

## **POLICE OFFICER-CITY OF SOUTHGATE** **JOB ANNOUNCEMENT**

The City of Southgate is seeking applications for employment for the position of entry-level Probationary Police Officer to create an eligibility list. We offer a competitive salary along with benefits and a retirement pension. The minimum qualifications include:

- Be a U.S. citizen
- Must possess an Associate's Degree or equivalent (60 credit hours) or 1 year of certified Police Service
- Be at least 21 years of age at time of application
- Must have a good driving record and a valid Michigan driver's license.
- Must pass a complete background investigation.
- Must successfully pass all written and oral exams administered at the direction of the Police and Fire Civil Service Commission.
- Must have no prior felony or other disqualifying convictions and/or arrests.
- Must pass all psychological, physical, and drug screen exams administered at the direction of the City.
- Must have no other disqualifying factors that would prohibit or otherwise preclude the applicant from fully performing the duties of a Southgate Police Officer.
- Must comply with Southgate Police Department policy which requires all members to present a neat and professional appearance at all times.
- Tattoos, brands, body piercings and other body art shall not be visible while a member is in uniform or other business attire.
- The uniform includes a short sleeve shirt open at the front of the neck. In addition to visibility, some tattoos or brands may have symbolic meanings that are inconsistent with the values of the Southgate Police Department.
- You must be MCOLES certified, certifiable, or able to prove you are **currently attending or are scheduled to attend**, an MCOLES certified police academy at the time of application. **NOTE: All applications submitted without proof of the above will be rejected.**
- It is the sole responsibility of the applicant to maintain the aforementioned pre-employment eligibility standards and requirements.
- **Fingerprinting will be done electronically by SPD, at the time of the preliminary interview.**

The City of Southgate is an equal opportunity employer.

**CITY OF SOUTHGATE**  
**DEPARTMENT OF POLICE APPLICATION**

Date \_\_\_\_\_

Position Applied For \_\_\_\_\_

Name (L/F/M) \_\_\_\_\_

Address \_\_\_\_\_ How Long? \_\_\_\_\_  
(City/State/Zip)

Previous Address \_\_\_\_\_ How Long? \_\_\_\_\_  
(City/State/Zip)

Phone Numbers: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email Address \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Social Security # \_\_\_\_\_ U.S. Citizen? Yes \_\_\_ No \_\_\_

Are You At Least 21 Years of Age \_\_\_\_\_

**ASSOCIATED EXPERIENCE**

Have You Ever Applied For A Position In A Police Department? \_\_\_\_\_  
If Yes, When And Where? \_\_\_\_\_

Have You Ever Had Any Police Experience? \_\_\_\_\_  
If Yes, When And Where? \_\_\_\_\_

Have You Ever Had Any Safety Training? \_\_\_\_\_  
If Yes, When And Where? \_\_\_\_\_

**HEALTH**

Do you have any impairments, physical, mental, or medical, which would interfere with your ability to do the job for which you have applied? Yes \_\_\_ No \_\_\_

If Yes, Explain \_\_\_\_\_

**EMPLOYMENT**

Present Or Last Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Type of Business \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Type of Business \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

Previous Employer \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Type of Business \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

### EDUCATION

Elementary School (Graduated From) \_\_\_\_\_  
Address \_\_\_\_\_ Dates Attended \_\_\_\_\_

High School or Equivalent \_\_\_\_\_  
Address \_\_\_\_\_ Dates Attended \_\_\_\_\_  
Phone # \_\_\_\_\_ Courses Taken \_\_\_\_\_  
Did You Graduate? \_\_\_\_\_ If Yes, When? \_\_\_\_\_  
If No, State Reason \_\_\_\_\_

College or University \_\_\_\_\_  
Address \_\_\_\_\_ Dates Attended \_\_\_\_\_  
Phone # \_\_\_\_\_ Courses Taken \_\_\_\_\_  
Did You Graduate? \_\_\_\_\_ If Yes, When? \_\_\_\_\_

Special Courses Taken \_\_\_\_\_  
Degrees or Certificates \_\_\_\_\_

### MILITARY

Armed Forces Served \_\_\_\_\_ Rank \_\_\_\_\_  
Dates Served \_\_\_\_\_ Type of Discharge \_\_\_\_\_

Reason For Other Than Honorable Discharge \_\_\_\_\_

### CRIMINAL HISTORY

Is There Any Legal Action Pending Against You? Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Explain \_\_\_\_\_

Were You Ever Convicted Of Or Arrested For A Criminal Offense (Including Traffic)?  
Yes \_\_\_\_\_ No \_\_\_\_\_  
If Yes, Explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### REFERENCES

Who Suggested That You Apply For A Position Here? \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_

**AFFIDAVIT OF APPLICATION**

On this day, said applicant personally appeared before me and having duly sworn before me that the printed and written parts of this foregoing application are, to the best of the applicant's knowledge, information and belief, true in all respects, and the signature hereto affixed is genuine.

\_\_\_\_\_  
Signature of Applicant

Sworn to and subscribed before me by said applicant this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**NOTE: APPLICATION MUST BE NOTARIZED!**