

CITY OF
NEW SHARON
APPLICATION
for
EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Equal Employment Policy of the City of New Sharon is that all applicants and employees, regardless of race, color, religion, sex, national origin, age or handicap shall not be discriminated against in any employment matter, including recruiting and hiring, working condition, training programs, promotions, upgrading, advancement, and all other terms and conditions of employment.

NEW SHARON POLICE DEPARTMENT

101 S. MAIN ST PO Box 507
NEW SHARON, IOWA 50207

Telephone: (641) 637-4124

Fax. (641) 637-4184

Kevin Lamberson- Chief

Employment Application Form

General Information and Instructions

The information you provide in this personal history statement will be used in the Investigation to assist in determining your suitability for the position of Deputy.

Please fill out the application completely and accurately. Keep in mind that:

1. There will be an investigation into the qualifications and background of any Person being considered for appointment. This shall include investigation of the applicant's abilities, reputation for truthfulness, and respect for the law.
2. All statements are subject to verification.
3. All items on the applications must either be filled out or marked "N/A" meaning they do not apply. Deliberate inaccuracies or incomplete statements may result in automatic disqualification.
4. You should account for all time periods in your background.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job of Deputy. For example, being fired from a job is not in itself grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

Please print in ink or type your responses on this application. If you need more space to respond to a question, use the reverse side of the page and identify the question to which the additional information applies.

You may submit a resume to supplement the information requested on this application.

Please return the signed application with any supplemental material in person or by mail to the listed address.

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Name _____
Last First Middle

Address: _____
No. Street Apt. City State Zip

Telephone _____
Home Work Cell

Are you at least 21 years of age? **Y or N**

Are you legally permitted or otherwise authorized to work in the United States? **Y or N**

Have you ever been employed by New Sharon Iowa? **Y or N**

If yes, give the department and dates: _____ From: _____ To: _____

Have you been employed by any other Law Enforcement or Corrections agency? **Y or N**

If Yes, list agencies and dates: _____

If you are currently employed, may we contact your present employer? **Y or N**

If yes please provide the name and phone number of contact: _____

If hired on what date would you be available to start working? _____

Have you served in the U.S. Armed Forces? **Y or N** Branch of service _____

Iowa Driver's License Number: _____

List other states where you have been licensed to operate a motor vehicle _____

List all traffic citations you have received. Include the violation, date, and location (city). _____

List any accidents where you were involved as a driver. Include date and location.

Have you any criminal convictions for any violation of the law? **Y or N**
Include any convictions now on appeal. Do not include any conviction occurring before your 18th birthday. Please include any court martials. If yes please explain.

Do you have any physical or mental limitations that would prevent you from performing the essential functions of the position for which you are applying? If yes, please explain:

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EMPLOYMENT HISTORY

Starting with present or most recent, list your previous employers. Include self-employment, summer, and part-time jobs.

1. _____

Employer	Address	Telephone
Job Title	Description of Duties	
Dates Employed	Supervisor	Reason for leaving

2. _____

Employer	Address	Telephone
Job Title	Description of Duties	
Dates Employed	Supervisor	Reason for leaving

3. _____

Employer	Address	Telephone
Job Title	Description of Duties	
Dates Employed	Supervisor	Reason for Leaving

4. _____

Employer	Address	Telephone
Job Title	Description of Duties	
Dates Employed	Supervisor	Reason for leaving

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EDUCATION AND TRAINING

Do you have a college degree? **Y** or **N** If yes, list the college(s) and degree(s) attained. If not, list classes/credits earned towards a degree and the institution which they were taken.

List schools attended starting with high school

School	Location	Degree or credits earned
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List any additional skills, certifications or licenses you possess that you believe are relevant to this position.

REFERENCES

Give the names of three persons not related to you, whom you have known at least one year.

Name	Address	Telephone
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Name	Address	Telephone
------	---------	-----------

Name	Address	Telephone
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Thank you for completing this application and for your interest in employment with us. Your application will remain on file with us for 6 months.

CERTIFICATION AND AGREEMENT

I hereby certify that the information set forth in the above employment application and the information on my resume is true and complete to the best of my knowledge. I understand that if employed, omissions or foiled statements shall be sufficient cause for dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

Date_____ Signature of Applicant_____

I hereby give the City of New Sharon the right to make a thorough investigation of my past employment, education, and background and I release from liability all persons, companies or corporations supplying such information.* I also release the City of New Sharon and employees and agents from any liability which might result from making such investigation. I understand that any false answers or statements or implications made by me in this application or other required documents shall be considered sufficient cause for denial of employment or discharge.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of New Sharon and myself, either for employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no promise or guarantee is binding upon the City of New Sharon or any of their employees or agents. If an employee relationship is established, I understand that I have the right to terminate employment at any time for any reason, and that the City of New Sharon retains a similar right.

I understand that any offer of employment will be conditioned on my providing proof of work eligibility within three (3) business days of commencement of employment.

Signature

Date

*Note: The provisions of the Fair Credit Reporting Act will be applicable if a credit report on the applicant is obtained and considered.

3. 1 MINUTE PUSH UP TEST

This test requires pushing one's own weight off the floor. This measures the amount of force the upper body can generate and is an important area of performing police tasks requiring upper body strength. The score is calculated by the number of push ups performed in one minute. The body is supported by the hands and feet touching the ground, with legs straight and off the ground. The chest must come down and touch a fist placed under the individual's chest, then the arms must go to full extension to complete a push up.



4. 1.5 MILE RUN

This is a timed run to measure the heart and vascular system's capability to transport oxygen. It is an important area of performing police tasks involving stamina and endurance and to minimize the risk of cardiovascular problems. The score is in minutes and seconds.



What are the standards?

- The actual performance requirement for each test is based upon norms from a national population sample.
- The applicant must pass every test.

• The required performance to pass each test is based upon sex and age (decade). The absolute performance is different for the eight categories, the relative level of effort is identical for each age and sex group. All recruits are required to meet the same percentile rank in terms of their respective age/sex group. The performance requirement is that level of physical performance that approximates the 40th percentile for each age and sex group.

Test	MALES AGE	30-39	40-49	50-59	60+
Reach	16.5	15.5	14.3	13.3	12.5
1 minute sit up	38	35	29	24	19
1 minute push up	29	24	18	13	10
1.5 mile run	12:51	13:36	14:29	15:26	16:43

Test	FEMALES AGE	30-39	40-49	50-59	60+
Reach	19.3	18.3	17.3	16.8	15.5
1 minute sit up	32	25	20	14	6
1 minute push up	15	11	9	*12	*5
1.5 mile run	15:26	15:57	16:58	17:54	18:44

*Females in excess of 49 years of age may do push ups on their knees. Normative data for these age groups have not been established.

How does one prepare for the test?

1. Preparing for the sit and reach test
Performing sitting types of stretching exercises daily will increase this area. There are two recommended exercises.
Sit and reach. Do 5 repetitions of the exercise. Sit on the ground with legs straight. Slowly extend forward at the waist and extend the fingertips toward the toes (keeping legs straight). Hold for 10 seconds.



Towel stretch. Sit on the ground with legs straight. Wrap a towel around the feet, holding each end with each hand. Lean forward and pull gently on the towel extending the torso toward the toes.



2. Preparing for the sit up test
The progressive routine is to do as many bent leg sit ups (hands behind the head) as possible in 1 minute. At least 3 times a week do 3 sets (3 groups of the number of repetitions one did in 1 minute.)
3. Preparing for the push up test
If one has access to weights, determine the maximum weight one can bench press one time. Take 60% of that poundage. This will be the training weight. One should be able to do 8-10 repetitions of that weight. Do 3 sets of 8-10 repetitions adding 2.5 pounds every week.

If one does not have weight equipment, then the push up exercise can be utilized. Determine how many push ups once can do in one minute. At least 3 times a week do 3 sets of the amount one can do in one minute.

4. Preparing for the 1.5 mile run.

Following is a graduated schedule that would enable one to perform a maximum effort for the 1.5 mile run, if one can advance the schedule on a weekly basis, then proceed to the next level, if one can do the distance in less time, then that should be encouraged.

Week	Activity	Distance	Time Min.	In	Frequency
1	Walk	1 mile	20-17		5week
2	Walk	1.5 mile	29-25		5week
3	Walk	2 miles	35-32		5week
4	Walk	2 miles	30-28		5week
5	Walk/Jog	2 miles	27		5week
6	Walk/Jog	2 miles	26		5week
7	Walk/Jog	2 miles	25		5week
8	Walk/Jog	2 miles	24		4week
9	Jog	2 miles	24		4week
10	Jog	2 miles	22		4week
11	Jog	2 miles	21		4week
12	Jog	2 miles	20		4week

STATE OF IOWA

Facts about

Iowa Law Enforcement Physical Standards for Pre-employment Testing



Arten Ciechanowski,
Director

Iowa Law Enforcement Academy
Camp Dodge
P.O. Box 130
Johnston, Iowa 50131-0130

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IOWA LAW ENFORCEMENT ACADEMY COUNCIL MEMBERS

PREFACE

The Iowa Law Enforcement Academy Council, in recognizing the importance of physical fitness status for job performance, established this physical test regimen as a pre-employment standard effective February 15, 1993.

No person can be selected or appointed as a law enforcement officer without first successfully passing all of the elements of this test. (See 501 IAC 2.1, adopted pursuant to Section 80B.1(15), Code of Iowa.)

Upon entry into the Academy every candidate will be given the same test as an assessment for training purposes and to ensure that each recruit can undergo the physical demands of the Academy without undue risk of injury, and with a level of fatigue tolerance to meet all Academy requirements. If at the time of entrance into the Academy an officer does not meet minimum standards, he or she will not be admitted.

This pamphlet will provide information on the rationale, purpose, testing procedures, standards of performance and fitness activities to prepare for the fitness testing. It is intended to answer the basic questions pertaining to all aspects of the fitness testing process.

Provisions as to push ups for females were modified in February, 1996, and are set forth in this brochure, effective for persons hired on or after July 1, 1996.

Any questions you may have about these standards should be directed to the Academy at 515-242-5357 or at the address shown on the cover.

What is physical fitness?

Physical fitness is a status pertaining to the individual officer having the physiological readiness to perform maximum physical effort when required.

Physical fitness consists of three areas:

- Aerobic capacity of cardiovascular endurance pertaining to the heart and vascular system's capacity to transport oxygen. It is also a key area of heart disease in that low aerobic capacity is a risk factor.

- Strength pertains to the ability of muscles to generate force. Upper body strength and abdominal strength are important areas in that low strength levels have a bearing on upper torso and lower back disorders.

- Flexibility pertains to the range of motion of the joints and muscles. Lack of lower back flexibility is a major risk area of lower back disorders.

Why is fitness important as a job related element for law enforcement officers?

- It has been well documented that law enforcement personnel (as an occupational class) have serious health risk problems in terms of cardiovascular disease, lower back disorders and obesity. Law enforcement agencies have the responsibility of minimizing known risk. Physical fitness is a health domain which can minimize the "known" health risk for law enforcement officers.

- Physical fitness has been demonstrated to be a bonafide occupational qualification (BFOQ). Job analysis that account for physical fitness have demonstrated that the fitness areas are underlying factors determining the physiological readiness to perform a variety of critical physical tasks. These three fitness areas have also been shown to be predictive of job performance ratings, sick time and a number of commendations of police officers. Data also shows that fitness level is predictive of trainability and academy performance.

- Physical fitness can be an important area of minimizing liability. The unfit officer is less able to respond fully to strenuous physical activity. Consequently, the risk of not performing physical duties is increased.

How will physical fitness be measured?

The Physical Fitness Test Battery consists of four basic tests. Each test is a scientifically valid test. The tests will be given in sequence with a rest period between each test.

1. SIT AND REACH TEST

This is a measure of the flexibility of the lower back and upper leg area. It is an important area of performing police tasks involving range of motion and is important in minimizing lower back problems. The test involves stretching out to touch the toes or beyond with extended arms from a sitting position. The score is in inches reached on a yard stick fastened to an apparatus with 15 inches being at the toes and the one inch mark closest to the body. Knees must be locked and the hands together as the person stretches down the measuring apparatus.



2. 1 MINUTE SIT UP TEST

This is a measure of the muscular endurance of the abdominal muscles. It is an important area of performing police tasks that may involve the use of force and is an important area for maintaining good posture and minimizing lower back problems. The score is in number of bent leg sit ups performed in 1 minute. Hands behind the head, in the up position, elbows should touch the knees or upper portion of the thigh, in the down position, the back must come down so that shoulder blades touch the floor. Legs may be held for assistance.



- Francis C. Donchez
Davenport Police Department
- Officer Angela M. Bonar
West Burlington Police Department
- Sergeant Genie Clemens
Iowa State Patrol
- Patrick C. Jackson,
Des Moines County Attorney
Burlington, Iowa
- Patty Link
Des Moines, Iowa
- Sergeant Ricardo Martinez II
Nevada Police Department
- Randy W. Krukow
Clay County Sheriff
- Barry E. Ferguson, Senior
Supervisory Resident Agent
Federal Bureau of Investigation
- David M. Giles,
Resident Agent-In-Charge
United States Drug Enforcement
Administration