



The City of Fairbanks
invites applications for the position of

**Recruit Police Officer
July-December 2016 Testing Cycle**

APPLICANT CHECKLIST

NAME: _____ DATE: _____

Please return all paperwork at once.

Application

Waiver of Liability

Typing Test

*ALL paperwork must be return in order to test.

Please send all paperwork to ydmcculloch@ci.fairbanks.ak.us (preferred)
or bring to testing site.

**Revised 7/18/2016



10/01/16 Fairbanks-TEST - <https://www.eventbrite.com/e/october-1st-2016-fairbanks-alaska-police-department-recruiting-event-tickets-26615257953>

10/15/16 Fairbanks-TEST - <https://www.eventbrite.com/e/october-15th-2016-fairbanks-alaska-police-department-recruiting-event-tickets-26615286037>

11/05/16 Fairbanks-TEST - <https://www.eventbrite.com/e/november-5th-2016-fairbanks-alaska-police-department-recruiting-event-tickets-26615206800>

11/12/16 Fairbanks-TEST - <https://www.eventbrite.com/e/november-12th-2016-fairbanks-alaska-police-department-recruiting-event-tickets-26615231875>

12/17/16 Fairbanks-TEST - <https://www.eventbrite.com/e/december-17th-2016-fairbanks-alaska-police-department-recruiting-event-tickets-26615253941>

01/7/17 Fairbanks-TEST - <https://www.eventbrite.com/e/january-7th-2017-fairbanks-alaska-police-department-recruiting-event-tickets-26615265977>



The City of Fairbanks
invites you to attend the optional:

**C.O.P.S (Comprehensive Officer
Preparation Seminar)
Optional**

The Fairbanks Police Department is hosting a Comprehensive Officer Preparation Seminar (C.O.P.S). This seminar is free and topics to be covered include:

- Overview of the hiring process
- Overview of the applicant written test, to include examples of the questions on the test
- Overview of the oral board and areas that applicants are scored on, to include examples of the questions asked and examples of quality answers
- Presentation on the background process and information on the types of questions asked; applicants will be provided with the APSC standards that would cause disqualification
- Overall introduction to the Police Department and City of Fairbanks, to include benefit packages, the Field Training Officer (FTO) process, and a question and answer period about employment at the Department.
- An opportunity to try the physical agility test to see how they would perform and what areas they need to improve on prior to the testing date. This will be at the end of the seminar.

The seminar will last approximately 2 hours.

If you are interested in participating, please select one of the dates below.

October 26th at 1730, Fairbanks Police Department 911 Cushman St - **Click here to register:** <https://www.eventbrite.com/e/october-26th-2016-fairbanks-alaska-police-department-cops-tickets-26640745186>

December 7th at 1730, Fairbanks Police Department 911 Cushman St - **Click here to register:** <https://www.eventbrite.com/e/december-7th-2016-fairbanks-alaska-police-department-cops-tickets-26640773270>



Employment Application

INSTRUCTIONS

The Human Resources Department represents all City of Fairbanks departments. We only accept applications for positions for which we are currently recruiting, except Police Department and Fairbanks Emergency Communications Center positions are accepted year around, and require substantial and in-depth criminal and standards of character background checks. We do not retain other applications or hold them for future use. Current openings are posted on our website (www.fairbanksalaska.us), bulletin board at Patrick B. Cole City Hall, advertised in the Fairbanks Daily News-Miner on Sundays, Wednesdays and Fridays, and sent to the State of Alaska Jobsite (ALEXsys). In compliance with the City of Fairbanks Affirmative Action Plan, notices are also disseminated to various labor, minority, disabled persons and family-oriented service organizations.

Applicants must complete a separate application for each position. Once a position is filled, all applications received for that position are retired to an archive file and will not be considered for any new openings unless requested by the department head to hold for future consideration.

A resume may be attached to the employment application. However, all fields on the application must be completed. Failure to complete the application form may disqualify applicants from consideration.

After the closing date of the posted vacancy, an initial screening will take place before the applications is sent to the appropriate department head. Applicants identified as potential job candidates will be notified by telephone or e-mail for an interview. Letters of notification may be sent to those not selected to complete the process. For Police and Fire Department applicants, a notice of testing date and place will be sent to all qualified applicants. If you have employment application questions, you may contact the Human Resources Department by e-mail (jobs@ci.fairbanks.ak.us) or (907) 459-6780 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, or you may leave a message after office hours.

Applicants should mail, fax or e-mail complete applications to the City of Fairbanks Human Resources Department on or before the recruitment closing date.

Mail: City of Fairbanks
Human Resources Department
800 Cushman Street
Fairbanks, Alaska 99701

Fax: 907-459-6731

E-mail: jobs@ci.fairbanks.ak.us

The City of Fairbanks does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, genetic information, or status as a Veteran in employment, programs, services or activities in accordance with Federal, State and Municipal laws. The City of Fairbanks is an **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER.**

City of Fairbanks Employment Application



THIS APPLICATION MUST BE COMPLETED IN FULL
 (Resumes are accepted but cannot be used as a substitute for any section of this application)
A SEPARATE APPLICATION IS REQUIRED FOR EACH POSITION FOR WHICH YOU APPLY

POSITION APPLYING FOR: _____

APPLICANT INFORMATION

LAST NAME: _____ **FIRST NAME:** _____ **MIDDLE:** _____

MAILING ADDRESS: _____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PHONE NUMBER: _____ **ALT PHONE:** _____ **E-MAIL:** _____

OTHER NAMES or MAIDEN NAMES YOU HAVE WORKED UNDER: _____

Are you now or have you ever been employed by the City of Fairbanks? YES NO

If YES, please give title, department and dates:
 (do not include FNSB employment) _____

Social Security Number and Date of Birth must be disclosed at a later time for the purpose of any background investigation.

Can you be lawfully employed in the United States?
 (You will be required to provide, within 72 hours of hire, *Employment Eligibility Verification Documents*) YES NO

Have you ever been convicted of a felony? YES NO

If YES to felony conviction, please explain on a separate sheet of paper. A conviction record will not necessarily be a bar to employment.

List Relatives Employed by the City (do not include FNSB employees):

Name	Job Title	Relationship
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Name	Job Title	Relationship
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APPLICANT CERTIFICATION (please read and sign below)

I understand the City of Fairbanks is subject to the Alaska Public Records Act, AS 09.25.110. My application for employment and other documents concerning me may be subject to public disclosure under state law.

I certify that all information provided in this application and any attachments is true. I understand that any false statement made herein is sufficient reason for rejection of my application or termination of subsequent employment.

I authorize the City of Fairbanks, or entities it may employ, to investigate all statements made in this application or attachments; to contact any of my former employers, educational institutions, or any other person or organization that may have information relevant to my employment; to obtain records concerning my past work, character, education or military background; to obtain a 'consumer report' and/or 'investigative consumer report' as defined by the Fair Credit Reporting Act; to obtain driving records; to obtain any records pertaining to prior felony or misdemeanor convictions or pending felony or misdemeanor charges. I authorize that such contact or investigation may occur at any time before or during employment. I understand that I may be required to sign separate consent forms for this purpose. I understand that I will be required to furnish my Social Security Number and date of birth as information required to perform investigations and background checks.

I understand that no offer of salary or benefits is final until approved by the Mayor and appropriate City officials.

Applicant Signature: _____ **Date:** _____

APPLICATION WILL BE REJECTED IF NOT SIGNED AND DATED BY APPLICANT

EDUCATION AND TRAINING

High School Diploma GED I'm still attending High School at: _____

HIGH SCHOOL, GED & VOCATIONAL TRAINING SCHOOLS

Name & Location of School	Dates Attended	Diploma, Degree or Certification	Major or Course Title

COLLEGE 1 Year 2 Years 3 Years 4 Years 4+ Years

College or University Name: _____

Dates Attended From: _____ To: _____ Major: _____

Diploma or Degree: _____ Date Received: _____

Graduate School Name: _____

Dates Attended From: _____ To: _____ Major: _____

Diploma or Degree: _____ Date Received: _____

List any certifications or licenses you hold pertinent to the position for which you are applying.

Title	State or Licensing Agency	Expiration Date

Do you have a valid driver's license? YES NO Driver's License Number: _____ State Issued: _____

Do you have a commercial driver's license? YES NO Class: _____ Endorsements: _____

Describe your office equipment operation skills

Typing Speed (WPM) _____ 10-Key by touch? YES NO Cash handling experience? YES NO

MUNIS Trained? YES NO Which Applications: _____

Rate your proficiency with the following applications:

List other computer software / programs:

M.S. Word

Excel, Spreadsheets

Access Databases

Desktop Publishing

DESCRIBE YOUR SHOP EQUIPMENT OPERATION SKILLS (Pertaining to the position for which you are applying)

Heavy / Light Equipment Types: _____

Power Tools: _____

Hand Tools: _____

Can you work under adverse weather conditions? YES NO

PLEASE LIST 3 PERSONAL / PROFESSIONAL REFERENCES (People who have known you for at least 10 years)

Name _____ Job Title _____ Organization _____ City / State _____ Phone _____

Name _____ Job Title _____ Organization _____ City / State _____ Phone _____

Name _____ Job Title _____ Organization _____ City / State _____ Phone _____

EMPLOYMENT HISTORY

Begin with your present or most recent job. List all jobs separately including on-the-job training, volunteer work and military experience for the **past 10 years**. Please be sure to describe completely duties performed, which could demonstrate that you have the knowledge and skills to perform the duties of the job for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Incomplete applications will disqualify the applicant. The City will conduct background checks to verify information on applications.

NAME AND ADDRESS OF EMPLOYER

_____ Dates Employed From: _____ To: _____

_____ Hours Per Week: _____

_____ Ending Salary / Wages: _____

Phone Number: _____ May we contact this employer? YES NO

Supervisor's Name: _____ Supervisor's Title: _____

Did you supervise in this position? YES NO How many? Youth (under 18 yrs old) _____ Adult (18+ yrs old) _____

Your Job Title: _____ Reason for leaving: _____

Duties:

NAME AND ADDRESS OF EMPLOYER

_____ Dates Employed From: _____ To: _____

_____ Hours Per Week: _____

_____ Ending Salary / Wages: _____

Phone Number: _____ May we contact this employer? YES NO

Supervisor's Name: _____ Supervisor's Title: _____

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Duties:

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_____ Dates Employed From: _____ To: _____

_____ Hours Per Week: _____

_____ Ending Salary / Wages: _____

Phone Number: _____ May we contact this employer? YES NO

Supervisor's Name: _____ Supervisor's Title: _____

Did you supervise in this position? YES NO How many? Youth (under 18 yrs old) _____ Adult (18+ yrs old) _____

Your Job Title: _____ Reason for leaving? _____

Duties:

City of Fairbanks Equal Opportunity Employment (Optional Form)



It is the policy of the City of Fairbanks to refrain from employment discrimination and to take affirmative action to realize full and equal opportunity for women, minorities, disabled persons, Veterans of the Vietnam era, special disabled veterans, and other eligible veterans. If you believe you could benefit from the City's Affirmative Action program and would like to be included, please complete this form. The information you provide will be kept confidential and will in no way adversely affect any employment decision. Refusal to provide the information will in no way affect your application or eligibility for employment.

POSITION APPLYING FOR: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

Date of Birth: _____ Sex: _____ Ethnic Origin: _____

Do you qualify under the Veterans Employment Opportunities Act (VEOA) for Affirmative Action? _____

If YES to VEOA which Veteran status do you wish to claim? _____ Discharge Date: _____

Do you have an Armed Forces Service Medal? _____ Do you have a Campaign Badge or Expeditionary Medal? _____

Do you require any special accommodations to perform the essential functions of the job? _____

If YES, please explain: _____

Ethnic Heritage Groups:

White (not of Hispanic origin). A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

Black (not of Hispanic / Latino origin). A person having origins in any of the Black racial groups of Africa.

Hispanic / Latino. A person of Mexican, Puerto Rican, Cuban or South American or other Spanish culture or origin, regardless of race.

Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. The area includes, for example, China, Japan, Korea, the Philippine Islands.

Native Hawaiian or Pacific American. A person having origins in any of the original peoples of the Hawaiian Islands or the Pacific Islands.

American Indian or Alaska Native. A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Two or More Races. A person who identifies with more than one of the above races.

Applications from all persons are welcomed. Women, members of minority groups, disabled persons and Veterans who fall under the Veterans Employment Opportunities Act, are especially encouraged to apply. The City of Fairbanks does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, genetic information, or status as a Vietnam era veteran in employment, programs, services or activities, as prescribed by Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and AS 18.80.220.

City of Fairbanks

Waiver and Authorization to Release Information



I authorize the City of Fairbanks to request from the Fairbanks Police Department, Alaska Department of Public Safety or other appropriate agency, who will furnish to the City of Fairbanks or third party investigator, any and all information that they have concerning me, my work records, my reputation, my military service records, my financial status and credit rating. Information of a confidential or privileged nature may be included. The information will be used to assist in determining my qualifications and fitness for the position I am seeking. I further understand that the information furnished will not be disclosed to any person not connected with the City of Fairbanks, including myself.

I understand my rights under Alaska Statutes 45.48 and Title 5, United States Code, Section 552A, the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by the City of Fairbanks and retained by the City of Fairbanks in confidence.

I hereby release the City of Fairbanks, its employees, contractors and others from any liability or damage which may result from furnishing the information requested.

Applicant Signature: _____

Date: _____

NOTE: A photocopy reproduction of this authorization shall be, for all intents and purposes, as valid as the original. Please retain this form in your files.



Fairbanks Police Department
Police Officer Testing

WAIVER OF LIABILITY

I, applicant, hereby voluntarily and knowingly, and with due deliberation, waive and abandon, for myself, my heirs, executors, administrators and assigns, any claim against the City of Fairbanks, its officers, employees, servants and agents, including any person employed by the Fairbanks Police Department, any cause of action and suits at law or in equity which may arise from any claim on account of any injury, disability, physical or mental, disease, damage, loss, or expense that may be sustained by me as a result of my participation in the physical ability tests administered by the Fairbanks Police Department, including any and all future injuries, damages, losses, or expenses that may result from any other such accident, not known or anticipated, but which may later develop or be discovered, with all effects and consequences thereof.

Printed Name of Applicant

Applicant Signature

Date

Printed Name of Witness

Witness Signature

Date



The City of Fairbanks
invites applications for the position of

Recruit Police Officer

[Selection Process Description](#)

Applicants with any questions, contact:

Human Resources Department	Telephone	907-459-6780
800 Cushman Street	Fax	907-459-6731
Fairbanks AK 99701	Email	<u>jobs@ci.fairbanks.ak.us</u>

The Fairbanks Police Department (FPD) selection process is:

1. City Application Form. Complete the following City of Fairbanks application form: <http://www.fairbanksalaska.us/wp-content/uploads/2015/02/COF-HR-Employment-Application-v1.51.pdf> Submit the application directly to the Human Resources Department at the above email, fax, or physical address.
2. Typing Accuracy Test. Submit the typing test directly to the Human Resources Department with application. This test will require a result of 35 words per minute with 5 or fewer errors. The testing site used will be www.typingtest.com. (Typing test results within the past 30 days will be accepted when presented with the "Print Screen" page, the applicant's name and date written on it.)
3. The Human Resources Department will review the application. Applicants found qualified will have their names and contact details forwarded by the Human Resources Department to FPD.
4. Applicants invited to test will be notified by FPD of testing dates, times, and locations by email only. Applicants should ensure that a current email address has been provided. Included in this notification will be the following forms:
 - A. City of Fairbanks Application
 - B. Testing Dates
 - C. COPS Seminar Dates (Fairbanks only)
 - D. Waiver of Liability Form
5. Testing. Applicants must successfully complete the written and physical ability tests described below in order to continue in the selection process. Applicants who fail any part (except integrity measure) of these two areas of testing can attempt again within the current testing cycle. Applicants do not need to repeat any parts successfully completed within the past six (6) months. Government issued ID is required at the time of check-in.

Physical Ability Test: Applicants invited to test must take a physical ability test to include:

- a. Push-ups. This test measures muscular endurance of the upper body and will count the number of correct push-ups completed. Applicants must complete 15 (fifteen) push-ups to pass.

- b. 300 Meter Run. This test measures anaerobic power and will measure the time required to sprint 300 meters. Applicants must complete the course in 71 seconds to pass.
- c. 1 ½ Mile Run. This test provides an estimate of the cardio-respiratory fitness level and will measure the time required to run 1.5 miles. Applicants must complete the run in 15 minutes and 54 seconds to pass.

An applicant that does not pass the physical ability test is eligible to test again in the same testing cycle.

Written Tests: Tests a and b below are produced by Industrial/Organizational Solutions, Inc. (I/O Solutions).

The two written tests given are:

- a. Integrity measure. An applicant that does not pass this test, is not eligible to retest for two years. The Human Resources Department will send a letter indicating the date you are eligible again.
- b. National Criminal Justice Officer Selection Inventory (cognitive ability measure). An applicant that does not pass this test is eligible to test in the same testing cycle. The applicant does not have to repeat the physical test or the integrity measure.

FPD will administer the above two tests online to applicants. I/O Solutions will report the final overall composite scores to FPD online. For information about the written tests, study guides, and practice tests, go to the [IOS Recruitment website](#). Any cost related to this information is at the expense of the applicant.

6. Oral Board. Applicants, who successfully complete steps 1-5 above, will appear before an oral board. The Human Resources Department will arrange for a panel including police officers, community members, or other persons to be on the oral board. The applicant's answers to standardized questions will be scored by the oral board.

Scores for the physical ability test, written tests, and oral board will be compiled by FPD and the Human Resources Department.

Applicants who are unsuccessful at passing step 6 are eligible to reapply in one year.

7. Conditional Offer of Employment. The Mayor may, in his or her sole discretion, make a conditional offer of employment to an applicant.
8. Form F-3. If the Mayor has made a conditional offer of employment, the applicant will be required to complete the following Alaska Police Standards Council Form F-3: <http://www.dps.state.ak.us/APSC/docs/forms/F-3.pdf>
9. FPD Personal History Statement. If the Mayor has made a conditional offer of employment, the applicant will be required to complete the following FPD Personal History Statement: [[FPD Personal History Statement](#)]
10. Background Investigation. An extensive, and intrusive, background investigation will be performed by FPD or a contracted investigator. The background investigation may include, but is not necessarily limited to:

- a. Employment history
- b. Criminal and civil history
- c. Military records
- d. Driving history
- e. Credit history
- f. Interviews or reference checks of:
 1. Spouses or significant others
 2. Employers
 3. Coworkers
 4. Neighbors
 5. Friends
 6. References provided by the applicant, and
 7. Developed references.

11. Polygraph Examination. Applicants may be required to submit to a polygraph examination. Successful completion of the polygraph examination is required in order to continue in the selection process.
12. Psychological Assessment. Applicants may be required to submit to a psychological assessment. This is a two-part process used to determine suitability for the position. The first part is a written psychological inventory. This written psychological inventory can take approximately 4-6 hours to complete. The second part is an interview with a licensed psychologist. Successful completion of the psychological assessment is required in order to continue in the selection process.
13. Drug Testing. Applicants must test negative to the use of illegal drugs. Regardless of whether it is legal in Alaska, marijuana use is not compatible with FPD standards. Drug testing will be administered by urinalysis.
14. Medical Examination. Applicants will undergo a medical examination by a licensed physician to determine if the applicant is physically sound and free from physical defects that would adversely affect the performance of duties required of a police officer. Alaska Police Standards Council Form F-2A and F2-B must be completed. The medical examination is at the applicant's expense.

Applicants who are unsuccessful at passing steps 7-13 must wait a minimum of one year to reapply or longer at the discretion of the Chief of Police.
15. Applicant selection. Applicants who successfully pass all of the above steps will be put on a hiring list. The hiring list will be forwarded to the Chief of Police and then to the Mayor for any final selection.
16. Final Offer of Employment. If the Mayor makes a final selection then the Human Resources Department will contact the selected applicant(s) with respect to the final offer of employment. The Human Resources Department will coordinate with FPD regarding the start date.