

City of East Providence

2010 Police Officer Recruitment



August 28, 2010

Dear Applicant,

Congratulations on the successful completion of the physical agility component of the application process. You are now scheduled to take the written test.

The **written** test will be administered as follows:

Saturday, September 11, 2010
9:00 am
East Providence Senior Center
610 Waterman Avenue
East Providence, RI 02914

You will need to present a valid driver's license in order to be admitted to the written examination.

PRIOR TO THE WRITTEN TEST:

You must complete all of the requirements attached to this letter. All documentation **AND** a \$30 examination fee must be returned in person (unless residing more than 50 miles from City Hall) by **Thursday, September 9, 2010 no later than 4:00 pm to:**

East Providence City Hall
Human Resources Department – Room 307
8:00 am – 4:00 pm, M-F
145 Taunton Avenue
East Providence, Rhode Island 02914

An applicant with a hardship in meeting this cost is encouraged to contact the Director of Human Resources for the City to receive a waiver. Make a check/money order payable to: City of East Providence.

You will not be allowed to take the written test unless you have returned a COMPLETED packet with ALL supporting documentation by the THURSDAY, SEPTEMBER 9, 2010 deadline. You are responsible to make and submit your own copies. You *may* be asked to produce original documentation at a later date. FAXES ARE NOT ACCEPTABLE.

An applicant must receive a minimum passing score of 70 on the written exam to advance to the next phase of the process which is the oral interview. Test results will be available approximately two weeks from the test date. **The interviews are tentatively scheduled to be held from September 27, 2010 through October 1, 2010.**

If you have any questions, please call the Human Resources Department at (401) 435-7766.

Good Luck!

Mary Sullivan Scanlon

City of East Providence

2010 Police Officer Recruitment



Director of Human Resources

MSS

august 28, 2010

Dear Applicant,

Congratulations on the successful completion of the physical agility component of the application process. You are now scheduled to take the written test. The written test will be administered on Saturday, September 11, 2010 @ **9:00am** at the:

East Providence Senior Center
610 Waterman Avenue
East Providence, RI 02914

Please bring a valid driver's license on the test date in order to be admitted.

An examination fee of \$30.00 must be presented by each applicant to take the written exam. Only a check or money order payable to the City of East Providence will be accepted. An applicant with a hardship in meeting this cost is encouraged to contact the Director of Human Resources for the City to receive a waiver.

Test results will be available approximately two weeks from the test date. An applicant must receive a minimum passing score of 70 on the written exam to advance to the next phase of the process which is the oral interview. The interviews are scheduled to be held from September 27, 2010 through October 1, 2010.

Attached to this letter is a packet outlining all the required documents to complete the application. This packet must be completed and returned in person along with the \$30.00 check no later than Thursday, September 9, 2010 to:

East Providence City Hall
Human Resources Department – Room 307
145 Taunton Avenue
East Providence, Rhode Island 02914

Completed applications will only be accepted Monday -Friday from 8:00 am -10:00 am & 2:00 pm- 3:30 pm

No applicant will be allowed to take the written test without turning in a completed application packet and all required supporting documents. Applicants residing further than 50 miles from City Hall may mail or fax their documents.

Good Luck!

Mary Sullivan Scanlon
Director of Human Resources

MSS:bhs

POLICE OFFICER APPLICANT DOCUMENTATION REQUIREMENTS

Legible copies of the following documents must be provided when the application is returned to the Human Resources Department, and will be retained by the Human Resources Department.

- Birth Certificate or Naturalization Papers
- High School Diploma or Equivalency Certificate
- Valid Motor Vehicle Operators License
- Proof of 2 Years Active Duty Military Service (Copy of DD-214) or Proof of 4 Years of Reserve or National Guard Duty **OR**
- Certification From Rhode Island Municipal Police Academy (As a Municipal Police Officer) **OR**
- Proof of 3 Years Satisfactory Employment as a Correctional Officer
- Bachelor's Degree (in any major) **OR**
- College Associate Degree (In Law Enforcement or Criminal Justice) **OR**
- **College transcript (must be an original official document)** - with 60 or more credit hours with major in Law Enforcement or Criminal Justice)

Complete packages must be returned to the Human Resources Department no later than 3:30 pm **THURSDAY, September 9, 2010**. Applications received or post marked (for those residing more than 50 miles away) after the deadline will not be accepted for this testing cycle.

PACKAGES WITH ONLY PARTIAL DOCUMENTATION WILL NOT BE ACCEPTED.

REASONS FOR DISQUALIFICATION:

- Conviction of any felony or any crime involving moral turpitude
- Incarceration for conviction of a misdemeanor offense
- Any conviction of domestic violence related offense, including any misdemeanor offense against a domestic partner, spouse, child or parent

Traffic Violations • Any conviction of driving while under the influence of alcohol or drugs, eluding police, drag racing or reckless driving, or criminal leaving the scene of an accident within the last 5 years

Drugs • Any condition related to the sale, distribution or possession of illegal drugs

- Illegal possession of anabolic steroids within the last 5 years
- Illegal possession of marijuana or a derivative thereof within the last 12 months

Other • Dishonorable discharge from any military service (less than honorable discharge will be reviewed on a case by case basis.)

- Untruthfulness or the omission of information on any application, interview or paperwork associated with the hiring process.

NOTE: Disqualification will remove you from further consideration for this recruitment.

APPLICATION FOR EMPLOYMENT

CITY OF EAST PROVIDENCE — Human Resources
 145 Taunton Avenue, East Providence, RI 02914

Position Applied for please TYPE or PRINT in ink.

DO NOT WRITE IN THIS SPACE

DATE RECEIVED

REASON FOR DISQUALIFICATION

(File a separate application for each position.)

			Applicant No.
Name (Last)	(First)	(Middle In.)	Telephone: (Home) (Business)
Address (No. & Street)			Birth Date: (Complete only if a bona fide occupational qualification of the position applied for.)
(City)	(State)	(Zip)	

QUESTIONS MUST BE ANSWERED "YES" OR "NO"

Do you reside in the State of Rhode Island or within a 10 mile radius of East Providence City Hall?	YES	NO	Were you ever CONVICTED of, or are you now under charges for any law violation — including military offenses — other than minor traffic offenses or juvenile offenses? (Explain below) (A conviction does not automatically mean you will not be appointed. What you were convicted of, and when, are important.)	YES	NO
Have you ever been employed by the City of East Providence? (Give details)	YES	NO	May we contact your PRESENT employer for information about your employment?	YES	NO

Explanations to questions: (Use additional sheets if necessary)

.....

.....

.....

Make certain that you have nothing to add to this application. If you fail to provide complete information about your Experience and Education, you may not be admitted to the examination. After your application has been filed with the Human Resources Department, no supplementary statement, explanation or claim of misunderstanding will be accepted.

EDUCATION	SCHOOL (Circle highest grade completed)												(Circle full academic years of college completed)							
	1 2 3 4 5 6 7 8 9 10 11 12												1 2 3 4 5 6 7 8							
	NAME OF SCHOOL	CITY, STATE	SHOW D-Day N-Night	DID YOU GRAD.		NO. OF CREDITS REC'D.		TYPE DEGREE REC'D.	MAJOR COURSE OF STUDY											
YES				NO	Semester Hours	OR Course Units														
High School																				
College, Univ., or Professional School																				

Special Courses:

Workers' Compensation Disclosure: The City of East Providence is **not** subject to the provisions of Chapter 29-38 of R.I. General Laws of Title 28 Labor and Labor Relations.

TURN PAGE AND COMPLETE REVERSE SIDE.

