PLEASE POST Merit System Employment Opportunity Announcement PLEASE POST

CITY AND COUNTY OF MONTGOMERY PERSONNEL

27 Madison Avenue Montgomery, AL 36104
Jobline: 334/241-2217 Telephone: 334/241-2675 Fax: 334/241-2219
www.montgomerypersonnel.com

POLICE OFFICER TRAINEE (Academy Training)–$35,403 **CI8208-C**
POLICE OFFICER - $36,534 - $45,573 **Revised 06/3/08***

NATURE OF WORK: This is general duty police work in the protection of life and property through the enforcement of laws and ordinances. The complete job description may be obtained from the Personnel website or the Personnel Department.

GENERAL REQUIREMENTS FOR POLICE OFFICER: ***PHYSICAL REQUIREMENTS:*** Applicants must be certified by a licensed physician to be in good health and physically fit for the performance of duties. Applicants must meet the Police Department's weight standards. ***AGE REQUIREMENTS:*** Applicants must be at least 19 years of age at the time of application. Candidates have status as a Police Officer Trainee while they are in the Training Academy. Any Police Officer Trainee who has graduated from the Academy and who is six (6) months away from his/her 21st birthday will be transferred to the Patrol Division to start training. Their classification will be changed from Trainee status to sworn Police Officer status. **EDUCATIONAL REQUIREMENTS:** According to the Alabama Peace Officer's Standards and Training Commission, an applicant must have graduated and received a regular or advanced high school diploma as approved or recognized by the Alabama State Department of Education (see Alabama Administrative Code Rule 290-3-1-02). A certificate of high school equivalency (GED) is acceptable. Correspondence or mail order high school diplomas or certificates are not acceptable. Questions concerning a diploma should be addressed to the Alabama Department of Education at 334-242-8059.

SPECIAL REQUIREMENTS: Must have a valid driver's license and the ability to obtain a valid Alabama Driver's License prior to employment. **LATERAL TRANSFER:** A basic lateral entry level program is being offered for Certified Police Officers. Call (334) 241-2619 for information. Preference will be given to qualified candidates who are APOSTC certified or who have completed formal Military Police or Federal Law Enforcement Basic Police Training Course.

HOW TO APPLY: Applications and supplemental questionnaires may be obtained from the Montgomery City-County Personnel Department, State Employment Offices, or downloaded from the website. Resumes may be attached to the application, but will not be accepted in the place of a completed application form. **The application and supplemental questionnaire must be filed with the Montgomery City-County Personnel Department, 27 Madison Avenue, Montgomery, AL 36104.** No person or departments are authorized to accept applications except the Personnel Department. Applications may be delivered in person, by hand-mail, by the U.S. postal service or any other mail delivery service, or by facsimile (334-241-2219). **Completed applications and supplemental questionnaires will be accepted until the hiring needs are met. The announcement may be closed at any time without prior notice**.

KIND OF EXAMINATION: Applications are being accepted to fill existing vacancies and any other vacancies that may occur in the future. Applicants who appear for processing as scheduled by the Montgomery City/County Personnel Department will be placed on the eligible list. The Montgomery Police Department will administer drug and psychological screening procedures, and collect background information. Applicants who do not meet the Montgomery Police Department's requirements for employment may be removed from the eligible list at the request of the Montgomery Police Department.

BENEFITS: Employees are offered a competitive benefits package which includes a health insurance plan, a dental plan, life insurance, paid annual and sick leave, paid holidays, and a retirement program.

COLLEGE TUITION PLAN: The City of Montgomery will pay the cost of tuition and fees for Police Officers who enroll in the Bachelor's or Master's degree program in Criminal Justice Administration at Auburn University Montgomery.

***revised dates: 4/15/08; 10/5/07; 3/1/07; 10/11/06; 3/11/06**

EMPLOYMENT WITH THE CITY OF MONTGOMERY, MONTGOMERY COUNTY AND MONTGOMERY HOUSING AUTHORITY IS CONDITIONAL UPON THE POTENTIAL EMPLOYEE PASSING A PRE-EMPLOYMENT DRUG TEST. (The drug test may require the submission of a sample of hair, finger nails, and/or urine that will verify illegal drug use.)

Equal Employment Opportunity Policy & General Information - See reverse side

GENERAL INFORMATION
MONTGOMERY CITY AND COUNTY MERIT SYSTEM EXAMINATION

PRIOR TO YOUR EMPLOYMENT, YOU WILL BE REQUIRED TO PROVIDE TO YOUR EMPLOYER DOCUMENTATION OF YOUR IDENTITY AND EMPLOYMENT ELIGIBILITY IN ORDER TO COMPLY WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986.

EQUAL EMPLOYMENT OPPORTUNITY

Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations or because of race, national origin, or any other non-merit factors is prohibited. Discrimination on the basis of age, sex, or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

REQUEST FOR ACCOMMODATION

Under the Americans with Disabilities Act, it is the responsibility of the applicant with a disability to request accommodation which he/she requires in order to participate in the application or examination process. The Personnel Department reserves the right to require documentation of the need for accommodation under the ADA. In order to request accommodation in the application or testing process, contact the Personnel Director or Assistant Personnel Director at (334) 241-2675.

HOW DOES A PERSON QUALIFY?

Each person must meet the requirements listed in the MINIMUM QUALIFICATIONS part of the examination announcement. DESCRIBE YOUR QUALIFICATIONS AS COMPLETELY AND ACCURATELY AS POSSIBLE. Applications must be completely filled out and received in the Office of the Personnel Department, 27 Madison Avenue, not later than 5:00 P.M. on the closing date specified on the front of this announcement. Applications may be delivered in person, by hand-mail, by the U.S. Postal Service or any other mail delivery service, or by facsimile. Late applications and applications containing false statements will result in disqualification. You will be notified of acceptance of your application.

EXAMINATION

The examination may consist of a written test, a performance test, an evaluation of training and experience, an oral examination, or a combination of these. Applicants who meet the minimum qualifications will be notified when and where to report for examination, if required.

ELIGIBLE REGISTERS

Candidates who successfully complete all phases of the examination process are placed on a register of eligible candidates and will be notified of their standing on the Eligible Register as soon as practicable. Register information is not given out over the phone in order to protect candidate privacy. Candidates who are not available for employment or refuse employment may be placed in inactive status. Requests to be placed back on active status will be granted when the candidate is available for employment IF made in writing and IF the register is still active.

APPOINTMENT

Appointments are made by the City, County, Housing Authority, and Airport Authority, not the Personnel Department. When a vacancy occurs, the eligible register containing the names of the appropriate number of eligible candidates is provided to the requesting department by the Personnel Department for selection. Applicants who are not selected or who are not removed from the register remain on the Eligible Register for a maximum of two years or until there are less than five eligible candidates to select from and a new register must be established. Appointments are ordinarily made at the minimum salary of the salary range for the class.

WHAT IS THE PROBATIONARY PERIOD?

Except as otherwise provided herein, all original and promotional appointments are for a probationary period of six (6) months, which period may not be extended beyond six (6) months. Service Maintenance Workers, Recreation Aides and Library Pages have a probationary period of two (2) months. Police Officers have a probationary period of twelve (12) months. This working test period is to determine if the work and work habits of the employee are satisfactory and if the employee merits permanent appointment.

MONTGOMERY CITY-COUNTY PERSONNEL DEPARTMENT
Application for Employment
27 Madison Avenue
Montgomery, AL 36104
Jobline (334) 241-2217 Fax (334) 241-2219 Telephone (334) 241-2675
www.montgomerypersonnel.com

General Instructions: Applications are only accepted for a position **when** a job announcement is posted. Read the job announcement to determine if you meet the minimum qualifications for the position. A separate Montgomery City-County application form must be submitted for each position. Copies are accepted. A resume may be attached, but may not take the place of the Montgomery City-County Application. An application or resume cannot be returned and the Personnel Department cannot make copies for you. Please type or write clearly in blue or black ink.

The completed application and supplemental questionnaire, if any, must be filed with the Montgomery City-County Personnel Department. No other persons or department are authorized to accept applications except the Personnel Department. Applications may be delivered in person, by hand-mail, by the U.S. Post Office or any other mail delivery service, or by facsimile. It is up to you to ensure that your application is received by the closing date listed on the job announcement. If an announcement is "open until the needs are met" the Personnel Department may stop accepting applications for the position at any time without further notice.

According to the Americans with Disabilities Act, it is the responsibility of the applicant with an ADA-covered disability to request accommodation which he/she requires in order to participate in the application or examination process. It is the policy of the Personnel Department to require documentation of the ADA-covered disability and the need for accommodation.

You will receive written notice if your application has been accepted or rejected. You will also be notified when and where to report to take an examination, if required. Applicants who meet all the job requirements are placed on an eligible register which may remain in effect up to two years, unless exhausted sooner. Please notify the Personnel Department of any changes in your name, address, telephone number(s) or email address. Prior to your employment you will be required to provide documentation of your identity and employment eligibility in order to comply with the Immigration Reform and Control Act of 1986. Applicants for certain jobs may be required to submit to a complete background check, or a conditional offer drug test or medical examination.

Veteran's Preference. Preference in open competitive examinations will be given for veterans, to their widow or widower and to the spouse of a totally disabled veteran. A veteran is defined as a person who served in the military service during any war or conflict in which the United States was engaged and who was discharged or released from service under conditions other than dishonorable. It does not include those who serve an initial period of active duty training in the Reserve or National Guard. Preference Points will be applied to the passing score in an open competitive examination. Veteran's Preference Points may be claimed on the Supplemental Applicant Data Form found on page 5 of this application.

Equal Employment Opportunity: Discrimination against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of political or religious affiliations or because of race, national origin, or any other non-merit factors is prohibited. Discrimination on the basis of age or sex or physical disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification for proper and efficient administration.

Title of Position _____ Date Filed _____

Revised May 2007

Accepted	Rejected	Accepted	Rejected
Ed.:_____		**Test 1:**_____	
Exp.:_____		**Test 2:**_____	
Other:_____		**Final Rank:**_____	

TITLE OF POSITION

Name_____
Last First Middle

Address_____
Mailing Address

_____
City State Zip Code

Telephone Numbers_____
Home Work Cell Email Address

	YES	NO		YES	NO
If you are under 18 years of age, can you provide required proof of your eligibility to work?	☐	☐	Are you currently on "lay-off" status and subject to recall?	☐	☐
Have you ever been employed with us before? if yes give date_____	☐	☐	Have you ever been discharged or forced to resign	☐	☐
Are you currently employed?	☐	☐	On what date would you be available for work:_____		
May we contact your present employer?	☐	☐	Are you available to work: ( ) Full Time ( ) Part Time ( ) Shift Work ( ) Temporary		

References: List three reliable persons, not relatives or employers, who know you well enough to give information about you.

Name	Complete Address/Phone Number	Occupation

Education Instructions: Unless specifically stated on the job announcement, education or license requirements must be obtained by the closing date of the announcement. Applicants for positions which require a diploma, certificate, degree or special course work may be required to provide documentation. Please do not abbreviate the name of your school or major. Attach additional sheets if necessary.

High School Diploma ☐ Yes ☐ No Highest Grade Completed _____
GED Certificate ☐ Yes ☐ No GED Certificate number _____ Issued by _____
Name and location of high school _____

Name and location of college or technical school(s)	Completed Hours Quarter	Completed Hours Semester	Did you graduate? Yes	Did you graduate? No	Type of degree received	Major/Minor
Profession or Technical Certificate or License:						
Do you possess a valid Ala. Driver's License? ❑ No ❑ Yes CDL ❑ No ❑ Yes Class_____						

APPLICANT CERTIFICATION- By submitting this application and any attachments, I hereby certify that these documents contain no false information and are complete, truthful and accurate to the best of my knowledge. I understand that I may be disqualified if I am not thorough and accurate in completing this form. I also understand that should an investigation disclose that I have given false or misleading information on this form or its attachments, my application may be rejected, my name may be removed from an eligible register and I may be disqualified from applying for future employment through the Montgomery City-County Personnel Department. If I am already employed, I may be dismissed from employment.

WORK HISTORY

Work History Instructions: Please read carefully. In the areas below please list all of your work experience, *beginning with your current or most recent job*. Military and related volunteer work should be included here. Please do not use abbreviations, initials or military jargon when stating your experience. **If you need more space, attach extra copies of this page**. Each time you change jobs or job titles, you should list them separately, even if your employer did not change. It is important that you provide complete and accurate information about the employer, the date of your employment, your job duties and your level of responsibility, including the number and title of any employees you supervised, equipment you operated and any other relevant information which will assist us in evaluating your qualifications for the job you are applying for. If you do not show the month and year you began and ended each job, you will not receive full credit for your experience.

Name of employer: Address: Telephone No.: Supervisor:		Dates employed *(give month and year)* From: / To: / Salary or earnings: Starting $ per Ending $ per	Total Number of Months Average Number of hrs. per wk.
Exact title of your job	No. and job titles of any employees you supervise(d)	Your reason for wanting to leave	

DESCRIPTION OF WORK:

Name of employer: Address: Telephone No.: Supervisor:		Dates employed *(give month and year)* From: / To: / Salary or earnings: Starting $ per Ending $ per	Total Number of Months Average Number of hrs. per wk.
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CONTINUE WORK HISTORY TO REVERSE SIDE IF NEEDED

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DESCRIPTION OF WORK:

MONTGOMERY CITY AND COUNTY PERSONNEL DEPARTMENT
SUPPLEMENTAL APPLICANT DATA FORM

TO THE APPLICANT: The Civil Rights Act of 1964, as amended, prohibits discrimination in employment because of race, color, religion, sex or national origin. The Age of Discrimination in Employment Act (ADEA), as amended, prohibits discrimination because of age with respect to individuals who are at least 40 years of age. The information requested is used solely for Equal Opportunity reporting, personnel research, and for bona fide occupational qualifications or other legally permissable reasons, and will be kept in a **CONFIDENTIAL FILE** separate from the application for employment.

_____ _____
TITLE OF POSITION **JOB ANNOUNCEMENT#**

_____
NAME: LAST FIRST MIDDLE

_____ _____
SOCIAL SECURITY NUMBER **DATE OF BIRTH**

( ) Male ( ) Female Citizen of USA or alien authorized to work in USA? ( ) Yes ( ) No

Racial or ethnic group (check one):
( ) White ( ) Black ( ) Hispanic ( ) Asian/Pacific Islander ( ) American Indian

What prompted you to apply for City-County employment?

( ) Newspaper
( ) Radio
( ) Community Announcement
( ) Other (Specify) _____
( ) AL State Employment Agency
( ) City-County Employee
( ) College Placement Office
( ) Self-Initiated
( ) A Bulletin Board
( ) Web Page
( ) Jobline

Veteran's Preference Points

If you claim Veteran's Preference, check the type below. **Attach copies** (which will not be returned) of the required documents to your application to support your claim. See page one of the Montgomery City/County Personnel application for Veteran's Preference Policy.

( ) **Veteran** (5 points) - Available to a veteran, defined as a person who served in the active military during any war or conflict in which the U.S. was engaged and who was discharged or released from service under conditions other than dishonorable. **Requires DD214** or document showing dates of service and type of discharge. If this has been submitted previously and is on file with this office, you may disregard this requirement.

( ) **Disabled Veteran** (10 points) - Available to a veteran who has a service connected disability and who receives or is eligible to receive compensation for the disability. **Requires DD214** or other document as above and **letter of disability** from VA dated within last 6 months. VA letter must be kept updated or you lose the extra 5 points.

( ) **Disabled Veteran's spouse** (10 points) - Available to a person who is currently married to a veteran who is totally disabled and not qualified for employment. **Requires DD214** or other document as listed above and **VA letter of disability.**

( ) **Deceased Veteran's spouse** (10 points) - Available to the spouse of a veteran who died or was killed in the line of duty. **Requires DD1300** or other document as above and a **marriage certificate**. Cannot be claimed if spouse remarries.

( ) I **am not** eligible for Veteran's preference points.