



City of Corning EMPLOYMENT APPLICATION

Return completed application to:
 Corning Police Department
 774 Third Street • Corning, CA 96021
 (530)824-7000 • www.corningpd.org

Date _____

Position Applied For: _____ Rate of pay expected _____

Name _____ Email address _____
 Address _____ City _____ State _____ ZIP _____
 Mailing Address (If different from above) _____
 Home Phone (_____) _____ - _____ Message Phone (_____) _____ - _____
 Are you a U.S. Citizen? Yes No If not, are you a legal resident? Yes No
 Driver's License # _____ Class _____ State Issued _____ Expiration Date _____
 Were you previously employed by the City of Corning? Yes No If yes, when? _____
 Under what names? _____
 List any relatives working for the city:

NAME	ADDRESS	PHONE #	RELATIONSHIP
NAME	ADDRESS	PHONE #	RELATIONSHIP

Do you type? Yes No _____ WPM Do you take shorthand? Yes No _____ WPM

Do you possess any licenses, permits, certificates or any experiences, skills or qualifications which would be applicable for work with the City? Please list any foreign language(s) in which you are fluent.

Describe _____

	Name & Address of School	Course of Study	No. of Sem Units	Did You Graduate?	Diploma or Degree	Grade Point Average
High School						
College						
Other (Specify) Business, Trade, etc.						

APPLICANT CHARACTERISTICS

The information required on this questionnaire is voluntary, and will assist the City in its recruitment and in accurately complying with required statistical reports for federal and state agencies. This questionnaire will be detached from your application and will be kept separate and confidential. None of the information will be used to discriminate against or give preference to any individual in any personnel transaction.

PLEASE COMPLETE THE FOLLOWING:

Your Name: _____

Position for which you are applying: _____

How did you learn about this position? _____

Gender

Male

Female

Ethnic Origin

Hispanic or Latino

Not Hispanic or Latino

Race (Check one or more)

White

Black

Hispanic

Asian or Pacific Islander

Native American or Alaskan Native

Other

Do you have any physical condition or handicap which may require special accommodations?

Yes

No

If yes, what can be done to accommodate your limitation? _____

Signature _____ Date _____

PRE-EMPLOYMENT BEHAVIORAL STANDARDS

The Corning Police Department has established pre-employment behavioral standards. The standards are designed to insure that the Corning Police Department employs people who have demonstrated sound judgment, maturity, honesty and respect for and adherence to the laws of the State of California while taking into account youthful indiscretion and experimentation.

Positions of public trust require people who have demonstrated honesty, sound judgment, personal discipline and responsibility.

The following standards are applicable to applicants for the Corning Police Department.

A. HONESTY.

Criminal justice employees have access to sensitive information. They are subject to be witnesses in court. Honesty and integrity are the cornerstone of trust and credibility. Hence, an applicant who is dishonest in any portion of the pre-employment process shall be disqualified from further consideration for employment. Dishonesty includes misstating or misrepresenting identifying information, or qualifications whether orally or in writing; misleading any person involved in the pre-employment screening by either misstating, misrepresenting or failing to completely answer any questions; not accurately or completely completing applications, background questionnaires, personal history statements, medical screening documents, or any other document used in the pre-employment process to determine the applicant's suitability for the position; or any other act of deceit or deception. The pre-employment process includes the employment application, the oral interview, background investigation including the interviews conducted as part of the investigation, the Chief's interview, the polygraph, the psychological evaluation, and the medical screening.

B. INTERPERSONAL CONDUCT.

Criminal justice employees and peace officers are required to interact daily with their fellow employees. They must have a history of stable interpersonal conduct, sensitivity in their dealings with others, and respect for other's rights.

There are certain criminal acts which will make an applicant unsuitable for employment as a criminal justice employee or a peace officer. These acts include, among others, murder, rape, robbery, any violent assault upon another, including spousal battery, mayhem, sexual battery, or other acts of violence. This shall include any crime involving or directed against a child or any criminal sexual act which could be classified as a felony.

C. CONDUCT AGAINST SOCIETY.

Criminal justice employees and peace officers must have demonstrated sound judgement and maturity in their lives. As public employees, there are certain acts which are incompatible with public service because the act itself is felonious conduct which will disqualify the applicant.

Applicants who have manufactured, transported, cultivated, brokered, or sold any controlled substance shall not be eligible for employment. Applicants who have committed arson; burglarized an occupied building; stole any significant amount of money, goods, or services from their employers; stole any significant item, goods, or amount of money, while in a position of trust, or any other act which demonstrates lack of respect for other's property shall not be eligible for employment.

D. HISTORY OF STABILITY.

Criminal justice employees and peace officers must have a history of stability as demonstrated by their prior employment history.

An applicant who has resigned from employment in lieu of termination except where a hostile work environment has been alleged, has been terminated for cause from employment, has been terminated while on probation (except for reduction in work force within the last three years), or those who have held more than three permanent job positions (not including promotions) within five years (with the exception of students and construction workers), shall be disqualified from employment.

E. ABILITY TO LEARN.

Constantly evolving technology and changes in law and procedures require employees who are able to assimilate new concepts. The ability to learn can be demonstrated by an applicant's employment history or academic history.

Peace officer applicants who have been dismissed from a basic course of instruction at a P.O.S.T. Certified Academy or its' equivalent in another state within the past three years shall not be eligible for employment. Peace officer applicants who have not successfully completed an F.T.O. program as demonstrated by either termination or resignation while in the program, within the past three years shall not be eligible for employment.

F. ABILITY TO OPERATE A MOTOR VEHICLE.

Peace officers are expected to be able to operate a motor vehicle in a safe and efficient manner. Peace officers must be able to operate emergency vehicles in many differing situations, including emergency responses. Applicants shall be expected to have demonstrated the ability to safely operate a motor vehicle as evidenced by their driving history.

Applicants shall not have had more than two chargeable accidents where they have been found most at fault by the investigating agency in the past four years. Applicants may not have more than three infraction moving violations within the past five years. Applicants shall not have any record of alcohol-related incidents, such as drunk driving, or such a charge reduced to reckless driving, within the past three years. Any applicant who has more than one such offense shall not be eligible for employment.

G. JUDGMENT AND CREDIBILITY AS A WITNESS.

Peace officers are expected to have demonstrated a pattern of sound judgment. Peace officers must be able to be a credible witness in a court of law. Both of these areas are specific job dimensions outlined by the Commission on Peace Officer Standards and Training (P.O.S.T.). Applicants who have a history of committing repeated misdemeanors or felony offenses are not credible witnesses. Possession of controlled substances are violations of State and Federal Laws and a history of violating the law does not show sound judgment and hence, is not compatible with law enforcement.

H. PRE-EMPLOYMENT DRUG POSSESSION.

The Corning Police Department has adopted the following standards for pre-employment drug possession. For the purpose of this policy, possession shall be defined as each time the drug was in the applicant’s personal possession, either within the body or in the hands, clothing, vehicle, home residence, or any other area where the applicant has control.

Substance	Possession/Usage Within The Past	Maximum Lifetime Usage
Marijuana or any derivative	3 years	25
Amphetamines	5 years	5
Nonprescribed Anabolic Steroids	5 years	5
Barbiturates	5 years	5
Cocaine	5 years	5
Illegal Use of Prescription Drugs	5 years	5
Methamphetamines	5 years	5
“Crack”	Never	0
Heroin/Non-prescribed Opiates	Never	0
Intravenous Illegal Use	Never	0
LSD/Mushrooms/Hallucinogens	Never	0
PCP	Never	0
Any Other Illegal Drugs	Never	0

I. PHYSICAL ABILITY.

Peace officers must be able to perform their duties. They must be able to run, climb fences, operate a motor vehicle, arrest and physically control large, physically combative suspects, lift objects, operate equipment, including computers, weapons and handcuffs, hear voice, radio, and telephone communications, see and read license plates, see colors, movements, and activities in reduced, limited, or extremely low light conditions. Peace officers applicants must meet the physical requirements established by P.O.S.T.