



Village of Mukwonago Police Department

627 S. Rochester Street • Mukwonago, Wisconsin 53149

(262) 363-6435 • FAX (262) 363-6438 • Hearing Impaired (262) 363-6453

KEVIN B. SCHMIDT, CHIEF OF POLICE

DUE DATE: FEBRUARY 12, 2016 BY 4:00 PM

To The Applicant:

Please fill out the attached application with a typewriter or with ink as neatly as possible.

- ☛ Do not forget your social security number on the face sheet of the application.
- ☛ Be as accurate with the dates as possible.
- ☛ In the line which pertains to references, please put telephone numbers where your references can be reached. Home or employment phone numbers are fine.
- ☛ If presently employed, be sure to specify if you do not want us to contact your present employer.
- ☛ **BE SURE TO ATTACH COPIES** of your birth certificate and all diplomas.
Make sure you submit copies, as they will not be returned.

Oral interviews, drug screening, and security background checks will be conducted on selected candidates. Successful applicants must have good working knowledge of computers. Residency is set by current employee handbook at twenty-five (25) miles from the center of the Village of Mukwonago (STH 83 & CTH ES). Any felony convictions will preclude the applicant from the hiring process.

If you have any questions regarding this application, call 262-363-6435.

Chief Kevin Schmidt
Village of Mukwonago Police Department



Village of Mukwonago Police Department
627 S. Rochester · Mukwonago, Wisconsin 53149
(262) 363-6435 · Fax (262) 363-6438
Kevin Schmidt, Chief of Police

DUE DATE: JANUARY 29, 2016 BY 4:00 PM

To The Applicant:

Please fill out the attached application with a typewriter or with ink as neatly as possible.

- ☛ Do not forget your social security number on the face sheet of the application.
- ☛ Be as accurate with the dates as possible.
- ☛ In the line which pertains to references, please put telephone numbers where your references can be reached. Home or employment phone numbers are fine.
- ☛ If presently employed, be sure to specify if you do not want us to contact your present employer.
- ☛ **BE SURE TO ATTACH COPIES** of your birth certificate and all diplomas.
Make sure you submit copies, as they will not be returned.

Oral interviews, drug screening, and security background checks will be conducted on selected candidates. Successful applicants must have good working knowledge of computers. Residency is set by current employee handbook at twenty-five (25) miles from the center of the Village of Mukwonago (STH 83 & CTH ES). Any felony convictions will preclude the applicant from the hiring process.

If you have any questions regarding this application, call 262-363-6435.

Chief Kevin Schmidt
Village of Mukwonago Police Department



Village of Mukwonago Police Department
627 S. Rochester · Mukwonago, Wisconsin 53149
(262) 363-6435 · Fax (262) 363-6438
Kevin Schmidt, Chief of Police

NOTICE: Application must be typewritten or clearly printed in ink. All questions must be answered, if applicable. If not, indicate NA (not applicable.) Applications which are incomplete or illegible will not be considered. If space provided is insufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

1. PERSONAL INFORMATION

Name (Last, First, Middle)			Social Security #
Address (Apartment, Street, P.O. Box)			Home Telephone Number
City	State	Zip Code	Work Telephone Number
Email Address			Cell Phone Number

Are you at least 18 years old? Yes No Are you a United States citizen? Yes No

Do you possess a valid Wisconsin driver's license or a valid driver's license from another state? Yes No

Do you have a high school diploma, GED or HSED? Yes No

Do you have an Associate Degree or 60 associate degree level credits or higher from an accredited college or university? Yes No

Have you ever been arrested? Yes No

If yes, list any arrest and the disposition:

Have you any computer experience? Yes No

How many words per minute can you type on the computer? _____

2. EDUCATION

Name of School(s)	Dates		Degree, Diploma, or Credits Earned
	From (mm/yyyy)	To (mm/yyyy)	
High School(s)			
College(s)			

3. EMPLOYMENT

Begin with current or most recent employer. List chronologically all employment, including summer and part-time employment while attending school. To furnish additional employment information, attach sheets of the same size and format as this application.

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

Name and Address of Employer	Dates of Employment	
	From (mm/yyyy)	To (mm/yyyy)
Name of Employer:		
Address:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	<i>Annual Salary/Wages:</i>
City:	State:	Zip Code:
Supervisor's Name / Telephone Number:	May we contact the employer / supervisor? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Position and kind of work:	Reason for Leaving:	

5. REFERENCES

Give three references (not relatives, or present employer; avoid listing members of the clergy).

Name: _____

Position/Title/Profession: _____

Number of Years Acquainted: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Name: _____

Position/Title/Profession: _____

Number of Years Acquainted: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

Name: _____

Position/Title/Profession: _____

Number of Years Acquainted: _____

Address: _____

City/State/Zip: _____

Telephone Number: _____

6. GENERAL

On a separate piece of paper, please answer the following questions. Attach no more than one additional page for each answer.

- A. Why have you chosen to apply for this position?
 - B. Discuss any experience or training you have had or special ability which, in your opinion, will qualify you for the position of a Dispatcher/Clerk.
 - C. Why do you believe you could relate to and/or work with people of different races, genders, cultures, ages, socio-economic groups, and educational levels?
-

APPLICANT PLEASE READ CAREFULLY AND SIGN BELOW

Information provided and statements made as part of this application may be grounds for not employing you or for dismissing you after you begin work. All information and statements made are subject to verification.

CERTIFICATION

ALL INFORMATION PROVIDED AND STATEMENTS MADE BY ME AS PART OF THIS APPLICATION, OR AS PART OF ANY ADDITIONAL INFORMATION PROVIDED IN SUPPORT OF THIS APPLICATION, ARE COMPLETE, CORRECT, AND TRUE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT IF I AM EMPLOYED, FALSE INFORMATION PROVIDED OR FALSE STATEMENTS MADE AS PART OF THIS APPLICATION MAY BE CONSIDERED AS CAUSE FOR DISMISSAL.

Applicants Signature

Date Signed

Under the provisions of § 19.36, Wis. Stats., I request that my identity as an applicant for this position not be revealed without my consent or until required under law.

Applicants Signature

Date Signed

VILLAGE OF MUKWONAGO POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF INFORMATION

To Whom It May Concern:

I am an applicant for the position of Police Officer within the Village of Mukwonago, Wisconsin, Police Department. I realize that during the processing of my application, I will be investigated by personnel officers of that department.

I hereby empower an employee of the Village of Mukwonago Police Department or other authorized representative bearing this release to, within one year of its date, obtain information and records pertaining to me from any and all of the following sources:

1. Municipal, State or Federal law enforcement agencies.
2. Selective Service system.
3. Any banking information.
4. Any place of business (for purposes of obtaining credit or employment data.)
5. Credit rating bureaus or institutions maintaining individual credit rating files.
6. Any previous employer.
7. Present employer(s).
8. Any school, college, university or other educational institution.
9. Any office, clinic, sanatorium or hospital where illnesses, injuries and/or deterioration (physical and/or mental in nature) are diagnosed and treated.

I hereby release any Municipal, State, or Federal law enforcement agency, individual or institution, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

I understand that any information concerning my past will be considered in evaluating me as an applicant to the Village of Mukwonago, and that all information obtained by the Village of Mukwonago in conjunction with this investigation and this permission, is confidential and I have no right to examine it, as the people contacted will be advised that what they say will be held in confidence.

SIGNATURE _____ DATE: _____
(Sign in presence of Notary Public)

NAME _____
(Print Legibly)

NOTARY _____ (NOTARY SEAL)

DATE _____

MY COMMISSION EXPIRES ON _____

Village of Mukwonago Police Department		Job Description: Clerk / Dispatcher	
Total Number of Pages: 2			
Rule Number: 2-602	Issue Date: 11/30/04	Effective Date: 01/15/05	Review Date: 01/01/2014
Amends/Replaces:		Updated: 02/10/2012	Issuing Authority: Chief KBS

The dispatcher is directly accountable to the chief or his/her designee. The dispatcher must follow all written and verbal orders that are not in direct conflict with statutory laws. The dispatcher is responsible for a large number of the contacts the public has with the department.

The Dispatcher / Clerk's major responsibilities include:

- Answer all 911 and administrative telephone lines.
- Using a radio dispatch police, fire and utility personnel.
- Handle customer transactions at the window.
- Complete department paperwork as necessary.
- Maintain and update department information.
- Other duties as assigned.

Typical physical demands

- Prolonged sitting.
- Frequent bending, stooping and stretching.
- Lifting capabilities of a minimum 25 pounds.
- Must have hand eye coordination.
- The use of office equipment including (but not limited to) computers, typewriters, telephones, dictation machines, copy machine, fax machine and radio equipment.
- Be able to hear over a telephone.
- Must have clear and precise verbal skills.

Intellectual aspects

- Understand and be able to communicate (verbally and written) in the English language.
- Fast thinker.
- Ability to perform multiple tasks and prioritize those tasks.
- Quick study on new assignments.
- Possess the ability to read a map and provide directions.
- Have knowledge or the ability to gain knowledge of all jurisdictions serviced.
- Able to deal with all types of people.
- A steady and calm demeanor.
- The ability to deal with stress.

Typical working conditions

- The majority of a dispatchers shift will be spent sitting; however a dispatcher will also have to respond to customer traffic.
- A dispatcher will spend most of the shift in the radio room unless properly relieved.
- The dispatcher may on occasion and depending upon shift worked, have to work alone.
- In person, radio and telephone contact with a varied spectrum of personalities throughout the shift.
- Normal work schedule is five eight hour days, followed by two days off followed by four eight hour shifts, followed by two days off.
- Due to the nature of the job a dispatcher may be assigned to a variety of shifts including days (8:00 AM to 4:00 PM), nights (4:00 PM to 12:00 AM) , early (12:00

AM to 8:00 AM), or a swing (cover shift) which contains two or more of the above shifts.

- Work on major holidays and weekends.
- May have to work mandatory overtime on short notice.

Samples of duties

- Answer 911 and non emergency telephone calls.
- Dispatch emergency and non emergency personnel.
- Enter information into the Computer Aided Dispatch system.
- Utilize the state TIME system including entering and interpreting records.
- Type officers transcribed reports.
- Duplicate reports and forms as necessary.
- Update department files.
- Research information for reports.
- Maintain and update municipal court information.
- Work with municipal judge, court clerk and attorney.
- Open and respond to department mail.
- Take payments for fines.
- Assist walk in traffic with questions and concerns.
- Complete any additional department reports and paperwork as necessary.

Minimum job qualifications

- 18 years of age.
- High school graduate or GED or HSED.
- Be able to listen and talk on a telephone and speak on a radio.
- Able to speak, read, understand and write the English language
- Minimum typing skills of 50 words per minute.
- No felony convictions.
- Upon completion of probationary period, reside within the limits of the residency clause per labor agreement.
- Successfully complete a 12 month probationary period.
- Be able to be certified as an operator on the Wisconsin Department of Justice TIME system within six months of employment.
- Be able to obtain and maintain certification as an Emergency Medical Dispatcher, as the program is implemented.

Miscellaneous Aspects

- The dispatcher works in an extremely stressful environment and must be able to properly deal with stress.
- Much information that a dispatcher comes in contact with is of a confidential nature and must remain that way.
- A dispatcher must be able to work with all types of personalities.
- A dispatcher must be able to deal with people from all races, religions, ethnic backgrounds, sexual orientations and ages.