



Police Personnel Application

The Village of Utica and its Police Department is an Equal Opportunity Employer. We consider applications for all any open position without regard to race, color, national origin, sex, age, disability, marital status, religion, or any other legally protected status.

Instructions:

Application should be filled out to its entirety in blue ink. Any area that does not pertain to you should be filled in with N/A. All documentation of certifications, transcripts, degrees, etc., should be attached. You may include a resume however, it will not be used as a substitute for the written application.

Application and all documentation can be taken in person to the Police Department at 39 Spring Street, Utica, Ohio 43080. Attn. Mayor Quinif. Or mailed to Village of Utica Attn: Mayor Quinif, PO Box 524, Utica, Ohio 43080

Minimum Qualifications; For Sworn Personnel;

1. Clean criminal history.
2. Have reached the age of 21 by appointment.
3. Currently enrolled or have completed O.P.O.T.A. training.
4. Be able to pass a polygraph and drug test.
5. Be able to pass a background investigation.
6. Be able to pass a physical agility test.
7. Have a high school diploma or GED.
8. Some college preferred.

Minimum Qualifications; For Non-Sworn Volunteer Personnel; "Police Reserve"

1. Must be 18 years of age with a clean criminal history.
2. Be able to pass a polygraph and drug test.
3. Be able to pass background investigation.
4. Be able to pass a basic physical agility test.
5. Have a high school diploma or GED

Process:

Submitted applications will be reviewed within five days of receipt. If an applicant is being considered for further review he or she will be notified of further tests and interviews.



POLICE DEPARTMENT

Police Personnel Application

APPLICANT INFORMATION										
Last Name				First				M.I.	Date	
Street Address						Apartment/Unit#				
City			State			ZIP				
Phone					Email					
Date Available				Social Security No.				Availability		
Position Applied for										
Are you a citizen of the United States?	YES	NO	If No Are you authorized to work in the U.S.?				YES	NO		
Have you ever worked for this Village?	YES	NO	If so, when?							
Have you ever been convicted of a felony?	YES	NO	If yes, explain							

EDUCATION										
High School					Address					
From		To		Did you graduate?	YES	NO	Degree			
College					Address					
From		To		Did you graduate?	YES	NO	Degree			
OPOTA					Address					
From		To		OPOTA Certificate?	YES	NO	Number			

REFERENCES
<i>Please list three references.</i>

Reference 1

Full Name				Relationship			
Company				Phone			
Address							



UTICA | POLICE DEPARTMENT

ESTD. 1810

Page 1 of 4

Reference 2

Full Name		Relationship	
Company		Phone	
Address			

Reference 3

Full Name		Relationship	
Company		Phone	
Address			

CRIMINAL HISTORY

Have you ever been convicted of a felony? YES _____ NO _____

Have you ever been convicted of a misdemeanor other than a traffic violation? YES _____ NO _____

If you answer yes to either, please explain. _____

DRIVERS LICENSE

Do you have a valid driver's license?	YES	NO	Have you ever had your license suspended?	YES	NO
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Have you ever been convicted of a felony? YES _____ NO _____

If you answer yes to either, please explain. _____



UTICA | POLICE DEPARTMENT

Page 2 of 4

PREVIOUS EMPLOYMENT

Previous Employer 1

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference?		YES	NO

Previous Employer 2

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference?		YES	NO

Previous Employer 3

Company		Phone	
Address		Supervisor	
Job Title		Starting Salary \$	Ending Salary \$
Responsibilities			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference?		YES	NO



UTICA | POLICE DEPARTMENT

ESTD. 1810

Page 3 of 4

MILITARY SERVICE			
Branch		From	To
Rank at Discharge		Type of Discharge	
If other than honorable, explain			
Are you currently in the Reserve or National Guard? Yes, explain			
From	To	Reason for leaving	
May we contact your previous supervisor for a reference?	YES	NO	

DISCLAIMER AND SIGNATURE	
I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.	
Signature	Date



POLICE DEPARTMENT

Page 4 of 4

Applicant's Certification;

I, _____, have answered all questions to my best ability and have been complete and honest. I understand that a complete and thorough background investigation will be conducted. Any omissions, falsifications or misrepresentations will be basis for disqualification and or dismissal from the Village of Utica.

I understand that the use of drugs and alcohol are prohibited and I may be required to a random test and or screen.

I understand that my continued employment may be contingent upon the results of drug, alcohol, medical or psychological tests and or examinations that I may be required to take during the term of my employment.

I understand and authorize the investigation into the following types of information; employment and education history, medical, military, driving, and police records. Information will also be obtained about your character, abilities, and memberships.

Signature of Applicant

Subscribed and sworn to me according to the law by the above named applicant on this ____ day of _____, 20____.

Notary Public

(YOU CAN HAVE THIS NOTARIZED FOR FREE WHEN YOU TURN IN THE APPLICATION)

VILLAGE OF UTICA, DIVISION OF POLICE