

Wilmington Department of Police



Application



Tradition, Service, Community



REAL Policing

Join the Wilmington Police
Call Cpl. Wilfredo Campos
WPD Recruitment Officer
at (302) 576-3160

Complete the application and send to or drop off to:
Human Resources Division
Louis L. Redding City/County Building
800 N. French Street, 4th Floor
Wilmington, DE 19801



A Nationally Accredited Department

JAMES M. BAKER
MAYOR

City of Wilmington
Delaware

WILLIAM T. MCLAUGHLIN - PUBLIC SAFETY BUILDING
300 NORTH WALNUT STREET
WILMINGTON, DELAWARE
19801 - 3936



Dear Applicant:

Thank you for your interest in the Wilmington Department of Police. We feel that our department is very progressive and has a proud tradition of policing and community service, of which, hopefully, you will become a part.

The selection for the position of a police officer is an intensive process, where we must identify the very best candidates. Your cooperation and total honesty is very important. I cannot stress the importance of the complete and truthful application. Any diversion from the truth will cause immediate elimination from the process.

There are several phases in the selection process:

The first phase of the police selection process is the submitting of the application. You should have an application and police recruitment brochure. This brochure outlines the entire selection process and lists the necessary requirements.

The selection of a police recruit is a labor-intensive task. We ask for your patience, as well as your cooperation. Be sure to keep all the scheduled appointments and follow the directions of the Recruitment Staff. The last point I want to emphasize is to be completely honest in all your responses throughout the screening process. Good luck.

Sincerely,

A handwritten signature in cursive script that reads "Michael J. Szczerba".

Michael J. Szczerba
Chief of Police

MJS/wpc

WILMINGTON DEPARTMENT OF POLICE

WILMINGTON, DELAWARE

Date Submitted _____

Applications must be typed or clearly printed in ink. **All questions must be answered.** If the question does not apply to you, indicate such by marking "N/A" in the appropriate area. To furnish additional information, use a blank paper the same size as this application. Applicants must understand that all appointments are probationary for a period of eighteen (18) months, during which they must demonstrate their fitness for continued employment by the Department of Police. They must also understand that it has been necessary to establish regular, night, and midnight shifts, in view of which they must be available for such assignments. **In addition, they must be residents of the City of Wilmington within six (6) months from the date of hire.** Any employment is contingent upon the results of a complete character and fitness investigation, and they must be aware that **willfully withholding information or making false statements on this application will be the basis for dismissals** from the Department. All applications must agree to these conditions and certify that all statements are true to the best of their knowledge. The signature of the applicant on this form indicates such agreement. Any doubts the applicant has concerning the meaning or applicability of the questions and statements forming this application are to be directed to the Recruiting Officer prior to submitting the completed form.

Applicants will submit the following documents with the returned Police Application:

1. Copy of high school transcript or G.E.D. certificate. (You may experience difficulty in obtaining high school transcripts. As a suggestion, it may be beneficial to respond directly to the high school attended and obtain the transcript.)
2. College transcripts, when applicable.
3. Military Form DD-214, when applicable.
4. U.S. Naturalization papers, when applicable.

IMPORTANT NOTICE: If the documents are not received by the Human Resource Division, NO FURTHER CONSIDERATION WILL BE GIVEN TO YOUR APPLICATION.

After carefully reading the above instructions, place your initials in the space provided.

INITIALS: _____

SIGNATURE OF APPLICANT

EMPLOYMENT (continued)

Please list all jobs you have had including temporary, part-time, and full-time. If you are presently employed, list present employer first.

Name of Company _____

Address _____

Date Employed From _____ To _____ Name of Supervisor/Phone _____

Position or Title _____ Last Salary _____

Description of Duties _____

Reason for Leaving _____

>>>>>>>>>>

Name of Company _____

Address _____

Date Employed From _____ To _____ Name of Supervisor/Phone _____

Position or Title _____ Last Salary _____

Description of Duties _____

Reason for Leaving _____

>>>>>>>>>>

Will any of the employers, previously listed, give you a poor recommendation? Yes No

If you answered **yes**, please explain.

Use Back Of This Form If Necessary

WAIVER: I HEREBY GIVE THE WILMINGTON DEPARTMENT OF POLICE PERMISSION TO CHECK ALL MY EMPLOYMENT HISTORY AND INTERVIEW WHOMEVER THEY WISH.

INITIALS: _____

REFERRAL

Who referred you? _____

Referral Occupation/Phone _____ Relationship _____

How well acquainted are you with the person listed above? _____

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Referral Occupation/Phone _____ Relationship _____

How well acquainted are you with the person listed above? _____

REFERENCES (Please give references that can be easily contacted by background investigators.)

List four (4) professional and/or character references. **These are not to be relatives, former and/or present employers, or school teachers.**

Name _____ Years known _____ Phone (1) _____

Address _____ Phone (2) _____

Occupation _____ Business Address _____

>>>>>>>>>>

Name _____ Years known _____ Phone (1) _____

Address _____ Phone (2) _____

Occupation _____ Business Address _____

>>>>>>>>>>

Name _____ Years known _____ Phone (1) _____

Address _____ Phone (2) _____

Occupation _____ Business Address _____

>>>>>>>>>>

Name _____ Years known _____ Phone (1) _____

Address _____ Phone (2) _____

Occupation _____ Business Address _____

MILITARY SERVICE (continued)

Branch of Service _____ Highest Rank Attained _____

Serial Number _____ Dates of Service From _____ To _____

Type of Discharge _____ Basis of Discharge _____

National Guard - Present _____ Former _____ None _____ ++ _____

If you attend drills, meetings, or camps, give name of unit and location.

Member of Reserve? Yes No Branch _____ Ready _____ Standby _____

List all military discipline received (court martials, Captains Masts, etc.). List violations, penalties, and explanations.

WAIVER: I HEREBY GIVE THE WILMINGTON DEPARTMENT OF POLICE PERMISSION TO CHECK MY MILITARY SERVICE RECORD(S) AND INTERVIEW WHOMEVER THEY WISH.

INITIALS: _____

MISCELLANEOUS

Have you ever applied before to the Wilmington Police? Yes No
If *yes*, give date(s) and reason for rejection?

Have you ever worked for the Wilmington Police? Yes No
If *yes*, give date(s), position, reason for leaving.

Have you ever been a member of any other police agency? Yes No
If *yes*, give date(s) and agency.

Do you have an application in at any other agency/company? Yes No
If *yes*, explain and give preference.

Explain your reasons for wanting to become a Police Officer:

Why have you selected the Wilmington Department of Police?

MISCELLANEOUS (continued)

Do you intend to make this work your career? Yes No

If offered, would you attend college level police courses? Yes No

Have you ever been dismissed from school for scholastic or disciplinary reasons?
If *yes*, explain. Yes No

List awards, honors, citations, positions held in school, or any other recognition received.

List special abilities, interests, sports, hobbies, and proficiency in each.

List any foreign languages spoken or written and include your proficiency.

EQUAL OPPORTUNITY QUESTIONNAIRE

We are required to keep information on sex, race, and ethnic background in compliance with Federal law. The information will be used only for research and in no way will affect your participation in this or future examinations or your placement on an eligibility list for appointment to the position of Police Officer.

Your race or national origin:

- White Black Hispanic Indian or
Alaskan Native Asian or
Pacific Islanders

Your sex:

- Male Female

Your cooperation will help us in determining if our recruitment, testing, and hiring practices are providing fair employment opportunities for all candidates seeking employment with the Wilmington Department of Police regardless of ethnic background or sex.

The City of Wilmington is an
Equal Opportunity/Affirmative Action Employer



WILMINGTON POLICE RECRUITMENT SURVEY

Please return survey separately from application. Do not attach to application.

Check the advertisement or event that made you interested in applying at the Wilmington Police Department.

DART Bus Advertisement Inside Bus Outside Bus

Monster.com

Ihirelawenforcement.com

Destiny Group.com

Wilmington Police WEB Page

City of Wilmington WEB Page

Delaware News Journal

El Sol News Paper

Black Suburban News Journal

Recruitment Film

Phone Contact from Recruiter

Job Fair List Job Fair _____

College Job Fair List College _____

Military Job Fair List Military Base _____

TV Program List Program _____

Radio Program List Program _____

Business Flyer List Location of Flyer _____

Retired Police Officer List Officers Name and Dept. _____

Active Police Officer List Officers Name and Dept. _____

Civilian Wilmington Employee Name of Employee _____

Clergy/Church Program Name of Contact _____

Community Group Group Name _____

Other Explain _____