



# WILLIAMSTOWN POLICE DEPARTMENT

Michael J Ziemba  
Chief  
mziemba@williamstownma.gov

825 Simonds Road  
Williamstown, MA 01267  
Telephone: (413) 458-5733 / Fax: (413) 458-4100

The Town of Williamstown is an equal opportunity employer and does not discriminate against any applicant because of race, color, religion, sex, marital status, national origin, age, disability, sexual orientation or any other class protected by federal, state or local law. Any person who needs assistance in fully participating in the application process should contact the town administration's office. A fully completed application is required for each position applied for. Also "see resume" is not acceptable in any field.

## 1. Contact Information.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City and State: \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Birth: \_\_\_/\_\_\_/\_\_\_\_\_ Social Security Number: \_\_\_\_\_

*Submission of this information is a mandatory requirement of application for any employment through the Williamstown Police Department, and signifies the acknowledgement and agreement by the submitting party to allow Williamstown Police to conduct a background check for applicant.*

## 2. Position.

Applying For (Please specify position title or job category): \_\_\_\_\_  
How did you hear about this position? \_\_\_\_\_  
Have you ever been employed by the Town of Williamstown? \_\_\_\_\_  
If Yes: When? \_\_\_\_\_ What department? \_\_\_\_\_

## 3. Education.

School	Name, Address, City, State	Years Attended	Degree
High School			
College/Trade School			
Graduate School			
Military Service, Other Training			

**4. Licenses.** *A valid license or ability to obtain one may be a requirement of the position.*

Do you have a valid driver's license (Class D)? Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration: \_\_\_\_\_

Do you have a License to Carry/Firearms Identification Card? Yes \_\_\_\_\_ No \_\_\_\_\_ Expiration: \_\_\_\_\_

What other valid licenses or certificates do you possess (job related)? \_\_\_\_\_

Attach an additional sheet if necessary.

**5. Special Skills.**

Please List any other Skills or abilities you feel are relevant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. Employment History.** *(A minimum of three is required.)*

Please account for the last 4 positions you have held. Start with your present or most recent employer. You may include military service and any verifiable work performed as an intern or volunteer.

The Town of Williamstown (\_\_\_\_) may / (\_\_\_\_) may not contact my present employer.

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer	Address
Telephone	Title
Supervisor	Dates Worked
Reason for Leaving	

Description of Primary Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Professional References.** *(A minimum of three references is required.)*

Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship
Name	Address	Phone	Relationship

**8. Additional Information.**

A resume and additional sheets may be submitted along with this application, however all fields must be completed before the application will be reviewed. Additional requirements may be included as a condition of employment depending on the position and will be discussed during the interview process. These may include a medical exam or information required, pre-employment drug testing, and background checks.

## 9. Signature. Please read before signing.

**NOTE:** If you have any questions regarding the following statement, please ask the Chief of Police before signing.

I understand that receipt of this application, and the granting of an interview (if any), does not imply that I will be employed.

I hereby affirm that the information provided by me on this application (and accompanying résumé, if any) is true and complete, and I understand that any false information or material omission of fact may disqualify me from further consideration for employment and may be considered justification for dismissal at a later date.

I acknowledge and understand that any offer of employment is conditioned upon satisfactory results of thorough background investigation, including but not limited to reference verification, pre-employment physical and medical examinations, and criminal history check. I further acknowledge and understand that if hired, state law requires that I have successfully completed all applicable trainings, which may include the police academy training program approved by the state, and that I will be required to maintain valid certification from the Commonwealth of Massachusetts under Chapter 253 of the Acts of 2020 and any regulations promulgated thereunder.

I authorize all persons, schools, current employer (if applicable) and previous employers and organizations named in this application (and accompanying résumé, if any) to provide the Town of Williamstown with any relevant information which may be required to arrive at an employment decision, and I voluntarily release such persons, schools, employers and organizations from all liability for providing such information. I release the Town of Williamstown against any liability which might result from requesting such information.

*My Signature certifies that I have read and agree with the above statements and all statements within this application for Employment with the Williamstown Police Department.*

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

Applicant Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only:

Date Rcvd: \_\_\_\_\_

## **ATTENTION:**

### **THE REST OF THIS PACKET APPLIES ONLY TO OFFICER CANDIDATES.**

The Post Commission (POST-C) has compiled a list of documents required to be filed with and reviewed by the commission for the purpose of certifying newly hired candidates as law enforcement officers in Massachusetts. A newly hired candidate is defined by POST-C as an individual who is attending or is scheduled to attend an MPTC or MPTC authorized basic training academy or recruit training troop with the expectation that the candidate will complete requisite training. The certification issued by POST-C to graduates of the academy authorizes those individuals who meet the statutory requirements set forth in M.G.L Chapter 115 Section 6E to be employed and work as police officers in the Commonwealth.

#### **Peace Officer Standards and Training Commission**

#### **Questions and Instructions for Law Enforcement Officer Applications**

##### **I. Instructions**

##### **A. Instructions for Applicant**

Thank you for your interest in serving the People of Massachusetts as a law enforcement officer. Your desire to devote yourself to keeping our communities safe is commendable. In light of the importance of the role of peace officer, the responsibility that it entails, and the benefits of ensuring public confidence in law enforcement, your candidacy will be evaluated carefully. To facilitate a thorough evaluation process, you are asked to complete this application. Please note that affirmative responses to the questions below will not necessarily disqualify you from serving as an officer. The Agency to which you are applying is encouraged to discuss any such affirmative response with you, to consider the severity of the circumstances and the length of time that has passed since the occurrence of any event that you identify, and to base any determination of your character and fitness for employment on the totality of the information that it obtains. If a particular question is not applicable to you, write "N/A" in the space below the question. If you have a good faith belief that you cannot answer a question completely and accurately without waiving a privilege, protection, or right recognized by law, you may state that belief in lieu of answering. However, it is important that any answer you provide is complete and accurate. If you intentionally make any false statements, or intentionally omit any pertinent information other than as provided above, your application will need to be disqualified and, if you have been certified as a law enforcement officer, the matter will need to be reported to the POST Commission and considered a complaint subject to investigation and possible sanction by the Commission.

## **II. Questions**

### **A. Education and Employment**

1. Were you ever expelled from, or asked to terminate your enrollment at, a school based on disciplinary issues? If so, please provide details as to each such event.
  
2. Have you ever been expelled, been released, been dismissed, or resigned from a law enforcement academy or law enforcement training course in any jurisdiction, for any reason other than an injury? If yes, please provide the details, including the jurisdiction and your dates of attendance, as to each such occurrence.
  
3. Have you ever applied to any other law enforcement or corrections agency? If so, were you offered the position for which you applied? If you were not offered the position, what was the reason, if you know? Please provide the requested information as to each such application.
  
4. If you have been previously employed in a law enforcement capacity in any jurisdiction other than Massachusetts, please provide the full employment and disciplinary file.
  
5. Have you ever been subjected to disciplinary action in connection with any employment? If yes, please give details as to each such incident.
  
6. Have you ever been found by an employer to have engaged in harassment or by a school to have violated a Title IX policy (that is, one that prohibits sex-based discrimination in any school or other education program that receives federal funds)? If so, please provide details as to each such occurrence.
  
7. In any other prior employment or employer/employee setting, have you ever been found to have violated M.G.L. c. 151B: Unlawful discrimination because of race, color, religious creed, national origin, ancestry or sex?

8. Have you ever been dismissed or asked to resign from any employment? Have you ever been dismissed from, or not re-appointed to, a position in law enforcement? If the answer to either question is yes, please provide details as to each such instance.
9. Have you ever served in the armed forces? If so, please give the details of your service. Was your discharge anything other than honorable? If so, please explain.

### **B. Regulatory Matters**

10. Have you received more than three traffic citations in the last three years? If yes, please give the details, date, and location of each citation.
11. Has your license to drive ever been suspended or revoked? Have you ever had an occupational license suspended or revoked? If either answer is yes, please provide details for each such suspension or revocation.
12. Have you ever been charged with a violation of M.G.L. c. 90 § 24, which concerns driving while under the influence of drugs or alcohol? If yes, please give the details, date, and court where the action was initiated.
13. Have you ever been found delinquent in paying child support? If so, please provide details regarding each such instance.
14. Are you current in all tax payments? This includes federal and state taxes as well as property and excise taxes. (Note: if you are subject to and in compliance with a payment plan established by the federal or state government, you may answer “yes” to this question.) If no, please explain.
15. Have you ever declared bankruptcy? If the answer is yes, please provide the timeframe and details, as well as the court, as to each such occurrence.

16. Have you ever received a license or permit to possess or carry a firearm, of any type? If so, for each such license or permit, please indicate the issuing jurisdiction or official; indicate whether any such license or permit has ever been revoked or suspended; and if it has been revoked or suspended, provide details.

### **C. Other Legal Matters**

17. Have the police ever been called to your current residence or any former residence of yours, while you were a resident or occupant therein, based on a complaint about your conduct? If so, please give the address of each residence and the date of each occurrence.

18. Have you ever been arrested or been the subject of a criminal complaint as an adult or as a juvenile? If so, please indicate the disposition of each case, including any dismissal or other disposition not resulting in a conviction.

19. Have you ever been involved in a civil suit in which it was alleged that you acted violently or abusively towards another person? If so, please provide details as to each such suit.

20. Has a report pursuant to M.G.L. c. 119, § 51A, regarding suspected abuse or neglect of a child in your household ever been filed by a mandated reporter? If so, please give the date and circumstances of each such report.

21. Have you ever been the subject of a restraining order or any other court order that restricted, or imposed consequences based on, your conduct? Have you ever been found in violation of either? If so, please give the details regarding each order, including the timeframe in which it was issued and the identity of the court that issued it.

#### **D. Social Media and Affiliations**

22. Please list every social media network as to which you have ever maintained an account, and every name by which you have identified yourself in using each network.
23. In the last five years, have you ever sent or displayed a public communication on social media that you believe could be perceived as biased against anyone based on their actual or perceived race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status, or socioeconomic or professional level, provided you were at least 18 years old at the time? If yes, please provide each such public communication, and details. For these purposes, “communications” include, without limitation, posts, comments, and messages; and “public” communications are those that were made available to three or more people other than you.
24. Have you ever been flagged or restricted by a social media network for comments you made that violated the policies of the social media network? Have you had comment or posts removed from any network?
25. Do you currently belong, or have you ever belonged, to any organization that, at the time you belonged, unlawfully discriminated (including by limiting membership) on the basis of actual or perceived race, ethnicity, sex, gender identity, sexual orientation, religion, mental or physical disability, immigration status, or socioeconomic or professional level? If so, please provide details regarding each such organization.

#### **E. Substance Use and Other Conduct**

26. Do you consume alcohol? Do you use cannabis recreationally? If yes, please describe the frequency and amount of your consumption.
27. Have you ever tested positive for illegal drugs? If so, please state when and for what substances.

28. Have you been involved in a physical altercation with any other person within the last five years? If yes, please provide details as to each such altercation.

29. Thinking broadly, do you have any knowledge or information, in addition to that specifically addressed in the preceding questions, which is or which may be relevant, directly or indirectly, to your eligibility or fitness to be appointed as a law enforcement officer with this law enforcement Agency? This would include, but is not limited to, knowledge or information concerning your character, temperament, habits, employment, education, criminal records, traffic violations, residence, or otherwise.

### **III. Candidate Affirmation**

I hereby swear or affirm under penalties of perjury that the information provided within my application is true and complete.

Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Candidate Initials \_\_\_\_\_

Additional Page for Answers

(Please Identify answers by the Question Number)