



APPLICATION FOR EMPLOYMENT PUBLIC SAFETY OFFICER

complete form
before printing

Department of Public Safety
Village of Beverly Hills
18600 W Thirteen Mile Rd.
Beverly Hills, Michigan 48025
Phone: 248.540.3400
Fax: 248.540.3437

Thank you for your interest in becoming a public safety officer with the Beverly Hills Department of Public Safety. The 4.5 square mile Village of Beverly Hills is located in the southeastern area of Oakland County and is home to approximately 10,000 permanent residents. Mostly residential, Beverly Hills contains a small commercial district and is bordered by Royal Oak, Birmingham, Southfield, Bloomfield Township and Bingham Farms. Beverly Hills is a fully consolidated public safety department, all officers being cross-trained to completely perform both police and fire functions.

Applicants must:

- Be a citizen of the United States
- Have a high school diploma or equivalent
- Have successfully completed at least 60 credit hours of college (60 sem / 90 qtr)
- Pass a driving record review of the previous seven years
- Have successfully completed the required police-training curriculum at a Michigan Commission of Law Enforcement on Law Enforcement Standards/Michigan Law Enforcement Training Council Police Academy; and are certified or deemed certifiable as a police officer.
- (Preferred) Have successfully completed the basic fire-training curriculum at a Firefighter Training Council approved school, and successfully attain Firefighter's Level II certification. Applicants must be certified or eligible for certification as provided by Public Act 203 as amended.
- Have taken and passed the Michigan Commission on Law Enforcement Standards (MCOLES pre-employment tests).
 - There are two MCOLES tests; a written test and a physical agility test. The applicant is responsible for making the reservation for the MCOLES tests. Applicants must submit the official results of the MCOLES testing and, if applicable, current MCOLES certification (an Officer in the State of Michigan previously certified by MLEOTC/MCOLES).

The Omnibus Appropriations Bill Section 658, signed on 9/30/1996, bans individuals convicted of most criminal acts involving domestic violence from owning or possessing a firearm. Law Enforcement Officers are specifically not exempted from this prohibition. This prohibition includes individuals convicted of misdemeanor crimes involving domestic violence.

The Beverly Hills Department of Public Safety currently staffs 24 sworn officers including the Director of Public Safety, an Executive Lieutenant, one patrol lieutenant, five patrol sergeants, one detective sergeant and one school liaison officer.

The starting pay for entry level public safety officer is \$28.73/hour topping out at \$38.60/hour in the last year of the current contract which expires June 30, 2022 (2184 hour work year). A comprehensive benefits package is also offered which includes health and dental insurance, paid vacation time, paid sick time and education reimbursement.

AN EQUAL OPPORTUNITY EMPLOYER



Beverly Hills Public Safety Applicant Information Form

Name

Date Available

Current Status: (check all applicable boxes)

- MCOLES Certified Officer #
- MCOLES Certifiable Officer Academy Graduation date _____
- Certified Firefighter in Michigan
- Paramedic
- EMT
- MFR
- Other Certifications

VILLAGE OF BEVERLY HILLS APPLICATION FOR EMPLOYMENT PUBLIC SAFETY OFFICER

Application Date:	Date available for work:
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GENERAL INFORMATION

Name: Last:				First:				Middle:							
Social Security Number:						E-Mail Address:									
Home Address:															
Street				City				State				Zip			
How long have you lived at this address?						Years/Months									

Phone Number(s)

Home:	Work:	Cell:
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Prior Addresses (last five years)		
1.		How long:
2.		How long:
3.		How long:

PERSONAL INFORMATION

Are you 21 years of age or older?	YES <input type="radio"/> NO <input type="radio"/>
Are you a citizen of the United States?	YES <input type="radio"/> NO <input type="radio"/>
If not a U.S. citizen, do you intend to become a U.S. citizen?	YES <input type="radio"/> NO <input type="radio"/>
If you are not a U.S. citizen, have you the legal right to permanently remain in the U.S.?	YES <input type="radio"/> NO <input type="radio"/>

Relatives now or previously employed by the Village of Beverly Hills:

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Have you ever been convicted of a crime?	YES <input type="radio"/> NO <input type="radio"/>
If yes, when, where and nature of the offense:	

Are there any felony charges pending against you?	YES <input type="radio"/> NO <input type="radio"/>
If yes, when, where and the nature of the charges:	

Drivers Licenses:

Number:	State:	Expiration Date:
Number:	State:	Expiration Date:
Number:	State:	Expiration Date:

EMERGENCY INFORMATION

In the event of an emergency, whom would you want to be notified?

Name:	Phone Number:
Address:	

EDUCATION:Select highest grade completed: 12 13 14 15 16 Graduate School**High School:**

Name and Location:

Dates attended

From:

To:

High School Diploma: YES NO G.E.D. Equivalent: YES NO

College or University Name and Location	Course Studied	Dates Attended		Credit Hours Completed		Graduated		Degree Title	Grade Average
		From	To	Year	Term	Yes	No		
						<input type="radio"/>	<input type="radio"/>		
						<input type="radio"/>	<input type="radio"/>		
						<input type="radio"/>	<input type="radio"/>		

Have you ever been placed on academic probation? If yes, explain below.

Business or Trade School	Subject	Degree, Diploma or Certificate	Date Granted

REFERENCES: Give the names of three persons not related to you, whom you have known for at least one year.

NAME	ADDRESS/PHONE	HOW AQUAINTED	YEARS AQUAINTED

MILITARY SERVICE:

Branch:

From:

To:

Final Rank:

Type of Discharge:

Present Draft Status:

Reserve Activity:

Additional military related information:

EMPLOYMENT RECORD:

List the jobs you have held in the past 10 years. List your present employment first. List every promotion as a new job. If you require additional space, please print more copies of this page.

Instructions: Describe your job duties in detail to enable the reviewer to correctly evaluate your qualifications. List the principal tasks and responsibilities performed in each position. The information that you provide will be used in determining whether you are employed with the Village of Beverly Hills.

Address:		Position/Title	
		Phone Number:	
Maximum number of employees you supervised:		Full-time <input type="radio"/>	Part-time <input type="radio"/>
Salary start: Hourly:	Annually:	Final:	Hours per week:
Description of Duties:			
Employed from:	To:	Reason for leaving:	
Employer:		Position/Title	
Address:		Phone Number:	
Maximum number of employees you supervised:		Full-time <input type="radio"/>	Part-time <input type="radio"/>
Salary start: Hourly:	Annually:	Final:	Hours per week:
Description of Duties:			
Employed from:	To:	Reason for leaving:	
Employer:		Position/Title	
Address:		Phone Number:	
Maximum number of employees you supervised:		Full-time <input type="radio"/>	Part-time <input type="radio"/>
Salary start: Hourly:	Annually:	Final:	Hours per week:
Description of Duties:			
Employed from:	To:	Reason for leaving:	
Have you ever worked for a company under a different name?		YES <input type="radio"/>	NO <input type="radio"/>
If yes, what was that name?			
Have you ever been discharged or asked to resign from employment?		YES <input type="radio"/>	NO <input type="radio"/>
If yes, Explain (additional space at the top of the next page)			

Michigan law requires employers to make accommodations to handicapped applicants and employees where the accommodation does not impose an undue hardship on the employer. Handicapped employees and applicants may request an accommodation of their handicap by notifying the Village in writing of the need for accommodation within 182 days of the date the handicapped individual knows or should know that an accommodation is needed. Failure to notify the Village will preclude any claim that the employer failed to accommodate the handicapped individual.

CERTIFICATION / SIGNATURE

Read carefully before signing.

I certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers, and that the entries made by me are true and complete.

I further agree and consent in advance that any misrepresentation or falsification of any of the above information shall be cause, without any hearing, for rejection of this application, or termination of employment, depending upon when the falsification is discovered.

I also consent for the Village of Beverly Hills to verify the information I have provided, and check with previous employers. I release the Village and previous employers from any liability concerning my past employment or personal history.

I understand that all conditional offers of probationary employment are made in writing by the Director of Public Safety and that no statements or verbal representation by any official or employee constitutes an offer of employment.

I agree and understand that any employment offer is conditional until such time as the results of my pre-employment medical and psychological examination are known.

I agree that any lawsuit against the Village arising out of my employment or termination of employment, including but not limited to claims arising under State and Federal civil rights statutes, must be brought within one year of the event giving rest to the claims or be forever barred. I waive any limitation periods to the contrary.

I AGREE I DO NOT AGREE

Signature Date

PRINTED NAME:

SIGNATURE:

DATE:

Please complete the application and submit to:

Beverly Hills Department of Public Safety
Attention: Director Torongeau
18600 W Thirteen Mile Rd.
Beverly Hills, Michigan 48025

Or e-mail to **openings@beverlyhillspolice.com**

Subject Line: "PSO APPLICATION"

To e-mail the application:

Complete the application and save to your computer in a PDF format. Attach the PDF application to your e-mail, and send the e-mail to **openings@beverlyhillspolice.com**