

CITY OF SWEET SPRINGS, MISSOURI
 324 S. Miller St.
 Sweet Springs, MO 65351
 660-335-4564 Fax: 660-335-4409
APPLICATION FOR EMPLOYMENT

Date: _____ An Equal Opportunity Employer

Name: _____

Address: _____

Phone numbers

Home: _____ Work: _____ Cellular: _____

Are you 18 years or Older? Yes [] No [] Do you have an email address: _____

Social Security Number: _____ Driver's License Number: _____

Employment Desired: _____ License Currently Valid? yes [] no []

Position: _____ Date you can start: _____ Salary Desired: _____

Are You Employed Now? _____ If so, may we inquire? _____

Referred by: _____ Are You P.O.S.T. Certified? yes [] no [] Hours? _____

Are you prevented from lawful employment in this country because of VISA or Immigration Status? _____

Have you been convicted of a felony? _____ Have you been imprisoned? _____

EDUCATION: _____ Address _____ Graduate? _____ Course/Degree _____

Elementary School _____

High School _____

College _____

SPECIALTY TRAINING

MILIARY SERVICE

FORMER EMPLOYERS (List below at least 3 previous employers, starting with the last one first)

Date of Employment	Name & Address	Salary	Position	Reason for leaving

Which job did you prefer and why? _____

REFERENCES (Give the names of three persons not related to you)

Name	Address	Business	Years Acquainted

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In Case of Emergency Notify: _____

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. In consideration of my employment, I agree to conform to the City of Sweet Springs' rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the City's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the City. I understand that no City representative, other than it's Mayor and Board of Aldermen has any authority to enter into any agreement for employment or to make any agreement contrary to the foregoing."

Date: _____ Signature: _____

Do Not Write Below this Line

Interviewed by _____ Date _____

Remarks: _____

Neatness: _____ Ability _____

Hired: yes [] No [] Position _____ Dept _____

Salary/Wage _____ Start Date _____

Probation Period: _____

References Checked: _____

Employee Job Description

City of Sweet Springs

Job Title:

Patrolman

Classification:

Exempt, Full-time.

Department/Supervision:

The patrolman is a part of the police department and is under the supervision of the Chief of Police.

Job Scope:

Performs various patrol and investigative duties associated with the police department.

Essential Job Activities

- Performs all duties associated with patrols to prevent and/or discover crimes in progress
- Responds to calls and complaints as directed by dispatch
- Provides public assistance as requested
- Investigates violations of the laws of the State of Missouri and the City of Sweet Springs
- Assists other law enforcement agencies as required
- Assists medical and/or fire personnel as requested
- Prepares and submits departmental reports to appropriate authority
- Performs all duties in accordance with department policies, procedures and safety procedures
- Performs other related duties as assigned by proper authority or required by municipal ordinance, the State of Missouri or by order of the Board of Aldermen

Education Required:

High school diploma or equivalent, 21 years of age, must meet training requirements set forth by the Missouri Department of Public Safety (P.O.S.T. Commission). Six months of specialized college education in law enforcement preferred.

Skills/Knowledge/Experience:

Skilled in use of all types of police restraint equipment and office equipment including computer. Must possess good writing, public speaking and investigation skills. Must know local, state and federal laws and be able to work under stressful situations. One-year experience in law enforcement preferred.

Physical Requirements:

Sitting or standing for extended periods of time. Lifting, pushing and carrying of objects may be required. Good eyesight, hearing and speech required. May require use of physical constraint and working long hours. Must be able to perform duties while wearing all assigned personal protective equipment and clothing.

Work Environment:

Primarily outdoors and subject to extreme weather conditions – heat, cold, rain, snow, ice etc. when performing patrol duties. Possible dangerous situations to physical well being. Occasional requirement to work in confined spaces. May be subject to dust and pollen, mechanical and electrical hazards, hazardous chemicals, fumes and gases, and traffic hazards.

Selection Guidelines:

Written application followed by personal interview with Mayor and Board of Aldermen. Final decision by the Board of Aldermen. Employment contingent upon passing a background check, physical exam and drug test.