

THE CITY OF  
PARSONS  
KANSAS

EMPLOYMENT  
APPLICATION

PARSONS POLICE  
DEPARTMENT

217 North Central, Parsons, KS 67357

Name \_\_\_\_\_

Date of Application \_\_\_\_\_

The City of Parsons, Kansas, is an equal opportunity employer and will ensure that all applicants are considered for hire without regards to race, gender, religion, national origin, age, disability, or veteran status.

# ***PARSONS POLICE DEPARTMENT***

217 NORTH CENTRAL \* PARSONS, KS 67357

620-421-7060 POLICE DEPARTMENT \* 911 EMERGENCY \* 620-421-7081 FAX

## **APPLICATION FOR EMPLOYMENT**

## **INSTRUCTION FOR EMPLOYMENT**

Public Safety Officer, Dispatcher, or Other (PLEASE circle one)

To receive a permanent appointment as a Law Enforcement Officer with this agency, you must at the time of employment meet the following criteria:

1. You must be at least twenty-one (21) years of age.
2. You must be a United States citizen.
3. You must have no felony conviction(s), including any felony conviction(s) that have been expunged.
4. You must have no felony behavior involving use, production, transportation, or sale of illegal drugs or narcotics.
5. You must have a high school diploma or its equivalence.
6. You must currently have, or be able to obtain, a Kansas Driver's License.
7. You must be able to qualify for vehicle insurance in the use of motor vehicles.
8. You may be required to meet certain job related sight and hearing standards required to meet essential job functions with or without accommodations.
9. As a condition of employment, you may be required to pass the following job related requirements:
  - A. Physical Agility
  - B. Background Investigation
  - C. Psychological Testing
  - D. Drug Screen
  - E. Medical Examination

The completion of this form is a requirement for consideration for employment with this agency. All statements are subject to verification. Inaccuracies or incomplete statements may prevent you from being hired by the agency and may be cause for your removal from the hiring list. If you need assistance in completing this application or any other accommodations please contact the office of the Chief of Police. In accordance with the privacy act of 1974, disclosure of your social security number is voluntary. The social security number will be used for identification purposes to ensure that proper records are obtained. I have read and understand the above instructions and do agree to the terms and conditions of completing the application.

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Applicant's Signature

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Date

# PARSONS POLICE DEPARTMENT

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer.

Last Name	First Name	Middle Initial	Social Security Number:
Street Address	City/State	Zip Code	Phone Number:
Are you a United States Citizen? Yes _____ No _____		Any offer of employment is conditioned upon completing form I-9 and providing the appropriate documents for identity and work authorization.	
Position Desired:	Wage/Salary Desired:	The police department operates on 12 hours shifts (6 a.m. – 6 p.m. & 6 p.m. – 6 a.m.) with no guarantee for employment on days or nights specifically.	
This portion requires that the person qualify and obtain a Kansas Driver's License, as well as qualify for automobile insurance. Please Answer the following questions:			
Current Driver's License Number: _____ State: _____			
Have you ever been convicted of any criminal offense other than minor traffic violations? Yes ____ No ____ If yes , explain:			
Have you been convicted of a felony, including expunged and annulled felony records from this state, any other state, or any military jurisdiction that would be consider a Kansas felony? Yes ____ No ____ If yes, explain:			
Do you have any criminal charges pending? Yes ____ No ____ If yes: Type of Charge: _____ Date: _____ Location: _____			

Disclosure of a misdemeanor criminal record will not necessarily disqualify you from employment consideration. Each conviction will be evaluated on its own merit with respect to time, circumstances and seriousness in relation to the job from which you are applying; however, failure to disclose such information may result in disqualifying you from employment consideration or termination of employment.

## Your School History

List names of schools attended in most previously attended first.

Name of High School attended:	
Address:	Date attended:
City, State, Zip Code	From: <span style="float: right;">To:</span>
	Graduate: High School Diploma <span style="float: right;">GED</span>

**PLEASE have official college transcript mailed to the Parsons Police Department**

Name of College or Technical School:	Graduate:
Address:	Degree:
City, State, Zip Code	Major:
Dates attended:	
From: <span style="float: right;">To:</span>	

Name of College or Technical School:	Graduate:
Address:	Degree:
City, State, Zip Code	Major:
Dates attended:	
From: <span style="float: right;">To:</span>	

Name of College or Technical School:	Graduate:
Address:	Degree:
City, State, Zip Code	Major:
Dates attended:	
From: <span style="float: right;">To:</span>	

## Your Employment History

List names of employers with present or last employer listed first.

May we contact current employers before you are offered a position? \_\_\_\_\_

Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: <span style="float: right;">To:</span>
City, State, Zip Code	Hourly pay or salary: Starting pay: <span style="float: right;">Ending pay:</span>
Supervisor:	Reason for Leaving:
Telephone:	

Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: <span style="float: right;">To:</span>
City, State, Zip Code	Hourly pay or salary: Starting pay: <span style="float: right;">Ending pay:</span>
Supervisor:	Reason for Leaving:
Telephone:	

Name of Employer:	Job Title: Duties:
Address:	Dates of Employment: From: <span style="float: right;">To:</span>
City, State, Zip Code	Hourly pay or salary: Starting pay: <span style="float: right;">Ending pay:</span>
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City, State, Zip Code	Hourly pay or salary: Starting pay: Ending pay:
Supervisor:	Reason for Leaving:
Telephone:	

### Your Residence Verification

In the space below provide the addresses where you have resided in the last 10 years. The information provided will be utilized in connection with background check being conducted on you for the position of Law Enforcement Officer.

Street/PO Box:	Date:
City/State:	County:

Street/PO Box:	Date:
City/State:	County:

Street/PO Box:	Date:
City/State:	County:

Street/PO Box:	Date:
City/State:	County:

Street/PO Box:	Date:
City/State:	County:

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City/State:	County:

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City/State:	County:

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City/State:	County:

Street/PO Box:	Date:
City/State:	County:

**- Provide Three References Who Are Not Former Employers Who We May Contact -**

Name and Occupation?	How do you know them, and for how long?	Phone Number

List any and all law enforcement agencies that you have applied with the in the last three years.

Have you ever been terminated or asked to resign from any employer? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

Have you ever been charged with domestic violence, regardless if you were convicted? Yes \_\_\_\_ No \_\_\_\_ If yes, please explain.

Have you ever filed for bankruptcy? Yes \_\_\_\_ No \_\_\_\_ If yes, please provide dates and explanation.

Have you ever been involved in litigation (civil or criminal)? Yes \_\_\_\_ No \_\_\_\_ If yes, please provide dates and explanation.



**CAREFULLY READ EACH STATEMENT BEFORE SIGNING AT THE BOTTOM**

I certify that I have made no misrepresentations in this application and I have not withheld information in my statements and answers to questions. I hereby give my full permission for any and all information in this application to be investigated. I am aware that any misrepresentation may cause my application to be rejected or may cause dismissal if I am hired before such misrepresentations are discovered. I understand that any material matter contained in this application which is false or misrepresents the true facts with the intent to induce official action is making false information, a severity level 8 nonperson felony, in violation of KSA 21-5824.

I authorize the investigation of any or all statements contained in this application and also authorize any person, school, current employer, past employers, and other organizations to provide information concerning my previous employment and other relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and agree to the above statements.

Signature:

Date:

# PARSONS POLICE DEPARTMENT

217 NORTH CENTRAL \* PARSONS, KS 67357

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## WAIVER OF LIABILITY AND RELEASE FORM

In signing and submitting an application for employment to the Parsons Police Department, I clearly understand and agree:

1. I certify that the information contained in this application is correct and complete to the best of my knowledge and understand that omission, misrepresentation or falsification of information is grounds for refusal to employ me or my dismissal if I am employed;
2. I authorize the references listed above, schools and current and past employers to give the Parsons Police Department any and all information concerning my previous employment and education including, but not limited to any information they may have, personal otherwise, and I release all parties from all liability for any damage or claim that may result from furnishing the same to the Parsons Police Department;
3. I understand that the Parsons Police Department must conduct a search of my criminal records and I release all parties from any liability for damage or claims that may result from the conduct of said search.

If there are any charges for educational transcripts I hereby authorize the school, college, or Vo-Tech to send the bill to me at the below address:

Name: \_\_\_\_\_  
Last Name (Maiden Name)                      First Name                      Middle Name

Address: \_\_\_\_\_  
Street                      City                      State                      Zip Code

Applicant's Signature: \_\_\_\_\_  
Date

# Parsons, KS. Police Department



## **The Parsons Police Department is currently accepting applications for the position of Full- Time Police Officer.**

The City of Parsons, Kansas is seeking highly motivated individuals for full-time Police Officer positions. Our officer's duties include but are not limited to enforcing federal, state and local laws, enforcing traffic regulations, accident investigation, criminal investigation, crime scene management and assisting other agencies or citizens as necessary.

### **ESSENTIAL FUNCTIONS**

- Maintains community presence and/or responds to calls related to the protection of life and property, traffic incidents, and other public safety emergencies; Performs self-initiated patrols consisting of monitoring roadways, neighborhoods and high crime areas of the City. Observes traffic for violations of local ordinances and issues citations and/or makes arrests. Investigates and renders assistance at the scene of vehicular accidents; summons ambulances and other law enforcement vehicles;
- Responds to patrol calls which include domestic incidents, burglaries, property crimes, child abuse, juvenile disturbances, health and welfare assists, alcohol and narcotics violations, civil standby, business and residential alarms, thefts, traffic accidents, civil protection order/no contact order violations, bomb threats, hazardous material spills, and other public and life safety incidents;
- Conducts both preliminary and follow-up investigations and collects evidence in disturbances, criminal incidents, hazardous incidents, vehicle accidents, and deaths; Verbally interacts with witnesses and victims, suspects, and offenders to obtain information; Conducts examinations of persons, vehicles, premises, or areas to determine the presence of individuals or illegal activities or articles;
- Determines the existence of probable cause and identifies and takes suspects and offenders into physical custody, or refers charges for review and prosecution; Takes suspect or offender into custody and delivers them to appropriate confinement location while maintaining security and safety of individuals being moved from one location to another; Prepares reports of arrests made, activities performed, and unusual incidents observed; and
- Executes official documents of the court serving arrest warrants, subpoenas, etc.; Attends court proceedings and offers testimony regarding various criminal and traffic cases; performs court security functions as assigned.

## **MINIMUM JOB REQUIREMENTS**

Applicant must satisfy all requirements as set forth in Kansas Statute 74-5605:

- (1) Is a United States citizen;
- (2) Has been fingerprinted and a search of local, state and national fingerprint files has been made to determine whether the applicant has a criminal record; (PPD will conduct this requirement)
- (3) Has not been convicted, does not have an expunged conviction, and on and after July 1, 1995, has not been placed on diversion by any state or the federal government for a crime which is a felony or its equivalent under the uniform code of military justice;
- (4) Has not been convicted, does not have an expunged conviction, has not been placed on diversion by any state or the federal government for a misdemeanor crime of domestic violence or its equivalent under the uniform code of military justice, when such misdemeanor crime of domestic violence was committed on or after the effective date of this act;
- (5) Is the holder of a high-school diploma or furnishes evidence of successful completion of an examination indicating an equivalent achievement;
- (6) Is of good moral character;
- (7) Has completed a psychological test approved by the city;
- (8) Is free of any physical or mental condition which might adversely affect the applicant's performance of a police officer's or law enforcement officer's duties; and
- (9) Is at least 21 years of age.

### **Education:**

A high school diploma or GED is required; and a technical degree or some college credit is preferred.

### **Licenses and Certifications:**

This position requires that after employment the officer successfully graduate from the Kansas Law Enforcement Training Center (KLETC). CPR and First Aid certifications are required which can be obtained during KLETC Basic training. 40 hours of continuing education annually. Must possess and maintain a valid Kansas Driver's License with a satisfactory driving record and to be insurable to operate City vehicles.

### **Requirements:**

Applicants must have above average written and verbal communication skills; correctable vision to 20/20; and have no commissions/convictions of any felony.

Must pass a written test (qualified applicant will be notified of test date at a later time), physical ability test, oral board interview, in depth background investigation, a psychological evaluation, the pre-employment physical examination with capacity testing, and drug screen.

## **ABOUT THE CITY OF PARSONS**

The City of Parsons, founded in 1870, is one of 627 cities in the State of Kansas. Parsons is the most populated city in Labette County, the second most populated city in southeast Kansas, and the 36<sup>th</sup> most populated city in the state. The City of Parsons covers roughly 10.70 square miles with a density of 989.6/sq mi.

With an authorized sworn strength of 26 officers, the PPD responds to over 20,000 calls for service a year. We are proud of the way in which we interact with the community in our continuing collaborative problem solving efforts. The police department demands the utmost professionalism and ethical conduct of all of our officers, while on and off duty. Our officers are provided with the state-of-the-art equipment, patrol vehicles, touch screen mobile data terminals, computer based records management system, digital in car & body worn audio/video systems and progressive, ongoing job related training for each officer to be successful in their career as a police officer.

**Please Submit a Parsons Police Department Application, and Résumé and Cover Letter if applicable.**