



Application for Employment – Police Officer

Version: Revised January 2026

The City of Westland is an equal opportunity employer and shall consider all qualified applicants for all positions without regard to race, color, gender, religion, national origin, age, height, weight, marital status, veteran status, handicap, or any other protected category.

The City of Westland will accept applications for entry-level Police Officer from:

- Certified or certifiable Police Officers, or
- Applicants who graduated from or are currently attending a Law Enforcement Basic Training Academy, or
- Applicants who provide proof of successful completion of the MCOLES physical and written tests AND either possesses an Associate or higher degree from an accredited college or university, or is currently enrolled in an accredited college or university with 30 credits or more achieved, or
- Applicants who are Honorably Discharged members of the military who completed their obligated enlistment, with proof of DD214 Honorable Discharge (at time of application).
- **ALL** applicants must pass successfully the MCOLES pre-employment reading and writing examination and submit proof at time of application. This includes Certified Police Officers.
- **ALL** applicants must complete and submit this entire application, which includes the required Michigan Commission on Law Enforcement Standards Candidate's Personal History Statement and Affidavit.

You must answer all questions completely and truthfully. Failure to do so will result in rejection of your application (you will not be considered for employment), or, if not discovered until a later date, may result in discipline or discharge from employment.

All documentation is required to be submitted at time of application, including the MCOLES document located here: [Microsoft Word - Personal History Statement Formatted Version](#)

Do not leave any question or response blank. If a question does not apply, mark the space "Not Applicable" or "N/A".

Applicant instructions: Complete the entire application and return it to the Westland City Clerk's Office. If a portion of the application is not applicable, state so.

If additional space is needed to respond any question, use additional sheets of paper. Type or print clearly. Incomplete or illegible applications will not be processed.

The deadline for submission of an application is established by the Fire and Police Civil Service Commission. Please contact the City Clerk's Office for additional information.

Return all completed forms along with verification of the following documents to the Westland City Clerk's Office, 36300 Warren Road, Westland, MI 48185:

- (a) Must be a citizen of the United States (birth certificate required).
- (b) Police applicants must be a minimum of twenty-one (21) years of age by closing date of application. Applicants that are current Westland Police Cadets must have achieved twenty (20) years of age.
- (c) If currently employed as a certified Police Officer, must provide evidence. If not employed as a Police Officer, must provide evidence of MCOLES status.
- (d) Copy of high school diploma or equivalent.
- (e) Copy of higher education diploma (if applicable).
- (f) Copy of U.S. Service Discharge, if applicant has Military Service history.

Applicants submitting incomplete applications shall be disqualified.

Only applicants submitting completed applications with the aforementioned attachments may be considered for testing.

APPLICANT NOTE: This application form is intended for use in evaluating your qualifications for employment. **THIS IS NOT AN EMPLOYMENT CONTRACT.** Answer all questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process. If, after employment, it is discovered that a false or misleading statement(s) was made during the application process, your employment may be terminated.

All qualified applicants shall receive consideration without regard to race, sex, marital status, age, creed, national origin, disability, or any other protected category. Testing of job-related skills may be required prior to employment. Testing for the presence of controlled substances shall be required prior to employment. An offer of employment shall be conditioned on a medical review. Depending on City policy and job specifications, you may be required to complete a medical history form and to undergo an examination conducted by a medical professional designated by the City.

GENERAL INFORMATION: The Westland Fire and Police Civil Service Commission will notify applicants of examination dates, time and place. Testing procedures consist of the following:

1. Notification of acceptance of application
2. Evidence of completed written examination through MCOLES(Band A or Band B minimum score to continue the application process)
3. Fingerprint check by Police Department
4. Traffic and Criminal Record Check
5. Background Investigation
6. Oral interview by Fire and Police Civil Service Commission (70% minimum score to continue the application process). In addition to oral test points, applicants shall receive bonus points as follows, provided proper documentation is received by the Westland City Clerk's Office prior to the oral examination:
 - One (1) point if applicant completed a minimum of one (1) year active military duty and received an honorable discharge. **Note:** Copy of applicant's DD-214 form must be submitted with application prior to the oral examination.
 - A maximum of two (2) points for a degree from an accredited college, university, or community college as follows:
 - ◆ One (1) point if the applicant has an Associates degree from an accredited college or university prior to the oral examination.
 - ◆ Two (2) points if the applicant has a Bachelors Degree from an accredited college or university prior to the oral examination.

- ◆ A copy of applicant's diploma(s) must be submitted prior to the oral examination to receive bonus points.
- 7. Overall evaluation and certification of applicants by the Commission.
- 8. Psychological evaluation. Must pass with favorable recommendation. Will not be considered for employment if an unfavorable recommendation is given. Vision examination and physical examination. A full physical examination including drug screening tests will be required of all individuals who are provided an offer of employment to determine whether the individual meets the physical qualifications necessary to perform the job. Employment is conditioned upon individuals receiving a satisfactory physical assessment.

Applicants who pass satisfactorily all examinations shall be placed on an Eligibility List for two (2) years. All entry-level appointments to the Police Department shall be made from the list. Placement on the list does not guarantee an applicant will be hired.

Applicants must maintain all police certifications throughout the duration of the Eligibility List. Failure to maintain any required police certifications throughout the duration of the Eligibility List shall result in the applicant being removed from consideration for the position of Police Officer and the revocation of any offer of employment previously made.

Applicants must pass successfully the physical and/or psychological examination, and a background check, in order to be considered for employment. **If an applicant fails any examination, fails any evaluation, or fails the background check, the applicant will not be considered for employment by the City of Westland.**

Applicants are required to notify the City of Westland Clerk's office and the Westland Fire & Police Civil Service Commission (734-467-3185) of any address changes. Failure to do so will result in the applicant's removal from the list.

The Westland Police Department also offers many different assignments and opportunities for advancement. If you have any questions about the contract or what the department has to offer, please email recruitment@wlpd.net



Personal Information – Police Applicant

Name: _____ Today's Date: _____

Telephone: Mobile _____ Home _____ Work _____

Email address: _____

Are you a relative by birth or marriage to any City of Westland elected official or full-time management employee?
Yes No

If yes: _____ Employee name _____ Relationship _____

How were you referred to this department? _____

Personal References

List five (5) persons who you know well enough to provide current information about you. **Do not list relatives or former employers.** Include at least one neighbor.

Name: _____ **Address:** _____

Telephone number(s): _____

Occupation: _____ Years Known: _____

Name: _____ Address: _____

Telephone number(s): _____

Occupation: _____ Years Known: _____

Name: _____ Address: _____

Telephone number(s): _____

Occupation: _____ Years Known: _____

Name: _____ Address: _____

Telephone number(s): _____

Occupation: _____ Years Known: _____

Name: _____ Address: _____

Telephone number(s): _____

Occupation: _____ Years Known: _____

Police Academy

Are you attending, or have you ever attended a Police Academy? Yes No

When and where did you (or are you) attend(ing) the Police Academy? _____

Did you complete the Police academy? Yes No Date: _____

If yes, do you have current certification as a Police Officer? Yes No

What is your MCOLES Number? Answer "none" if not assigned. _____

Have you ever been trained as a Correctional Officer? Yes No

If yes, when and where did you receive this training? _____

Have you ever received any specialized training? Yes No

If yes, describe the training and any certifications resulting from the training:

When and where did you receive the training? _____

Which professional licenses do you hold? _____

Other than English, list other languages you:

Speak / Understand: _____

Law Enforcement Employment

Have you ever been employed as a Police Officer, Federal Agent, Deputy Sheriff, or public safety dispatcher?
Yes No

If yes, when where, and in which capacity were you employed? _____

Are you currently a certified/certifiable Police Officer or public safety dispatcher within the State of Michigan?
Yes No

Have you ever applied for employment with the Westland Police Department or any other law enforcement agency?
Yes No

If yes, list each law enforcement agency you have applied, when you applied, and the present status of your employment with that law enforcement agency.

Law Enforcement Agency

Date Applied

Status

Have you ever been rejected for employment by another Law Enforcement / Public Safety Agency?

Yes No

If yes, which agency or agencies, when were you rejected, and for what reason(s) were you rejected for employment? _____

If you are currently employed, may we contact your present employer during this background investigation?

Yes No

If no, when would you prefer we contact your former employer?

Prior to Oral Exam _____ Following Oral Exam _____

Prior to Contingent Offer of Employment _____ Other _____

Please note: We will comply with your request only to the extent that it does not jeopardize our ability to conduct a thorough investigation. In the event it becomes necessary to contact your present employer, we will attempt to notify you beforehand.

Were you laid-off from any job in the last five (5) years? Yes No

Were you fired or forced to resign from any job? Yes No

If yes, which job(s)? _____

In the last five (5) years have you been reprimanded or subject to any disciplinary action from any of your employers?
Yes No

If yes, from which employers? _____

In the last two (2) years, how many times were you tardy for work without prior authorization?

In the last two (2) years, how many times were you absent from work, other than vacation or medical leave?

Miscellaneous Information

Are you aware of any factor that would prevent you from fulfilling the duties of a member of the City of Westland Police Department? Yes No

If yes, explain: _____

List all vehicles you own or lease. Include make, model, registration, and license plate number:



Authorization and Release for Credit Report and Background Check

I authorize the City of Westland (the City), its designee, and its Act 78 Fire and Police Civil Service Commission (the Commission), to obtain a copy of my credit report for use by the Commission in the course of conducting a background investigation related to my application for employment by the City as a Police Officer.

This authorization is given with the understanding that, under the Fair Credit Reporting Act, before using a credit report to my disadvantage, the City and/or Commission will take the following actions:

1. Provide me with a copy of the report along with a written description of her rights under the Fair Credit Reporting Act.
2. Provide me with the name, address, and phone number of the credit reporting agency supplying the report.
3. Allow me to dispute the information contained in the report, and allow me to request an additional credit report within sixty (60) days.
4. Provide me with a detailed reason for my rejection, in writing.

I understand that the City and the Commission, not the credit reporting agency, makes all decisions regarding the hiring of entry level Police Officers, and that the credit reporting agency cannot provide reasons for any decision of the City or its Commission.

Signature: _____

Print name: _____

Date: _____



AUTHORIZATION AND RELEASE OF TRANSCRIPTS

I agree to provide to the City of Westland (the City), its designee, and its Act 78 Fire and Police Civil Service Commission (the Commission), at my expense, official copies of my transcripts and other school records as may be requested by the Commission and/or agents acting on behalf of the Commission.

Additionally I authorize the City, its designee, and the Commission to contact any school or educational institution I have attended for the purpose of verifying information I have provided the City/Commission concerning my educational background.

I hereby release any school or educational institution from any and all liability for releasing the above-mentioned information and/or records to the City, its designee, and/or its Act 78 Fire and Police Civil Service Commission.

Signature: _____

Print name: _____

Date: _____



City of Westland

Release of Information

To: _____

Date: _____

I am an applicant with the City of Westland. It is essential that all records and information pertaining to my employment with your company, corporation, or person be available for review by the City of Westland. This information should include my employment application, attendance records, performance evaluations, training records, disciplinary actions, commendations and any other information or records as may be required by the City of Westland

I hereby authorize the release of any and all such records and of any confidential information to any member of the City of Westland Police Department, City of Westland Fire Department, and/or City Clerk's office, and/or their designee to be used in conjunction with my application of employment. Further, in consideration for the City of Westland considering my application for employment, I hereby release, relieve and indemnify the City of Westland, Michigan, such custodian of the records herein indicated, and any law enforcement agency, corporation, company or person from and against any and all disclosure of any information and/or records pertaining to me which are obtained during such investigation.

In addition, I authorize the City of Westland Police Department, City of Westland Fire Department, and/or City Clerk's office and/or their designee to receive information concerning my academic history from the educational organizations referenced on my application.

Printed name

Signature



Release of Information

Waivers and Acknowledgments

Please read carefully, and initial each paragraph, before signing

1. I authorize the references and current and former employers listed in this application to give you any and all information concerning my current and previous employment and any pertinent information they may have, including disclosure of any disciplinary reports (even if more than four years old), and release all parties from any liability for any damages that may result from furnishing same to you. I further authorize you to release such information when such information may be requested by any prospective or subsequent employers without the need to provide me any notice of such disclosure.

2. I understand that the use of this application does not indicate that there are positions available, nor does it imply or create an employment contract. I understand that the only employment contracts are those specifically authorized by the City of Westland management that have been reduced to writing and have been executed by both the employee and an authorized representative of the City of Westland. Accordingly, I understand that no employment contract, either expressed or implied, for any period, is created hereby should the City of Westland hire me.

3. If hired, I understand that my employment is at-will (just-cause for union and/or civil service employees), and can be terminated at any time, with or without notice, for any reason at the option of either the City of Westland or me. Should the City of Westland hire me, I agree to observe all of the City of Westland's policies, practices, and procedures currently in existence and new and revised ones that may be issued in the future.

4. I understand that any employment offer is conditional upon the result of the drug screening test, post offer pre-employment medical examination, and background investigation (when applicable based on the position sought).

5. I understand that if I have a physical, mental, or other impairment that would interfere with my ability to perform in a position but that may be accommodated by, for instance, the purchase of equipment or devices, the provision of readers or interpreters, or the restructuring or altering of work schedules, the Michigan Persons With Disabilities Civil Rights Act requires me to notify the Employer's Personnel Department in writing of need for accommodation within 182 days after I knew or should reasonably have known that the accommodation was needed.

6. I agree that any lawsuit against the City of Westland arising out of my employment or termination of employment, including but not limited to, claims arising under the State or Federal Civil Rights statutes, must be filed within six months of the event giving rise to claims or be forever barred. I waive any limitations period to the contrary. For circumstances in which the statutory period of limitations is less than six months, the statutory limit will apply.

I have read, understand, and agree to the terms of each of the above six (6) individual statements, as indicated by my initials above and my signature below.

Signature _____ **Date** _____



Equal Opportunity Information Statement

The City of Westland Personnel Department seeks to know the effects of their outreach effort to recruit minorities to apply for positions in the City of Westland. You are asked to complete this sheet concerning your gender, ethnic, and racial status. This information will be used to document reports to the Federal Government of our makeup of applicants for various positions. This sheet of paper will be separated from your application when it is submitted so that no consideration of your gender, ethnic origin, or race will be considered in the selection process.

Participation is voluntary. If you choose not to participate, please indicate so at the bottom of the form. Thank you.

Date: _____

Position applied: _____

Gender: Male Female

<u>Ethnicity</u>	<u>Race</u>	
African-American	<input type="checkbox"/>	Black <input type="checkbox"/>
Native-American	<input type="checkbox"/>	Native-American <input type="checkbox"/>
Arab-American	<input type="checkbox"/>	Asian <input type="checkbox"/>
Pacific Islander/Oriental	<input type="checkbox"/>	Hispanic <input type="checkbox"/>
Hispanic	<input type="checkbox"/>	Caucasian <input type="checkbox"/>
European	<input type="checkbox"/>	

I am not participating in this survey



Electronic Notification Acknowledgment

Please read carefully, initial, and sign

1. **I authorize and agree** to allow the City of Westland to provide electronically, via email message to the email address indicated below, the results of any/all entry-level employment documentation. The City of Westland will not deliver test results to me in any format other than an email message **which I am required to respond and confirm electronically within 48 hours of delivery** .

2. **I understand and agree** that notice of the TENTATIVE Oral Examination is conditioned upon successful passage of all other requirements applicable to the entry-level position. Further, I understand and agree **the time and date tentatively scheduled is subject to change** and may become modified.

3. **I understand and agree** that the receipt of any electronic message (email) does not indicate that there are positions available, nor does it imply or create an employment contract. I understand that if the City of Westland indicates a passing score for any examination, I will continue within the entry-level process.

4. **I understand and agree** that the conditional Oral Examination shall only become scheduled if I notify the City of Westland electronically via email message of my receipt of the notification, and my willingness to participate in the Oral Examination.

5. **My email address is:** _____

(Please print)

I have read, understand, and agree to the terms above, as indicated by my initials above and my signature below.

Printed name: _____

Signature _____ **Date:** _____



Police Officer Application Receipt Checklist

Version: Revised January 2026

Applicant Name: _____

Receipt Date/Time: _____

_____ Citizen of the United States (birth certificate)

_____ Met application deadline (date and time)

_____ Met age requirement 21 years by closing date of application (20 years for Westland Police Cadets)

_____ Driver License #: _____ State: _____

Yes No Currently employed as a Police Officer – If yes, proof submitted: Yes No

_____ Police Academy Certificate (not required if currently employed as a Police Officer)

_____ Law Enforcement Academy enrollment proof (if currently attending an Academy)

_____ MCOLES written examination status. **NOTE: required at time of application**

_____ MCOLES certification status. **NOTE: required at date of hire**

_____ Copy of High School Diploma or equivalent

_____ Authorization and Release of Credit Check and Background Investigation form

_____ Authorization and Release of Transcripts form

_____ **TWO** Release of Information forms MCOLES City of Westland

_____ Waivers and Acknowledgements form

_____ Equal opportunity statement form

_____ Personal Information Packet - Westland (**entire XX-page packet is submitted**)

_____ Personal History Statement - MCOLES (**entire 17-page statement is submitted**)

_____ **All documents submitted. Application is complete.**

Bonus Points - Education

_____ Copy of Associate Degree (1 point)

_____ Copy of Bachelor Degree (2 points)

_____ Proof of PSA (additional points for existing employees only)

Bonus Points - Military

_____ Copy of Military DD-214 form (Service of 1 year or more; proof of Honorable Discharge)

Received by: _____