

**Kennebunkport Police Department
Kennebunkport Communications Department
P. O. Box 2720
Kennebunkport, ME 04046-2720
(207) 967-2454**

Application for Employment

Position Desired	Date of Application
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Personal Data

Last Name	First	Middle
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Have you ever been known or employed under any other name? [] YES [] NO

If yes, under what name(s)?

Home Address (Street Address)	City	State	Zip
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Mailing Address (If other than street address)	City	State	Zip
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Telephone Number (Area Code)	Alternate Number	Social Security Number
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Are you a US Citizen? [] YES [] NO

Instructions

Disabled Persons: Reasonable accommodation will be provided throughout the employment process for those who request it. No adverse consequences will result from a request for accommodation.

Please read all instructions carefully and complete all questions to the best of your knowledge and ability. You may be required to substantiate any information provided. Falsification of information may result in rejection of your application and, if employed, may result in disciplinary action up to and including termination.

Submit the original application only. Please clearly PRINT the application in BLACK ink. DO NOT TYPE OR USE PENCIL. Answer all questions: if a question does not apply, write "Not Applicable" or "N/A". You may include a resume or other job related documentation as a supplement to this application. However, you should provide information requested on this application. If additional space is needed, please use a blank sheet of paper.

Employment, driver license and other background verifications will be conducted as necessary for this position. You should notify us of any changes to your name, mailing address or telephone number.

Please remember to sign and date your application.

Employment History

Please give complete name, address and telephone number of all employers (including Military) for the past 10 years. Use an additional sheet if necessary. Explain all gaps in employment.

Current or most recent employer: _____

Address: _____

City, State, Zip Code: _____ Phone Number: _____

Type of Business: _____ Job Title: _____

Dates of Employment (Month/Year): From: _____ To: _____

Supervisor's Name: _____ Wage: _____ Per: _____

Description of Duties: _____

Reason for Leaving: (Voluntary resigned, laid off, discharged, relocated, etc):

Previous employer: _____

Address: _____

City, State, Zip Code: _____ Phone Number: _____

Type of Business: _____ Job Title: _____

Dates of Employment (Month/Year): From: _____ To: _____

Supervisor's Name: _____ Wage: _____ Per: _____

Description of Duties: _____

Reason for Leaving: (Voluntary resigned, laid off, discharged, relocated, etc):

Have you previously been employed by the Town of Kennebunkport? [] Yes [] No

If Yes, When:

Do you have any relatives currently employed by the Town of Kennebunkport? [] Yes [] No

If Yes, please list name and relationship: _____

Education and Training

Have you graduated from High School or obtained a general equivalency diploma (G.E.D.)

Yes No

If no, what is the highest grade completed? 1 2 3 4 5 6 7 8 9 10 11 12

Name of High School or institution Location (City, State) Year

College/University (Associates, Undergraduate, Graduate)

Name of College or University & Address	Dates From/To	Total Credit Hours	Major	Type of Degree	Date
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Other Education / Training (Additional training, certifications, licenses, etc)

Police Applicants Only:

Have you completed the Maine Reserve Officer Program?: Yes No

If yes, Certificate Number, Location and Date: _____

Have you taken the Maine ALERT Test? Yes No

If yes, Where, When and the Test Score (Please attach copy): _____

Are you now or have you ever been a member of any law enforcement agency:

Yes No

If yes: Agency name and dates employed: _____

Do you speak any foreign languages? Yes No If so what? _____

Have you ever been convicted of a felony crime? [] Yes [] No

If yes, please give Date of Conviction, Charge, Court & Location: _____

Have you ever been convicted of the misdemeanor crime of domestic violence under State or Federal Law? [] Yes [] No

If yes, please give Date of Conviction, Charge, Court and Location: _____

Have you ever been charged with a domestic violence crime in this or any other state and engaged in any plea-bargaining where the net result was a plea to another charge in order to have the domestic violence charge dropped? [] Yes [] No

If yes, please give Name of the Court, State, Date, Original Charge and Reduced charge pled to: _____

Note: If you have been convicted of a misdemeanor charge of domestic violence in this or any other state, you are prohibited from carrying a firearm.

References

Please provide us with a list of five (5) persons who are not related to you and who have definite knowledge of your qualifications for the position you are applying.

Name: _____ How Known: _____

Mailing Address: _____

Day Telephone Number: _____ Night Telephone Number: _____

Name: _____ How Known: _____

Mailing Address: _____

Day Telephone Number: _____ Night Telephone Number: _____

Name: _____ How Known: _____

Mailing Address: _____

Day Telephone Number: _____ Night Telephone Number: _____

Name: _____ How Known: _____

Mailing Address: _____

Day Telephone Number: _____ Night Telephone Number: _____

Name: _____ How Known: _____

Mailing Address: _____

Day Telephone Number: _____ Night Telephone Number: _____

Additional Information

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? [] Yes [] No

Can you perform these essential functions with or without reasonable accommodation? [] Yes [] No

Are you able to work shift work? [] Yes [] No

If No, please explain: _____

Are you able to work overtime? [] Yes [] No

If No, please explain: _____

Authorization for Release: The Town of Kennebunkport is hereby authorized to make investigations as to my character, employment record, criminal record, credit record or other areas as may be deemed necessary in arriving at an employment decision. I hereby authorize former employers, law enforcement agencies and other agencies and institutions to release employment, financial, criminal and other types of background information to the Town of Kennebunkport and release these parties from all liability for any damage whatever that may ensue from such information.

I understand that completion of this application does not assure me of an interview or a position and does not obligate the The Town of Kennebunkport to me in any way.

I certify that if I am a male between the ages of 18 and 26, I am aware of and in compliance with all applicable registration requirements of the Military Selective Service Act.

APPLICANT CERTIFICATION: (Read carefully before signing): I have read and understand the instructions and certify that all answers and statements herein contained are true to the best of my knowledge. I understand that falsified information on this application may result in rejection of my application and, if employed, may result in disciplinary action up to and including termination of employment.

Signature of Applicant: _____ Date: _____

Kennebunkport Police Department
Kennebunkport Communications Department
Application for Employment
Supplement A

Name: _____
Position Applied For: _____
Date: _____

Notice to Applicant

Only police applicants need to complete the Driver's License Information. Do not answer any question below if you are an applicant for a dispatcher or civilian position. Police positions require the information to verify the compliance with a bona-fide job qualification. A "Yes" answer to any of the questions checked will not necessarily disqualify you for employment. A decision will be made on a case-by-case basis.

Drivers License Information

Do you have a valid Drivers License? [] Yes [] No
Class: _____

Drivers License Number: _____

List Name Exactly as listed on License: _____

List State of Issue and License Number if out of State: _____

Has your license ever been revoked or suspended or have you ever been denied a license? [] Yes [] No

If Yes, Please explain: _____

Do you have any pending traffic citations? [] Yes [] No

If yes, please explain: _____

Have you been convicted or pled nolo contendere (no contest) or admitted to a moving traffic violation within the past three years? [] Yes [] No

If yes, list date, Location (County & State), Type of Offense and disposition:

I hereby certify that the facts I have provided above are true and complete to the best of my knowledge.

Applicant's
Signature: _____

Date: _____

Essential Functions for Police

1. Minimum physical fitness standards (age & gender based) for admission into Maine Criminal Justice Academy: (Full Time Officer Applicants Only) See the attached sheet from the Maine Criminal Justice Academy.
2. Must have or be able to successfully complete the Maine Criminal Justice Academy Reserve Officer Course (unless waiver obtained) and be able to obtain a reserve officer law enforcement license in the State of Maine. (Summer and Reserve Officers)
3. Must have or be able to successfully complete the Maine Criminal Justice Academy Basic Police School (unless waiver obtained) and be able to obtain a law enforcement license in the State of Maine. (Full Time Officer Applicants)
4. Must have normal arm mobility and be able to perform repetitive tasks for extended periods with your arms (i.e. direct traffic).
5. Must be able to stand for extended periods of time.
6. Must have to hear and understand verbal conversations and radio transmissions.
7. Must have correctable eyesight.
8. Must have normal color vision.
9. Must be able to walk up and down stairs on regular basis (i.e. building checks, responding to calls).
10. Must be able to walk over various terrain features (sand, woods, rocks, etc) and be able to traverse inclines.
11. Must be able to wear an equipment belt weighing approximately 10 to 15 pounds for an eight hour shift.
12. Must be able to qualify with a firearm on a regular basis.
13. Must have normal conversation skills and be understandable on a radio.
14. Must be able to read and understand what you have read.
15. Must have the ability to follow instructions and or directions.
16. Have the ability to remain calm in stressful situations.
17. Must have the ability to retain and utilize information.
18. Must be able to handle multiple priorities.
19. If under 21 years of age, you must have completed 60 college credit hours.
20. Must possess a valid motor vehicle operators license.
21. Must be able to drive a police vehicle used by other officers.
22. Must be able to get in and out of the vehicle numerous times during a shift.
23. Must be able to perform normal automotive tasks (i.e. change tires, check oil, refill the vehicle with gasoline).
24. Must have the physical ability to operate various mechanical and electrical devices. (i.e. fire extinguisher, gasoline pumps, radio equipment).
25. Must not have any felony convictions, nor any domestic violence convictions.
26. Must have acceptable grammar skills for report writing.
27. Must have acceptable keyboard and typewriter skills.
28. Must be able to take notes, and convert those notes into reports.
29. Must be able to work a rotating shift.
30. Must be able to work overtime.
31. Must be able to interact well with the general public as well as other employees.



STATE OF MAINE
Department of Public Safety
MAINE CRIMINAL JUSTICE ACADEMY

15 Oak Grove Road
 Vassalboro, Maine 04989



John Elias Baldacci
 Governor

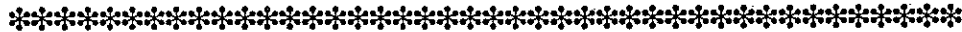
Michael P. Cantara
 Commissioner

John B. Rogers
 Director

The following three components constitute the Physical Fitness Test as adopted by the Board of Trustees of the Maine Criminal Justice Academy. Each candidate must pass all three components consecutively to successfully complete the MCJA Physical Fitness Test.

REQUIREMENT for entrance to and exit from the Basic Law Enforcement Training Program (BLETP). Prior to entrance to the Academy, an applicant is required to successfully complete each component of the entrance standard, based on the applicant's age and gender, approximately 30 days before the start of the BLETP. Prior to completion of the BLETP, each cadet is required to successfully complete each component of the exit standard, based on the cadet's age and gender. The three components will be administered in the following order.

1. Maximum push-up test
2. One minute sit-up test
3. 1.5 mile run



PHYSICAL FITNESS TEST COMPONENT DESCRIPTIONS:

MAXIMUM PUSH-UP TEST: The applicant will tuck in any loose clothing on the upper body during the test. The applicant will assume the standard position for a push-up. The standard position for the push-up is, in the "up" position, the body is rigid, back and legs straight, feet no more than shoulder-width distance apart with the applicant's toes tucked under, and the hands approximately shoulder-width apart. A monitor will place a four-inch measuring device directly between and in line with the hands on the floor under the sternum. The applicant, with the back and remainder of the body straight at all times, will lower the body towards the floor until the sternum touches the measuring device. The applicant will then push up to the fully extended "up" position. This will complete one repetition. Monitors will count off cumulatively to the applicant each completed successful repetition. The applicant may rest only in the "up" position. The test terminates at any point that any part of the body other than the hands and feet touches the floor. The score will be the maximum number of correct push-ups completed.

ONE-MINUTE SIT-UP TEST: The applicant will assume the standard position for a sit-up. The standard position for the sit up is in the "up" position. The applicant will sit on the floor with knees bent, heels flat on the floor, buttocks as close to the heels as possible, and the upper body perpendicular to the floor. The applicant's hands will be placed behind the head with the fingers interlocked for the duration of the repetitions. Another person will hold the feet down either above or below the ankles. The applicant will lie down so that the upper back touches the floor. Applicants will contract their abdominal muscles and raise the upper body off the floor to the standard position, which will usually mean that the elbows must touch the top of the knees or extend beyond the lower legs so that the upper body is perpendicular to the floor. The buttocks must remain in contact with the floor during the complete sit-up. This will complete one

successful repetition. Monitors will count off cumulatively to the applicant each completed successful repetition. The applicant may rest in either the up or down position and will be encouraged not to pull their necks forward with their hands during the exercise. The test ends at the end of one minute. The score will be the number of correct sit-ups completed within that one-minute period.

1.5 MILE RUN: The applicant will walk, jog, run, or any combination thereof, a distance of one and one-half miles. A measured, relatively level course will be used, such as an indoor or outdoor track. Exact distances will be indicated. A monitor will keep record of the distance and time the applicant has completed. When possible, the assigned monitor will inform the applicant at the end of each lap the cumulative running time. The score is the time it takes to finish the 1.5 miles.



MCJA APPLICANT PHYSICAL FITNESS ENTRANCE STANDARDS:

FITNESS TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Maximum Push-up Test	29	24	18	13	15	11	9	3
One Minute Sit-up Test	38	35	29	24	32	25	20	14
1.5 Mile Run	12.51'	13.36'	14.29	15.26'	15.26'	15.57'	16.58'	17.55'

MCJA BLETP CADET PHYSICAL FITNESS EXIT STANDARDS:

FITNESS TEST	MALE AGE				FEMALE AGE			
	20-29	30-39	40-49	50-59	20-29	30-39	40-49	50-59
Maximum Push-up Test	33	27	21	15	18	13	11	5
One Minute Sit-up Test	40	36	31	26	34	27	22	17
1.5 Mile Run	12.18'	12.54'	13.53'	14.55'	14.55'	15.26'	16.27'	17.24'

