



CENTENNIAL LAKES POLICE DEPARTMENT **POLICE RESERVES APPLICATION**

The Centennial Lakes Police Reserve Unit has been established to complement and support the regular sworn officers of the Centennial Lakes Police Department. Police Reserve Officers perform volunteer service to the communities by assisting officers in protecting and serving the communities. Tasks performed are those permitted by law and authorized by the Chief of Police. Reserve duties include patrolling neighborhoods and parks, traffic and crowd control, assisting officers with inventory of impounded vehicles, citizen transports, securing crime scenes and maintaining order at community events.

Minimum requirements include; 18 years of age, high school diploma, no criminal record, and submission to a thorough background check.

Interested persons wishing to serve our communities as a Reserve Officer may download the application or pick up a copy at the Centennial Lakes Police Department. You are encouraged to attach any additional information which you believe qualifies you for the position. Please turn in your completed application to the address or email listed below:

Centennial Lakes Police Department

54 North Road

Circle Pines, MN 55014

Phone: 763-784-2501

Fax: 763-784-0082

E-mail: mail@clpdmn.com

DATA PRACTICES ADVISORY FORM **FOR PROTECTED INFORMATION**

READ THIS ADVISORY BEFORE COMPLETING THIS FORM:

The Minnesota Government Data Practices Act requires you to be informed that the following information that you have been asked to provide on the attached form is considered private data:

1. Your full name,
2. Any and all previous names by which you are known, regardless of whether or not they were your legal names,
3. Your date of birth,
4. Your race, and
5. Your sex.

The purpose and intended use of this data is to conduct the background inquiries the Minnesota Peace Officer Standards and Training Board requires before you can be employed with the Centennial Lakes Police Department. The specific use for each category of data is described below:

1. To conduct a thorough and complete criminal history and felony background check, all names by which an applicant is, or has been known, must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to complete and send for evaluation fingerprint cards as required by statute, the race and sex of the person fingerprinted must be entered on the fingerprint card.
4. In order to access criminal history data, date of birth, race and sex must be supplied.
5. A complete criminal history and felony background check, driver's license check, and fingerprint evaluation are required. These checks are conducted to determine whether there are any job-related factors that affect your suitability for employment.

This data will be used for the above-mentioned purposes. The data will be forwarded to the background investigator for completion of the criminal history inquiries as required under the rules of the Minnesota Peace Officer Standards and Training Board. Information gained by use of previous names, date of birth, or race, will be forwarded to the hiring authority without reference to date of birth, age, or race. You are not legally required to provide the requested information. However, if you do not, the department will be unable to conduct the required background inquiries and will not be able to process your application for a position. The Department will therefore not be able to consider you for appointment as a volunteer Reserve Officer.

The information obtained by use of protected class data will be available to you and those in the appointing authority who have a bona fide need for the data.

The data may also be used for other purposes necessary for the administration of law; rule or ordinance, but will be disseminated only as required by law.

If you are certified as eligible for appointment to a position or are considered a finalist, your name becomes public.

The data that you are being asked to provide is defined to be personnel data under the Minnesota Government Data Practices Act. Under this act, some personnel data is classified as public data and the remaining information is classified as private data. Also under the act, the following information that is personnel data is defined to be public once you become employed: your name, actual gross salary, salary range, contract fees, actual gross pension, value and nature of employer paid fringe benefits, the basis for and amount of any compensation, including expense reimbursement, in addition to salary, job title, job description, education and training background, previous work experience, date of first and last employment, status of any complaints or charges against the employee, whether the complaint or charge resulted in any disciplinary action, and the final disposition of any disciplinary action and supporting documentation, work location, work telephone number, badge number, honors and awards received, payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for use of sick or other medical leave or other non-public data, and city and county of residence. As an applicant, only the following data is public information: veteran status, relevant test scores, rank on eligibility list, job history, education and training, and work availability. Public data is data that is available to any person upon request. The remaining data that you provide is generally considered to be private data under the act. As private data, it is data to which only you would be entitled access. A third party is entitled to access such data only with your consent, pursuant to court order or statutory provision.

The authorizations for information that you sign and the data you provide may be conveyed to third parties. To the extent they reveal private information, they will be disclosed only to the extent that is necessary to do so to complete this background investigation.

I HAVE READ AND UNDERSTAND THE ABOVE.

Signature of Applicant: _____ Date: _____

APPLICATION FOR EMPLOYMENT: PERSONAL INFORMATION

Full Name of Applicant: _____
Last First Middle

Date of Birth: ____/____/____

Social Security Number: _____-_____-_____

Email Address: _____

Present Address:

Street City State Zip

Home Phone Number: _____

Cell Phone Number: _____

Work Phone Number: _____

State Name and Relationship of Any Relatives in Our Employ:

Have you ever served in the Armed Forces of the United States? Yes _____ No _____

APPLICATION FOR EMPLOYMENT: EDUCATION

HIGH SCHOOL: Did you graduate? Yes _____ No _____

High School Name: _____

Address: _____

VOCATIONAL SCHOOL: Did you graduate? Yes _____ No _____

Vocational School Name: _____

Address: _____

COLLEGE: Did you graduate? Yes _____ No _____

College Name: _____

Address: _____

List All Degrees, Certificates & Licenses Held:

Specialized Training:

Civic Activities, Organizations & Other Public Service:

APPLICATION FOR EMPLOYMENT: PAST/PRESENT EMPLOYERS

Please list your present and past employment from the last 5 years, starting with the present.

Are you presently employed? Yes _____ No _____ May we contact your employer? Yes/No

1. _____
Name Address Supervisor & Phone Number

Employed From Employed To Position Reason for Leaving

Was Your Termination Voluntary? Yes _____ No _____ If no, please explain: _____

2. _____
Name Address Supervisor & Phone Number

Employed From Employed To Position Reason for Leaving

Was Your Termination Voluntary? Yes _____ No _____ If no, please explain: _____

3. _____
Name Address Supervisor & Phone Number

Employed From Employed To Position Reason for Leaving

Was Your Termination Voluntary? Yes _____ No _____ If no, please explain: _____

4. _____
Name Address Supervisor & Phone Number

Employed From Employed To Position Reason for Leaving

Was Your Termination Voluntary? Yes _____ No _____ If no, please explain: _____

5. _____
Name Address Supervisor & Phone Number

Employed From Employed To Position Reason for Leaving

Was Your Termination Voluntary? Yes _____ No _____ If no, please explain: _____

Have You Ever Applied Here Before? Yes _____ No _____ If yes, When? _____

When will you be available to start? Date: _____

APPLICATION FOR EMPLOYMENT: REFERENCES

Give the names of at least three persons not related to you whom you have known for at least 5 years. We will contact these references.

- | | | | |
|----|-------|----------------------|--------------|
| 1. | _____ | _____ | _____ |
| | Name | Type of Acquaintance | Phone Number |
| 2. | _____ | _____ | _____ |
| | Name | Type of Acquaintance | Phone Number |
| 3. | _____ | _____ | _____ |
| | Name | Type of Acquaintance | Phone Number |

Have you ever been convicted of a criminal offense (excluding minor traffic violations)?

Yes _____ No _____

If yes, please describe below:

To be eligible for the Volunteer Reserve Officer position, a valid Minnesota driver's license is required.

Do you have a valid Minnesota driver's license?

Yes _____ No _____

Please provide your Minnesota Driver's License Number: _____

APPLICATION FOR EMPLOYMENT

THE CENTENNIAL LAKES POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER. THE DEPARTMENT HAS THE RIGHT TO VERIFY THE ACCURACY OF ALL INFORMATION CONTAINED IN THIS APPLICATION. FALSE INFORMATION MAY SUBJECT THE APPLICANT TO THE PENALTY PROVISIONS OF M.S. 43A, 39. IF YOU ARE DISABLED OR HAVE OTHER SPECIAL NEEDS DURING THE SELECTION PROCESS, WE ASK THAT YOU CONTACT THE ADMINISTRATIVE OFFICES AT 763-784-2501 SO THAT EVERY EFFORT MAY BE MADE TO MEET THOSE NEEDS. BECAUSE OF THE NATURE OF THE WORK APPLIED FOR, THE DEPARTMENT ALSO RESERVES THE RIGHT TO CONDUCT A COMPLETE BACKGROUND INVESTIGATION RELATIVE TO APPLICANTS WHO HAVE BEEN IDENTIFIED AS FINALISTS FOR THIS POSITION.

BY MY SIGNATURE, I DECLARE THAT ANY STATEMENT OR INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant's Signature

Date