

Employment

Hiring Announcement – Borough of Highland Park **POLICE OFFICER**

The Borough of Highland Park Police Department will be accepting resumes for the position of Police Officer. Applicants must submit a resume along with a completed preliminary application. For additional details and to access a preliminary application, go to www.hpboro.com. Preliminary applications are also available at Highland Park Borough Hall Clerk's Office, 221 South Fifth Ave., Highland Park, NJ 08904. Resumes and accompanying documents should be sent to:

Borough of Highland Park Police Department
222 South Fifth Avenue
Highland Park, NJ 08904
Attn: Chief Stephen J. Rizco

Qualifications

- All applicants must meet the qualifications as specified in N.J.S.A. 40A:14-122.
- Applicants must be a resident of the State of New Jersey at the time of appointment.
- Applicant must be at least 21 years of age and no more than 35 years of age at the time of appointment.
- Applicant must have a valid New Jersey driver's license at the time of appointment.
- Applicant must successfully pass a medical examination, a thorough personal background check, a psychological examination, a complete drug and alcohol screening and an oral interview.

For additional information, contact Captain Scott Golden at 732-572-3800 ext. 4202 or sgolden@hpboro.com

HIGHLAND PARK BOROUGH POLICE DEPARTMENT

POLICE OFFICER PRELIMINARY APPLICATION FOR EMPLOYMENT

DATE: _____

NAME: _____
(last) (first) (middle)

ADDRESS: _____
(street)

(city) (state) (zip)

DATE OF BIRTH: _____ DRIVER LICENSE NUMBER: _____ STATE: _____

TELEPHONE NUMBER: (____) _____ *SOCIAL SECURITY NUMBER: _____ - _____ - _____

Have you ever been arrested for and/or convicted of a crime, felony, misdemeanor, disorderly persons offense, petty disorderly persons offense or motor vehicle violation: YES NO

If YES, give details below:

<u>DATE</u>	<u>LOCATION</u>	<u>CHARGE</u>	<u>DISPOSITION</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(USE REVERSE SIDE OF THIS FORM IF NECESSARY TO COMPLETE THIS SECTION)

PTC CERTIFIED? YES NO

ARE YOU A UNITED STATES CITIZEN? YES NO

ARE YOU ABLE TO READ, WRITE AND SPEAK THE ENGLISH LANGUAGE? YES NO

ARE YOU CURRENTLY EMPLOYED? YES NO

MAY WE CONTACT YOU AT WORK? YES NO

MAY WE CONTACT YOUR CURRENT EMPLOYER? YES NO

ARE YOU CURRENTLY ON LAY-OFF STATUS AND SUBJECT TO RECALL? YES NO

*Applicants are not required to furnish Social Security Numbers pursuant to the Federal Privacy Act of 1974. They are requested for identification purposes and compliance with wage reporting laws.

HIGHLAND PARK BOROUGH POLICE DEPARTMENT

POLICE OFFICER PRELIMINARY APPLICATION FOR EMPLOYMENT

EDUCATION: (Circle the number or letter showing the **highest level** of school you have completed)

Grammar or High School: 6 7 8 9 10 11 12 (or GED)

Some College: **U** Associate Degree: **V** Bachelor Degree: **W**

Some Post Graduate: **X** Masters Degree: **Y** Doctorate: **Z**

Number of College Credits: _____

Understanding and Agreements:

As an applicant for the position of Police Officer for the Borough of Highland Park, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the Borough of Highland Park later discovers that information on this and other forms was incomplete, untrue or inaccurate. I give the Borough of Highland Park the right to investigate the information I have provided and talk with former employers/employees (except where I have indicated they may not be contacted). I give the Borough of Highland Park the right to secure additional job-related information about me. I release the Borough of Highland Park and its representatives from all liability for seeking such information. I understand that the Borough of Highland Park is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that, if employed, I may resign at any time and that the Borough of Highland Park may terminate me at any time in accordance with its established policies and procedures. No representatives of the Borough of Highland Park may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug or psychological tests, or any other conditions of employment. I understand that the position of Police Officer will involve complete background and criminal checks.

Applicant's Signature: _____ Date: _____

Conditions of Employment:

Please be advised that all offers of employment are conditional of the applicant passing a mandatory criminal background check and drug test. A pre-employment physical may also be required in addition to any other condition of employment. Pursuant to department policy all applicants for Police Officer are required to sign a consent form for drug testing and if the drug test results are positive and are not accounted for by legal use of prescription or non-prescription drugs the applicant shall be ineligible for hire unless they can establish a legal basis for the use of the drug or controlled substance for which they tested positive. ***(For your application to be considered, you must sign and date below.)***

Applicant's Signature: _____ Date: _____