



City of Union Police Department

118 N. Main St. Union, Ohio 45322

Chief Michael J. Blackwell

Phone: (937) 836-0912

Fax: (937) 836-2784

e-mail: mblackwell@unionoh.org

Pre-Application Form

I am interested in applying for the position of Police Officer with the City of Union.

*See attached qualifications before completing this form

NAME:		DATE:	
HOME ADDRESS:			
CITY:		STATE:	ZIP:
PHONE #		EMAIL ADDRESS:	

CUT HERE - KEEP BOTTOM PORTION
MAIL OR RETURN TOP HALF

I understand that it is my responsibility to contact the City of Union Police Department in the event of an address or telephone change. The department will send me notification when a position is available and test is scheduled.

Thank you again for your interest in the City of Union Police Department.



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Dear Applicant:

On Behalf of the City of Union Police Department, I would like to thank you for your interest in becoming a member of the City of Union Police Department. Please complete the application in as much detail as possible. When you return your application, you must include the following documentation if it applies:

- Copy of your Birth Certificate
- Copy of your high school transcript or GED Certificate
- Copy of your college transcripts
- Three (3) letters of recommendation
- Copy of your military service record, Form DD214

Your failure to complete the application or to provide the requested documentation may prevent any further processing of you as a candidate for employment. After you complete your application packet, please return it to the City of Union Police Department.

Our selection process includes the ability to successfully pass:

- A written entry-level examination
- A psychological examination
- A background investigation including a pre-employment polygraph examination and a drug screen.
- An oral interview process
- A pre-employment physical examination

The entire selection process may take from one to several months, depending on operational need. Please direct any questions about the selection process to Capt. Chris Allen at callen@unionog.org.

Thank you again for your interest in the City of Union Police Department.

Sincerely,

Chief: Michael J. Blackwell
Public Safety Director



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POLICY STATEMENT

The employment selection process for the City of Union Police may include a written entry level examination, a psychological examination, and a thorough background investigation including a polygraph examination and drug screen. All information reported on your application will be verified during the polygraph examination. The selection process also includes an oral interview process and a pre-employment physical examination. It is the policy of the City of Union Police Department not to exclude candidates from re-application, re-testing, re-consideration or re-evaluation. Candidates, over time, may acquire new knowledge, skills and/or abilities. Additionally, new job tasks and/or technologies may surface, selection components may change, and/or hiring freezes may preempt hiring for a period beyond the life of the prevailing eligibility list. Any or all of these events may be cause for re-testing and/or re-evaluation of candidates.

Reconsideration, re-evaluation and re-testing are subject to the following constraints:

- Candidates must observe a six (6) month waiting period before being eligible for re-testing.
- Candidates may retest the written, oral, and/or physical testing components only. The psychological testing component and background investigation are not eligible for re-testing or reconsideration.
- Candidates may retest a selection component one time only.

The Chief of Police may waive any of the above restrictions.

The City of Union Police Department An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, gender, age, or disability. It is our intention that all qualified applicants will be given equal opportunity, and that selection decisions be based on job-related factors.



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Background Investigation Section Union Police Department

ATTN: Records Section -

The person listed below is being considered for employment as a Police Officer for the City of Union. Please advise us of any prior arrest records, DUI arrests, convictions, traffic tickets, traffic accidents and any police contacts with this subject.

NAME:	DATE:	
DOB:	SSN:	
HOME ADDRESS:		
CITY:	STATE:	ZIP:

Please fax any information back to me at (937) 836-2784. Or you can e-mail it to: gredmon@unionoh.org.

Thank you for your assistance in this matter.

Sincerely,

Det. Greg Redmon



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SWORN RELEASE OF INFORMATION AGREEMENT

TO WHOM IT MAY CONCERN: I am an applicant for a position as a Police Officer with the Union Police Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above Department. I understand that the Union Police Department will be seeking records from my past employers and any other person or entity that might have information relating to my application. As used in this Release, "you" or "your" refers to any past employer or any other person or entity that the Union Police Department presents this release to.

I hereby authorize any representative of the Union Police Department bearing this release to obtain any information in your files pertaining to my employment records, military service, education, criminal history, or traffic record. I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Union Police Department, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of verifying information contained in my employment application. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of your organization, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because

of compliance with this authorization and request to release information, or any attempt to comply with it I direct you to release such information upon request of the duly accredited representative of the Union Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Union Police Department's acceptance and processing of my application for employment, I agree to hold the Union Police Department, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Union Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished with I be used by the Union Police Department in conjunction with employment application procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature. This waiver is valid for a period of twelve months from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Applicant's Name (print): _____

Applicant's Signature: _____

Applicant's Address: _____

Date: _____

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__ by:

(Name)

Witness my hand and official seal.

NOTARY PUBLIC

My commission expires: _____



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Background Check Return

Please Complete the Following and Return this Form to Det. Greg Redmon at Fax: (937) 836-2784; or email: gredmon@unionoh.org

Record Found: ___ Yes ___ No

If Yes, Explain: _____

Agency: _____

Officer: _____

Date Completed: _____

Office Phone Number: _____