Apply Now!

Directions:

1. Apply by completing the City of Manchester Employment Application.

2. Be sure to include a **copy** of your driver's license, high school diploma (or GED) and birth certificate.

3. Mail this application along with a $25.00 non-refundable check or money order to:

Department of Human Resources
One City Hall Plaza
Manchester, New Hampshire 03101

APPLICATION MUST BE POSTMARKED BY: **April 8th, 2009**

Incorporated as a city in 1846, Manchester, New Hampshire has grown to the status of the largest city north of Boston, Massachusetts. Manchester is located within an hour of Boston, the Seacoast, The Lakes Regions and the Mountains.

The 2000 Census places the city's population at the 107,006 mark. The size of our City is a mere 34.5 square miles.

Manchester boasts two great sports/event venues. The "Verizon Wireless Arena" is home to the Manchester Monarchs of the American Hockey League and the Manchester Wolves of the Arena Football League II. Merchantsauto.com Stadium is home to the AA Eastern League New Hampshire Fisher Cats. Both venues also host other events including shows and concerts.

The Manchester Police Department enjoys a rich history spanning more than 100 years. From its humble roots as a textile-manufacturing center for the entire world, Manchester has evolved into a diverse and culturally varied community.

The Manchester Police Department employs 225 full time, sworn officers and a support staff of 78 civilians. Annually, the agency handles approximately 100,000 calls for service. We are an Accredited Agency through CALEA.

An Equal Opportunity Employer

CITY OF MANCHESTER

HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101
TEL: 603-624-6543 (VOICE/TTY)
FAX: 603-628-6065
WEB SITE: www.ManchesterNH.gov

POLICE OFFICER

(Announcement No. R-001-09)
Grade 19
Starting Salary: $43,638.40/yr - plus extensive benefits package
(Note: Starting Salary is $44,928/yr for Officers who can also converse in Spanish, Portuguese, Bosnian, Russian or Arabic)
40 hours per week, 4 and 2 schedule (4 days on; 2 days off)

THE JOB: Patrols an assigned area in the enforcement of law and order. Performs traffic duties, investigations, crime prevention and detection assignments.

AGE: Applicants must be at least 21 years of age by the date of the written test.

EDUCATION: Must be high school graduate or possess GED certificate.

PHYSICAL: Applicants must be able to complete essential job functions of Police Officer, safely and effectively. Must meet vision standards - distant vision at least 20/30, corrected; near vision at least 20/40 in each eye corrected with contact lenses or spectacles, and 20/200 uncorrected. Successful long-term soft contact lens wearers are not subject to the uncorrected criterion. This waiver is extended to users of hard lenses if successful use has been documented. Normal color and depth perception essential. Any condition which interferes with acuity or puts the eyes at risk shall result in disqualification or deferment.

BACKGROUND: Applicants must not have any record of convictions other than minor offenses. Valid NH driver's license required before hiring.

RESIDENCY: Must reside in City of Manchester or contiguous town or within 20 road miles of Manchester Police Department within 12 months of appointment. (Based on MPPA contract, not more than 50% of officers may live outside Manchester City limits.)

CITIZENSHIP: US Citizenship is required.

EXAMINATIONS: The examination consists of a written test, physical agility test, and oral interview. Background investigation, including polygraph, will be conducted on candidates who are successful on the examination series. Offer of hire contingent upon passing a post-offer fitness for duty psychological and medical screening.

The written and physical agility exams will be administered on April 25, 2009; and the Oral Board is expected to be administered on April 28th and possibly April 29, 2009, depending on the number of applicants. These dates are tentative and may be changed based on the number of applicants. Applicants will be notified of any change in dates.

APPLICATION REQUIREMENTS: **MEN** and **WOMEN** who meet the qualifications may compete in the exam process. Applications must be received at the Human Resources Department by 4:30 PM on April 8, 2009. **There is a $25.00 application fee (check or money order only) which must be submitted along with the application, payable to the "City of Manchester Human Resources Department." The application fee is NOT REFUNDABLE. In addition, a copy of your Birth Certificate, High School Diploma, and Driver's License must be included with your application.**

(Over)

APPLICATION PROCEDURES: **Apply by completing a City of Manchester Employment Application along with $25.00 check or money order. For application, contact:** Department of Human Resources, One City Hall Plaza, Manchester, NH 03101. Tel: (603) 624-6543. Hours: 8:00 AM to 5:00 PM, Monday through Friday.

OPENING DATE: Tuesday, February 10, 2009 **CLOSING DATE:** Wednesday, April 8, 2009

Pre-Employment Physical Fitness Test Requirements

MALE Push-ups

20-29	27
30-39	21
40-49	16
50-59	11
60+	9

FEMALE Push-ups

20-29	22
30-39	17
40-49	11
50-59	10
60+	4

MALE Sit-ups

Timed 1 Minute

20-29	37
30-39	33
40-49	28
50-59	22
60+	18

FEMALE Sit-ups

Timed 1 Minute

20-29	31
30-39	24
40-49	19
50-59	12
60+	5

MALE 1 ½ mile run

20-29	12:53
30-39	13:25
40-49	14:10
50-59	15:53

FEMALE 1 ½ mile run

20-29	15:32
30-39+	16:43
40-49	17:38
50-59	19:43

MALE Bench Press

20-29	.96
30-39	.86
40-49	.78
50-59	.70
60+	.65

FEMALE Bench Press

20-29	.58
30-39	.52
40-49	.48
50-59	.43
60+	.41

Bench Press- Multiply persons body weight by percentage listed above for age group

Trigger Pull/ Semi Auto Slide lock back- Candidate must pull gun trigger with index finger 12 times in each hand. Candidate must also successfully pull and lock back the slide of a semi-auto pistol.

The City of Manchester is an Equal Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST

HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101-4000
Tel: (603) 624-6543 TTY/Voice

EMPLOYMENT APPLICATION
CITY OF MANCHESTER NH
EQUAL OPPORTUNITY EMPLOYER

Fax: (603) 628-6005

NAME: _____ DATE: _____
ADDRESS: _____ PHONE: _____
CITY/STATE: _____ SS#: _____
ZIP: _____

All statements made by applicants for employment on this application form will be checked for accuracy. We offer equal employment to all persons without regard to race, color, religion, age, sex, national origin, disability, marital or veteran's status or any other legally protected status.

Position Title:

_____ Full-time_____ Part-time_____ Temporary _____

Are you at least 18 years of age? Yes ____ No ____ Are you a US citizen? Yes ____ No ____
If not, do you have the legal right to work in the US? Yes ____ No ____
Have you ever worked for the City of Manchester? Yes ____ No ____ If yes, when?_____
What Department: _____ Supervisor _____
Are you currently employed? Yes_____No _____ Why do you wish to change positions? _____
_____
_____

TYPE OF SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE MAJOR	CIRCLE LAST COMPLETED YR	GRADUATE?	LIST DEGREE
HIGH SCHOOL			9 10 11 12	☐ Y ☐ N	
TRADE/TECHNICAL			9 10 11 12	☐ Y ☐ N	
COLLEGE			9 10 11 12	☐ Y ☐ N	
POST GRADUATE			9 10 11 12	☐ Y ☐ N	

Provide additional information such as special skills, equipment operation, languages, supervisory experience, training or other qualifications helpful to us in considering you for this position.
_____
_____

List volunteer experience you have as it relates to this position.

Agency Name _____ From _____ To _____
Address _____ Hours per week _____
Duties _____

Have you ever been convicted of any crime/s that were not annulled in a court? (List all except minor traffic violations such as parking tickets) Yes_____ No_____ If yes, state citations, dates, courts and places where offense/s occurred:

Valid Motor Vehicle Operator's License: Yes _____No _____ What State? _____

Do you possess a Commercial Driver's License? Yes _____ No_____ Which?_____What State? _____

List other valid licenses, registrations or certificates you possess: _____

PRIOR WORK RECORD (start with most recent or current employer and work back at least ten years). Resumes may be attached, but not in lieu of completing this section. If more space is needed, complete and attach a separate page.

Current Employer _____ Tel. # _____ Part-time_____ Full-time_____

Address_____ Date Hired _____ Date left _____

Supervisor (Name/Position) _____ Number of People You Supervise _____

Job Title _____ Duties _____

_____

_____ Reason for leaving_____

Previous Employer _____ Tel. # _____ Part-time_____ Full-time_____

Address _____ Date Hired _____Date left _____

Supervisor (Name/Position) _____ Number of People You Supervise_____

Job Title _____ Duties_____

_____

_____Reason for leaving _____

Previous Employer _____ Tel. # _____ Part-time_____ Full-time_____

Address _____ Date Hired _____ Date left _____

Supervisor (Name/Position) _____ Number of People You Supervise_____

Job Title _____ Duties_____

_____

_____Reason for leaving _____

Have you ever been discharged or asked to resign from any job? Yes _____ No_____Explain _____

_____

APPLICATION AGREEMENT AND CERTIFICATION

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I understand that nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between the City of Manchester and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that the City of Manchester retains the same right.

I understand that prior to being offered employment with the City of Manchester, I may be requested to take pre-employment exams or tests. I understand that I will be required to pass a physical which may include alcohol and/or drug testing. In the event I have a disability which will affect my ability to take the test, I will so inform the City of Manchester prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The City of Manchester reserves the right to require medical documentation concerning the need for the accommodation. I understand that if employed, policies and rules which are issued are not conditions of employment and that the City of Manchester may revise policies or procedures, in whole or in part, at any time.

HR DEPT. USE ONLY
REVIEWED BY:
DATE

SIGNATURE_____DATE _____

City of Manchester
Department of Human Resources
One City Hall Plaza
Manchester, NH 03101

RELEASE FORM - EMPLOYMENT REFERENCES

DATE_____

Your Name_____

Address_____

I authorize my current and/or previous employer/s to furnish the City of Manchester the information requested in the reference check that they may conduct. I further promise to hold said current and/or previous employers, its employees and officers harmless for any statements made herein.

Social Security number_____ Signature _____

Please check:

☐ Yes ☐ No I authorize the City of Manchester to contact my **former** employer to obtain data necessary to support this application.

☐ Yes ☐ No I authorize the City of Manchester to contact my **present** employer to obtain data necessary to support this application.

Applicants for summer temporary employment, or no job experience at all, must provide the names of two personal references whom we may contact regarding you (e.g., teachers, guidance counselors, or others):

Name _____ Name _____
Position _____ Position _____
Employed by _____ Employed by _____
Phone # _____ Phone # _____

City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065

JOB APPLICATION SUPPLEMENT

(voluntary)

The following information is being gathered by the City of Manchester, NH, Human Resources Department for Equal Employment Opportunity reporting requirements. The statistical information we obtain through the use of this form is valuable to us and will remain confidential. This information **will not** be sent with your application to a City Department.

The City of Manchester, NH, does not discriminate on the basis of age, race, color, creed, religion, sex, national origin, disability or marital status.

PLEASE RESPOND TO THE FOLLOWING QUESTIONS:

1. Sex ☐ Male ☐ Female

2. Date of Birth: _____
   Month/Day/Year

3. List the position for which you are applying: _____

4. Racial/ethnic data: Please identify yourself in terms of the racial/ethnic groups listed below by checking the appropriate box:

   ☐ Black ☐ American Indian or Alaskan Native

   ☐ Hispanic ☐ Asian or Pacific Island

   ☐ White ☐ Other (Specific)

5. How did you hear about this job? _____

6. If you saw this position advertised, tell us where you saw the ad: _____

7. Name: _____

   Address: _____
   Street City. State zip

   Phone: _____ Date: _____