LEGAL NOTICE

Notice is hereby given that the El Dorado Civil Service Commission is accepting applications for the position of Police Chief of the El Dorado Police Department, El Dorado, Union County, Arkansas. All qualified persons are invited to submit an application and resume to the El Dorado Civil Service Commission at 201 North Jefferson Avenue, El Dorado, AR, 71730. Applications may be obtained from the Office of the Mayor, El Dorado Municipal Building, 204 Northwest Avenue, El Dorado, AR, 71730, or may be obtained online at www.eldoradopolice.org or www.goeldorado.com. To be qualified, the applicant must:

a. Be a citizen of the United States and resident of El Dorado, Arkansas, or agree to re-locate to satisfy this requirement within 90 days of employment. Employees of the El Dorado Police Department must meet current Civil Service Commission residency requirements.
b. Have never been convicted of a felony.
c. Have good moral character.
d. Be willing to sign a waiver allowing access to personal records from past and current employers.
e. Have no disability that would prevent them from performing the essential functions of their duties.
f. Have at least ten years of experience as a full-time, paid, certified police officer with arrest authority, with at least ten years supervisory law enforcement experience.
g. Have current rank within the law enforcement system of Lieutenant or above.
h. Have an Associate's Degree or higher, preferably in Criminal Justice, or be willing to attain one in a timely manner.
i. Submit to advanced testing and examinations conducted by the El Dorado Civil Service Commission, including, but not limited to, an oral interview, a polygraph test, a physical fitness exam, and/or drug testing.
j. Be willing to answer questions about prior drug use, including illegal drugs and the use of prescription opioids for injuries.
k. Submit an application and resume to the El Dorado Civil Service Commission, postmarked no later than December 15th, 2018.

El Dorado Civil Service Commission

By: Toddy Pitard
Chairman

Attest: Tiffney Hughes
Secretary

APPLICATION FOR

EMPLOYMENT

Name_____Date_____

(Last) (First) (Middle)

Mailing Address_____

Telephone number where you can be reached

or a message may be left for you_____

If you are hired, can you produce evidence of U. S. citizenship or legal work

Status within three (3) days? _____

PREVIOUS EMPLOYMENT: List all employment (including military service for at least the past five (5) years). Begin with your most recent and work back. Attach additional sheets or resume to provide sufficient qualifying experience data.

From_____To_____

Job Title_____ Annual Salary $_____

Firm Name_____ Address_____

Name of Direct Supervisor_____

Reason for Leaving_____

Description of Work_____

_____

From_____To_____

Job Title_____ Annual Salary $_____

Firm Name_____ Address_____

Name of Direct Supervisor_____

Reason for Leaving_____

Description of Work_____

_____

From_____To_____

Job Title_____ Annual Salary $_____

Firm Name_____ Address_____

Name of Direct Supervisor_____

Reason for Leaving_____

Description of Work_____

_____

EDUCATION:

Did you graduate from high school? ( ) Yes ( ) No

Name of address of high school _____

_____

Last grade completed and date of completion or graduation

_____

College University, Trade, Business Correspondence School	Dates of Attendance	Major Areas of Study	Semester Hours	Degrees Granted	Date Left or Graduated

Can you perform the duties of the job for which you are applying? ( ) Yes ( ) No

If no, please explain: _____

List all the licenses you hold: (Drivers, electricians, etc.)

Type_____Number_____Expiration Date_____

Type_____Number_____Expiration Date_____

Specify equipment or office machines you operate: _____

_____

Are you related to any member of the city council or any person now in the employment of the City:

( ) Yes ( )No

If yes, give person's name, where employed, and relationship to you: _____

_____

Person to be notified in case of emergency:

_____

(Name) (Address) (Telephone)

Give the names and addresses of three (3) persons, other than relatives, who have knowledge of your character, experience or ability:

Name Address Occupation

_____

_____

_____

Please indicate any additional experience and training you have had which in your opinion would qualify you for the position you seek:

_____

_____

_____

I understand that this application is not intended to create any contractual or other legal rights. It does not alter the at will employment status nor does it create an employment contract for any specific period.

I certify that I have made no willful misrepresentation in this application nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in my application will be investigated, with my full permission, and that any misrepresentations may cause my application to be rejected or my employment terminated.

I authorize any former employee to release to the city or its authorized representative all employment records and other information it may have about my employment. I understand that the information will be used for evaluating my application for employment with the city. A photocopy of this authorization shall be as valid as the original.

I understand that this appointment will be at the discretion of the department head concerned, subject to the approval of the Chief of Police, and that this application is the property of the city and will become a part of my file if I am accepted for employment

Signature of Applicant: _____