

March 8<sup>th</sup>, 2019

The Bellbrook Police Department is seeking to hire a police officer through a lateral-entry process.

Applicants must have prior police experience and be current with all certifications through the State of Ohio.

*“We are looking for an officer that is community-policing oriented and is happy to serve our residents in a multitude of ways” – Chief Doherty*

Salary ranges from \$52,852 to \$71,136. A benefit package is included.

Applications will be accepted up to 4:00pm on April 5, 2019.

All applicants that meet our criteria are encouraged to apply.

***The City of Bellbrook is an Equal Opportunity Employer.***



City of Bellbrook  
Department of Police  
15 E. Franklin Street  
Bellbrook, Ohio 45305

Thank you for your interest in the City of Bellbrook and applying for the position of Police Officer.

The Bellbrook Police Department strives to support the Community in a professional and compassionate manner. We take extra steps to meet the needs of our citizenry, businesses and visitors by providing exceptional police services. Our level of service to the public stands as a pillar of the community – our dedication is to loyalty, community and courage.

Please take a few moments and review all aspects of the application packet. It is of the utmost importance that all required sections be completed with detail, and that all required forms are included when your application is submitted.

Should you have any questions during the application process, you may call (937) 848-3252 during normal business hours.

The Bellbrook Police Department uses a multi-step procedure to process each application. Below are the steps we follow in our selection process:

1. Step One – The candidate completes an application and documents their qualifications as required.
2. Step Two – The Chief of Police reviews the applications and makes a list of qualified candidates for an interview.
3. Step Three – The selected candidates will be notified and will participate in a panel interview comprised of Bellbrook Police Officers. The date and time of the interview will be given to each candidate.
4. Step Four – A final list will be made and candidates will be advised if they are proceeding in the process.
5. Step Five – A background investigation will be given to the candidate(s) to ensure truthfulness and accuracy in their application and interview.
6. Step Six – A conditional Offer will be given to the candidate(s) pending a medical and psychological examination.

Disqualifying Issues:

- The following occurrences or incidents in a candidate's background may result in disqualification from the selection process:
  - A. Felony Conviction(s)
  - B. Illegal use of controlled substances and/or conviction of a controlled substance
  - C. Any illegal selling of drugs of any type
  - D. Two (2) or more misdemeanor convictions
  - E. Sex offenses and Acts of Violence: Sex Offense as defined in ORC Chapter 2907, or an offense causing or threatening bodily harm as defined in ORC Chapter 2903.
  - F. Poor driving record, i.e., numerous accidents, suspensions or other related traffic offenses.
  - G. Financial problems (i.e. bankruptcy, history of garnishments, lawsuits etc.).
  - H. "Poor military record": Having been dishonorably discharged from military service or a sub-standard performance.
  - I. Any deliberate effort to provide false or misleading information or any attempt to withhold information pertaining to the qualifications for employment.
  - J. Other related and/or similar occurrences or incidents that would be unacceptable or undesirable in a Police Officer given the power, authority, and responsibilities incumbent to the position.

We thank you for your interest and desire to become a Bellbrook Police Officer! If selected, you will join a family of Officers who are dedicated to serving the community and committed to making a positive difference in the lives of our residents.

Good luck!!

A handwritten signature in black ink, appearing to read 'D. P. Doherty', written in a cursive style.

Douglas P. Doherty  
Chief of Police  
Bellbrook Police Department



# CITY OF BELLBROOK

## APPLICATION FOR EMPLOYMENT - POLICE

15 EAST FRANKLIN STREET, BELLBROOK, OHIO 45305  
(937) 848-4666 [WWW.CITYOFBELLBROOK.ORG](http://WWW.CITYOFBELLBROOK.ORG)

### PERSONAL INFORMATION

LAST NAME \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MI \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EMAIL \_\_\_\_\_

ARE YOU 18 YEARS OF AGE OR OLDER? Yes  No

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES? Yes  No

### DESIRED EMPLOYMENT

POSITION \_\_\_\_\_ DATE YOU CAN START \_\_\_\_/\_\_\_\_/\_\_\_\_

DEPARTMENT \_\_\_\_\_ FULL-TIME  PART-TIME  VOLUNTEER

### EDUCATION

SCHOOL LEVEL	NAME, CITY AND STATE OF SCHOOL	DID YOU GRADUATE?	SUBJECT(S) STUDIED
HIGH SCHOOL			
COLLEGE OR UNIVERSITY			
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL			

### KNOWLEDGE & SKILLS

SPECIAL SUBJECTS OF STUDY \_\_\_\_\_

SPECIAL TRAINING \_\_\_\_\_

SPECIAL SKILLS \_\_\_\_\_

LICENSES OR CERTIFICATIONS \_\_\_\_\_

OTHER \_\_\_\_\_

### OFFICE USE ONLY

DATE & TIME RECEIVED	INITIALS OF RECEIVER	DEPARTMENT	METHOD OF RECEIPT
____/____/____ _____ PM / AM			<input type="checkbox"/> MAIL <input type="checkbox"/> IN PERSON

## EMPLOYMENT HISTORY

### PRESENT OR MOST RECENT EMPLOYER

NAME OF COMPANY OR ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ LEAVE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

MAY WE CONTACT YOUR SUPERVISOR? YES  NO

NAME OF SUPERVISOR \_\_\_\_\_ SUPERVISOR TITLE \_\_\_\_\_

### PREVIOUS EMPLOYER

NAME OF COMPANY OR ORGANIZATION \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ LEAVE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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DESCRIPTION OF WORK \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

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ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

JOB TITLE \_\_\_\_\_ START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_ LEAVE DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

MAY WE CONTACT YOUR SUPERVISOR? YES  NO

NAME OF SUPERVISOR \_\_\_\_\_ SUPERVISOR TITLE \_\_\_\_\_

*IF YOU WISH TO FURTHER DESCRIBE OR INCLUDE ADDITIONAL WORK EXPERIENCE, PLEASE INCLUDE ON A SEPARATE PIECE OF PAPER.*

## REFERENCES

PLEASE INCLUDE THE CONTACT INFORMATION OF THREE PERSONS NOT RELATED TO YOU.

NAME (FIRST & LAST)	ADDRESS, PHONE & EMAIL	COMPANY OR ORGANIZATION	YEARS ACQUAINTED

## AUTHORIZATION

I CERTIFY THAT THE FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND THAT, IF EMPLOYED, FALSIFIED STATEMENTS ON THIS APPLICATION SHALL BE GROUNDS FOR DISMISSAL.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED ABOVE TO GIVE THE CITY OF BELLBROOK ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE AND RELEASE THE CITY OF BELLBROOK FROM ALL LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION.

I ALSO UNDERSTAND AND AGREE THAT NO REPRESENTATIVE OF THE CITY OF BELLBROOK HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING, UNLESS, IT IS IN WRITING AND SIGNED BY THE CITY MANAGER.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_