



Sykesville Police Department

7547 Main Street
Sykesville, Maryland 21784

Michael A. Spaulding
Chief of Police

Phone: (410) 795-0757
Fax: (410) 795-8864

sykesville.net/police

EMPLOYMENT OPPORTUNITIES LATERAL POLICE OFFICERS

The Town of Sykesville, Maryland is currently seeking qualified applicants interested in a career in a progressive, community-oriented police organization. The Sykesville Police Department is seeking experienced police officers who are currently certified. The Department is seeking candidates that will apply their life experiences and education to communicate effectively, solve problems and resolve conflicts.

Officers work 80 hours bi-weekly (every two weeks); 7 days at 11.5 hours and 1 day at 11 hrs with a modified take-home vehicle and all necessary equipment provided.

Benefits include a competitive starting salary and State of Maryland retirement (benefits package is attached). Upon completion of a one year Probationary Period, officers are eligible for promotion to Patrolman First Class.

Interested individuals should contact the Sykesville Police Department at (410) 795-0757 or they may email their resume to mspaulding@sykesville.net

Michael A. Spaulding
Chief of Police

Sykesville Police Department

BENEFIT PACKAGE

- Competitive starting salary
- **LEOPS – Law Enforcement Officers Pension System**
- Short and Long-Term Disability Insurance
- Health Insurance
 - Medical
 - Vision
 - Dental
- Life Insurance
- 457 Deferred Compensation
- 13 Paid Holidays Per Year
- All Equipment Provided
- Modified Take Home Car Program
- Schedule: 11.5 hour schedule (day & evening shifts)
- Automatic Promotion to PFC after successful completion of first year



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Dear Applicant,

Please submit with your application a copy of your driver's license, high school diploma, college transcripts, birth certificate, selective service registration or military discharge information, and police certification.

Thank you for your interest with the Sykesville Police Department.

Regards,

Michael A. Spaulding

Chief of Police



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BACKGROUND INVESTIGATION

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____
Last Name First MN Race Sex Date of Birth
☐ Male ☐ Female / /
- -
Street Address City State Zip code SSN

do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself by / to any duly authorized agent of the Sykesville Police Department, whether the said records are public or private, and including those that may be deemed a privileged or confidential nature. The intention of this authorization is to provide information that will be utilized for investigative resource material.

I authorize the full and complete disclosure of the records of educational institutions, financial or credit institutions, commercial or retail mercantile establishments and retail credit agencies; medical and psychiatric practitioners; the U.S. Veteran's Administration; all military records including background investigation reports, results of polygraph examinations, efficiency ratings, complaints or grievances filed by or against me; records of complaints of a civil nature made by or against me, including but not limited to, the records and recollections of attorneys at law or of other counsel representing or who have represented myself or another person in any case in which I presently have, or have had, an interest.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

_____ Witness	_____ Applicant
_____ Street Address	_____ Street Address
_____ City, State, Zip Code	_____ City, State, Zip Code
_____ Date	_____ Date



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SIGNATURE PAGE

While this Department is conducting your background investigation, facts may arise or events may occur which may not have been known or which you may not have anticipated at the time this form was submitted; yet, these facts and / or events may require revisions or amendments to this form. All such revisions or amendments must be submitted immediately *in writing*.

Should information surface during the early stages of this investigation that would disqualify you from further consideration, the investigation will be terminated immediately and you will be notified accordingly.

On this _____ Day Of _____, 20____, I have completed the foregoing personal history statement and understand its contents. The information given is correct to the best of my knowledge and belief and does not knowingly contain any material misrepresentation of fact. I understand that any material misrepresentation of fact given by me shall be due cause for rejection before appointment or dismissal from the department after appointment.

Full Legal Signature

Subscribed and sworn to before me this _____ day of _____, 20____

NOTARY PUBLIC



Town of Sykesville

7547 Main Street
Sykesville, Maryland 21784

Phone: (410) 795-0757

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Michael A. Spaulding
Chief of Police

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All Sykesville Police Department Applicants:

STATEMENT OF TRUTH

One of the most critically important issues that define the effectiveness of any organization is the perception that it is a credible organization. Central to that image is the integrity and truthfulness of the Department's employees, from the newest entrant through the top-level manager.

The need for honest, impartial and accurate representation of facts is nowhere more vital than within a law enforcement agency where success or failure rests with the degree of public support it receives. Public support can quickly erode when there is a lack of credibility in existence within an organization.

The very basis of an individual's integrity, as perceived by the public, friends and fellow workers, is at stake whenever the truth is not told. The loss of integrity by an individual or group of individuals can quickly spread throughout the Department.

As Chief, it is my responsibility to maintain the effectiveness of the Sykesville Police Department as a viable law enforcement agency. This document serves notice that I will not tolerate lying of any kind by any member of this Department, including applicants.

You are, therefore, advised that all information disclosed or gleaned during the application process may be verified by means of a polygraph examination.

Any statements or omissions, either written or verbal, given by any applicant with the intent to deceive will result in rejection from further consideration for employment with the Sykesville Police Department.

There is no substitute for the truth.

Michael A. Spaulding

Chief of Police



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EMPLOYMENT APPLICATION

Type or print all information requested using black ink.
Enter N/A (not applicable) in all areas that do not apply. No block is to be left blank.
Return original application to:

SYKESVILLE POLICE DEPARTMENT, 7547 MAIN STREET, SYKESVILLE MD 21784

APPLICATIONS WILL NOT BE ACCEPTED UNLESS ALL INFORMATION IS COMPLETE!

PART I POSITION INFORMATION

(✓) Position Applied For: ☐ Officer ☐ Intern ☐ Volunteer

What date will you be available for employment with the Sykesville Police Department? _____

Why are you applying for this position? _____

PART II PERSONAL INFORMATION

Social Security Number: _____ - _____ - _____

Name (*last, first, middle*): _____

Aliases: _____ Nickname: _____

Previously Used Names: _____ Maiden Name: _____

Complete Mailing Address: _____

Home Telephone Number: () _____ Work Telephone Number: () _____

Cell Telephone Number: () _____
Email Address: _____

Drivers License Number: _____ Class: _____ State: _____

Date of Birth: _____ Place of Birth (*city, state, county*): _____

IF ADDITIONAL SPACE IS NEEDED, USE CONTINUATION SHEET – ADDENDUM A

PART II PERSONAL INFORMATION *(continued)*

(✓) Citizenship: ☐ United States ☐ Other: _____

Naturalization Date: _____ Certificate Number: _____

Height: _____ Weight: _____ Race: _____ Gender: _____ Hair Color: _____ Eye Color: _____

Scars, Marks, Tattoos or Other Identifying Characteristics (*describe*): _____

(✓) Marital Status: ☐ Married ☐ Single ☐ Divorced ☐ Separated ☐ Other: _____

Marriage Date: _____ Location (*city, state*): _____ License No: _____

Spouse's Name: _____ Maiden Name: _____

Spouse's Address and:
Telephone Number
(*if different*) _____

Spouse's Employer: _____ Telephone Number: () _____

Ex-Spouse's Full Name: _____ Maiden Name: _____

Mailing Address: _____ Telephone Number: () _____

RESIDENCES FROM BIRTH

Dates of Residency		Address (<i>street address, city, county, state, zip code</i>)
From:	To:	
From:	To:	
From:	To:	
From:	To:	

PARENT / GUARDIAN INFORMATION

	Mother	Father	Other Guardian
Name (<i>last, first, middle</i>)			
Maiden Name			
Address (<i>street, city, state, zip code</i>)			
(✓) Living:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

IF ADDITIONAL SPACE IS NEEDED, USE CONTINUATION SHEET – ADDENDUM A

PART III EDUCATIONAL INFORMATION

You must submit, or arrange to have submitted, a transcript of all records from accredited high schools, colleges, military training and/or technical schools you have attended.

HIGH SCHOOL

Name of High School : _____ Dates Attended: _____

Address (*street, city, state*): _____

(✓) Diploma Received : ☐ Yes ☐ No Date: _____ Certificate #: _____

(✓) High School /
Equivalency G.E.D. : ☐ Yes ☐ No Date: _____ Certificate #: _____

COLLEGES / UNIVERSITIES ATTENDED

	1	2	3
College/University			
Address (<i>street</i>)			
(<i>city, state</i>)			
Dates Attended			
Total Credits Earned			
Degree Received			
Date Graduated			
Major			
Minor			

SPECIALIZED TRAINING, SKILLS OR QUALIFICATIONS

Type of Training,
Skill or Qualification: _____

Provided by
(*name and address or
organization/school, etc.*): _____

(✓) Certification, License or Diploma Received: ☐ Yes ☐ No Date Received : _____ Date Expires: _____

IF ADDITIONAL SPACE IS NEEDED, USE CONTINUATION SHEET – ADDENDUM A

PART IV EMPLOYMENT HISTORY

List all employers beginning with the current or most recent.

CURRENT / MOST RECENT EMPLOYER

Name of Employer: _____

Address (*street, city, state, zip code*): _____

Telephone Number: ()

Email Address: _____

Dates Employed: From: _____ To: _____ (✓) One: ☐ Full Time ☐ Part Time (*hrs. @ week*) _____

Position Held: _____ Salary: Starting \$ _____ Ending \$ _____ Per ☐ Wk. ☐ Mo. ☐ Yr.

Immediate Supervisor's Name: _____

Immediate Supervisor's Title: _____

Reason for Leaving: _____

PREVIOUS EMPLOYER

Name of Employer: _____

Address (*street, city, state, zip code*): _____

Telephone Number: ()

Email Address: _____

Dates Employed: From: _____ To: _____ (✓) One: ☐ Full Time ☐ Part Time (*hrs. @ week*) _____

Position Held: _____ Salary: Starting \$ _____ Ending \$ _____ Per ☐ Wk. ☐ Mo. ☐ Yr.

Immediate Supervisor's Name: _____

Immediate Supervisor's Title: _____

Reason for Leaving: _____

IF ADDITIONAL SPACE IS NEEDED, USE EMPLOYMENT HISTORY CONTINUATION SHEET – ADDENDUM B

PART IV EMPLOYMENT HISTORY *(continued)*

1. Have you been discharged from any employment for reasons other than medical?

☐ Yes ☐ No

If "yes", explain: _____

2. Have you ever resigned from a previous employer while anticipating your employer intended to discharge (fire) you for any reason?

☐ Yes ☐ No

If "yes", explain: _____

3. Have you ever resigned from a previous employer while anticipating your employer intended to take any form of disciplinary action against you?

☐ Yes ☐ No

If "yes", explain: _____

4. Have you had any extended absences from work for reasons other than medical or approved vacations?

☐ Yes ☐ No

If "yes", explain: _____

PART V MILITARY AND SELECTIVE SERVICE INFORMATION

Branch of Service: ☐ Army ☐ Air Force ☐ Navy ☐ Marines ☐ Coast Guard ☐ Other _____

Entrance Date: _____ Discharge Date: _____ Highest Rank Held: _____

Type of Discharge (*other than medical*): _____

If less than honorable, explain: _____

IF ADDITIONAL SPACE IS NEEDED, USE CONTINUATION SHEET – ADDENDUM A

PART V MILITARY AND SELECTIVE SERVICE INFORMATION *(continued)*

Are you a present or past member of a military reserve or National Guard Unit? ☐ Yes ☐ No ☐ Past ☐ Present ☐ Active ☐ Inactive

If "yes", Branch, Name and Address of Unit: _____

Military Occupational Specialty (include diplomas, certifications, etc.): _____

Have you ever been convicted of any Uniform Code of Military Justice (UCMJ) violation? ☐ Yes ☐ No

Selective Service Registration Date: _____ Location: _____

Attach copy of Selective Service "Letter of Acknowledgement"

PART VI CRIMINAL ACTIVITY INFORMATION

Report all past and present involvement in criminal activity by answering all of the following questions:

Have you ever been involved in a criminal-related activity as indicated below?

Activity	Answer	Number of Times	Date of Last Activity
Battery	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Theft	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Assault	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Domestic Assault	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Serious Traffic Violations	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Marijuana / Hashish – Illegal Possession / Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Cocaine – Illegal Possession / Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Crack – Illegal Possession / Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Heroin – Illegal Possession / Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
PCP (Phencyclidine) – Illegal Possession / Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Amphetamines – Illegal Possession / Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Barbiturates – Illegal Possession / Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Anabolic Steroids – Illegal Possession / Use	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Inhalants (i.e., whip-it, huffing nitrous oxide, amyl butyl nitrate, poppers and rush)	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____
Others:		_____	_____

IF ADDITIONAL SPACE IS NEEDED, USE CONTINUATION SHEET – ADDENDUM A

PART VI CRIMINAL ACTIVITY INFORMATION (continued)

1. Have you ever been arrested for a violation of any drug law?

☐ Yes ☐ No

If "yes", provide date(s) and indicate final disposition: _____

2. Have you illegally sold any type of drug or controlled dangerous substance?

☐ Yes ☐ No

If "yes", provide drug(s) / substance(s) sold: _____

3. Have you illegally purchased any type of drug or controlled dangerous substance?

☐ Yes ☐ No

If yes, provide drug(s) / substance(s) purchased: _____

How Often: _____

Detailed explanation of the circumstances of illegal sales: _____

PART VII GENERAL INFORMATION

1. Excluding parking tickets, have you received any citations, been arrested, taken into custody, detained for investigation or charged with a crime by any law enforcement agency or military authority? *(include expungements, indictments, criminal summons, criminal information, probation before judgment, etc.)* ☐ Yes ☐ No

2. Have you ever previously applied for employment with this or any other law enforcement or security / protective / investigative agency? ☐ Yes ☐ No

3. Have you ever been rejected for any reason other than medical after applying for employment with this or any other law enforcement-related agency? ☐ Yes ☐ No

4. Are there incidents in your background *(not mentioned above)* that may reflect on your ability to perform duties associated with this position? ☐ Yes ☐ No

5. Do you know the definition of a protective order or exparte order? ☐ Yes ☐ No

6. Have you ever been served with a protective order or exparte order? ☐ Yes ☐ No

7. Has your driving privilege ever been denied, suspended or revoked in this State or any other jurisdiction? *(If "yes", indicate the State, date and reason in your explanation below.)* ☐ Yes ☐ No

8. Have you appeared in civil court as either a defendant or plaintiff? *(If "yes", indicate the jurisdiction, date and reason in your explanation below.)* ☐ Yes ☐ No

9. Have any judgments been filed against you? *(If "yes", indicate the date and reason in your explanation below.)* ☐ Yes ☐ No

10. Have you ever been refused credit? ☐ Yes ☐ No

For all questions to which you answered "yes", indicate the question number and a detailed explanation in the space below:

IF ADDITIONAL SPACE IS NEEDED, USE CONTINUATION SHEET – ADDENDUM A

PART VIII CHARACTER REFERENCES

List five character references that have definite knowledge of your qualifications and fitness for the position for which you are applying. References should be able to speak confidently about you and your reputation. *Do not* include relatives, former employers, former supervisors or individuals living outside the United States or its territories.

Name	Address	Telephone No.	Years Known
		Home: ()	
		Work: ()	
		Home: ()	
		Work: ()	
		Home: ()	
		Work: ()	
		Home: ()	
		Work: ()	
		Home: ()	
		Work: ()	

PART IX FOREIGN LANGUAGES

Complete the following information for all languages you are proficient in other than English (*include sign language*). In the space provided, describe your level of ability for each language identified.

Are you proficient in the following areas?

Language	Reading	Writing	Speaking	Comprehension
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Describe your ability for each "yes" answer:

IF ADDITIONAL SPACE IS NEEDED, USE CONTINUATION SHEET – ADDENDUM A

PART X CLUBS AND ORGANIZATIONS

Provide the information requested below for all clubs and organizations that you currently are a member.

Name of Organization	Address	Telephone No.	Position Held
_____	_____	()	_____
_____	_____	()	_____
_____	_____	()	_____

PART XI HOBBIES AND INTERESTS

Indicate in the space provided below all activities, hobbies and interest and amount of time spent on each.

Activity / Hobby / Interest	Amount of Time Spent
_____	_____
_____	_____
_____	_____

PART XII APPLICATION REVIEW

Place a (✓) in the space provided below indicating that portion of the packet is attached (*enter N/A when not applicable*). Failure to fully disclose or attach all required information may result in your application being placed in an inactive status.

_____	1. Photocopy of your birth certificate
_____	2. Photocopy of your high school diploma or GED certificate including scores
_____	3. Official high school, college or trade school transcripts
_____	4. Photocopy of your military separation DD214 Long Form
_____	5. Photocopy of your Selective Service Registration Card / Certificate
_____	6. Signed and notarized "Truthfulness Statement"
_____	7. Two (2) signed and notarized "Authorization for Release of Information" forms
_____	8. Photocopy of Police Certification, if applicable
_____	9. Two (2) completed fingerprint cards (<i>one (1) blue / one (1) orange</i>)

I certify the information contained herein is true and complete to the best of my knowledge. I understand employment is contingent upon successful completion of all required performance, polygraph and medical examinations, verification of the employment application information and face-to-face interview. I further understand that willful misrepresentations, omissions or falsifications during any phase of the employment process may disqualify me from further consideration for employment.

Applicant's Signature

Date

IF ADDITIONAL SPACE IS NEEDED, USE CONTINUATION SHEET – ADDENDUM A

CONTINUATION SHEET – ADDENDUM A

Applicant's Name: _____ SSN: _____

Information listed below must be identified by Page, Part Number and Item Description.

Page	Part Number	Item Description	Additional Information
			<div style="background-color: #ffffcc; height: 20px; border: 1px solid black;"></div> <div style="background-color: #ffffcc; height: 20px; border: 1px solid black;"></div> <div style="background-color: #ffffcc; height: 20px; border: 1px solid black;"></div> <div style="background-color: #ffffcc; height: 20px; border: 1px solid black;"></div>
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IF ADDITIONAL SPACE IS NEEDED, USE ADDITIONAL CONTINUATION SHEETS

EMPLOYMENT HISTORY CONTINUATION SHEET – ADDENDUM B

Applicant's Name: _____ SSN: _____

PREVIOUS EMPLOYER

Name of Employer: _____

Address (*street, city, state, zip code*): _____

Telephone Number: () _____

Dates Employed: From: _____ To: _____ (✓) One: ☐ Full Time ☐ Part Time (*hrs. @ week*) _____

Position Held: _____ Salary: Starting \$ _____ Ending \$ _____ Per ☐ Wk. ☐ Mo. ☐ Yr.

Immediate Supervisor's Name: _____

Immediate Supervisor's Title: _____

Reason for Leaving: _____

PREVIOUS EMPLOYER

Name of Employer: _____

Address (*street, city, state, zip code*): _____

Telephone Number: () _____

Dates Employed: From: _____ To: _____ (✓) One: ☐ Full Time ☐ Part Time (*hrs. @ week*) _____

Position Held: _____ Salary: Starting \$ _____ Ending \$ _____ Per ☐ Wk. ☐ Mo. ☐ Yr.

Immediate Supervisor's Name: _____

Immediate Supervisor's Title: _____

Reason for Leaving: _____

IF ADDITIONAL SPACE IS NEEDED, USE ADDITIONAL EMPLOYMENT HISTORY CONTINUATION SHEETS