



**EMPLOYMENT APPLICATION  
for  
POLICE AIDE**

**RETURN APPLICATION TO:**  
Milwaukee Fire & Police Commission  
Room 706, City Hall  
200 E. Wells St.  
Milwaukee, WI 53202-3554  
(414) 286-3751  
TDD (414) 286-2960  
[www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs)

**INSTRUCTIONS TO APPLICANT:**

1. Please PRINT answers in black ink (for copying purposes).
2. Answer all questions. Credit may NOT be given for incomplete information.
3. DATE and SIGN on page 3.
4. Staple together all pages of your application.
5. Keep a copy of completed application materials for your files.

<p><b>Name</b> _____  <div style="display: flex; justify-content: space-between; width: 100%;"> <span>Last</span> <span>First</span> <span>M.I.</span> </div> </p> <p><b>Address</b> _____  <div style="text-align: right;">Apt. # _____</div> </p> <p>City _____ State _____ Zip Code _____</p> <p>Email: _____</p> <p>Day phone: (    )    - _____</p> <p>Evening phone: (    )    - _____</p> <p>Cell phone: (    )    - _____</p>	<p>Do you currently live in the city of Milwaukee?  <input type="checkbox"/> Yes. When did you become a resident?  (month/year) _____</p> <p><input type="checkbox"/> No</p> <p><i>NOTE: City employees must live in the City. Residency proof will be required as stated under qualifications for the position applied for. The City's residency requirement and its enforceability as set forth in City Charter 5-02 is currently in litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact 286-5071.</i></p> <p>List any other names by which you have been known on official records:  _____</p>
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You must be at least 17 years of age at the time of application, and you may not be more than 19 years old at the time of appointment. (NOTE: Individuals born after November 25, 1996 *-or-* before August 3, 1994 do not qualify).

Are you 17 years of age by November 25, and will not be more than 19 years old on August 4, 2014?  Yes  No

Date of birth: \_\_\_\_\_.

You must have graduated from high school by July 1, 2014, and have obtained a cumulative high school Grade Point Average (GPA) of at least 2.0 upon graduation.

Do you have a high school diploma?  Yes  No      What is your current cumulative GPA? \_\_\_\_\_.

Indicate the date you received, or will receive, your High School diploma \_\_\_\_\_.

You must be legally authorized to work for any employer in the United States.

Are you legally authorized to work permanently for *any* employer within the United States?  Yes  No

United States citizenship is not required for the position of Police Aide, but steps must be taken to obtain U.S. citizenship. All non-citizen applicants must have resided in the United States for a period of not less than five years immediately prior to date of application, and should request information regarding Fire and Police Commission rules and citizenship requirements at time of application.

Are you a United States Citizen?  Yes  No\*

\* If you checked "no", you must be legally authorized to work for any employer in the United States, and must request and complete an additional application before this application will be accepted. Call 414-286-5071 for more information.

**OPEN RECORDS/PUBLIC INFORMATION**

The City sometimes receives requests under the Wisconsin Public Records Law for the identity of job applicants and copies of the job applications. However, except for those applicants who are final candidates for positions, the City is prohibited from releasing the identity of applicants who have indicated in writing that they do not wish their identity to be revealed.

If you do not wish us to reveal your identity, please check the following box:

Give the titles and dates of all City examinations you have taken within the last six months (if none, print "NONE"):

If you are CURRENTLY  or were PREVIOUSLY  employed by the City of Milwaukee, list the following:

Position Title \_\_\_\_\_ Employee ID# \_\_\_\_\_

Department \_\_\_\_\_ From (month/yr) to (month/yr) \_\_\_\_\_

If you have ever been employed by the City of Milwaukee Police or Fire Department, complete this section:

Date of resignation or termination: \_\_\_\_\_.

Reason for leaving:

Currently employed

Resigned with charges pending

Resigned in good standing

Terminated or discharged

Resigned in lieu of discharge

Other (explain) \_\_\_\_\_

*If you were terminated or discharged by either department, or resigned in lieu of discharge, or resigned with charges pending, within the past two (2) years, your application will be rejected.*

*If it has been more than two (2) years, your application may be accepted on a provisional basis. The Fire and Police Commission will determine your eligibility after report and recommendation from the respective Chief of your former department.*

*The following questions will help to determine your eligibility for employment as a Police Aide. You must respond to every question.*

*If your response to any of the following questions is "yes", you do not qualify for this position, and your application will be rejected.*

	<b>Yes</b>	<b>No</b>
Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a misdemeanor crime of domestic violence?*	<input type="checkbox"/>	<input type="checkbox"/>
Have you failed a Milwaukee Police Department Background Investigation within the past two years?	<input type="checkbox"/>	<input type="checkbox"/>
Have you had two or more convictions for driving while under the influence, or for reckless driving, including at least one conviction in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>
Has your driver's license been suspended or revoked for moving violations two or more times in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been <u>dishonorably</u> discharged from any branch of the United States Military Service?	<input type="checkbox"/>	<input type="checkbox"/>
Have you used, possessed, sold, furnished or manufactured any illegal drug or controlled substance, including marijuana, within the last three years?	<input type="checkbox"/>	<input type="checkbox"/>

*\* Misdemeanor (other than for domestic violence) or other convictions are not an automatic bar to employment, but are reviewed during the background investigation process in relation to the position of Police Aide.*

**Important:** *You must read and answer all questions on pages 1 and 2 of this application, and read and sign the following statement, or your application may be rejected.*

**READ CAREFULLY BEFORE SIGNING** - I certify that all answers to questions on this application are true and complete. I understand that falsification of this application may result in disqualification or removal from a City Position. I understand that residency in the City of Milwaukee within six months of appointment and throughout employment is required by City Charter 5-02\*. I authorize the City to make any inquiries about and receive any information about my suitability for employment. I give permission to persons contacted to provide such information. Such inquiries may include, but are not limited to the quality and quantity of my work, work record, qualifications, education and criminal records as defined above. I forever waive, release and covenant not to sue any person or organization as a result of providing, obtaining or acting upon such information. I understand that such information is sought with confidentiality. A copy of this authorization shall be effective as the original.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

\*The City's residency requirement and its enforceability as set forth in City Charter 5-02 are currently in litigation. If you have questions regarding your individual circumstances as part of the application and/or selection process, please contact (414)286-5071.

**TESTING ACCOMMODATIONS**

In accordance with State and Federal laws, the City of Milwaukee is committed to ensure non-discrimination in employment of qualified individuals with disabilities.

Under the Americans with Disabilities Act, an individual with a disability is defined as one whom: has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

The following information will be treated confidentially and used only to provide testing accommodations. Requests for testing accommodations must be made prior to the test administration so that arrangements can be made.

Will you require any special accommodations during the examination process?       Yes       No  
If yes, what kind of accommodation will you need?

\_\_\_\_\_

The Fire and Police Commission reserves the right to request medical documentation to support the need for this accommodation.

**SIGNATURE:** \_\_\_\_\_      **DATE:** \_\_\_\_\_

*Provisions of test accommodations may be granted by the Fire and Police Commission only after review and evaluation on a case by case basis. Factors considered will include the nature of the examination and the knowledge, skills and abilities required for the job.*

In accordance with the Immigration Reform and Control Act of 1986, the City will employ only persons legally authorized to work in the United States. Employment, if offered, is conditional upon the individual's ability to establish verification of identity and authorization to work within three business days of commencement of employment.

**The City requires pre-employment drug testing.**

**THE CITY OF MILWAUKEE FIRE AND POLICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER  
THAT VALUES AND ENCOURAGES DIVERSITY.**

### City of Milwaukee Supplementary Applicant Information

No applicant for employment shall be discriminated against because of race, color, creed, religion, sex, genetic testing, sexual orientation, marital status, membership in the military reserves, national origin, ancestry, age, arrest or non-job-related conviction record, non-job-related physical or mental disability, or the use or nonuse of lawful products off the employer's premises during nonworking hours.

Completion of this form is voluntary. We ask, however, for your cooperation in completing the following information. It will be treated confidentially and used only to help us monitor the City's Affirmative Action efforts and to comply with Federal recordkeeping requirements.

**PLEASE PRINT**

1. Name: \_\_\_\_\_  
LAST
FIRST
MIDDLE

2. Recruiting information: How did you **FIRST** hear about this job opening? (*please check only one*)
- A. Milwaukee Journal Sentinel
  - B. Other Newspaper (please specify) \_\_\_\_\_
  - C. City Hall Posting
  - D. From a City Recruiter
  - E. From Another City Employee
  - F. Library Posting
  - G. Community Agency Posting (please specify) \_\_\_\_\_
  - H. College or University Posting (please specify) \_\_\_\_\_
  - I. Job Hotline Number (414-286-5555)
  - J. Received Job Interest Postcard in mail
  - K. Job Fair/Career Talk (please specify) \_\_\_\_\_
  - L. TV (please specify station) \_\_\_\_\_
  - M. Radio (please specify station) \_\_\_\_\_
  - N. **www.milwaukee.gov/jobs**
  - O. Email notice via E-Notify
  - P. Other internet site (please specify) \_\_\_\_\_
  - Q. OTHER (please specify) \_\_\_\_\_
  - U. Unknown

3. Sex (please check one):      MALE \_\_\_\_\_      FEMALE \_\_\_\_\_

4. Race (please check one):
- Black/African American (not of Hispanic origin)
  - Hispanic/Chicano/Puerto Rican/Mexican/Cuban/Central or South American
  - White/Caucasian/European/North African/Middle Eastern (not of Hispanic origin)
  - Native American Indian/Alaskan Native
  - Asian American/Pacific Islander/Far Eastern/Indian subcontinent or Southeastern Asian (i.e., China, Japan, Korea, Philippine Islands, Samoa)

5. List any languages, other than English, which you speak **FLUENTLY**: \_\_\_\_\_

6. Certain Federal grant positions may require public housing development residency. Please complete the following if you are currently living in the City of Milwaukee public housing development.  
I live in the \_\_\_\_\_ Housing Development

The above completed information is true to the best of my knowledge.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_