



**TOWN OF RUMFORD  
RUMFORD POLICE DEPARTMENT**



**EMPLOYMENT APPLICATION**

The Town of Rumford is an Equal Opportunity Employer and will not discriminate in any of its practices on the basis of race, color, religion, sex, marital status, physical or mental disability, age, ancestry, national origin, or veteran status unless based upon a bona fide occupational qualification.

POSITION APPLYING FOR: \_\_\_\_\_  PART-TIME  FULL-TIME

**PERSONAL DATA**

NAME: \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
NUMBER STREET TOWN/CITY STATE ZIP

How long have you lived at the above address? \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

PREVIOUS ADDRESS: \_\_\_\_\_  
NUMBER STREET TOWN/CITY STATE ZIP

How long did you live there? \_\_\_\_\_ Are you legally authorized to work in the U.S.?  YES  NO

Are you a current or former employee for the Town of Rumford?  CURRENT  FORMER  NO

If yes, what department and when? \_\_\_\_\_

Are you at least 18 years of age?  YES  NO

Do you have a valid driver's license?  YES  NO Issue State: \_\_\_\_\_ Class: \_\_\_\_\_

Have you ever been convicted of any violation of law by any court of law?  YES  NO

If yes, please list offenses. *(Include any guilty pleas entered, military court martial, traffic violation convictions for Operating Under the Influence (OUI) or traffic violations that resulted in your license being suspended. Do not include here any juvenile adjudications. Use separate sheet of paper if needed):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Can you perform the essential functions of the job for which you are applying?  YES  NO

If NO, list reasonable accommodations required for you to perform the job: \_\_\_\_\_

\_\_\_\_\_

Are you willing to work overtime?  YES  NO

## SKILLS AND QUALIFICATIONS

MCJA Physical Agility Passed:  YES  NO If yes, date: \_\_\_\_\_

Law Enforcement Pre-Service Certified:  YES  NO If yes, date: \_\_\_\_\_

BLETP Graduate:  YES  NO If yes, date: \_\_\_\_\_

Out of State Law Enforcement Certification:  YES  NO If yes, date: \_\_\_\_\_

Prior Military Service:  YES  NO If yes, dates: \_\_\_\_\_ Branch: \_\_\_\_\_

MCJA ALERT Test Score: \_\_\_\_\_ Date taken: \_\_\_\_\_

Other relevant skills/qualifications: \_\_\_\_\_

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## EDUCATION

List last three (3) schools attended, starting with most current. Indicate degree or diploma earned, if any.

1. _____ School	_____ Degree/Diploma	_____ Date
2. _____ School	_____ Degree/Diploma	_____ Date
3. _____ School	_____ Degree/Diploma	_____ Date

## REFERENCES

List name and telephone of three business/work references **not related to you** and are not previous supervisors. If not applicable, list three school or personal references **not related to you**.

1. _____ Name	_____ Telephone Number	_____ # Years Known
2. _____ Name	_____ Telephone Number	_____ # Years Known
3. _____ Name	_____ Telephone Number	_____ # Years Known

## EMPLOYMENT HISTORY

Provide the following information of your past and current employers, assignments or volunteer activities, starting with the most recent (use additional sheets if necessary). Please explain any gaps in employment in the comments section below.

**Employer:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Started: \_\_\_\_\_ Ended: \_\_\_\_\_

Describe Responsibilities and Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact the employer for a reference?  YES  NO

**Employer:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Started: \_\_\_\_\_ Ended: \_\_\_\_\_

Describe Responsibilities and Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact the employer for a reference?  YES  NO

**Employer:** \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Job Title: \_\_\_\_\_

Immediate Supervisor: \_\_\_\_\_ Started: \_\_\_\_\_ Ended: \_\_\_\_\_

Describe Responsibilities and Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact the employer for a reference?  YES  NO

**Additional comments, including explanation of any gaps in employment:**

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## CERTIFICATE OF APPLICANT

*(Please read carefully before signing).*

I hereby certify that all answers given in this application are true and accurate to the best of my knowledge. If employed, I realize that any false statements or omissions of material facts made by me during the application and employment process shall be considered sufficient cause for immediate dismissal.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I certify that I have read, fully understand, and accept all terms of the forgoing Applicant Statement.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

## CHECKLIST / APPLICANT INSTRUCTIONS

**Failure to submit all of the items listed below that apply to you may disqualify your application.**

- Attach **Cover Letter** of Interest For Employment
- Attach **Resume** *(Optional)*
- Attach completed **Employment Application**, ensuring that all answers are clearly legible.
- Attach signed/completed **Authorization For Release of Information** form.
- Attach copy of valid **Driver's License**.
- Attach copy of **Social Security Card**.
- Attach copy of **Birth Certificate issued by State Vital Records** *(not hospital)*.
- Attach copy of **High School Diploma or GED**.
- Attach copy of **College Degree OR College Transcripts** if no Degree *(If applicable)*.
- Attach copy of **Proof of Legal Name Change** *(If applicable)*.
- Attach copy of **Certificate of Naturalization** *(If applicable)*.
- (Military) Attach copy of **DD Form 214** "Member 4" Copy (Character of Service, Reenlistment Code, and Nature & Type of Discharge) *(If applicable)*
- Attach copy of **MCJA Physical Fitness Test Results** *(if within last year)*
- Attach copy of **MCJA Certificate of Completion** (BLETP, LEPS, etc) *(If applicable)*
- Mail, e-mail or hand-deliver completed packet containing all items listed above to:

**Chief Tony Milligan**  
**Rumford Police Department**  
**150 River Street**  
**Rumford, ME 04276**  
[chief@rumfordpd.org](mailto:chief@rumfordpd.org)

Applications will be accepted anytime and those that meet the minimum qualifications will be added to the pool of prospective candidates and will be considered whenever there is a vacancy for up to a period of one year. Any applicant that is passed over will be returned to the pool for future consideration. The Town of Rumford is an equal opportunity employer.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

NAME: \_\_\_\_\_  
                    LAST                    FIRST                    MIDDLE                    DATE OF BIRTH (MM//DD//YY)

\_\_\_\_\_  
SEX:  MALE  FEMALE                      RACE: \_\_\_\_\_

\_\_\_\_\_  
LAST 4 SSN (for identity verification)

I, \_\_\_\_\_ do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Town of Rumford, whether the said records are public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposit, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or conviction of alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by or against me, wherever located, and to include the records and collections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had, an interest.

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 investigation which may provide pertinent data for the Town of Rumford to consider in determining my suitability for employment in the Police Department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Town of Rumford. I understand that all materials pertaining to this background investigation become the property of the Town of Rumford and will not be returned to me.

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. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINT FULL NAME

\_\_\_\_\_  
STREET ADDRESS                      CITY, STATE      ZIP

\_\_\_\_\_  
TELEPHONE NUMBER