BERLIN
POLICE DEPARTMENT

Berlin, New Hampshire 03570

Telephone: (603) 752-3131

Office of the Chief

Police Commission

Dear Applicant:

Thank you for your interest in the Berlin Police Department. Enclosed is an application form for the position of Probationary Police Officer, which you may complete and return to us; the application should be typed or neatly printed. All applicants must possess a valid high school diploma or its equivalent.

We only begin the testing process when we anticipate one or more vacancies. When it is determined that it is necessary to begin the process, all applicants will be notified as to the date, time, and location of the tests.

The initial phase of the testing process has two segments:

1. Entry-level written test
2. Four physical fitness assessments

Any applicant who does not successfully complete the written test or physical fitness assessment will be eliminated from further consideration in the testing process. Those applicants who successfully complete the tests will be scheduled for an oral board interview. After the oral board interviews are completed, candidates will proceed through the remaining steps of the application process. Only the most successful applicants will complete the entire testing process.

All officers hired by the Berlin Police Department are on probationary status for a twelve-month period from their date of hire. Certified officers have a probationary status of six months.

Also enclosed is a copy of the physical fitness assessment. In order to continue with the hiring process, applicants must pass the physical fitness assessment which consists of four phases and includes a 1.5 mile run. At the time of the test, you will be required to have a doctor's note with you which states you can safely perform the test.

The following is a brief description of employee benefits that may be of interest to you:

SALARY YEAR ONE:	$36,066 (entry level) to $48,089 (after completion of Police Academy)
YRS. TWO TO FOUR:	$48,651
YRS. FOUR TO EIGHT:	$49,171
YRS. EIGHT+	$49,816
VACATION:	10 days after 1 year
	15 days after 5 years
	20 days after 12 years
	25 days after 17 years
	30 days after 23 years
SICK LEAVE:	Accrue one day per month to a maximum of 100 days
MEDICAL INSURANCE:	Harvard Pilgrim HMO (20% employee co-pay)
HOLIDAYS:	11 paid holidays

If you have any questions, please call Deputy Chief Valerino at the Berlin Police Department, (603) 752-3131.

CITY OF BERLIN POLICE DEPARTMENT
135 Green St., Berlin, NH 03570 (603) 752-3131

APPLICATION FOR EMPLOYMENT

In compliance with Federal and State Equal Opportunity Laws, all qualified candidates will be considered for employment without regard to their race, creed, national origin, ancestry, sex, age, marital status, veteran status, or the presence of non-job-related medical conditions or handicaps.

Position Desired: _____

Available to Work: [] Full Time [] Part Time

Today's Date: _____

On what date would you be available for work? _____

PERSONAL DATA

Social Security #: _____

Telephone: Home: _____ Work: _____

Name: _____
Last First Middle

Current Address: _____
Number Street City State Zip How Long at this Address?

Previous Addresses (prior 5 years, chronological):

Address: _____
Number Street City State Zip How Long at this Address?

Address: _____
Number Street City State Zip How Long at this Address?

Address: _____
Number Street City State Zip How Long at this Address?

Have you or one of your immediate family members ever been employed by the City of Berlin, NH? [] YES [] NO If yes, who, when, and in what capacity: _____

_____

Have you been convicted of a crime in the past ten years? [] YES [] NO If yes, provide dates, type of offense, and result of charges: _____

_____

EDUCATIONAL BACKGROUND (List name of school and diploma, degree, or credits earned)

Post Graduate: _____

College: _____

High School: _____

Trade School: _____

Other: _____

EMPLOYMENT (Include your current and previous ten years of employment. Use extra paper, if necessary. If you have never been employed, write-in the names of non-relatives who may be contacted as references.)

1. Employer & Address: _____

_____

Position & Duties: _____

Employed from (dates): _____

Supervisor's Name & Title: _____

Reason for Leaving: _____

2. Employer & Address: _____

_____

Position & Duties: _____

Employed from (dates): _____

Supervisor's Name & Title: _____

Reason for Leaving: _____

3. Employer & Address: _____

_____

Position & Duties: _____

Employed from (dates): _____

Supervisor's Name & Title: _____

Reason for Leaving: _____

Are you involved in any clubs, professional organizations, community or school activities which you consider relevant to or which may restrict your ability to perform the job for which you have applied? (Do not list organizations which reveal your race, sex, age, religion, or national origin.): _____

APPLICANT'S CERTIFICATIONS AND AGREEMENTS

The distribution or receiving of this application by the City of Berlin Police Department does not imply or intend to imply an agreement or contract to employ the applicant. The purpose of this application is solely to allow persons a standardized form on which to submit their qualifications.

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that, if employed, falsified statements or material omissions on this application shall be considered sufficient cause for dismissal. I hereby authorize you to make any investigation of my personal history record, including the use of investigative agencies or bureaus of your choice. In accordance with the requirements of the Fair Credit Recording Act, Title 15, U.S.C. S1618 et Seq., this is to disclose to you that we may request that an investigative consumer or credit report be prepared by a consumer or credit reporting agency as part of your application for employment with the City of Berlin Police Department. This report may include information as to your character, general reputation, financial condition, personal characteristics, and mode of living.

Signature of Applicant: _____

Date: _____

I further hereby certify that I am legally eligible to work in the United States of America and understand that the law (Immigration Reform and Control Act of 1986) requires that I prove my identify and produce proof of work eligibility to the City of Berlin Police Department in order to be considered for employment.

Signature of Applicant: _____

Date: _____

This application will be kept on file for one year. You must submit a new application after one year from the date of submission to maintain an active application with this Department.

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For Berlin Police Department to Complete: Date Application Received: _____

BERLIN POLICE DEPARTMENT

Physical Agility Testing for Applicants (35th percentile)

MALES				
AGE	RUN	BENCH	SIT-UPS	PUSH-UPS
18-29	12:53	.96	37	27
30-39	13:25	.86	33	21
40-49	14:10	.78	28	16
50-59	15:53	.70	22	11
60+	17:49	.65	18	9

FEMALES					
AGE	RUN	BENCH	SIT-UPS	PUSH-UPS	
				Modified	Full Body
18-29	15:32	.58	31	22	14
30-39	16:43	.52	24	17	10
40-49	17:38	.48	19	11	8
50-59	19:43	.43	12	10	--
60+	22:03	.41	5	4	--

Pursuant to NH RSA 188-F:27d-j, as a condition of continued certification and employment, all police officers hired after January 1, 2001, every 3 years during their law enforcement careers, must pass a physical performance test, administered by their department or by the Police Standards & Training Council, accoding to protocols adopted by the Council. The current protocols consist of a times 1.5 mile run, push ups, and sit ups; however, they are subject to change by the Council from time to time.