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# City of Burlington



## JOB POSTING

### Special Law Enforcement Officer (Class 1 & Class 2) – Title code 06895

Posting Dates: November 14, 2020 – November 30, 2020

Part-time/Department of Public Safety; Class One and Class Two; Unclassified position, appointed annually; 10 – 20 hours per week with a varied schedule to include evenings and weekends. A Special Law Enforcement Officer shall be under the supervision and direction of the Chief of Police, or his/her designee, and shall perform all duties solely with the City, unless in fresh pursuit of any person pursuant to N.J.S.A. 2A:156-1 et seq. A Special Law Enforcement Officer shall comply with the rules and regulations applicable to the conduct and decorum of the permanent, regularly appointed Police Officers of the City, as well as all rules and regulations applicable to the conduct and decorum of Special Law Enforcement Officers.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job posting. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK**

**CLASS ONE** - Under direction, Class One Officers class shall be authorized to perform routine traffic detail, spectator control and similar duties as may be assigned by the Chief of Police or, in the absence of the Chief, the law enforcement officer designated by the Chief of Police. Class One Officers shall have the power to issue summonses for disorderly persons and petty disorderly persons offenses, violations of City ordinances and violations of N.J.S.A. 39:1-1 et seq. Does related work as required. The use of a firearm by a Class One Special Law Enforcement Officer shall be strictly prohibited. No Class One Officer shall be assigned any duty which may require the carrying or use of a firearm.

**CLASS TWO** - Under direction, Class Two special law enforcement officers shall be authorized to exercise full powers and duties similar to those of a permanent, regularly appointed full-time Police Officer. The use of a firearm by a Class Two special law enforcement officer may be authorized only after the officer shall have been fully certified as successfully completing training, as prescribed by the Police Training Commission established in the Department of Law and Public Safety.

**KNOWLEDGE AND REQUIREMENTS:** Is a resident of the State of New Jersey during the term of the appointment; Is able to read, write and speak the English language and has a high school diploma, or its equivalent; Is sound in body and of good health; Is of good moral character; Has not been convicted of any offense involving dishonesty which would make him/her unfit to perform the duties of the office of Special Law Enforcement Officer; Has successfully undergone the same psychological testing that is required of all full-time Police Officers; Complies with all other requirements set forth in N.J.S.A. 40A:14-146.8 et seq., the administrative rules and regulations of the Department of Law and Public Safety and the general ordinances of the City of Burlington. No person shall commence duties as a special law enforcement officer until having successfully completed a training course approved by the Police Training Commission. In addition, no Class Two special law enforcement officer shall be issued a firearm prior to having successfully completed the basic firearms course required by the Police Training Commission for permanent, regularly appointed police and annual requalification examinations.

Must be at least 18 years old, must successfully pass a pre-employment physical, drug screening; psychological evaluation, criminal background check, and required training. Must have a valid NJ driver's license. Must be available to attend training classes. Preference to City of Burlington residents. The City of Burlington is an Equal Opportunity Employer. If you need reasonable accommodations to apply due to disability please call 386-0200, ext. 133.

Salary range \$12.00–\$23.06/hour. Interested persons should submit a completed employment application by 5:00 PM Friday, November 20, 2020 to the City of Burlington, Attention: Administrator; City Hall, 525 High Street; Burlington, NJ 08016.



# CITY OF BURLINGTON

525 High Street, Burlington, NJ 08016

## APPLICATION FOR EMPLOYMENT

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, medical condition, military/veteran status, genetic information, marital status, ethnicity, citizenship or immigration status or any other protected classification, in accordance with applicable federal, state, and local laws. By completing this application, you are seeking to join a team of hardworking professionals dedicated to consistently delivering outstanding service to our customers and contributing to the financial success of the organization, its clients, and its employees. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative.

Please print:

Position(s) Applied for		Date of Application	
Print Name (Last, First, & Middle)			
Street Address		City	State
Main Phone Number	Alternate Phone Number	Email	

**EMPLOYMENT EXPERIENCE:** PLEASE LIST THE NAMES OF YOUR PRESENT OR PREVIOUS EMPLOYERS IN CHRONOLOGICAL ORDER WITH PRESENT OR MOST RECENT EMPLOYER LISTED FIRST. BE SURE TO ACCOUNT FOR ALL PERIODS OF TIME. IF SELF-EMPLOYED, GIVE FIRM NAME AND SUPPLY BUSINESS REFERENCES. ADD ADDITIONAL PAGE IF NECESSARY.

1. Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	
2. Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	
3. Name of Employer	Supervisor	May we contact?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
Street Address		
Phone Number	Dates Employed (Month/Year)	
	From	To
Job Title and Duties	Reason for Leaving	

*\*Please use an additional sheet if your employment history exceeds 3 positions.*

Have you ever been involuntarily terminated or asked to resign from any job?..... Yes  No

If yes, please explain:

Please explain any significant gaps in your employment history:

Please list any other experience, job related skills, additional languages, or other qualifications that you believe should be considered in evaluating your qualifications for employment:

**EDUCATION**

Please describe your educational background in the table provided below:

	School Name	Years Completed	Diploma/ Degree (Yes/No)	Area of Study/Major	Specialized Training, Skills, or Extra- Curricular Activities
High School					
College/ University					
Graduate/ Professional School					
Trade School					
Other					

**BUSINESS AND PROFESSIONAL REFERENCES**

Please list three professional references of individuals who are **not** related to you:

Name and Title	Relationship	Phone Number or Email

**PERSONAL REFERENCES**

Please list three personal references of individuals who are **not** related to you:

Name and Title	Relationship and Years Acquainted	Phone Number or Email

**GENERAL INFORMATION**

1. Have you ever used another name?.....  Yes  No
2. Is any additional information relative to name changes, use of an assumed name, or nickname necessary to enable a check on your work and educational record?.....  Yes  No
  - a. If yes to either of the above, please explain:

\_\_\_\_\_

3. Have you ever worked for the City of Burlington previously?.....  Yes  No

- a. If yes, please give dates and position: \_\_\_\_\_
- b. If yes, state your reason for leaving: \_\_\_\_\_
- 4. Do you have friends and/or relatives who currently work for the City of Burlington..... Yes  No
  - a. If yes, provide the name(s), title, and relationship(s) to you: \_\_\_\_\_
- 5. On what date are you available to begin work? \_\_\_\_\_
- 6. Days/Hours available to work:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

- 7. Are you available to work?  Full-time  Part-time  Shift Work  Temporary
- 8. If hired, would you have a reliable means of transportation to and from work?..... Yes  No
- 9. If you reside in the City of Burlington, how long have you lived in the City?..... \_\_\_\_\_
- 10. Are you at least 18 years old? ..... Yes  No
  - a. Note: If under 18, hire is subject to verification that you are of minimum legal age.
- 11. If hired, can you present evidence of your identity and legal right to work in this country?..... Yes  No
- 12. Are you able to perform the essential job functions of the job for which you are applying with or without reasonable accommodation?..... Yes  No
  - a. Note: We comply with the ADA and consider reasonable accommodation measures that may be necessary for qualified applicants/employees to perform essential job functions.

**APPLICANT’S STATEMENT AND AGREEMENT: PLEASE READ AND INITIAL EACH PARAGRAPH BELOW.**

\_\_\_\_\_ I understand and agree that if my employment application to the City of Burlington is incomplete, my application for employment may be rejected and I may be disqualified from being hired.

\_\_\_\_\_ I hereby authorize the City of Burlington to thoroughly investigate my references, work record, education and other background matters to verify my experience, credentials, and suitability for employment. I further, authorize the prior employers and references I have listed to disclose to the City of Burlington any and all letters, reports and other information related to my work history and work records, without giving me prior notice of such disclosure. In addition, I hereby release the City of Burlington, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation of my credentials, experience and references or their disclosure relating to a request for information.

\_\_\_\_\_ In the event that I become employed with the City of Burlington, I understand that I am required to comply with all rules and regulations of the City of Burlington.

\_\_\_\_\_ If hired, I understand and agree that my employment with the City of Burlington is at-will, and that neither I, nor the City of Burlington is required to continue the employment relationship for any specific term. I further understand that the City of Burlington or I may terminate the employment relationship at any time, with or without cause, and with or without notice. I understand that the at-will status of my employment cannot be amended, modified, or altered in any way by any oral modifications.

\_\_\_\_\_ I understand that safety of employees is extremely important to the City of Burlington and that the City of Burlington is committed to ensuring a safe working environment. I understand that I, and every employee, have a responsibility to prevent accidents and injuries by observing all safety procedures and guidelines and following the directions of my site supervisor. I understand and agree to comply with federal, state, and local regulations related to on-the-job safety and precautions to protect employee health, including my health and the health and safety of fellow employees.

\_\_\_\_\_ I hereby certify that all of the answers and information provided by me in this written application and throughout the application process (including any oral interviews and background checks) are true and correct as well as complete. I further certify that I, the undersigned applicant, have personally reviewed and completed this application. I understand that any omission or misstatement of material fact on this application or the inaccuracy or falsification of any document or information used to secure employment with the City shall be grounds for rejection of this application and acknowledge that it is sufficient grounds for my immediate discharge if I am employed, regardless of the amount of time which elapsed between the date of submission of this application and the date of the discovery of the inaccuracy or falsehood.

\_\_\_\_\_ I understand that if I am selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

\_\_\_\_\_ I understand that if any term, provision, or portion of this Agreement is declared void or unenforceable, it shall be severed and the remainder of this Agreement shall be enforceable.

\_\_\_\_\_ I understand that screening tests for illegal drug use may be required before hiring and during my employment here.

\_\_\_\_\_ I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

**MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO ALL OF THE ABOVE TERMS and THAT ALL OF THE INFORMATION WHICH I HAVE PROVIDED IN THIS APPLICATION AND DURING THE APPLICATION PROCESS (INCLUDING ANY PERSONAL INTERVIEWS) IS TRUE.**

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

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

