

APPLICATION INSTRUCTIONS

- I. Please print the following written materials:
 1. Police Application Form - **RETURN IMMEDIATELY**
 2. Town Application - **RETURN IMMEDIATELY**
 3. Physical Agility Test Waiver & Readiness Questionnaire – **RETURN IMMEDIATELY**
 4. Physical Agility Test Requirements
 5. Job Announcement Form
 6. Job Description

- II. Complete the Police Application, Town Application and Physical Agility Test Waiver & Readiness Questionnaire and return them immediately to the Derry Police Department with the fee. This will register you for the exam. All candidates **must** complete the application forms and submit them with the fee by 5:00 pm, **Monday, February 20, 2012**. Mail to: Derry Police Department, Administrative Services, 1 Municipal Dr, Derry, NH 03038.

- III. There will be a **\$35.00** non-refundable fee. The fee must be received with the completed application forms to be able to take the written examination. Make payable to "Town of Derry." Certified check or money order only. **DO NOT SEND CASH OR PERSONAL CHECKS!** They will be returned and your application held until we receive the proper form of payment.

- IV. Upon receipt of your application, Administrative Services will send you a Confirmation Notice. Report to the Pinkerton Academy test site on Saturday, March 3, 2012 with your **Confirmation Notice and valid photo ID**.

- V. Candidates must pass the written examination in order to subsequently take the physical agility test.

- VI. The Derry Police Department reserves the right to limit additional testing of applicants beyond the written and physical agility test to the top 10% of scores passing the written examination.

- VII. Candidates passing both the written and physical agility tests will be notified of a date and time to appear at the Derry Police Headquarters for an Oral Interview (subject to the limitations set forth in Section VI of this letter.)
 1. Candidates eligible for oral interviews, who live greater than 100 miles from Derry, New Hampshire, will be given scheduling priority as much as possible.

2. Individuals wishing consideration for such scheduling should inform the Recruitment Coordinator immediately upon successful completion of the written and physical agility tests.
3. Such scheduling will be done on a first-come, first-served basis, as there is very limited time available for this.

VIII. If you have any questions about the hiring process, please contact Lt. Jon Twiss, Derry Police Department, between 8:30 am and 5:00 pm, Monday through Friday, at (603) 845-5624.

TOWN OF DERRY JOB ANNOUNCEMENT

OPEN COMPETITIVE EXAMINATION FOR POLICE OFFICER

TESTING DATE: SATURDAY, MARCH 3, 2012

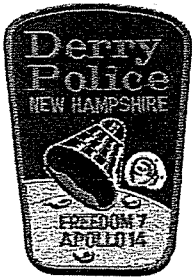
DATE AND PLACE OF WRITTEN TEST (Conducted by the Derry Police)	March 3, 2012 Registration begins at 8:15 am Test 9:00 am to 11:00 am Pinkerton Academy, Senior Café N. Main Street, Derry
DATE AND PLACE OF PHYSICAL AGILITY TEST (Conducted by the Derry Police)	March 3, 2012 Test 1:00 pm Pinkerton Academy Track N. Main Street, Derry
ORAL INTERVIEW	To be announced

- I. **EXAM SCORING:** A candidate must successfully pass all phases of testing to receive appointment consideration. All phases of testing will be on a PASS/FAIL basis, except that the Derry Police Department reserves the right to limit additional testing of applicants beyond the written and physical agility tests, to the top 10% of scores passing the written examination. The minimum passing score for the written test is 70%.
- II. **SCOPE OF TESTING PROCESS:** The complete testing/selection process consists of written and physical agility exams, oral interview, background investigation, psychological tests and interview, medical examination, and final interview.
- III. **EXPIRATION OF TEST RESULTS:** The Derry Police Department will invite candidates who fall in the top 10% of the combined written and physical agility test results to participate in an oral interview. All other candidates shall remain on an eligibility list for one year from the date of the test, and may be scheduled for an oral interview during that period. Test results expire one year from the date of testing.
- IV. **MINIMUM QUALIFICATIONS AT TIME OF APPOINTMENT:**
 1. Minimum age: 21 years at time of hire
 2. Education: High school graduate or New Hampshire approved GED equivalency certificate.
 3. Citizenship: Must be a citizen of the United States
 4. Possession of a valid motor vehicle operator's license
 5. Eyesight must be corrected to 20/20. Normal color vision and depth perception are also required.
 6. Normal hearing in both ears. (Corrected or Uncorrected)

7. Tattoos, intentional scarrings or brandings that are above the collar line, exceed 25% of any visible body part, are excessive in nature, considered offensive or inappropriate, or detract from the professional appearance of the Derry Police Department, are prohibited. The concealing of tattoos, intentional scarrings or brandings through the use of Band-aids, bandages or other such coverings, shall not be allowed.
- V. CHARACTER: No person will be hired who has been dishonorably discharged from any of the Armed Services or who has received an undesirable discharge, or has been discharged from any job for just cause, or who has committed a serious crime.
- VI. APPLICATION FILING: APPLICATION AND FEE MUST BE RECEIVED BY 5:00 PM MONDAY, FEBRUARY 20, 2012. SEND APPLICATION FORM AND FEE TO:
Derry Police Department
Administrative Services
1 Municipal Drive
Derry, NH 03038
- VII. APPLICATION PROCESSING AND TEST FEE: The fee is \$35. Only a certified check or money order will be accepted, payable to "Town Of Derry". **DO NOT SEND CASH OR PERSONAL CHECKS!** They will be returned and your application held until we receive the proper form of payment.

NAME _____

Last, First, Middle Initial



DERRY POLICE DEPARTMENT

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION TO TAKE WRITTEN POLICE OFFICER ENTRANCE TEST
PURPOSE: TO ESTABLISH AN ELIGIBILITY LIST

INSTRUCTIONS TO APPLICANTS - **READ CAREFULLY**

THIS APPLICATION MUST BE FILLED OUT COMPLETELY – TYPEWRITTEN OR LEGIBLY PRINTED IN INK – **NOTARIZED** – RECEIVED BY 5PM ON MONDAY, FEBRUARY 20, 2012.

Upon completion of this application, have it attested to by a Notary Public or Justice of the Peace, in the space provided.

Failure of the applicant to furnish all information requested, or making or causing to be made any false statement on this application form, or in any subsequent communication with this department relating to his/her candidacy, may constitute cause for rejection of the application.

APPLICATION for POLICE OFFICER EXAMINATION FULL-TIME

Please PRINT CLEARLY

NAME _____
LAST FIRST MIDDLE INITIAL

LIST ANY OTHER NAME(S) USED _____

MAILING ADDRESS _____
STREET
TOWN/CITY STATE ZIP

SOCIAL SECURITY NUMBER _____ HOME TELEPHONE _____
WORK TELEPHONE _____

ANSWER THE FOLLOWING QUESTIONS:

- | | | |
|--------------------------|--------------------------|--|
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | ARE YOU A UNITED STATES CITIZEN? |
| <input type="checkbox"/> | <input type="checkbox"/> | DO YOU HAVE A VALID DRIVERS LICENSE?
STATE _____ LICENSE # _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | ARE YOU A HIGH SCHOOL, GRADUATE OR DO YOU HAVE A GED? |
| <input type="checkbox"/> | <input type="checkbox"/> | ARE YOU AT LEAST 20½ YEARS OF AGE?
(New hires must be 21 years of age at the time of hire.) |

- | | | |
|--------------------------|--------------------------|---|
| YES | NO | |
| <input type="checkbox"/> | <input type="checkbox"/> | HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR THAT HAS NOT BEEN ANNULLED OR EXPUNGED? |
| <input type="checkbox"/> | <input type="checkbox"/> | DO YOU HAVE OR HAVE YOU HAD A RESTRAINING ORDER AGAINST YOU? TOWN/CITY _____ STATE _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | HAVE YOU EVER BEEN CONVICTED OF DRIVING WHILE INTOXICATED? |
| <input type="checkbox"/> | <input type="checkbox"/> | IS YOUR VISION CORRECTABLE TO 20/20? |

APPLICANTS MUST MEET MINIMUM PHYSICAL REQUIREMENTS SET BY NEW HAMPSHIRE POLICE STANDARDS AND TRAINING COUNCIL. (See enclosed)

**AFFIRMATION
(MUST BE READ, SIGNED AND WITNESSED)**

I certify that there are no willful misrepresentations in, or falsifications of, any of the above statements and answers to questions. I understand that, should an investigation disclose such misrepresentations or falsifications, my application may be rejected, and should I be employed, my services may be terminated.

Signature

Date

Justice of the Peace/Notary Public

Date

MAIL COMPLETED FORM AND \$35 NON-REFUNDABLE FEE TO:

Derry Police Department
Administrative Services
1 Municipal Drive
Derry, NH 03038

**CERTIFIED CHECK OR MONEY ORDER ONLY
MADE PAYABLE TO TOWN OF DERRY**

DO NOT SEND CASH OR PERSONAL CHECKS AS THEY WILL BE RETURNED AND YOUR APPLICATION HELD UNTIL WE RECEIVE THE PROPER FORM OF PAYMENT!



Employment Application Town of Derry, New Hampshire

Human Resources
14 Manning Street
Derry NH 03038
(603) 432-6100

Please print in ink or type. Answer every question clearly and completely.

Where a question does not apply, answer N/A. Completed applications may be mailed or hand-delivered.

PERSONAL DATA

Applications are only accepted for jobs which are currently open. Be sure to list the title of the job for which you are applying.

POSITION APPLIED FOR _____ DATE _____
(Give exact title)

1. Name _____
Last First Middle

2. Address _____
Street City State Zip Code

3. Home (_____) Cell (_____) Email _____
Area Code Area Code

4. Are you legally eligible to work in the U.S.? Yes No

5. The Town of Derry supports the Americans with Disabilities Act. Are you able to perform the specific job functions, with or without reasonable accommodations, of the job for which you are applying?
 Yes No

6. Have you ever worked for the Town of Derry? Yes No

If yes, which department? _____ When? _____

7. If the position for which you are hired requires driving of a Town vehicle, you must produce an appropriate, valid driver's license. Your driving record will be reviewed if your position requires driving a Town vehicle. Your driving record must be within the standards set by the Town's insurance company and the Town in order for you to be permitted to operate a Town vehicle.

8. When would you be available for employment? _____

9. What is the lowest salary you will accept? _____

10. How did you learn about the position for which you are applying? _____

If newspaper, which one, or if Town employee referral, list name of employee. _____

EDUCATION AND TRAINING

11. Indicate the highest educational grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Undergraduate _____ Graduate _____ Ph.D. _____

Name and location of the last high school attended _____

Did you graduate from high school? Yes No

If not, have you passed a G.E.D. test? Yes No

	School Name and Location	Number of Years Attended	Did you Graduate?	Degree	Major Area of Study
College or University					
Other Education					

SPECIAL QUALIFICATIONS AND SKILLS (typing, computer proficiency, foreign languages, **professional licenses and certifications**, publications, scholastic honors, etc.)

OTHER TRAINING YOU RECEIVED (for example special courses, work training programs, armed forces training)

If applying for a job requiring specific skills please complete as applicable:

Typing Speed: _____ wpm. Other: _____

EXPERIENCE HISTORY

12. Start with your present position and work back. Include military service and volunteer experience. Additional experience should be listed on a separate sheet of paper or on a personal resume. Be sure to include all requested information, especially as it relates to the job for which you are applying. Resumes may be submitted as supplemental information.

A. Present Employer _____ From _____ To _____
Complete Address _____ Avg.Hrs./Week _____
Job Title _____ Starting Salary _____ Ending _____
Supervisor _____ Telephone _____ May we contact? Yes No
Reason for leaving? _____
Describe your work. _____

B. Past Employer _____ From _____ To _____
Complete Address _____ Avg.Hrs./Week _____
Job Title _____ Starting Salary _____ Ending _____
Supervisor _____ Telephone _____ May we contact? Yes No
Reason for leaving? _____
Describe your work. _____

C. Past Employer _____ From _____ To _____
Complete Address _____ Avg.Hrs./Week _____
Job Title _____ Starting Salary _____ Ending _____
Supervisor _____ Telephone _____ May we contact? Yes No
Reason for leaving? _____
Describe your work. _____

D. Past Employer _____ From _____ To _____
Complete Address _____ Avg.Hrs./Week _____
Job Title _____ Starting Salary _____ Ending _____
Supervisor _____ Telephone _____ May we contact? Yes No
Reason for leaving? _____
Describe your work. _____

13. Background checks are routinely performed prior to hire. May we conduct? Yes No If no, please explain.

14. Have you ever been convicted of a misdemeanor or felony (exclude violations), which has not been annulled or expunged by a court? Yes No

If so, please identify the court(s) where you were convicted, the date(s) of your conviction(s), and the nature of the offense(s) for which you were convicted. Please note that conviction does not automatically disqualify you from employment; the Town will consider the date of the conviction, the nature of the charge, and the position for which you seek consideration.

15. References may be furnished in the space provided below if desired by the applicant.

_____ Name	_____ Name	_____ Name
_____ Address	_____ Address	_____ Address
_____ Telephone	_____ Telephone	_____ Telephone
_____ Relationship	_____ Relationship	_____ Relationship

ATTENTION: THIS STATEMENT MUST BE SIGNED.

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me or dismissing me after I have begun work. I understand that all the information contained in this application may be subject to verification.

For certain job categories, I may be required to pass, after a conditional offer of employment is made, a physical examination to establish ability to perform the essential functions of the job. I authorize the Town of Derry to conduct a criminal history check of my record. I understand that any offer of employment is conducted upon the Town's concurrence, before or after such offer is made, that the results of the criminal history check are consistent with the Town's employment standards or expectations of the job for which I am applying. I also understand that the Town of Derry conducts pre-employment and random drug testing in various departments.

Signature of Applicant

Date

THANK YOU FOR MAKING APPLICATION FOR EMPLOYMENT WITH THE TOWN OF DERRY.

VOLUNTARY DATA RECORD

To enable the Town of Derry to meet statistical reporting regulations, applicants are requested (but not required) to complete this Personal Data Sheet. Information will be used solely for reporting purposes. This portion of your application will be detached and, if hired, will not become a part of your employee record. It will not be used as selection criteria and will be treated as personal and confidential.

Name: _____ Date: _____

Position applied for: _____

Date of Birth: _____ Check one: Male Female

Check one of the following (race/ethnic category descriptions are on the reverse side of this form):

Hispanic Native American Asian/Pacific Islander White Black

Are you a Veteran? No Yes Vietnam Era Veteran? No Yes

If yes, dates of active duty: From _____ To _____ Type of discharge or release: _____

TO ALL APPLICANTS

Section 503 of the Rehabilitation Act of 1973, the Americans With Disabilities Act Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, provide for employers to take affirmative action to employ and advance qualified disabled individuals, qualified disabled veterans, and veterans of the Vietnam Era respectively. If you would like to be considered under any of these Affirmative Action programs, please complete the information below.

Submission of this information is voluntary and refusal to provide it will not prevent consideration of employment.

Your information will be kept confidential and used only for the purpose of the Acts and the regulations issued under them, except (a) Supervisors and managers may be informed regarding restrictions on your work or duties and necessary accommodations; (b) safety personnel may be informed, as appropriate, if the condition might require emergency treatment; and (c) government officials investigating compliance with the Acts shall be informed.

If you are disabled and/or a veteran of the Vietnam Era, we would like to assist you in making appropriate career decisions. It would be helpful if you would complete the information below.

- I am disabled and would like assistance in appropriate employment placement.
- I am a Vietnam Era Veteran and would like assistance in appropriate employment placement.
- I am a disabled veteran and would like assistance in appropriate employment placement.

This is a list of my special skills, knowledge, or experience which may qualify me for positions that I might not otherwise be able to do because of my disability. This will permit my being considered for any position of that kind.

The following accommodations, if made, would enable me to perform the job for which I am applying successfully and safely:

RACE/ETHNIC CATEGORY DESCRIPTIONS

White (not of Hispanic origin)

All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin)

All persons having origins in any of the Black racial groups of Africa.

Hispanic

All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander

All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native

All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

Derry Police Department

Physical Agility Test Waiver

In consideration of my participation in the Physical Agility Test administered by the Derry Police Department, I _____, for myself, my heirs, executors and administrators, hereby release and forever discharge the Derry Police Department, the Town of Derry, Pinkerton Academy, and their agents, representatives, and assignees, from all liabilities, actions, claims, demands, damages, costs and expenses, which I may now or in the future have against them, as agencies or individuals, arising out of, or in any way connected with my participation in or the operation of the Derry Police Physical Agility Test and including, but not limited to, all injuries that may be suffered by me. I understand that this waiver includes, but is not limited to, any claims that are based on any alleged negligence or other action or inaction by any of the above parties.

I attest and verify that, to the best of my knowledge, my physical condition and fitness are adequate for me to safely participate in this Physical Agility Test and all portions thereof, and that no physician or other qualified individual had advised me against participating in this test or any portion thereof.

Name: _____ Date: _____

Signature: _____

Derry Police Department

Physical Agility Readiness Questionnaire

Yes

No

Has your doctor ever said that you have a heart condition and recommended only medically approved physical activity?

Do you have chest pain brought on by physical activity?

Have you developed chest pain at rest in the past month?

Do you have a bone or joint problem that could be aggravated by the proposed physical activity?

Are you currently taking medication for high blood pressure or a heart condition?

Are you aware, through your own experience or a doctor's advice, of any reason against your exercising without medical approval?

Name: _____ Date: _____

Signature: _____

Derry Police Department

Sworn Law Enforcement Officer

Minimum Physical Test Standards (35th percentile).

Below are the standards by age/sex.

Potential candidates should plan to well exceed these standards!

	MEN AGED 18-29	WOMEN AGED 18-29
<u>1.5 MILE RUN</u> Minimum Time	12:53	15:14
<u>PUSH-UPS</u> In one minute	27	22
<u>SIT-UPS</u> In one minute	37	31
<u>BENCH PRESS</u> Multiply X body weight	.96	.58
	MEN AGED 30-39	WOMEN AGED 30-39
<u>1.5 MILE RUN</u> Minimum Time	13:24	15:58
<u>PUSH-UPS</u> In one minute	21	17
<u>SIT-UPS</u> In one minute	33	24
<u>BENCH PRESS</u> Multiply X body weight	.86	.52
	MEN AGED 40-49	WOMEN AGED 40-49
<u>1.5 MILE RUN</u> Minimum Time	14:11	16:46
<u>PUSH-UPS</u> In one minute	16	11
<u>SIT-UPS</u> In one minute	28	19
<u>BENCH PRESS</u> Multiply X body weight	.78	.48

	MEN AGED 50-59	WOMEN AGED 50-59
<u>1.5 MILE RUN</u> Minimum Time	15:26	18:37
<u>PUSH-UPS</u> In one minute	11	10
<u>SIT-UPS</u> In one minute	22	12
<u>BENCH PRESS</u> Multiply X body weight	.70	.43

**Town of Derry, New Hampshire
Position Description**

Position Title: **Patrol Officer**

Department: Police

Reports To: Police Sergeant

Date: October 1999

GENERAL SUMMARY:

Under general supervision of Police Sergeant, responsible for maintaining effective law enforcement, public peace and order, protecting life and property, preventing crimes, and controlling traffic and safety. Enforces Federal and State laws and Town ordinances.

ESSENTIAL JOB FUNCTIONS:*

- Maintains a high degree of visibility in areas assigned to patrol in order to deter law breakers and/or those inclined to disturb peace.
- Responds to calls for motor vehicle and other accidents or natural disasters, rendering medical assistance, obtaining facts and names of witnesses, and maintaining control of onlookers to assure efficient passage for persons engaged in solution of problem.
- Renders services as required in a variety of situations such as lost children, lockouts, answering alarms, providing escorts, and other basic assistance calls.
- Watches for dangerous and/or hazardous conditions or situations and rectifies them or contacts appropriate agency to do so.
- Investigates calls of possible criminal activity reported to the department.
- Makes arrests and/or issues complaints where there is sufficient cause; appears in court as required.
- Maintains confidentiality concerning criminal histories and sensitive issues.
- Provides field training for new officers.
- Performs educational and public relation activities including speaking to schools and civic groups; represents Town on various local and State committees.

OTHER DUTIES AND RESPONSIBILITIES:

- Promotes and maintains responsive community relations.
- Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Graduate from high school or must have GED. Must successfully complete training at the New Hampshire Police Standards and Training Academy. State of New Hampshire driver's license and appropriate police officer certifications required during career tenure.

continued...

SKILLS/EXPERIENCE/TRAINING REQUIRED: (continued)

Knowledge of Federal, State, and criminal statutes on which charges and arrests are executed.

Knowledge of police rules and regulations and standard operating procedures.

Knowledge of the geography of the Town and location of important buildings.

Ability to handle sensitive public contacts and to deal tactfully and courteously with the public.

Ability to analyze situations and adopt quick, effective, and reasonable courses of action with due regard to surrounding hazards and circumstances.

Ability to understand and carry out oral and written instructions and prepare clear, comprehensive reports.

Ability to apply techniques of self-defense and use necessary force to apprehend and restrain violent or hostile individuals.

Ability to establish and maintain effective working relations with others.

Skill in the use of firearms, other law enforcement equipment, and the operation of motor vehicles.

SUPERVISORY RESPONSIBILITY:

This job has no supervisory responsibilities.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Frequent periods spent in non-office environments, including retail and service establishments, private homes, Town property and facilities, roads, public areas, etc.

Regular periods spent outside, requiring exposure to weather conditions.

Frequent periods spent standing and walking; occasional requirement to climb or sustain uncomfortable physical conditions.

Occasional exposure to situations requiring exercise of proper safety precautions.

Light lifting and carrying of work materials, including files, equipment, and other testing devices.

Work is subject to regular interruptions to handle emergency situations.

Travel by cruiser within Town and to neighboring towns is required.

May be subject to personal hostility and the potential exists for sustaining serious bodily harm or possibly death in the performance of duties.

May use computer keyboard requiring eye-hand coordination and finger dexterity.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**