

CITY OF WARREN

APPLICATION FOR POLICE OFFICER

1. Name _____
(Last) (First) (Middle)
2. Address _____
(Number & Street, Apt. #) (City) (State) (Zip)
3. Daytime Area Code and Telephone Number: _____
Alternate Area Code and Telephone Number: _____
4. Email address: _____
5. If you have resided less than three years at the above address prior to filing this application, list previous addresses:

6. Social Security Number: _____
7. Other name(s), if any, under which you have worked or attended school:

8. Are you age 20 or older by December 1, 2025: Yes _____ No _____
9. Are you a United States citizen: Yes _____ No _____
If yes, check one: Native Born _____ Naturalized _____
NOTE: Birth certificate or naturalization papers must be submitted with your application.
10. Do you have a valid driver's license to operate a motor vehicle? _____
If yes, license number: _____
11. Are you a licensed Police Officer **or** eligible for licensure through MCOLES (completed police academy) **or** enrolled in an MCOLES Law Enforcement Basic Training Academy **or** have obtained the MCOLES Reading/Writing and physical agility tests?

MCOLES Physical Test Date MCOLES Ready/Writing Academy Completion Date
12. **NOTE: Conviction of a crime will not necessarily preclude you from being hired.**
Have you ever been convicted of a felony? _____
Do you have any felony charges pending against you at the present time? _____
If yes, complete the following:
Date: _____ Place: _____
Nature of Offense: _____
13. U.S. Military Service: Branch of Service _____
From _____ To _____ Rank/Rating: _____
Principle Assignment: _____ **NOTE: Your original Form DD214 or NGB22 or proof of current honorable service must be submitted with your application to qualify for veteran's preference points.**

14. Education (list Elementary Schools, High Schools, then Colleges or others):

NAME & LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	MAJOR FIELD OF STUDY	DID YOU GRADUATE?	DEGREE, DIPLOMA OR CERTIFICATE
---------------------------	--------------------------	-------------------------	----------------------	-----------------------------------

NOTE: An OFFICIAL copy of your college transcripts must be received by the Human Resources Office by December 1, 2025, in order to receive education preference points.

15. Employment: List all employment for at least fifteen (15) years, and begin by listing your last or present employment first. Use additional sheets if necessary

EMPLOYMENT DATES		COMPANY NAME, MAILING ADDRESS AND TELEPHONE NUMBER	WAGE OR SALARY	POSITION	REASON FOR LEAVING
FROM	TO				
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			
_____	_____	_____			

16. Character References: Give three, not employers or relatives. At least two of these must have been acquainted with you for more than five years.

NAME	ADDRESS	OCCUPATION	YEARS KNOWN
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

17. I hereby certify that the foregoing statements are true to the best of my knowledge. I further authorize investigation and verification of all statements contained in this application for employment and release from all liability and responsibility all persons, companies or corporations supplying such information. I understand such information may include records of disciplinary action assessed by previous employers, and hereby release such parties from any obligation to provide me with written notification of such disclosure. I further understand that any misrepresentation, falsification or omission of pertinent facts is good cause for removal from the eligible list or discharge during the probationary period.

SIGNATURE: _____ DATE: _____

City of Warren - Department of Human Resources

EQUAL EMPLOYMENT OPPORTUNITY DATA FORM

In accordance with FEDERAL EQUAL EMPLOYMENT OPPORTUNITY GUIDELINES, the City of Warren is required to maintain statistical data pertaining to the sex and race of job applicants. The information obtained from this form is used for statistical purposes only and does not become a part of your application for employment. Please assist us in obtaining this required data by checking the appropriate spaces below.

Thank you for your cooperation.

Position applying for: **POLICE OFFICER**

Name _____ Sex: _____ Female _____ Male

Address _____
Number and Street City State Zip

Ethnic Group:

_____ **WHITE** (not of Hispanic origin) - All persons having origins in any of the original people 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 ISLANDERS** - All persons having origins in any of the original people of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

_____ **AMERICAN INDIAN or ALASKAN NATIVE** - All persons having origins in any of the original people of North America who maintain cultural identification through tribal affiliation or community recognition.

_____ **MULTI-RACIAL** (having parents of more than one of the broad race categories listed above) - If you select this category please also check the category above which is your predominant race (the race you are most often identified as).

How Did You Become Aware of This Position?

_____ Detroit News/Detroit Free Press online Classifieds

_____ Website (Be specific) _____

_____ Person Told You

_____ Job Posting (Where: _____)

_____ Other (Be Specific: _____)

Signature _____ Date _____

APPLICANTS DO NOT COMPLETE THIS FORM
(For Office Use Only)

CITY OF WARREN - POLICE OFFICER APPLICATION CHECKLIST

ORIGINAL DOCUMENTS TO BE PRESENTED FOR REVIEW
By DECEMBER 1, 2025, to apply:

_____ COMPLETED Application

_____ COMPLETED Equal Employment Opportunity Data Form

_____ **ORIGINAL** Driver's License

_____ **ORIGINAL** Social Security Card

_____ **ORIGINAL** Birth Certificate/Proof of U.S. Citizenship

_____ **ORIGINAL** Photograph (will not be returned)-Print name on back

_____ Signed up for Oral Board Examination

Date: _____ Time: _____

BASE REQUIREMENT Must provide proof of one of the following:

_____ **ORIGINAL Badge and Police Officer I.D.** (If a licensed
Police Officer), -OR-

_____ **ORIGINAL MCOLES CERTIFICATION LETTER** -OR-

_____ **PROOF OF ACCEPTANCE INTO CURRENT MCOLES LAW ENFORCEMENT**
BASIC TRAINING YOU ARE ATTENDING -OR-

_____ **Valid MCOLES Reading/Writing**

AND

_____ **Physical Agility**

**** I understand I have until December 1, 2025, by 5:00 p.m. to submit proof of successful completion of both the MCOLES reading/writing and physical agility tests to the Human Resources Office. *Failure to provide this proof will result in my application not being under further consideration for this position.***

APPLICANTS DO NOT COMPLETE THIS FORM

(For Office Use Only)

To Receive Preference Points:

_____ **OFFICIAL COLLEGE TRANSCRIPTS** -Official transcripts must be received in the Human Resources Office in an envelope sealed by the school or emailed from the school to jdamron@cityofwarren.org to receive preference point(s):

Two (2) points for a bachelor's degree or higher education in any field.

One (1) point for associate's degree in any field

_____ **MILITARY DUTY** with an honorable discharge verified by a Form DD214 or NGB22, at time application to receive preference points:

Two (2) points for honorably discharged veteran with three (3) + years of active military service or four (4) + years of reserve military experience.

I understand that I may turn in an application without all of the documents listed above, but that my application is not complete until all documents are accepted by the City of Warren Human Resources Department. I further understand that failure to submit all above required documents by 5:00 p.m. on **DECEMBER 1, 2025** for this position will result in my application not being under further consideration.

Applicant's Signature

Date

HR Personnel Receiving Application _____