



FRYEBURG POLICE DEPARTMENT

16 LOVEWELL POND ROAD • FRYEBURG, MAINE 04037

JOSHUA J. POTVIN
CHIEF OF POLICE



Position Applied for: _____

The information you provide in this application is designed to assist us in preparing for your oral board interview and will be used in conducting an investigation into your background. It will require a little time on your part to complete. Please keep in mind that all information is subject to investigation for verification. If more space is needed, use additional blank paper. If any item does not apply to use N/A. Applications will not be considered unless all of the requested information is completed. Please type or print.

Name: _____
Last First Middle

Maiden Name or Aliases: _____

Mailing Address: _____

Physical Address: _____

Telephone #: ____ - ____ - ____ **Cell #:** ____ ____ **e-mail:** _____

Previous addresses you have lived in past 3 years.

Street	Town	State	From/To

US Citizen: _____ **At least 21yoa:** _____ **Military Experience:** _____

Are you able to take a Polygraph, Psychological, Physical and Drug tests: _____

Are you willing to work rotated non conforming shifts and Call outs: _____

Notification in case of Emergency:

Name	Address
(____) - _____ Telephone	_____ Relationship



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Education and Training: (Paperwork upon request will need to be supplied)

Name of High School: _____ **Graduated:** _____

Address: _____

Name of College: _____ **Graduated:** _____

Address: _____

If not a graduate, state highest year attended: _____ **# of Credits:** _____

Major area of study: _____

Degree you hold: _____

Related training you hold:

Please list any other work history, training, specialties or education you feel maybe an asset to our agency.



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Driving History:

License #: _____ State: _____ Class: _____ Expiration: _____

Have you ever held an out of state license: _____ States: _____

Have you ever been in an accident: _____ Convicted of traffic violation: _____

Do you have to file proof of insurance under Financial Responsibility Law _____?

If yes please explain why: _____

Has your license ever been Suspended or Revoked: _____ State: _____

Please list all history in the past 10 years (Accidents, Summons):

Date	Location	Police Agency	Violation

Criminal History:

Have you ever been charged of a crime or had a Court Order against you: _____

Date	Location/Police Agency	Charge /Violation	Disposition



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Military Information:

Were you a member of the US Armed Forces: _____ Branch: _____

Date to and from of your military duties: _____

Were you subject to any disciplinary action while in the Armed Forces _____?

If yes, please explain: _____

Type of discharge received: _____

(DD 214 Military discharge papers required upon request)

Employment History:

How many days off work have you missed during the past year: _____ Why: _____

Please list jobs that you have held beginning with your current or last employment:

Date From/To	Name of Employer/Address	Job Title	Reason for leaving

May we contact your present and prior employers? _____

Comments in regards to any of your jobs: _____



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References:

Below please give the requested information of four (4) references other than your family members and former employers. All persons to whom you refer maybe asked to appraise your character, ability or experience.

Name: _____ Occupation: _____

Home Phone #: _____ Work #: _____

Name: _____ Occupation: _____

Home Phone #: _____ Work #: _____

Name: _____ Occupation: _____

Home Phone #: _____ Work #: _____

Name: _____ Occupation: _____

Home Phone #: _____ Work #: _____

The facts set forth in my application are true and complete. I understand that false statements on this application may subject me to disqualifications or result in my dismissal from employment. I further understand that this application is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me.

I also understand that if I am accepted for this position my employment maybe subject to the completion of the Fryeburg Police Department Medical Certificate and any other test that they feel is necessary.

Applicant's Signature

Date



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Medical Certificate for Employment

Name: _____ DOB: _____

Address: _____

Dear Examining Physician;

This person is being considered for employment with the Fryeburg Police Department. It is imperative that the applicant be physically fit. Laws providing for compensation for injuries make it imperative that this certificate be accurate and complete. This medical certificate will be used to decide whether the person under consideration is physically qualified for employment with the Fryeburg Police Department. Failure to report your findings in this examination might cause this individual great inconvenience.

The physical activity at the Fryeburg Police Department consists of but is not limited to, running, firing weapons, self-defense and other physical activity requiring strength and stamina. The applicant may also take a Physical Agility Test. The Physical Agility Test requires Running, Push-ups, and Sit-ups, in accordance with gender and age. They may also be required to attend an 18-week training program that is challenging physically, mental and intellectual.

The individual will be responsible for paying the fee for your examination. Electrocardiograms, chest x-rays and blood tests are not necessary unless your examination indicates such tests are desirable or necessary.

PLEASE COMPLETE THE FOLLOWING:

The examinee **(is)** **(is not)** physically qualified to perform the above described physical activity and physical agility test. Note any suggestions for further examination.

Physicians Signature: _____ Date: _____

Print or Type Name: _____ Telephone: _____



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Authorization for Release of Personal Information

I, _____ do hereby authorize, representatives of the Fryeburg Police Department, a review of, and full disclosure of, all records or any part thereof, concerning myself, whether said records are of a public, private, sealed or confidential nature.

The intent of this authorization is to give my full and complete disclosure of the records of educational institution, employment and pre-employment records, medical, workers comp claims including background reports, sufficiency ratings, complaints or grievances filed by or against me, wherever filed, records of, arrests, trial and or convictions for alleged or actual violations of the law, including criminal and/or traffic records of complaints or a civil nature made by or against me, wherever located.

It is the intent of this authorization to provide full and free access to the background and history of my work and personal life, for the specific purpose of pursuing a background investigation, which may provide pertinent data for the Fryeburg Police Department, to consider in determining my suitability for employment by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above are not intended to deny access to any records not specifically mentioned herein.

I understand that the Fryeburg Police Department will consider any information obtained by the personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization in determining my suitability for employment. I have had this explained to me and I fully understand that the refusal to grant this authorization will not, of itself, constitute a basis for rejection of my application.

Signature: _____ Date: _____

Address: _____

DOB: ___/___/___ Social Security #: _____ - _____ - _____

Notary: _____ Date: _____

My commission Expires: _____



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Hiring Process

All hiring will be on an equal opportunity basis, with preference given to those who can meet the following job related qualifications.

Minimum Requirements Candidates must:

- Possess a high school diploma or GED.
- Have a valid Maine driver's license or the ability to obtain one within 30 days after the employment start date.
- Be 21 years of age or 20 years of age with 60 college credits at the time of application closing.
- Be in good physical condition, pass all phases of the MCJA physical agility test.
- Not have an extensive traffic record, this includes traffic violations or criminal violations punishable by time in jail within the last three (3) years.
- Ability to pass an extensive background investigation including the following checks of workman's comp claims, plus a credit history.
- Pass the MCJA ALERT test.
- Have the MCJA 100hr Pre-service Law Enforcement Training Program.

The final applicants who are to receive an offer of employment may be required to pass a polygraph, physical, physiological, and drug test to the satisfaction of the Chief of Police.

Applicants already possessing the MCJA full-time certification or can gain waivers through the Maine Criminal Justice Academy are highly desirable. All positions will be filled by an application process with preference given to Fryeburg Reserve Police Officers and individuals with prior certification, training and work related experience in law enforcement.

Thank you for your interest in employment with the Fryeburg Police Department

Chief Joshua Potvin