



Chief of Police
Brian A. Cioffi

Town of Chilmark
Office of
Police Department
Chilmark, Massachusetts 02535

Station (508) 645-3310
Fax 645-3101
Communications 693-1212

TO: Interested Applicants
FR: Brian Cioffi, Chief of Police
DT: November 19, 2015
RE: Police Patrolman Vacancy

Thank you for your interest in the position of Patrolman. This department has a strong-in-house candidate for the position.

The Police Patrolman is one of five full-time and eighteen part-time employees in the department and is supervised by the Chief of Police and his designee.

This position requires the exercise of considerable judgment and discretion. Errors in judgment could result in considerable legal and financial liabilities for the Town and the employee. Candidates should possess excellent communication, organizational, and people skills, as well as computer proficiency.

The Town looks for effective and proactive community policing from its police department and welcomes applicants who have the interest and aptitude to participate in such activities.

Please find enclosed:

- A copy of the published advertisement for the position
- Position Vacancy Notice
- Position Description
- Police Officer Essential Tasks
- Wage Schedule
- Chilmark Job Application form

Please submit your cover letter, resume and completed Job Application form before the **deadline of Monday November 30th @ 4:00 PM** to the Selectmen's Office, 401 Middle Road, PO Box 199, Chilmark, MA 02535. Interviews will be on Tuesday December 1st 2015.

Your cover letter should describe the relevant skills and experience you possess for this position. Your communications with the Town regarding this position will be reviewed and assessed as part of our hiring process.

Questions should be submitted to jobs@chilmarkma.gov We look forward to reviewing your completed application.

POLICE PATROLMAN

The Chilmark Police are seeking to fill a full-time/year-round Patrolman position. 40+ hours/week plus benefits. Hourly/non-exempt.

Contact Chilmark Selectmen's office at (508)645-2101 or jobs@chilmarkma.gov for an Application Packet. Application deadline is Monday November 30th 2015 at 4:00PM.



www.chilmarkma.gov

TOWN OF CHILMARK CHILMARK, MASSACHUSETTS

TOWN OFFICES:
Beetlebung Corner
Post Office Box 119
Chilmark, MA 02535
508-645-2100
508-645-2110 Fax

Position Vacancy Notice

POSTING DATE: 18 November 2015 START DATE: 4 January 2016

TITLE: **Police Patrolman**
INITIAL RATE OF PAY: **GRADE 9:** Step 1 \$28.35/hr. Step 3 \$30.36/hr.
FULL-TIME: **40+ Hours a week 2088 hrs/yr.**
BENEFITS: Town pays 75% Health and Life Insurance, County Retirement System, voluntary Deferred Compensation and Dental plans, Sick Time, Vacation Time, (2) Personal Days, Eleven Holidays and Three ½ day Holidays, EAP.

SUMMARY OF DUTIES: Preserve and maintain peace and order. Enforce laws of the Commonwealth and by-laws of the town to protect persons and property. Act in the prevention and detection of crime and delinquency. Investigate all complaints reported and when appropriate, interview witnesses and suspects, apprehend offenders, gather evidence prepare for court proceedings and testify in legal actions when required. Participate in crime prevention and public safety programs when requested by superior officers. The Town looks for effective and proactive community policing from its police department and welcomes applicants who have the interest and aptitude to participate in such activities. Obtain and maintain all training required or recommended by the Commonwealth and/or superior officers. Provide protection to individuals in danger of harm. Be prepared to assist in medical emergencies with first responder service. Coordinate efforts with superior officers to update, maintain and implement departmental procedures.

REQUIREMENTS:

- Police Academy Certification, or ability to achieve same within one year.
- Must have ability to handle police actions promptly, tactfully, and impartially.
- Working knowledge of principles and practices of police administration and of approved police methods and procedures.
- Must have working knowledge of town and state by-laws and laws affecting police work.
- Ability to lead and supervise subordinates.
- Tact and the ability to communicate effectively with town employees, state and local officials, and the general public.
- Maintain good public relations.

SPECIAL CIRCUMSTANCES AND REQUIREMENTS:

- Applicant will be subject to a background check and be available for an interview.
- Work may be performed under hazardous conditions.
- Shortly after beginning employment, applicant will be required to attend an approved municipal police training academy (approximately 22 weeks) unless applicant has already completed academy training or receives a waiver from the Massachusetts Criminal Justice Training Council. Failure to complete successfully will result in termination of employment.
- Applicant will be required to attend other courses as required by the Massachusetts Criminal Justice Council (Annual Firearms Training, Suicide Prevention, First Responder (first aid), etc.
- As required by statute, applicant must not smoke any tobacco products.

QUESTIONS: Contact Chief Brian Cioffi, Chilmark Police at 508-645-3310 or bcioffi@vineyard.net

APPLICATIONS: Available at the Selectmen's Office, 508-645-2101 or jobs@chilmarkma.gov

DEADLINE: Completed Applications with a cover letter and resume should be submitted to the Selectmen's Office by **2:00 PM on Monday November 30, 2015.**
Interviews will be on Tuesday December 1st, 2015.

I. POSITION TITLE: **Police Patrolman**

II. SUPERVISOR: Police Chief, Sergeant and Corporal

III. GENERAL DESCRIPTION OF DUTIES: All duties and responsibilities of a police officer, while working within the guidelines, rules and regulations established by the department supervisors.

IV. SPECIFIC DUTIES AND RESPONSIBILITIES:

- A. Enforce laws of the Commonwealth and by-laws of the town to protect persons and property.
- B. Act in the prevention and detection of crime and delinquency; preserve and maintain peace and order.
- C. Investigate all complaints reported and when appropriate, interview witnesses and suspects, apprehend offenders, gather evidence prepare for court proceedings and testify in legal actions when required.
- D. Participate in crime prevention and public safety programs when requested by superior officers.
- E. Obtain and maintain all training required or recommended by the Commonwealth and/or superior officers.
- F. Provide protection to individuals in danger of harm.
- G. Be prepared to assist in medical emergencies with first responder service.
- H. Coordinate efforts with superior officers to update, maintain and implement departmental procedures.

The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

These duties shall be performed appropriately to represent the decisions & policies of the Board and with respect of the confidentiality for the public and the Board.

Educate self in Massachusetts General Laws and other sources as they pertain to the Board's practices and procedures; review changes in requirements with the Board. Participate in continuing education through classes and conferences as determined by the Board.

V. SUPERVISORY RESPONSIBILITIES:

VI. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- A. Police Academy Certification or ability to achieve same within one year.
- B. Must have ability to handle police actions promptly, tactfully, and impartially.
- C. Working knowledge of principles and practices of police administration and of approved police methods and procedures.
- D. Must have working knowledge of town and state by-laws and laws affecting police work. (Over)

VI. Required Knowledge, Skills and Abilities (cont'd):

- E. Ability to lead and supervise subordinates.
- F. Tact and the ability to communicate effectively with town employees, state and local officials, and the general public. Maintain good public relations.

VII. SPECIAL CIRCUMSTANCES AND REQUIREMENTS:

- A. Applicant will be subject to a background check and be available for an interview.
- B. Work may be performed under hazardous conditions.
- C. Shortly after beginning employment, applicant will be required to attend an approved municipal police training academy (approximately 14 weeks) unless applicant has already completed academy training or receives a waiver from the Massachusetts Criminal Justice Training Council. Failure to complete successfully will result in termination of employment.
- D. Applicant will be required to attend other courses as required by the Massachusetts Criminal Justice Council (Annual Firearms Training, Suicide Prevention, First Responder (first aid), etc.
- E. As required by statute, applicant must not smoke any tobacco products.

VIII. POSITION GRADE LEVEL & TIME REQUIREMENTS: Grade IX 40 Hours per week = Full-time
(Various part-time Officers)

Approved by the Personnel Board: Date: _____ Chair: _____

Reviewed by: The Chief of Police: Date: _____ Chair: _____

The Board of Selectmen: Date: _____ Chair: _____

Massachusetts PD -- Police Officer Task Survey Analysis

Police Officer Essential Tasks:

COMMONWEALTH OF MASSACHUSETTS POLICE OFFICER TASK LIST
A. PATROL AND INCIDENT RESPONSE
Provide back-up to other police personnel.
In response to a report of child abuse, observe and evaluate the physical or mental condition of the child, notify the appropriate agencies, and/or place the child in protective custody to protect the child from physical or mental harm.
Respond to a crime in progress and secure the area to effect an arrest.
When confronted with victim(s), conduct patient assessment and administer immediate care to prevent further injury, trauma, or death.
Communicate/negotiate with a hostage taker to reduce his/her anxiety and prevent the loss of life pending arrival of hostage negotiator.
Appraise the situation, separate individuals, and discuss the grievances to restore order at a domestic dispute.
Use communications equipment (e.g., radio, computer, telephone) to exchange information relative to official duties (e.g., reporting status and location to dispatcher, maintaining contact with other agencies).
Operate a Department vehicle at a high rate of speed, using emergency lights and siren and maintaining public safety, to respond to emergency calls for service.
Request assistance from other police personnel.
Respond to an alarm, secure area, and inspect for entry to protect life and property and apprehend the violator or violators.
Participate in a large scale coordinated search for one or more persons (e.g., escapees, mental patients, lost people, etc) to locate or apprehend the person(s).
Separate individuals in a fight or disturbance (not a domestic dispute) to restore order and minimize injury to those individuals or property.
Operate a Department vehicle under non-emergency conditions within a specific geographic area to observe and detect unusual activities or circumstances, or violations of the law in order to deter crime and provide service to the public.
Protect one or more persons (confidential sources, witnesses, etc.) to provide for the safety and security of the person(s) and the public.
Respond to incidents requiring your presence as specified in Departmental policies.
Maintain current information such as names, faces, and previous arrest records of known criminals believed to be in the area.
Observe and check entrances to buildings and premises to maintain security of property.
Identify a person as disturbed (e.g., mentally, emotionally) or incapacitated (e.g., drunk, epileptic) and detain that person in order to provide for placement.
Erect physical barriers, bodily serve as a barrier, issue verbal commands, and/or utilize the necessary degree of authority to effect the safe, peaceful, and orderly flow of a crowd of people.
Patrol a specific geographic area on foot to observe and detect unusual activities or circumstances, or violations of the law.
Serve on special details to help maintain peace (e.g., abortion demonstrations, animal rights).
B. TRAFFIC ENFORCEMENT
When outside of vehicle (e.g., making a traffic stop), monitor pedestrian or vehicular traffic to reduce risk of injury to self or others and take evasive action when necessary.
Conduct field sobriety tests to determine probable cause for breath or blood test and/or arrest for alcohol or drug use.
Protect an accident scene to allow for a determination of the facts of the accident.

Massachusetts PD -- Police Officer Task Survey Analysis

Police Officer Essential Tasks:

Direct/reroute traffic, place emergency signaling devices (e.g., flares) or take other necessary action to ensure a safe and orderly flow of traffic when confronted with unusual traffic conditions (e.g., accidents, stoplight out, parades).
Determine the status (e.g., stolen, disabled) of a stopped or abandoned vehicle, including checking for inhabitants (e.g., children, victims).
Estimate vehicle speed visually or use speed detection equipment (e.g., radar, lidar, vascar, stopwatches) to determine the speed of a vehicle.
Stop vehicles for cause and check for required documents, defective equipment (e.g., headlights, tires), and other violations to issue citations or warnings and to aid in the safe and legal operation of vehicles on the road.
Issue a citation to a traffic violator.
Impound or supervise impounding of equipment or vehicles left on the roadway.
C. INVESTIGATIONS
Identify and collect evidence at a crime scene to preserve that evidence for use in an investigation.
Protect a crime scene from contamination by controlling access to the scene and erecting physical barriers to preserve the evidence of a crime.
Document the elements of a crime and identify potential witnesses and suspects to produce a prosecutable case.
Evaluate evidence (e.g., article, substance) to determine its relationship to an investigation.
Transport evidence to various locations (e.g., lab, court), maintaining an unbroken chain of custody.
Canvass the neighborhood, asking questions of persons in order to locate and identify one or more witnesses, victims, or suspects of a crime.
Inspect a suspected controlled substance to make a preliminary determination of its identity and request further lab tests as needed.
Determine the probable facts of the incident from examination and comparison of statements and other evidence.
Interview and take written statements from the general public, witnesses, victims, or suspects to obtain and record information pertinent to the enforcement, regulatory, and service functions of the Department.
Evaluate individuals to determine their credibility and/or manner in which they should be handled (e.g., during interrogations).
Identify assets for potential seizure at a crime scene.
Observe one or more persons, places, and/or things to collect information and evidence of criminal activities.
D. ARREST-RELATED ACTIVITIES
Display or discharge a Departmentally approved firearm to protect self and/or the public.
Display or utilize a Departmentally issued non-firearm weapon (baton, spray) in a defensive manner to control one or more persons in accordance with Department policy.
Search one or more persons for weapons, fruits of a crime, or contraband to effect an arrest, protect oneself and the public, and/or to obtain evidence.
Search a vehicle for weapons, fruits of crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
Distinguish between felony and misdemeanor classifications when making arrests.
Search a building for individuals, weapons, fruits of a crime, or contraband to effect an arrest, protect self and the public, and/or to obtain evidence.
Physically restrain or subdue a violent or resisting individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.

Massachusetts PD -- Police Officer Task Survey Analysis

Police Officer Essential Tasks:

Determine applicability of Miranda when arresting and detaining suspects.
Signal a felon to stop (e.g., emergency light, siren, P.A.) in order to effect an arrest or contain the felon and await backup.
Make judgments about probable cause for warrantless searches.
Operate a Department vehicle at a high rate of speed, maintaining public safety and in compliance with Departmental pursuit policy, to pursue and apprehend one or more violators.
Determine whether suspects require medical attention.
Physically restrain or control a non-violent individual or arrestee to protect self, the person being restrained, and the public, or to effect custody of an arrestee.
Ensure prisoners are held and detained in compliance with Departmental policy and applicable statutes.
Legally force entry into building to apprehend suspect and/or evidence.
Record the arrest of an individual (e.g., fill out forms, photograph) to document that arrest and possible detention.
Pursue a suspect or violator on foot.
Review computer and/or booking sheet to obtain information about booked suspects (e.g., criminal history, outstanding warrants).
Make recommendations for strip or body cavity search.
Transport person(s) (e.g., witness, victim), maintaining safety, for some official purpose.
E. EVIDENCE/PROPERTY MANAGEMENT
Ensure the secure storage of evidence and property in the designated location.
Ensure the maintenance of chain of custody for evidence.
Release property or evidence to authorized individuals.
F. RECORD AND REPORT MANAGEMENT
Write narrative reports (e.g., incident reports, intelligence reports) providing complete, accurate and consistent information.
Summarize in writing the statements of witnesses and complainants.
Fill in forms requiring specific information accurately and completely.
Record information required by Department guidelines in proper logs.
Document incoming communications (e.g., requests for information, training) and communicate that information to other personnel as necessary.
Maintain logs (written and/or computerized) of activities occurring during the shift (e.g., accidents, significant incidents) to maintain a record.
G. COURT
Appear and testify as a witness in an official proceeding (e.g., traffic court, trial, Civil Service hearing) to assist in fulfilling the Department's role in the judicial and administrative process.
Review search and arrest warrants prior to presentation to judge or prosecutor for signing.
Review and discuss the details of a specific investigation with prosecutor to plan investigatory strategy, prepare for a court presentation, etc.
Prepare search or arrest warrants.
H. COMMUNITY RELATIONS
Communicate with neighborhood youths to facilitate police-community relationships and deter criminal behavior.
Participate in cooperative operations (e.g., Task Forces, executing warrants) to address community conditions and crime.
Contact the immediate family of an individual (in person) or notify uniformed personnel to provide information to the family concerning that person's injury or death.

Massachusetts PD -- Police Officer Task Survey Analysis

Police Officer Essential Tasks:

Attend meetings (e.g., community meetings, concerned citizens) to discuss and exchange information, address problems, coordinate and develop plans of action, etc.
Provide information upon request to individuals and groups (e.g., business people, neighborhood groups) to increase awareness of potential victimization and deter crime.
Provide assistance and information to civilians seeking help (e.g., directions, explanations of municipal codes and ordinances, referrals to other Department personnel or other agencies/entities).
Maintain current information about available social agencies and their roles for use in referring citizens seeking help.
Discuss police actions with relatives of prisoners or complainants.
I. POLICE DEPARTMENT PROPERTY MANAGEMENT
Clean and inspect weapons.
Conduct inventory of assigned vehicles and equipment to ensure that necessary equipment is available when needed.
Recognize vehicle and/or equipment damage or malfunctions(s) and ensure that necessary repairs are performed.
Maintain clothing and personal equipment to satisfy inspection requirements.
Maintain personal copies of Departmental directives as required by Department policy.
J. DIRECT SUPERVISION
Attend or conduct roll call.
K. PERSONNEL EVALUATION AND COUNSELING
L. PERSONNEL ASSIGNMENT AND COORDINATION
M. TRAINING DELIVERY
N. COMMAND
Monitor police activity by radio.
O. INTERNAL/EXTERNAL COMMUNICATIONS & COORDINATION
Notify dispatcher of special conditions that may affect or are affecting sector operations as required by Department procedures.
Communicate with other Department personnel informally to discuss and exchange information (e.g., intelligence), address problems, etc.
Monitor and respond to routine communications (e.g., phone).
Consult with superior to provide/receive assistance with assigned operational activities and keep him/her apprised of potential developments/problems.
Request documents in records systems (e.g., pictures, criminal histories, etc.).
Notify other Police Department units of unusual situations and conditions as necessary and appropriate.
Contact other police Departments and law enforcement agencies (e.g., FBI) for information and assistance.
Communicate with individuals from other city/state/federal agencies/entities to exchange information and accomplish work objectives.
Respond to requests for information from superior personnel.
Answer investigative inquiries from other law enforcement agencies or refer inquiry appropriately.
Contact outside agencies and organizations (e.g., social service agencies) for information.
P. RESEARCH AND PLANNING
Q. FINANCIAL MANAGEMENT
R. PROFESSIONAL DEVELOPMENT
Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.

Massachusetts PD -- Police Officer Task Survey Analysis

Police Officer Essential Tasks:

Read and keep up-to-date on federal, state, and local statutes/ordinances and court decisions to ensure appropriate enforcement and investigatory activities.

Read internal reports and training materials to keep current on procedures and issues.

Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.

Read outside literature (e.g., texts and journals) to keep current on law enforcement topics.

Town of Chilmark ^{1.3}
 FY16 Compensation Plan - Based on x.xx% COLA

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
1	11.48	11.88	12.30	12.73	13.17	13.64	14.11	14.60
2	13.10	13.54	14.02	14.51	15.01	15.54	16.08	16.65
3	14.90	15.44	15.97	16.53	17.11	17.71	18.33	18.97
4	17.00	17.59	18.22	18.85	19.50	20.19	20.90	21.62
5	19.38	20.07	20.76	21.49	22.25	23.04	23.77	24.64
6	22.10	22.85	23.66	24.47	25.32	26.19	27.11	28.12
7	23.86	24.70	25.55	26.46	27.37	28.35	29.33	30.33
8	25.78	26.68	27.60	28.54	29.57	30.59	31.64	32.80
9	28.35	29.33	30.36	31.41	32.48	33.61	34.81	36.07
10	30.89	31.98	33.10	34.26	35.46	36.72	37.97	39.32
11	33.36	34.53	35.69	36.96	38.25	39.58	41.02	42.44
12	36.04	37.30	38.62	39.97	41.36	42.80	44.27	45.86

APPLICATION FOR EMPLOYMENT



APPLICATION FOR EMPLOYMENT

Town of Chilmark
P.O. Box 119 401 Middle Rd.
Chilmark, MA 02535-0119

NAME: _____
POSITION: _____
DATE: ____/____/____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number(s)			Social Security Number		

Best time to contact you at home is: _____:_____ AM
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No
If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment.

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work: Full Time (Please indicate 1 2 3 shift)
 Part Time (Please indicate Mornings Afternoon Evenings)
 Temporary (Please indicate dates available ____/____ - ____/____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

School	Name and Address of School	Course of Study	Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments: Include explanation of any gaps in employment.

A
1
1
1
1
1
1
1
1
1
1

Th
qu
Re

NAME: _____ POSITION: _____ DATE: _____ / _____ / _____

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

ADDITIONAL INFORMATION

Other Qualifications *Summarize special job-related skills and qualifications acquired from employment or other experience.*

SPECIALIZED SKILLS (Skills/Equipment Operated)

<input type="checkbox"/> Terminal	<input type="checkbox"/> Spreadsheet	Production/Mobile Machinery (list)	Other (list)
<input type="checkbox"/> PC/MAC	<input type="checkbox"/> Word Processing	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Shorthand	_____	_____
WPM _____	WPM _____	_____	_____

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ___ YES ___ NO

PERSONAL/PROFESSIONAL REFERENCES *Do not include family members or past supervisors.*

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.