POLICE OFFICER

The City of Mount Vernon, Iowa is accepting applications for the positions of Police Officer and Reserve Police Officer until 3 p.m. September 07, 2020. Starting wage ranges from $21.59/hr-$26.97/hr depending on experience. Certified preferred, but not required.

To obtain an application, and minimum hiring standards contact the Mount Vernon Police Department by sending a resume to:
   Chief Doug Shannon
   Mount Vernon Police Department
   380 Old Lincoln Hwy
   Mount Vernon, Iowa 52314

Full Job description and application packets may be downloaded from the City Website: www.cityofmtvernon-ia.gov.

All application packets must be signed by a Notary and submitted by 3 p.m. September 07, 2020.
NOTICE

THE WRITTEN AND PHYSICAL TESTING
FOR THE POSITIONS OF
POLICE OFFICER & RESERVE POLICE OFFICER
WILL BE HELD AT 8:00 A.M.
SATURDAY, SEPTEMBER 19, 2020
LESTER BURESH FAMILY WELLNESS CENTER
855 PALISADES ROAD SW
MOUNT VERNON, IOWA 52314

PLEASE NOTE:
All applicants MUST have their valid driver’s license AND their social security card with them at the time of testing. Failure to bring both documents may result in your not being allowed to take the written and physical agility test, and you will have to drop out of the selection process. The physical agility tests will be given prior to the written exam. Be sure to wear loose fitting clothing appropriate for strenuous exercise (i.e. gym clothes, sweat suits, running shoes, etc.)
EMPLOYMENT PACKET CHECKLIST

**IMPORTANT**

PLEASE REVIEW THIS CHECKLIST TO ENSURE THAT ALL FORMS AND DOCUMENTS ARE PROPERLY COMPLETED AND INCLUDED WITH YOUR APPLICATION

_____ Current Photograph (Non-driver’s license photo)
_____ Mount Vernon Employment Application
_____ Mount Vernon Police Officer Minimum Standards for Iowa Law Enforcement Officers Form
_____ Mount Vernon Police’s Authority to Release Information Form

INCLUDE THE FOLLOWING DOCUMENTS:

_____ Transcripts from High School and all Post High School Education Institutions
_____ Military Release (if applicable)
_____ Copy of Birth Certificate

MAKE SURE THAT ALL FORMS ARE FILLED OUT COMPLETELY

ALL FORMS AND DOCUMENTS MUST BE COMPLETED AND RETURNED TO THE MOUNT VERNON POLICE DEPARTMENT AT:

MOUNT VERNON POLICE DEPARTMENT
Attn: Chief Doug Shannon
380 Old Lincoln Highway
Mount Vernon, Iowa 52314

ALL documents must be returned by
**Monday September 07, 2020**
**BY 3:00 P.M.**

**NO** documentation will be accepted on the day of testing
MOUNT VERNON POLICE DEPARTMENT

BENEFITS PACKAGE
(Fiscal Year 20/21)

➢ $44,907-$57,491 starting wage, based on training & experience.

➢ Two weeks paid Vacation after One Year of Service.

➢ Ten Holidays and Two Personal Days per Year.

➢ Medical/Hospitalization Insurance.

➢ Dental & Vision Insurance.

➢ Life Insurance for Employee & Family.

➢ Paid Sick Leave.

➢ Retirement Savings through Social Security and the Iowa Public Employee Retirement System. (IPERS)

➢ Disability Insurance.

➢ Uniform, Duty Gear & Equipment provided.
MOUNT VERNON POLICE OFFICER
GENERAL JOB DESCRIPTION

Classification Summary:
The Police Officer performs work involving general duty police work in the protection of life and property through the enforcement of city ordinances and other pertinent local, State and Federal laws; may be assigned to any of the divisions of the Department; and performs work under general supervision, which involves an element of personal danger.

Job Duties, Responsibilities, and Tasks:
Each of the following job duties and responsibilities of the Police Officer are performed on an on-going regular basis unless otherwise noted. The duties and responsibilities of this position include, but are not necessarily limited to:

▪ Enforcing the laws of the City of Mount Vernon and all other pertinent local, State, and Federal Laws.
▪ Patrolling an assigned area checking doors and windows and examining premises of unoccupied buildings or residences to detect any suspicious conditions in motorized police vehicle.
▪ Investigating suspicious conditions and complaints and making arrests of persons who violate the law.
▪ Making traffic arrests and giving violation tickets to those who break traffic laws; aiding motorists; investigating traffic accidents.
▪ Assisting in cases of fires, accidents, rescues, hazardous materials, and disorders in assigned area as directed. Restoring order, regulating traffic, and preparing necessary reports.
▪ Conducting investigations of serious crimes and accidental deaths. Preserving the scene of the crime, interviewing victims, witnesses, and suspects. Following up leads and presenting cases to County Attorney’s Office.
▪ Serving warrants, subpoenas, and legal papers.
▪ Appearing in court as the arresting officer.
▪ Assisting on medical calls with CPR and first aid.
▪ Maintaining records and preparing reports; and
▪ Performing all other related duties as assigned.

Knowledge, Abilities, and Skills
The knowledge, abilities, and skills required of Police Officer include: knowledge of the Iowa Criminal Code and Rules of Civil Procedures, and Department policies, procedures, rules and regulations, the ability to communicate effectively with the general public; the ability to handle stressful situations; and the ability to operate various equipment such as the DataMaster, fingerprint and photo equipment, and a computer.

Minimum Training and Experience
The minimum training and experience required for the position of Police Officer shall include: a high school diploma or equivalent, an associate’s degree in a related field is preferred; no experience is required; and must pass the Iowa POST test, and complete the training program at the Iowa Law Enforcement Academy during the probation period.

Necessary Special Requirements
The necessary special requirements for Police Officer include: a valid State of Iowa driver’s license; the ability to obtain and maintain certification in the following areas: CPR, first aid, weapons qualification, DataMaster operation, radar unit operation.
EMPLOYMENT APPLICATION
THE MOUNT VERNON POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

All questions must be answered in full. Resumes will not be accepted instead of completing this form but may be attached if desired. PLEASE TYPE OR PRINT USING INK. FALSE STATEMENTS ON THIS APPLICATION SHALL BE CONSIDERED SUFFICIENT CAUSE FOR LACK OF FURTHER CONSIDERATION OR DISMISSAL.

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<tr>
<th>Name (Last)</th>
<th>(First)</th>
<th>(Middle)</th>
<th>(Suffix)</th>
<th>Social Security Number</th>
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<th>Place of Birth (City, County, State)</th>
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<th>State</th>
<th>Zip Code</th>
<th>Home Phone</th>
<th>E-Mail Address</th>
<th>Cell Phone</th>
<th>Work Phone</th>
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Code of Iowa, Chapter 80B, IAW, FISA and ADEA require that you be 18 or over to apply for this position. Are you 18 or over?  
[ ] Yes  [ ] No

It is also necessary to have your birth date to conduct required NCIC and other background checks with law enforcement agencies. Birth date:  
Month Day Year

Title of position you are applying for: Police Officer (only)  [ ]  Reserve Officer (only)  [ ]  Both  [ ]

Minimum standards for law enforcement officers set by the Iowa Law Enforcement Academy [§ 550 – 1.1(80B)] state that no person shall be selected or appointed as a law enforcement officer unless such person is a United States Citizen and a resident of Iowa or intends to become a resident upon being employed.

Are you a citizen of the United States?  [ ] Yes  [ ] No  Are you a resident of the State of Iowa?  [ ] Yes  [ ] No

If the answer to either of the questions is “no”, would you be willing and able to become a citizen or a resident of the State of Iowa upon offer of employment?  [ ] Yes  [ ] No  Explain:

THE FOLLOWING QUESTIONS MUST BE ANSWERED COMPLETELY! Responses are subject to investigation.

1. In the last 10 years have you ever been discharged or suspended from any employment for disciplinary reasons or have you been asked to resign? If so, please explain.  [ ] Yes  [ ] No

2. Have you ever been convicted of a felony? If so, please complete the following:  
   Date of Conviction  Crime Convicted For
   City & State Where it Occurred

3. Have you ever been convicted of a lesser crime? Please include misdemeanors AND traffic violations. (A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago are important)  [ ] Yes  [ ] No
   Date of Conviction  Crime Convicted For Disposition  City & State Where It Occurred


EMPLOYMENT RECORD
Start with your present or last job and work back to high school jobs. Include paid or unpaid, full or part-time, military, summer jobs, periods of unemployment, etc. (Please put additional employment on separate sheet.) NOTE: We may contact any previous supervisors to verify your descriptions of past duties and dates of employment.

If you are currently employed, may we check with your present supervisor? □ Yes □ NO

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<tr>
<th>Name of present/last employer</th>
<th>Supervisor’s name, title and phone number</th>
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<td>Your job title</td>
<td>Reason for leaving or wanting to leave</td>
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</tbody>
</table>

**Description of duties and responsibilities**

Use separate sheet for additional places of employment.
To properly evaluate your application, we need information concerning your education, skills and trades you have learned in addition to your work record. Please answer all questions as fully as possible. We may contact schools or institutes you attended to verify the information you provide.

**EDUCATION**

<table>
<thead>
<tr>
<th>Are you a high school graduate or have an equivalent GED?</th>
<th>If NO, what was the last grade you attended?</th>
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<tbody>
<tr>
<td>☐ Yes ☐ No</td>
<td>If YES, complete the following:</td>
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<tr>
<td>Name of Last High School Attended</td>
<td>Location</td>
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<td>City &amp; State</td>
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<td>Credits Completed</td>
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<td>Diploma or Certificate</td>
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<td>Last Year Attended</td>
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Other training/education you received. Please estimate the number of hours of training you received.

<table>
<thead>
<tr>
<th>Name of Colleges Or Universities</th>
<th>Location</th>
<th>City &amp; State</th>
<th>Credits Completed</th>
<th>Certificate or Degree</th>
<th>When Attended</th>
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<tr>
<th>Additional Technical or Military Training</th>
<th>Location</th>
<th>City &amp; State</th>
<th>Credits Completed</th>
<th>Certificate or Degree</th>
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**BACKGROUND CHECK**

To assist in the collection of background information necessary for the selection process, please complete the following:

1. Give your full legal name (First, Middle, Last).

2. Are there any other names you are known as (please include maiden name, previous married names, or names prior to a legal name change)? Please state when and under what circumstances.

3. Are you a veteran of United States Military Service?  
   ☐ Yes ☐ No
   If so, what branch of Service?
   Date of Enlistment:
   Date of Discharge:
   Type of Discharge:
   If less than honorable, please explain.
4. Please list all addresses where you have resided in the past ten years. (Please put additional addresses on separate sheet)

<table>
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<tr>
<th>Street Address</th>
<th>City</th>
<th>State</th>
<th>County</th>
<th>Date: From</th>
<th>To</th>
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5. List the names and relationship of any relatives working for the City of Mount Vernon.

6. When requesting information vital to the background check, the requesting law enforcement agency is often times required to Provide the individual’s sex. Please indicate your sex for this reason.  
   □ Male   □ Female

7. Do you possess a valid driver’s license?  □ Yes  □ No  If so, the State in which it was issued.  Date it was issued.

8. Your name and driver’s license number EXACTLY as it appears on your license
   Name:  
   DL#:  

9. If you do not currently hold an Iowa driver’s license, do you know of any reason why you wouldn’t be eligible for one?
   □ Yes  □ No  Explain:

10. Have you ever been involved in a traffic accident?  □ Yes  □ No  Has your license ever been suspended or revoked?  □ Yes  □ No
    If yes to either questions, explain:  (Date, location, disposition, etc.):

11. If you feel there is additional information about yourself regarding your skills, experience, accomplishments, etc., that would aid us in evaluating your application, please use the space below to more fully describe your qualifications
List special interests, honors, and achievements during the past five (5) years:

<table>
<thead>
<tr>
<th>Name:</th>
<th>Occupation</th>
<th>Years Known</th>
<th>Address</th>
<th>Telephone</th>
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AUTHORIZATION AND RELEASE

I hereby certify that the answers and information given on this form and accompanying documents are true and correct. I agree to submit to a pre-placement post-offer physical examination before hiring and/or any time after hiring, if required, at City expense. I hereby acknowledge the Mount Vernon Police Department is notifying me of intent to conduct drug or alcohol testing in connection with my employment or workers compensation benefits.

I consent to the Mount Vernon Police Department retaining whatever outside investigators, credit reporters, doctors, pathologists, investigators, labs, etc., to conduct this testing and/or investigation. I hereby authorize all corporations, employers, former employers, credit agencies, educations institutions, law enforcement agencies, city, state, county and federal courts and agencies, military services and any other persons to release all information they may have about me, including criminal and driving records. I release any and all of the above-mentioned parties from any liability that may arise from such an investigation.

By my signature below, I authorize the Mount Vernon Police Department to obtain a Consumer Credit Report and/or a background report on me. This authorization is valid for purposes of verifying information given pursuant to employment or any other lawful purpose covered under the Fair Credit Reporting Act. (FCRA)

It is understood that any information obtained may be used by the Mount Vernon Police Department and the City of Mount Vernon in determining any fitness for employment by the Mount Vernon Police Department.

By signing this application, I indicate my awareness that false statements or failures to disclose certain information may disqualify me for employment, or, if employed, may result in dismissal. I understand that a polygraph test shall be required of all police officer candidates. This authorization is valid in original or copy form.

Applicant’s Name ____________________________________________

Date of Birth _____________________

Current Street Address ____________________________________________

City, State, Zip Code ____________________________________________/_______/________________

Driver’s License # ____________________________________________State____________________________

(Note: This form must be witnessed in the presence of a Notary Public)

Date: _______________________________________________________

Notary Signature: ____________________________________________

Notary Position: ____________________________________________

Signature of Applicant (Legal Name) DO NOT PRINT

________________________________________

Notary Public
Imprint Seal Here

Other Names You Have Been Known As

________________________________________
MINIMUM STANDARDS FOR IOWA LAW ENFORCEMENT OFFICERS

01. Is a citizen of the United States, and a resident of the State of Iowa or intends to become a resident upon being employed.

02. Has reached his or her eighteenth (18th) birthday at the time of appointment.

03. Has a current and valid driver’s license issued by the State of Iowa.

04. Is able to read and write the English language.

05. Is not addicted to drugs or alcohol.

06. Is of good moral character as determined by a background investigation including a fingerprint search conducted of local, state, and national fingerprint files; and has not been convicted of a felony or a crime involving moral turpitude. Definitions of moral turpitude can be found in Iowa Administrative Code, Rule 501-2.1(5).

07. Is a high school graduate with a diploma or possesses an equivalency certificate which meets the minimum score required by the State of Iowa as determined by the State Department of Public Information.

08. Has uncorrected vision of not less (worse) than 20-100 in each eye, corrected to 20-20; and has normal color vision as determined by an examining physician.

09. Has normal hearing in each ear as determined by an examining physician.

10. Meets the physical requirements necessary to fulfill the responsibilities of a law enforcement officer.

11. Is not by reason of conscience or belief be opposed to the use of force, when appropriate or necessary to fulfill duties.

I hereby certify that; to the best of my knowledge, I fulfill the Minimum Standards for Law Enforcement Officer.

__________________________   ______________________
Signature of Applicant           Date

In addition to the foregoing, all applicants must satisfactorily complete a standard written test, a physical fitness test, and an oral interview.
MOUNT VERNON POLICE DEPARTMENT AUTHORIZATION FOR RELEASE OF INFORMATION

NAME: ___________________________ ADDRESS: __________________________________________

PHONE #:________________ DATE OF BIRTH:______________ CELL PHONE #:_________________

TO WHOM IT MAY CONCERN: I hereby authorize any representative of the Mount Vernon Police Department
bearing this release to obtain any information in your files pertaining to my employment records and hereby direct you
and any other duty authorized agent of the Mount Vernon Police Department, whether said records are of public, private,
whether on account 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 pursuing a background
that may provide pertinent data for the Mount Vernon Police Department. 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, my financial status, my criminal
history records, including any arrest records, any information contained in investigative 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, Minnesota Multi-Personality Inventory (MMPI), 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 (print your name here) 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 Mount Vernon 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 Mount Vernon Police Department acceptance and processing of my application for
employment, I agree to hold the Mount Vernon 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 Mount Vernon 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 disclosure of records, and I waive those rights with the understanding that information furnished will be used by the
Mount Vernon Police Department in conjunction with employment 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.

Should there be any questions as to the validity of this release, you may contact me at the address listed on this form.
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.

Signature_________________________________________ Date_____________________________________

This waiver is valid for a period of two years from the date of my signature.
1. PHYSICAL AGILITY (FITNESS) TESTS
These tests consist of three (3) individual sections consisting of the one-minute sit-up test, the one-minute push-up test, and 1.5 mile run test. You must pass all sections of the physical agility (fitness) tests to continue in the selection process. Your results will be given to you immediately and you will be advised if you are to continue to the next phase of the testing process.

2. WRITTEN EXAMINATION
If you have passed the physical agility (fitness) tests, you will be allowed to take the written examination. This test is given following and on the same day as the physical agility (fitness) tests. The four (4) part written examination consists of seventy-five (75) questions, which test mathematical, reading comprehension, grammar and report writing skills, and will take no more than one hour and twenty-three minutes to complete.

3. COMPLETION OF LONG FORM APPLICATION
After successful completion of testing, you will be given a long form application to be completed and returned to the Mount Vernon Police Department. Please note the return date that the long form application must be returned by.

4. BACKGROUND INVESTIGATION
Background investigations will be conducted on the individuals on the certified list.

5. ORAL INTERVIEW
If you have passed the written examinations, physical agility (fitness) tests; you will be contacted by the Personnel Committee to schedule an oral interview.

6. CONDITIONAL OFFER OF EMPLOYMENT
As a job vacancy occurs, the Chief of Police will offer the position to an applicant, on the condition that the applicant pass a physical test (including an eye exam, physical fitness exam and skeletal x-rays), a polygraph examination, a drug screening test and a psychological examination.

7. POLYGRAPH QUESTION WILL COVER THESE AREAS
Information which is used in the administering of the polygraph test will be taken from the documents the applicant fills out during the selection process. The questions will be drawn from but not limited to the following areas:

   Educational experience
   Employment experience
   Personal health
   Credit and debt history
   Drug and alcohol use or abuse
   Criminal history or activity
   Driver’s license and traffic offense information
   Certain type of sexual activity