



363 East Main Street  
P.O. Box 232  
Enon, OH 45323

Office: (937) 864-5577  
Fax: (937) 864-5644

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### **Enon Police Department Application Process**

1. Complete and file pre-application for employment – unless directed specifically, do not attach any certificates, resumes, etc. to the pre-application.
2. Attach to the pre-application, a handwritten letter of interest – failure to attach this document will result in no further action being taken on your pre-application. Pre-applications will be maintained for 2 years then destroyed.
3. A Computerized Criminal History (CCH) check will be completed at this point to verify that applicant does not have a criminal history.
4. If you do not receive written correspondence or a telephone call from this agency, your application may have simply been filed awaiting a job opening.
5. Interview panel, after your oral interview, you will receive written correspondence indicating what your next step in the process will be.
6. If the interview panel decides that you will move on in the selection phase you will offered a written Conditional Offer of Employment.
7. After receiving the Conditional Offer of Employment you will be provided a formal (multiple pages) application for completion. After signing your Conditional Officer of Employment and your formal application is returned, the process to complete the remaining portions of the hiring processes could take up to 120 days to complete.
8. Polygraph test
9. Psychological interview
10. Background Investigation
11. Medical/physical exam

*Applicant Should Keep This Copy*



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## PRE-EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, or disability.

### PERSONAL INFORMATION

Name: \_\_\_\_\_ SSN: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
City State

Zip Code: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Other Telephone: (\_\_\_\_) \_\_\_\_\_

Have you ever been employed by the Village of Enon? ☐ Yes ☐ No

If yes, please provide dates previously worked and position(s) held: \_\_\_\_\_

### JOB INTEREST

Position of Interest: \_\_\_\_\_

Date Applied: \_\_\_\_\_ Approximate Date of Availability: \_\_\_\_\_

### EDUCATION

Circle highest level accomplished (elementary and secondary): 1 2 3 4 5 6 7 8 9 10 11 12

Circle highest level accomplished: College Undergraduate: 1 2 3 4 Graduate School: 1 2 3 4

Type of School	Name & Location of School	Degree	Area of Study
High School		Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No or G.E.D.: <input type="checkbox"/> Yes <input type="checkbox"/> No	

College, University, Business, Technical, Vocational, or Military Academy		Dates Attended (Mo./Yr. To Mo./Yr.):  Degree:	
Graduate or Professional School		Dates Attended (Mo./Yr. To Mo./Yr.):  Degree:	

Are you currently enrolled in an educational program? ☐ Yes ☐ No If yes, what is your main course of study and where are you attending? \_\_\_\_\_

### LICENSES, CERTIFICATIONS, REGISTRATIONS

I possess: ☐ a valid Driver's or Commercial Driver's License \_\_\_\_\_  
please list type of license, state of issuance and license number

#### Professional/Technical Licenses and Registrations

Type	State	Number	Expiration Date (if any)

### MILITARY SERVICE

Were you in the U.S. Armed Forces: ☐ Yes ☐ No If yes, what branch? \_\_\_\_\_

Dates of Services: From: \_\_\_\_\_ to \_\_\_\_\_ Rank: \_\_\_\_\_

Technical Specialization: \_\_\_\_\_

### AWARDS, HONORS, ACHIEVEMENTS, INTERESTS

Please list any awards, honors, achievements, volunteer or community services activities, special interests, hobbies, or any organizations of which you are/have been a member. Please indicate any positions of leadership previously/currently held.

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## TRAINING AND OTHER QUALIFICATIONS

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Please list any training you feel is relevant to the position for which you are applying:

Subject Area of Training	Organization Providing Training	Year Training Received

Please use this area to briefly describe any additional information or special qualifications you have for the position for which you are applying. Please be sure to include any special machinery, office equipment, software, tools, vehicles, or other job-related items.

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## EXPERIENCE

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List your work experience starting with your current/most recent employer. Please include all employment whether full-time, part-time, seasonal, or temporary during the past ten years. You may include additional experience beyond the past ten years if you desire and you are encouraged to do so if it is related to the employment you are seeking. You may attach additional pages, if necessary. Please do not use a resume as a substitute for completing this section; however, you may attach a resume to supplement the information contained within this employment application.

Current/Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Code                      Mailing Address                      City                      State                      Zip

Supervisor's Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Type of Employment: ☐ Full-Time ☐ Part-Time ☐ Seasonal/Temporary

Description of duties and responsibilities:

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Reason for Leaving: \_\_\_\_\_

**Enon Police Department may contact former employers. If you prefer that we do not contact your present employer until such time as a conditional offer of employment is made, please check this block: ☐**

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Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Code                      Mailing Address                      City                      State                      Zip

Supervisor's Name: \_\_\_\_\_ Phone Number : (\_\_\_\_) \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Type of Employment: ☐ Full-Time ☐ Part-Time ☐ Seasonal/Temporary

Description of duties and responsibilities:

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Reason for Leaving: \_\_\_\_\_

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**EXPERIENCE (continued)**

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Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing Address City State Zip  
Code

Supervisor's Name: \_\_\_\_\_ Phone Number : (\_\_\_\_) \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Type of Employment: ☐ Full-Time ☐ Part-Time ☐ Seasonal/Temporary

Description of duties and responsibilities:

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Reason for Leaving:

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Previous Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Mailing Address City State Zip Code

Supervisor's Name: \_\_\_\_\_ Phone Number : (\_\_\_\_) \_\_\_\_\_

Position Held: \_\_\_\_\_ Salary: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ to \_\_\_\_\_ Type of Employment: ☐ Full-Time ☐ Part-Time ☐ Seasonal/Temporary

Description of duties and responsibilities:

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Reason for Leaving:

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**REFERENCES**

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Please list three individuals, other than relatives, whom we may contact as references regarding your character, ability, or experience.

<b>Name</b>	<b>Home Phone Number (with area code)</b>	<b>Work Phone Number (with area code)</b>	<b>Type of Reference (personal, professional, educational, etc.)</b>

**This area left intentionally blank**

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**CERTIFICATION AND STATEMENT OF UNDERSTANDING**

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I certify that all of the information furnished in this employment application and its addenda is true and complete to the best of my knowledge. I understand that the Enon Police Department may investigate the information I have furnished and I realize that any misrepresentation or false information in this application and its addenda may lead to withdrawal of any employment offer or termination after employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**Applicant: Use this sheet of paper to submit a required, hand written letter of interest that is to be attached to your pre-application:**



## **Enon Ohio Police Department (rev 11/17)**

The Village of Enon is located in the southwest portion of Clark County, Ohio.

The Enon Police Department is responsible for providing 24 hour police protection to 2,415 village residents who reside in the 1.28 square mile area of Enon. Enon is primarily a residential community with a business community lining Main Street and Xenia Avenue. Enon has been described by some as one of the friendliest places; this, coupled with easy access to I-675 and I-70, creates an ideal location to live and raise a family.

Currently there are two public schools located within the village; Enon Elementary and Indian Valley Middle School, both of which are part of the Greenon Local School District, which is rated as "Excellent with Distinction." In the next 3- 4 years, all school grades will be housed on a new school campus in Enon.

The Enon Police Department is currently authorized (4) Full-Time Police Officer positions; which includes a Chief of Police and Lieutenant. The Enon Police Department is also authorized (12) part-time officers, and currently there are vacant positions. The current pay range for part-time officers starts at \$12.00 and goes to \$18.00 per hour based on experience and qualifications. The mandated probationary employment period is six (6) months which begins the date of appointment as a police officer.

Enon Police responds to an annual average of 1,350 calls for service which includes a wide variety of service and crime related calls and investigates all types of misdemeanor and felony crimes. Training is emphasized at The Enon Police Department which in the past has included instructors from The Ohio State Highway Patrol, Ohio Peace Officers Training Academy, and other regional/special event trainers.

Enon Police strongly believe in community policing and provide such proactive activities as "Shop With A Cop," "The Officer Phil Program" as well as National Night Out in August. Enon National Night Out has been termed Clark County's best National Night Out.

Persons applying for a Enon Police Officer position should be at least 21 years of age, have a high school diploma or GED, be a US citizen, possess a valid Ohio Driver license, and have successfully completed The Basic Ohio Peace Officer Training Academy. Candidates must also have the ability to perform all the duties of a police officer including but not limited to; preventive patrol, enforcement of traffic and criminal laws, responding to citizen calls, completing paperwork and reports, etc. Work schedules include rotating shifts including evenings and holidays. As part of the qualification process, applicants will be required to pass an interview board, extensive background check, polygraph examination, psychological testing, and a medical examination including a drug test. Field training lasts approximately 160 hours.

Any Officers hired after November 1, 2012 cannot carry a police commission with another law enforcement agency and also be employed by Enon Police as a commissioned officer.

Enon is a great place to begin or continue your police career. Throughout the years, officers who started their police careers at Enon have gone on to work at other local, state and federal law enforcement agencies. Additionally some former Enon officers have excelled and risen to become Sergeants, Lieutenants, Captains or Chiefs of Police within their individual agencies.

The police administration of the Enon Police Department encourages Officers to be proactive, forward thinking, community minded and they strongly believe in working with and mentoring new officers, encouraging them to move from "being just an ordinary copper to becoming an excellent officer."