



Office of the Chief

# **BERLIN POLICE DEPARTMENT**

**Berlin, New Hampshire 03570 Telephone: (603) 752-3131**



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 three segments:

1. Physical fitness assessment
2. Entry-level written test
3. Oral Board Interview

Any applicant who does not successfully complete the written test or physical fitness assessment may 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 12-month period from completion of the Field Training Program.

Also enclosed is a copy of the physical fitness assessment. In order to complete the hiring process, applicants must pass the physical fitness assessment which consists of three phases and includes a 1.5 mile run, one minute sit-up test, and maximum effort push-up test.

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

SALARY YEAR ONE:	\$57,470
YRS. TWO TO FOUR:	\$58,136
YRS. FOUR TO EIGHT:	\$58,718
YRS. EIGHT+	\$59,529
VACATION:	80 hours after 1 year 120 hours after 5 years 160 hours after 12 years 200 hours after 17 years 240 hours after 23 years
SICK LEAVE:	Accrue eight hours per month to a maximum of 800 hours.
MEDICAL INSURANCE:	20% employee co-pay
HOLIDAYS:	12 paid holidays (13 every two years)

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

# NH POLICE STANDARDS AND TRAINING FITNESS TESTING - 35<sup>TH</sup> PERCENTILE

## MALES:

AGE	RUN	SIT-UPS (60 SECONDS)	PUSH-UPS
18-29	12:53	37	27
30-39	13:24	33	21
40-49	14:07	28	16
50-59	15:20	22	11
60-69	17:11	18	9
70-79	19:39	18	9

## FEMALES:

AGE	RUN	SIT-UPS (60 SECONDS)	PUSH-UPS Modified    Full Body	
18-29	15:14	31	22	14
30-39	15:58	24	17	10
40-49	16:46	19	11	8
50-59	18:37	12	10	-
60-69	20:46	5	4	-
70-79	22:20	5	4	-

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

On what date would you be available for work? \_\_\_\_\_

### PERSONAL DATA

Social Security #: \_\_\_\_\_ Primary Phone # \_\_\_\_\_

Primary E-Mail: \_\_\_\_\_

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.):

\_\_\_\_\_

**For Probationary Police Officer Applicants Only:**

*The following questions pertain to potential disqualifiers with New Hampshire Police Standards Regulations.*

Are you a U.S. Citizen: ☐ Yes ☐ No

Any marijuana usage within 12 months : ☐ Yes ☐ No

Any other unprescribed controlled drug usage within 36 months ☐ Yes ☐ No

Ever sold controlled drugs for profit: ☐ Yes ☐ No

**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:\_\_\_\_\_