



OLD DOMINION UNIVERSITY POLICE DEPARTMENT

4516 Monarch Way Norfolk, VA 23508

(757) 683-4000 | Fax (757) 683-5660 | Email police@odu.edu

Patrol Aide Application

Must complete a response for everything on the form. If no response put N/A.

GENERAL INFORMATION

Name _____
Last First Middle

DOB _____ Gender _____ UIN _____
(MM/DD/YYYY)

Local Phone Number _____ Cell Phone _____ Email Address _____

Local Mailing Address _____
Street City State Zip Code

Permanent Mailing Address _____
Street City State Zip Code

EDUCATION STATUS

Major _____ GPA _____

Academic Honors or Awards _____

Special Interests _____

Special Skills _____

EXPERIENCE

Do you have prior volunteer experience? _____ If yes, where? _____

Please describe your experience _____

Organizations and Extracurricular Activities _____

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Work Experience

Employer/Supervisor	Dates Employed	Phone Number	Responsibilities	Reason for Leaving

REFERENCES

Personal

Reference Name

Last

First

Middle

Address

Street

City

State

Zip Code

Relationship to you

How long have you known this person?

Phone Number

Email Address

Reference Name

Last

First

Middle

Address

Street

City

State

Zip Code

Relationship to you

How long have you known this person?

Phone Number

Email Address

Employer

Reference Name

Last

First

Middle

Relationship to you

How long have you known this person?

Phone Number

Email Address

Occupation

Company

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DRIVERS LICENSE

Please provide a photocopy of your Driver's License.

Driver's License Number	State	Expiration
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How many years of driving experience?

CRIMINAL HISTORY CHECK

To enhance the safety, security, and other interests of the Police Department and the campus community all applicants must complete the following, a photograph, and a fingerprint card.

A Criminal History background investigation will be conducted as part of the position selection process. I understand by completing the below that I am agreeing to a Criminal History investigation conducted by Old Dominion University Police Department.

Have you ever been arrested or convicted of a criminal offense?	Yes	No
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Have you ever received a summons for a traffic violation?	Yes	No
---	-----	----

Has your driver's license ever been suspended or revoked?	Yes	No
---	-----	----

Have you been sanctioned for violating any of the University's policies?	Yes	No
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Have you used drugs in the past 6 months?	Yes	No
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If you answered yes to any of the above questions please explain in detail and provide date(s) of offense:

I have read and understand the procedures that will be conducted prior to the selection of the Patrol Aide Program position and if I am accepted I understand that my Patrol Aide assignment is a serious commitment therefore all information available to me through my position as a Patrol Aide is considered confidential and should not leave the department. I may be separated from the department at any time for non-compliance with the above.

Print Name	Signature	Date
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EMERGENCY CONTACT INFORMATION

Name

Last

First

Middle

Relationship to you

Phone Number

Email Address

ACADEMIC REQUIREMENTS AND WORKING HOURS

The university police department require all patrol aides to have and maintain a 3.0 GPA or higher. Any patrol aide that is placed on academic probation may also be temporarily suspended from the Patrol Aide program until they have successfully raised their overall GPA above a 3.0. You may be required to provide proof of GPA at the end of the semester.

Working hour assignments:

- Weekdays: Sunday through Thursday 6:30 pm to 12: 30 pm
- Weekend: Friday and Saturday 8:30 pm to 2:30 am
- Each Patrol Aide will work 1 full weekend a month
- Additional special assignments to work Athletic Events or other special occurrences on campus

These hours are subject to change subject to the needs of the department. The department agree to give people adequate notice prior to changing their shifts.

APPLICATION COMPLETION

My signature below indicates that the information I provided is true and forthright to the best of my ability. Any falsification or material misrepresentation will void my application, lead to a withdrawal or offer of employment or cause my immediate separation from the program.

Print Name

Signature

Date

Supervisor Print Name

Supervisor Signature

Date