

Oak Creek Police Department
APPLICATION INFORMATION
AND
REQUIREMENTS FOR APPLICANTS

Equal Opportunity Employer

POSITION: Police Aide, Part-Time ([Job Description-Police Aide](#))

Applications (electronic submittals only) will be accepted for the position of part-time Police Aide beginning Tuesday, August 28, 2018. This application process will establish an eligibility list that will be in effect from October 1, 2018 to May 1, 2019. If the list is exhausted prior to May 1, 2019, it will be considered expired and a new process will begin.

DEADLINE: The final date for completion of an electronic application is Friday, September 14, 2018. No applications entered after 3:00 p.m. on this date will be accepted.

SUCCESSFUL CANDIDATES MUST:

1. As of September 14, 2018, possess a high school diploma or the equivalent G.E.D.
 - **By 3:00 p.m. on September 14, 2018, all applicants must provide:**
 - A copy of their high school diploma or equivalent G.E.D.
 - If applicant is currently attending college, a copy of their college transcripts needs to be submitted. Transcripts **do not** have to be official transcripts, but must clearly indicate the name of the applicant and the name of the accredited college or university.

Diplomas/transcripts should be sent to the attention of Lt. Andy Sagan, Oak Creek Police Department, 301 W. Ryan Road, Oak Creek, WI 53154. Diplomas/transcripts may be dropped off, in person, at the Police Department or mailed; however, they must be received/postmarked on or before the deadline date.

2. Thoroughly complete an Application for Employment (link provided at end of page).
3. Complete a Personal Evaluation Questionnaire covering attitudes, dependability and honesty.

WHEN AN OPENING OCCURS, QUALIFIED CANDIDATES MUST:

1. Successfully complete a security interview.
2. Successfully complete an interview with representatives of the Police Department.

3. Meet or exceed the following additional minimum requirements:
 - a. 18 years of age or older at the time of appointment.
 - b. Cannot be a convicted felon.
 - c. Provide, upon request, proof of U.S. citizenship.
 - d. Possess a valid/unrestricted driver's license at the time of hire.
4. Successfully complete a thorough background investigation.
5. Pass a thorough medical examination that includes, but is not limited to, a urine or hair drug screen.

APPLICATION LINK:

If you are interested in completing an application for employment, please follow the link:
https://www.peiasap.com/apply/oakcreekpd_i_ap

**FAILURE TO MEET ANY OF THE ABOVE CRITERIA WILL RESULT IN
CANDIDATE'S REMOVAL FROM THE PROCESS.**

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