



City of Willard

PO Box 167
224 W. Jackson St
Willard, MO 65781
(417) 742-3033

Employment Application

Applicant Information

Full Name: _____ Date: _____

Last First M.I.

Address: _____

Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

If yes, explain: _____

Education

High School: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

College: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: () _____
Address: _____

Previous Employment

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Company: Phone: ()
Address: Supervisor:
Job Title: Starting Salary: \$ Ending Salary: \$
Responsibilities:
From: To: Reason for Leaving:
May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: From: To:
Rank at Discharge: Type of Discharge:
If other than honorable, explain:

Notice, Disclaimer and Signature

Notice: It is the policy of the City of Willard to provide equal opportunity with regard to all terms and conditions of employment. The City of Willard complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, creed, national origin, disability, veteran status, age, or any other protected characteristic.

I certify that all information submitted by me on this application is true and complete, and I understand that if any false or misleading information, omissions or misrepresentations are discovered, my application may be rejected and if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the City's rules, regulations, and ordinances, and I understand that these rules and/or the employee handbook do not form a contract of employment either expressed or implied, and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the City's option.

I also understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice, at any time by the City. I understand that no City representative, other than its mayor, and then only when in writing and signed by the mayor, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the forgoing.

Applicant's
Signature: _____

Date: _____



WILLARD POLICE DEPARTMENT



P.O. BOX 187 / 795 HUGHES RD WILLARD, MO 65781

OFFICE: 417.742.3077 AFTER HOURS: 417.868.4040 FAX: 417.742.4710
EMERGENCY 911

Tom McClain
Chief of Police

AUTHORIZATION TO RELEASE INFORMATION

I authorize any investigator, officer, or other duly appointed official for the City of Willard, to obtain any information relating to my activities from schools, employers, criminal justice agencies, retail business establishments, or other sources of information. This information may include, but is not limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment history, and criminal history record information.

I understand that, for financial or lending institutions, medical institutions, hospitals, health care professionals, and other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

I authorize custodians of records and sources of information pertaining to me to release such information upon request of the investigator or other duly appointed representative of the City of Willard authorized above regardless of any previous agreement to the contrary.

I understand that the information released by records custodians and sources of information is for official use of the City of Willard only for the purposes provided in this form and may be disclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for two (2) years from the date signed.

Signature (sign in ink)

Full Name

Date signed

Social Security Number

Current Address

City

State

Zip Code

Home Phone

INTEGRITY ★ SERVICE ★ COMPASSION

Willard Police Department

Applicant Interview Form

Last Name

First Name

Middle Initial

Date

1. Would your previous supervisors say you are consistently on time? YES NO

Why or Why Not?

2. How would your previous supervisors rate your attendance? Please Explain

Excellent Good Fair Poor

3. Would your past supervisors say that you are orderly? Yes NO

4. What does being orderly mean to you?

5. Would those who know you best say your word can be trusted? Yes NO

Why or why not?

6. What responsibilities have you had in the past that would prepare you for your responsibilities at this job?

7. If you know a fellow employee is involved in immoral or illegal activity, what is your responsibility to your employer?

8. What are some legitimate reasons to miss work?

9. Would your previous supervisor say you were good at following directions? Yes No

Why or why not?

10. How often would your past supervisors say you get angry?

Never Rarely Sometimes Often

11. What causes you to get upset while at work?

12. Have you ever experienced a loss for doing what is right? Yes No

Please Explain

13. What methods do you use to remember instructions?

14. What outward signs should you watch for to ensure that a customer's needs are being met?

15. What do you think you owe your employer?

16. What does your employer owe you?

17. Please check three areas in which you are the weakest:

- | | | |
|---------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Contentment | <input type="checkbox"/> Diligence | <input type="checkbox"/> Dependability |
| <input type="checkbox"/> Gratefulness | <input type="checkbox"/> Loyalty | <input type="checkbox"/> Meekness |
| <input type="checkbox"/> Forgiveness | <input type="checkbox"/> Orderliness | <input type="checkbox"/> Punctuality |
| <input type="checkbox"/> Truthfulness | <input type="checkbox"/> Obedience | <input type="checkbox"/> Self-Control |

18. Please check three areas in which you are the strongest:

___Contentment

___Diligence

___Dependability

___Gratefulness

___Loyalty

___Meekness

___Forgiveness

___Orderliness

___Punctuality

___Truthfulness

___Obedience

___Self-Control

19. What distinguishes your time from company time?

20. What are your goals?

21. How will this job help you achieve your goals?

Signature _____ Date _____



Willard Police Department



- **Mission Statement:** The Willard Police Department's mission is to Help people, Enforce the law, Lead by example, and Prevent crime.
- **Values Statement:** The Willard Police Department values statement expresses that we value as important to professional policing and articulates the kind of police department we are. It is the core of our beliefs and actions as individuals and as a department. These values establish the foundation of everything we do and are confirmed by the actions of every employee of the Willard Police Department.

WE, the members of the Willard Police Department, value
Professionalism and Dedication.

Professionalism encompasses:

- Accountability
- Competence
- Courtesy
- Honor
- Integrity
- Responsibility
- Trust
- Lawful & Ethical Behavior
- Valuing Differences
- A caring attitude toward fellow employees and citizens

Dedication is demonstrated by:

- Bravery
- Commitment
- Personal Sacrifice
- Responsiveness
- Teamwork
- A constant improvement of oneself, the Police Department, and the Community
- A firm commitment to consistently helping others.

Vision Statement

We will enhance public safety and improve the quality of life in Willard by exemplifying our values of professionalism and dedication through the use of partnerships, creative problem solving, and innovative policing strategies.

Willard Police Department

Wage & Benefit Information -updated 10/13/21

RETIREMENT: After 6 months of employment, all full-time City employees, as a condition of employment, must participate in the Local Government Employees Retirement System (LAGERS). The employee's contribution to the program is equal to 4% of gross wages, deducted from monthly payroll checks. You will be provided with a LAGERS handbook.

HEALTH/LIFE INSURANCE: The City provides, at no cost to the employee, life and health insurance, effective after 30 days of employment. (Optional coverage for dependents, dental, and vision at the employee's expense. *)
The City of Willard provides a \$25,000 term life insurance policy for the employee. (Optional additional coverage at the employee's expense. *)

VACATION:

1 week	...service of 3 months to 1 year
2 weeks	...service of 2 years or more prior to anniversary date
3 weeks	...service of 5 years or more prior to anniversary date
4 weeks	...service of 12 years or more prior to anniversary date
5 weeks	...service of 15 years or more prior to anniversary date

SICK LEAVE:

40 hours	...service of 3 months to 1 year (Max accumulation 280 hours)
80 hours	...service of 1 year to 6 years
120 hours	...service of 6 years to 10 years
160 hours	...service of 10 years to 15 years
200 hours	...service of 15 years or more

FUNERAL LEAVE: 3 paid working days for death of a family member.

JURY DUTY: Compensation paid for difference in jury pay received and normal pay.

HOLIDAYS:

New Year's Day	Martin Luther King Jr. Day	President's Day
Memorial Day	Independence Day	Labor Day
Columbus Day	Veteran's Day	Thanksgiving (+Friday following)
Christmas Day	Employee's Birthday	Personal Holiday X2

UNIFORMS: Officers receive \$1000 uniform allowance the first year; \$650 thereafter.

STARTING SALARY: \$40,280.68 starting annual salary (\$19.37 per hour)
2.5% annual cost of living adjustment generally applied

*contact CFO for exact amounts.

Peel's Principles

1. The basic mission for which police exist is to prevent crime and disorder as an alternative to repression of crime and disorder by military force and severity of legal punishment.
2. The ability of the police to perform their duties is dependent upon public approval of police existence, actions, behavior and the ability of the police to secure and maintain public respect.
3. The police must secure the willing cooperation of the public in voluntary observance of the law to be able to secure and maintain public respect.
4. The degree of cooperation of the public that can be secured diminishes, proportionately, the necessity for the use of physical force and compulsion in achieving police objectives.
5. The police seek and preserve public favor, not by catering to public opinion, but by constantly demonstrating absolutely impartial service to the law, in complete independence of policy, and without regard to the justice or injustice of the substance of individual laws; by ready offering of individual service and friendship to all members of society without regard to their race or social standing; by ready exercise of courtesy and friendly good humor; and by ready offering of individual sacrifice in protecting and preserving life.
6. The police should use physical force to the extent necessary to secure observance of the law or to restore order only when the exercise of persuasion, advice and warning is found to be insufficient to achieve police objectives and police should use only the minimum degree of physical force which is necessary on any particular occasion
7. The police at all times should maintain a relationship with the public that gives reality to the historic tradition that the police are the public and the public are the police; the police are the only members of the public who are paid to give full-time attention to duties which are incumbent on every citizen in the intent of community welfare.
8. The police should always direct their actions toward their functions and never appear to usurp the powers of the judiciary by avenging individuals or the state, or authoritatively judging guilt or punishing the guilty.
9. The test of police efficiency is the absence of crime and disorder, not the visible evidence of police action in dealing with them.

Sir Robert Peel 1829

Willard Police Department

Job Description: Patrol Officer

Functions & Responsibilities:

1. To provide a variety of professional law enforcement work under general supervision of an administrative or technical supervisor.
2. To serve the citizens through law enforcement activities, including but not limited to, patrolling designated areas of town in a patrol car or on foot, preventing and discovering the commission of crimes, apprehending criminals and offenders, enforcing vehicle and traffic laws, and issuing citations for violations.
3. To answer calls, including but not limited to, automobile accidents, misdemeanors, felonies, and other miscellaneous police calls during the course of said officer's shift. To provide timely follow up to the police department and to citizens through investigations, log entries, and police reports.
4. To receive training from supervisors in the areas of patrol, investigations, officer safety department policies, law enforcement techniques, and other specialized skills.
5. To confer with the supervisor on regular bases, including but not limited to, discussing work processes, incidents, problems, plans, and ideas while receiving and learning from advice, counsel, and instruction.
6. To testify in court concerning arrest or accident investigations.
7. To attend conferences, meetings, and training to maintain knowledge on current trends in the law enforcement field.
8. To perform traffic enforcement task, duties, and other responsibilities assigned by the supervisor.
9. To maintain proper knowledge of modern law enforcement principles, procedures, techniques, and equipment while also maintaining knowledge of applicable laws, ordinances, and departmental rules and regulations

Willard Police Department

Job Description: Patrol Officer

Minimum Requirements / Skill / Ability

- Officers will possess an ability to perform a wide variety of police duties, including but not limited to, the ability to establish and maintain effective relationships with departmental personnel and the general public, the ability to exercise sound judgment and objectivity evaluate situations while making informed decisions, and the ability to demonstrate effective reactions to emergency and stress situations. The officer will also possess the ability to communicate in both verbal and written form.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

- This position requires the employee to be on the job a minimum of ten (10) hours per day, four (4) days per week, and may also require overtime.
- This employee must possess a valid State Driver's License, be at least 21 years of age, be a citizen of the US, hold a high school diploma or GED, graduate from an authorized state basic law enforcement training academy, pass the Missouri Peace Officer License Exam, and not have a criminal history.
- This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.