Referral Source (Please check the appropriate category and name the source)

☐ Walk-in __________________________

☐ Township Website __________________________

☐ Employee __________________________

☐ School __________________________

☐ Advertisement __________________________

☐ Other __________________________

The best time to call you at home is: _______ a.m./p.m.

May we contact you at work? ☐ Yes ☐ No

If yes, work number and best time to call:

( ) __________________________ a.m./p.m.

If you are under 18 and it is required, can you furnish a work permit? ☐ Yes ☐ No

If no, please explain __________________________

Have you submitted an application here before? ☐ Yes ☐ No

If yes, give date: __________ / __________ / __________

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Date available for work: __________ / __________ / __________

What is your desired salary range or hourly rate of pay?

$ __________________________ per __________________________

Type of employment desired: ☐ Full-time ☐ Part-time

☐ Seasonal ☐ Temporary

Will you travel if job requires it? ☐ Yes ☐ No

If explained to you, are you able to meet the attendance requirements of the position? ☐ Yes ☐ No ☐ N/A

Will you work overtime if required? ☐ Yes ☐ No

If no, please explain __________________________

Driver’s License number required if driving may be required in the job for which you are applying:

________________________________________ State __________

Have you ever been bonded? ☐ Yes ☐ No

The Township of Hamilton is an Equal Opportunity Employer
**Employment History**

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<thead>
<tr>
<th>From:</th>
<th>To:</th>
<th>Employer Name:</th>
<th>Telephone:</th>
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<tbody>
<tr>
<td>Job Title:</td>
<td>Address:</td>
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<td>What did you like least?</td>
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<tr>
<td>Reason for leaving?</td>
<td>May we contact this employer?</td>
<td>☐ Yes ☐ No ☐ Later</td>
<td>Hourly Rate/Salary:</td>
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EMPLOYMENT HISTORY  continued

Explain any gaps in your employment, EXCEPT those due to personal illness, injury or disability:


SKILLS and QUALIFICATIONS

Summarize any special training skills, licenses and/or certificates that may assist you in performing the duties of the position for which you are applying:


Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

☐ Microsoft Word / Years: ________   ☐ Outlook / Years: ________

☐ Excel / Years: ________   ☐ Edmonds Software / Years: ________

☐ PowerPoint / Years: ________   ☐ Other: __________________________

EDUCATIONAL BACKGROUND

<table>
<thead>
<tr>
<th>Education</th>
<th>Name and location of school</th>
<th># of years attended</th>
<th>Degree Received</th>
<th>Major</th>
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<tbody>
<tr>
<td>High School</td>
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<td>College/University</td>
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<td>Trade/Business School</td>
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REFERENCES

List name and telephone number of three business/work references who are NOT related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are NOT related to you.

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<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Contact Number</th>
<th>Years Known</th>
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To what job-related organizations (professional, trade, etc.) do you belong? Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

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<thead>
<tr>
<th>Organization</th>
<th>Offices Held</th>
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List special accomplishments, publications, awards, etc. Exclude information that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

In your current or a prior job, have you ever written instructions or directions to be followed by employees or customers?

☐ Yes  ☐ No  ☐ Not Applicable

If yes, please explain:

Is there any other job-related information you want us to know about you?

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the Township of Hamilton is true, complete and correct.

I expressly authorize, without reservation, the Township, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Township, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Township of Hamilton does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only one (1) year. At the conclusion of that time, if I have not heard from the Township and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the authorized Township of Hamilton representative.

I also understand that if I am hired, I will be required to provided proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the Township’s service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant: ______________________________ Date: ____________________