

Police Service Cadet

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The Milford Police Department, an equal opportunity employer, is seeking qualified applicants for multiple part-time Police Service Cadet positions.

The primary responsibilities of this position include performing a variety of administrative, bookkeeping, clerical, and a variety of other functions in support of the daily operations of the Police Department. Police Service Cadets will also be responsible for providing timely and appropriate customer service, assisting in the maintenance and transport of Department vehicles and equipment, and assisting on-duty Police Officers as requested.



Minimum Qualifications

Applicants should possess the following minimum qualifications at the time of application.

- A high school diploma, or equivalent, supplemented by additional college-level coursework or other related training.
- No prior experience required, but prior Police Department or customer service experience is preferred.
- Prior experience using Microsoft Office and other common office software, including Excel and Word.
- Excellent written and verbal communication skills.
- Valid State of Michigan Driver's License.
- Must possess, or be able to obtain basic CPR and First Aid certifications.

Wages and Schedule

These positions offer starting wages of \$15.25 per hour, based upon qualifications and prior experience. Work schedules available up to 24 hours per week, with a variety of shifts available.

To Apply

Please submit a cover letter, résumé, and completed Village of Milford Employment Application (available at www.villageofmilford.org/jobs). Application materials should be submitted via postal mail or in person to the Village Clerk, 1100 Atlantic Street, Milford MI 48381.

Application materials will be accepted on an ongoing basis until positions are filled.

About the Department

The Milford Police Department serves a population of over 17,000 and an area of 36 square miles, covering both the Village of Milford and Milford Township. The Milford Police Department is a department within the Village of Milford government, but also serves the surrounding Milford Township.

Milford is a thriving community, located along the Huron River, with a vibrant and active downtown, strong neighborhoods, and access to large state and regional parks and other amenities. In addition to the Village, the Township is home to the General Motors Proving Ground, Kensington Metropark, Camp Dearborn, and several industrial and commercial developments.

Milford is located approximately halfway between Detroit & Lansing, and is near both the 1-96 and M-59 corridors.

www.milfordpolice.com



An Equal Opportunity Employer

Please TYPE or PRINT all information.

Incomplete information may delay or disqualify your application

Village of Milford
1100 Atlantic Street
Milford, Michigan 48381
Phone: 248.684.1515
www.villageofmilford.org

APPLICATION FOR EMPLOYMENT

The Village of Milford does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based upon job-related qualifications.

Position Applied For: _____ **Date:** _____
Desired Pay: _____ *Hourly / Annual* **Date Available:** _____

GENERAL INFORMATION

Last Name: _____ **First Name:** _____ **Middle Initial:** _____
Other Names: _____ **Email:** _____
Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Primary Phone Number: _____ **Secondary Phone Number:** _____

If hired, can you furnish proof you are eligible to work in the U.S.? YES NO

Are you at least 18 years of age? YES NO

Have you ever been employed by the Village of Milford? YES NO

If yes, please list dates: _____

Have any relatives ever been employed by the Village of Milford? YES NO

If yes, please list name(s) and dates: _____

Do you speak any other languages? YES NO

If yes, please list languages spoken (other than English): _____

For Driving Jobs Only: Do you have a valid State of Michigan Driver's License YES NO

Driver's License Number: _____ **Expiration:** _____

Is this a Commercial Driver's License? YES _____ NO _____ *What Type?* _____

MILITARY EXPERIENCE

Branch: _____ Start Date: _____ End Date: _____
Position: _____ Type of Discharge: _____

EDUCATION

Do you have a high school diploma, GED, or equivalent? YES NO

Institution Type	Institution Name	Degree or Dates Attended	Area of Study
Vocational/Technical			
Community College			
College/University			
Graduate Program			

OTHER TRAINING OR QUALIFICATIONS

Please list any additional training, certifications, or apprenticeships relevant to the position.

EMPLOYMENT EXPERIENCE

List previous employment, beginning with the most recent. Present employer will not be contacted without your approval. This section should be completed even if you attach a resume.

Employer: _____ Start Date: _____ End Date: _____
Position: _____ Ending Salary: _____
Supervisor: _____ Phone Number: _____
Street Address: _____
City: _____ State: _____ Zip: _____
Reason for Leaving: _____
Primary Duties:

May we contact this employer? YES _____ NO _____

Employer: _____ **Start Date:** _____ **End Date:** _____
Position: _____ **Ending Salary:** _____
Supervisor: _____ **Phone Number:** _____
Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Reason for Leaving: _____

Primary Duties:

Employer: _____ **Start Date:** _____ **End Date:** _____
Position: _____ **Ending Salary:** _____
Supervisor: _____ **Phone Number:** _____
Street Address: _____
City: _____ **State:** _____ **Zip:** _____
Reason for Leaving: _____

Primary Duties:

Have you ever been convicted of any law violation, including pleas of “guilty” or “no contest”? Exclude minor traffic violations. Conviction will not necessarily exclude a candidate from consideration. YES NO

If yes, please explain: _____

APPLICANT STATEMENT

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered on a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions which may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand I may be required to successfully pass a drug screening examination and background investigation. I hereby consent to a pre- or post-employment drug screen as a condition of employment, if required.

I understand that if I am extended an offer of employment, it may be conditional upon the successful completion of a pre-employment physical examination. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying.

I understand that this application, verbal statements by management, or subsequent employment does not create an expressed or implied contract of employment, nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and my employment may be terminated at any time, with or without cause or reason and with or without notice.

By submitting this application, I acknowledge that I have read and understand the above Applicant Statement.

SIGNATURE

DATE

PRINT NAME