

**CITY OF WATERBURY
HUMAN RESOURCES DEPARTMENT**

Open Competitive Exam # 1969

Open Competitive Exam for: **POLICE OFFICER**

SALARY: \$879.00 per week

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the locations listed below.

Applications must be submitted **only** to the City of Waterbury Human Resources Office located in the Chase Municipal Building, 236 Grand Street- Room 202, Waterbury, CT 06702 . Applications must be received and placed on file no later than **4:50pm** on

September 23, 2011

Please Note: Postmarks and Late application will not be accepted.

EXAMINATION FEE: A non-refundable examination fee of \$75.00 for Waterbury residents and \$100.00 for non-Waterbury residents must be submitted at the examination. **THE FEE MUST BE PAID BY A BANK CHECK OR MONEY ORDER ONLY, MADE OUT TO THE "CITY OF WATERBURY."** **No Personal Checks or Cash will be accepted.** (Please Note: Financial waivers are available. See attached Affidavit for Waiver for details)

Please do not submit your check with application.

In order to qualify for this examination you must meet the following criteria as of the closing date of September 23, 2011

- Possession of a High School Diploma or G.E.D. (**Must provide proof with Application**)
- Be a Citizen of the United States.
- **CHARACTER:** Good moral character and habits. (**Complete Criminal Background Process will be done**)
- **MOTOR VEHICLE LICENSE:** A valid motor vehicle license with a good driving record.
- **AGE: Twenty-one (21) years** to be eligible for certification to position of Police Officer. Applicants age eighteen (18) and above may apply.

The Parts and Weights for this examination are as follows:

| <u>Component</u> | <u>Weight</u> |
|--|---------------|
| 1. Written examination | 100% |
| 2. Physical Agility | * Pass/Fail |
| 3. Background/Polygraph | Pass/Fail |
| 4. Oral Interview | Pass/Fail |
| 5. Psychological | ** Pass/Fail |
| 6. Medical | ** Pass/Fail |
| 7. Physical Agility (2 nd time) | *** Pass/Fail |

* No retests will be allowed for candidates who fail the physical agility examination(s) prior to going to the Connecticut Police Academy. Individuals going on to the Academy will be tested a minimum of four more times before exiting the Academy. *Physical agility Standards can be located on our website at www.waterburyct.org*

**After a conditional offer of employment is made
***Second Physical Agility to be taken within 30 days of entering Academy.

APPLICATIONS will be available at the following locations indicated below, **but they must be submitted to the Human Resources Department.** No applications will be given outside of these time periods:

City of Waterbury
Human Resources Department
Room 202
236 Grand Street
Monday – Friday 8:50 a.m. – 4:50 p.m.

Waterbury Police Department
Front Desk
255 East Main Street
Monday – Sunday 24 hours

Waterbury Police Department
Community Relations Division
240 Bank Street Monday
Friday 9:00 a.m. – 3:00 p.m.

Individuals appointed shall be required to serve a working probationary period which, in effect, is the final phase of the examination.

A copy of the job description for this position is on file in the Human Resources Department.

THE CITY OF WATERBURY IS AN EQUAL OPPORTUNITY EMPLOYER.

(Save this page and the General Conditions page for your records- submit remainder of application)

GENERAL CONDITIONS

1. Applicants must complete an “Application for Examination.” Job postings and applications are available at www.waterburyct.org or at the Human Resources office. Applications may be obtained and/or accepted in person. Incomplete or illegible applications will be rejected. No copies will be made by the Human Resources Department.
2. The Human Resources Department does not formally acknowledge receipt of applications. If an applicant does not meet the minimum qualification requirements for this position, a disqualification notice will be sent. Applicants meeting the stated minimum qualifications for the position will be notified of the date, time and location of the Civil Service examination, if applicable. Postmarks will not be accepted. Applications must be received by the closing date and time.
3. Requirements for claiming veterans’ credits are as follows. They are applied only to passing final scores on an Open Competitive Eligible list as the following values: non-disabled veterans – 5 points; disabled veterans – 10 points. Application of veteran’s credits shall conform to Connecticut General Statutes. Form DD214 must be submitted as proof of service; no other proof of service is acceptable. It must be submitted with the application.
4. **FOR ALL EXAMINATIONS, five (5) points shall be added to your final passing score if you complete the portion of the application regarding RESIDENCY and you are a domiciled resident of the City of Waterbury at the time of examination and continuously until certification into the position. The residency portion of your application must be completed by the closing date of the applications. Failure to do so may result in not receiving points.**
5. Applicants must be physically and medically capable of performing the essential functions of the position with or without a reasonable accommodation for which application is made. A pre-employment/post job offer medical examination will be required for certain positions. This will, for given positions, include a drug screen for usage of illegal narcotics. If a candidate refuses to submit to this examination, it shall be deemed as an incomplete medical examination, and as a voluntary withdrawal from consideration for employment with the City of Waterbury.
6. It is the responsibility of the applicant to advise the Human Resources Department of any change of address or status affecting eligibility for employment. Such notification must be in writing.
7. The provisions of the Civil Service Rules and Regulations of the City of Waterbury shall apply to the administration and rating of the examination, establishment of the eligible list, certification and appointment of eligibles, examination review and other procedures relating to the employment process.
8. The eligible list established as a result of this announcement will normally last for two (2) years from the date such list is established by the Director of Human Resources except for entry-level Police Officer & Fire Fighter lists which will normally last for three (3) years. Any applicant refusing to accept an interview or offer of employment will be removed from the eligible list.
9. The City of Waterbury is subject to the requirements of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The City is obligated to provide reasonable accommodations for otherwise qualified individuals with disabilities. If you wish to request an accommodation, please attach to the application a statement outlining the nature of the disability and requesting an accommodation or contact the Director of Human Resources to discuss the matter.
10. No certification to a position is deemed final until a probationary period is successfully completed.
11. Appeals for failure to meet minimum qualifications may be filed in the Department of Human Resources. They must be received within seven (7) days of the date on the letter notifying you of non-qualification of application. (Include the date of the letter.)
12. The Human Resources Department does not accept phone inquires regarding the status of job postings, or tests, or applicant standing on lists.



CITY OF WATERBURY

HUMAN RESOURCES

236 Grand Street

Waterbury, CT 06702

Phone 203-574-6761 Fax 203-574-8087

An Equal Opportunity Employer

APPLICATION FOR POLICE OFFICER EXAM OPEN COMPETITIVE #1969

GENERAL INFORMATION

Name: _____
 (Last) (First) (Middle)

Address _____
 (Street/Apt #) (City) (State) (ZIP)

Home Telephone: _____ Work Telephone _____ Cell Phone _____
 (Area Code) (Area Code)

Email Address _____

May We Call You At Work? YES NO Best daytime contact: Home Work Cell

Are you now, or have you ever been employed by the City of Waterbury? YES NO If yes, please give dates of employment and job title. _____

Are you currently a U.S. Citizen? Yes No

Are you age 18 or older? Yes No

Note: Verification of identity and employment eligibility required at time of hire.

EDUCATION

| Indicate Last Grade Completed | Name and Address of High School Last Attended | Graduation or G.E.D. awarded (circle one- Provide Proof) |
|-------------------------------|---|---|
|-------------------------------|---|---|

Do you have a valid Driver's License with a good driving history? Yes No

CRIMINAL CONVICTIONS: Answers to the following question will be considered for examination/employment purposes if relevant to the position/exam for which you are applying. Have you ever been CONVICTED of an offense against criminal or military law, or are there criminal charges currently pending against you? (Exclude minor traffic violations or any offense settled in juvenile court or under a youth offender law.) No Yes If, "YES", please attach a detailed explanation about the nature of the conviction, degree of rehabilitation and time since release.

Special Note: You are not required to disclose the existence of any arrest, criminal charge or conviction, the records of which have been erased pursuant to Connecticut General Statutes § 46b-146, 54-760, or 54-142a. If your criminal records have been erased pursuant to one of these statutes, you may swear under oath that you have never been arrested. Criminal records that may be erased are records pertaining to a finding of delinquency or that a child was a member of a family with service needs (C.G.S. § 46b-146), an adjudication as a youthful offender (C.G.S. § 54-760), a criminal charge that has been dismissed or nolle, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon (C.G.S. § 54-1421a).

CERTIFICATION: I certify that the statements made by me on this application are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

I voluntarily give the Civil Service Commission of the City of Waterbury, Connecticut, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons, companies, or corporations supplying such information.

Date Signature.....

SOCIAL SECURITY NUMBER _____ - _____ - _____

**CITY OF WATERBURY
CIVIL SERVICE COMMISSION
REQUEST FOR RESIDENCY CONSIDERATION**

NOTE: THIS SECTION MUST BE COMPLETED BY CITY OF WATERBURY
RESIDENTS IN ORDER TO BE ELIGIBLE FOR RESIDENCY POINTS.

In order to qualify for residency consideration in accordance with City of Waterbury Charter and the Civil Service Rules and Regulations, the Civil Service Office requires that candidates provide irrefutable evidence to substantiate that, at the date of application (no later than the closing date for applications) and at the date of certification for hire you are domiciled in the City of Waterbury.

As the intention of the Charter amendment is to give those domiciled in the City of Waterbury consideration in hiring, the Director of Human Resources is directed to notify all applicants that the application of residency consideration is a privilege subject to being withdrawn if the applicant loses domiciliary status at any time after the filing of this application, as well as any time during the existence of any eligibility list up to and including the date of certification into the civil service position.

For purposes of this request, "DOMICILED" is defined to be, "that place where an individual has his true, fixed and permanent home and to which whenever he is absent he has the intention of returning."

You are required to complete this section at the time of application in any event not later than the closing date for applications. You must also be prepared to submit any additional documentation that documents proof of domicile as the Director of Human Resources may require. This information will be subject to verification by the Civil Service Office or any other agency or department designated by the Civil Service Commission.

IMPORTANT NOTICE: THE APPLICANT MUST PROVIDE DOCUMENTATION TO ESTABLISH PROOF OF LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL. A DECISION TO DISQUALIFY SHALL BE FINAL.

Examples of Documents that can be utilized to show proof of legal domicile in Waterbury are(but not limited to):

- *Copy of Utility Bills (i.e., phone, electric, cable)*
- *Copy of Tax Bills*
- *Copy of Insurance Bills*

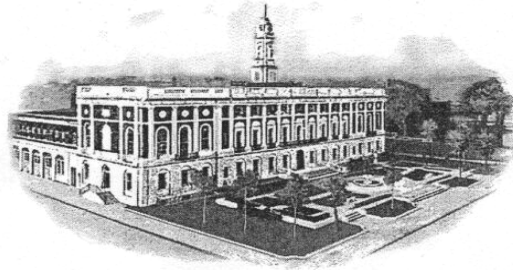
Examination Number: _____

Position Applied For: _____

Name of Applicant: _____

PLEASE PRINT

I, _____ hereby attest that I am a bona fide resident of the City of Waterbury who, as of the closing date for applications for the examination/position above is domiciled within the City. Evidence to substantiate my claim for residency consideration is provided as follows:



OFFICE OF THE CIVIL SERVICE COMMISSION
THE CITY OF WATERBURY
CONNECTICUT

APPLICATION/AFFIDAVIT FOR WAIVER OF EXAMINATION FEE

I, _____ certify to my signature below
Print Name

qualify for a waiver of the required fee for taking examination number ____ for the
position of _____ for the following reason(s):

**(Please Note: You must include proof as indicated for any of the 4 listed below in
order to be considered for a wavier.)**

(Check all applicable sections.)

- ___ 1. I am currently receiving public assistance from

List municipal or state agency **(Example: Current letter from
Agency listed)**
- ___ 2. I am currently receiving federal social security disability
insurance benefits. **(Example: Current letter or check stub)**
- ___ 3. I am currently receiving unemployment compensation
benefits from the State of _____.
(Example: Current letter and or check stub)
- ___ 4. My total family income is below the current federal poverty
guidelines as defined on the reverse side of this affidavit.
(Example: Copy of 2010 W-2 indicating above.)

CERTIFICATION: I understand that as penalty for filing a false affidavit, I will be
disqualified at any point in the application/examination process, including removal from
the eligibility list, and will be ineligible to apply for any City of Waterbury Civil Service
examination for a period of three (3) years.

Signature of Applicant Date

Approved: _____ Date: _____

| 2011 HHS Poverty Guidelines | | | |
|------------------------------------|--|---------------|---------------|
| Persons in Family | 48 Contiguous States and D.C. | Alaska | Hawaii |
| 1 | \$10,890 | \$13,600 | \$12,540 |
| 2 | 14,710 | 18,380 | 16,930 |
| 3 | 18,530 | 23,160 | 21,320 |
| 4 | 22,350 | 27,940 | 25,710 |
| 5 | 26,170 | 32,720 | 30,100 |
| 6 | 29,990 | 37,500 | 34,490 |
| 7 | 33,810 | 42,280 | 38,880 |
| 8 | 37,630 | 47,060 | 43,270 |
| For each additional person, add | 3,820 | 4,780 | 4,390 |

APPLICANT DATA

TITLE OF EXAM _____

EXAM# _____

VOLUNTARY:

In order to meet State and Federal reporting requirements, we are requesting that you voluntarily supply the following information. This data will not be considered in the evaluation of your application.

A. SEX: Female Male

B. RACE/ETHNIC DATA

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Black or African American (Not Hispanic or Latino)** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- Asian (Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

C. PRIMARY SOURCE OF JOB INFORMATION: Where did you learn about this examination or employment opportunity?

Check the appropriate box (es) below:

- 1. Internet site _____
- 2. Newspaper, professional journal, College or TV advertisement (where?) _____
- 3. Posting (where?) _____
- 4. Direct e-mail or paper mailing. _____
- 5. Present City employee. _____
- 6. Job Fair (where?): _____
- 7. Other: Please specify: _____
- 8. 93.7 FM _____