



City of Kingsland

POLICE DEPARTMENT

Disqualifiers / Exclusions

Employment Disqualifiers

Please review this section carefully to determine if you meet the minimum standard to obtain employment with the Kingsland Police Department as a sworn officer.

Employment in law enforcement agencies involves public trust. Only those persons whose conduct, character and behavior which does not discredit either themselves or the City of Kingsland and its Police Department (KPD) will be employed. The KPD employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants.

If the following does **NOT** apply to you, please initial on the provided area to the left of each question. If you understand these instructions please initial here .

While KPD reviews much information and considers the circumstances in many areas regarding an applicant's background, **the following standards are among those that will automatically disqualify applicants from consideration:**

1. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, or any other pre-employment document;
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process;
3. Applicant has demonstrated a failure to pay just debts. Due to the variables involved, each situation shall be considered on a case-by-case basis. Factors which shall be considered include, but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgement and integrity. Resolution of bad credit may result in re-qualification;
4. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan;
5. Any felony conviction;
6. Any outstanding criminal charge pending adjudication;
7. Sufficient misdemeanor convictions to establish a pattern of disregard for the law;
8. Discovery of an applicant's involvement in any crime of a serious or aggravated nature;
9. Any conviction or plea of nolo contendere within the past five (5) years for Driving under the Influence of Drugs or Alcohol (DUI) or for any serious traffic offense, including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid, or Leave Information, and Racing;



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- 10. **Certified Police Officers:** Your law enforcement certification has been suspended or revoked or is currently under investigation, or you are currently serving a monitored POST ordered probation period;
- 11. Five or more convictions and/or pleas of nolo contendere within the past two (2) years for any moving violations;
- 12. Current illegal drug use;
- 13. Illegal sale, distribution or manufacturing (to include growing) of any drug;
- 14. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant;
- 15. Use or possession of marijuana during the last three years;
- 16. Use or possession of an illegal drug, or combination of illegal drugs, other than marijuana, during the past 10 years;
- 17. Any tattoo that is visible while on duty and/or in uniform which would tend to be or might be considered by the general public as to be vulgar or pornographic in nature will require successful removal before the applicant may be considered for employment. For most people this generally means that tattoos located on the arm must be 2.5 inches above the elbow not to be visible in the short sleeve uniform shirt;
- 18. Applicant has been discharged from any military service under less than honorable conditions, including specifically:
 - (a) Under other than honorable conditions;
 - (b) Bad conduct;
 - (c) Dishonorable; orAny other characterization of service indicating bad character.

We hope this information will assist you in determining if you are a suitable candidate for employment with the Kingsland Police Department. Should you need additional clarification please contact Lt. Richard Sapp or Insp. Donald Belcher at rsapp@kingslandgeorgia.com or dbelcher@kingslandgeorgia.com.



City of Kingsland

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POLICE DEPARTMENT APPLICATION PACKAGE For Position of Police Officer

Today's Date: _____

Are you a native born or naturalized citizen of the U.S.A.? Circle One: YES NO

Are you at least 21 years of age? Circle One: YES NO

(Exceptions MAY be given to those who are at least age 18 and are Georgia POST Certified.)

If you live in Georgia do you have a valid Georgia Driver's License? Circle One: YES NO

Print Your Name: _____ SSN: _____

Address: _____

Phone #: _____ Email: _____

Date of Birth: _____ Race: _____ Sex: _____ Marital Status: _____

Driver's License Number, State and Expiration Date: _____

Are you a Military Veteran? Circle One: YES NO

Are you a Georgia State Certified Police Officer? Circle One: YES NO

GENERAL INSTRUCTIONS

The correct completion of this application package is considered part of the initial interview process. You must follow all instructions correctly. Your ability to follow instructions is part of the application process.

- The application must be legible.**
- Words must be spelled correctly.**
- Be sure to sign each place you are asked to sign or initial.**
- Be sure to write N/A where an item or question is Not Applicable to you.**
- You must initial each page of this application package upon completion.**
- The application itself and the two Release of Information consent forms must be notarized.**
- The notary must contain not only a seal but a notary signature as well.**
- All required paperwork must be submitted at the same time as the application.**

If you understand the above instructions, please initial here:

INTEGRITY STATEMENT

We understand that none of us are perfect. We have all made mistakes in our lives. We have all made a bad decision at one time or another. We are not looking to hire the “perfect applicant.” However, the first character trait we look for in a candidate is INTEGRITY. We want people who will own up to their mistakes and take responsibility for their actions. When completing this application package, BE HONEST. If we decide to pursue your application further, we will conduct a very thorough background investigation. Do not attempt to hide anything. If you understand this, initial here:

SUBMITTING THE APPLICATION PACKAGE

You may submit your completed application package (which includes all instruction and information pages) in one of the following ways:

1. Scan the entire package into ONE Adobe PDF file and email the file to: Mr. Lee Spell, City Manager at lsPELL@kingslandgeorgia.com. Only PDF files are accepted via email.
2. Drop off the entire application package at the Kingsland City Hall located at 107 South Lee Street in Kingsland.
3. Mail the entire application package to:

City of Kingsland
Attn: Mr. Lee Spell
P.O. Box 250
Kingsland, GA 31548

PLEASE DO NOT STAPLE ANY PART YOUR APPLICATION. ONLY SUBMIT SINGLE-SIDED PAGES. DO NOT INCLUDE ORIGINAL DOCUMENTS (UNLESS SPECIFICALLY REQUESTED) SUCH AS YOUR BIRTH CERTIFICATE, SOCIAL SECURITY CARD, ETC.

PLEASE NOTE: The Kingsland Police Department follows the standards of the Georgia Peace Officer and Standards Training Council (P.O.S.T.) as regards reserving the right not to hire or make an offer of employment to anyone who is not able to meet the P.O.S.T. hiring standards in accordance with O.C.G.A. 35-8-7.1

If you understand this, initial here:



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APPLICATION AND HIRING PROCESS FOR POLICE OFFICER

PRINT NAME: _____ Phone #: _____

Email: _____

The screening questionnaire below is designed to give us some very basic background information. Please complete this questionnaire keeping in mind that we are looking for people of integrity.

The word “ever” means “in your entire lifetime.” **If you understand this, initial here:**

Have you ever...?	YES	NO
Been involved in any way with a felony even if not convicted?		
Been involved in any way with a drug charge or violation related to illegal drugs or illegal use of prescription drugs?		
Been involved in any way with a misdemeanor (other than traffic violations) even if not convicted?		
Recreationally used or tried any of the following: Heroin, Methamphetamine, Cocaine, Opium, LSD, PCP, Ecstasy, Hallucinogens, Ketamine, Rohypnol, Steroids or any other illegal substance or any derivative of an illegal substance?		
Bought, sold, traded, possessed, or transported any illegal drug (including marijuana)?		
Been arrested and/or charged under the Family Violence Act (Domestic Violence)?		
Been arrested and/or charged for any sexual crime including but not limited to rape, sodomy, improper sexual contact with any child under the age of 15, child pornography, bestiality, or any other crime involving morals?		
Used or tried marijuana recreationally?		
Had more than three traffic citations in any state or combination of states?		
Are you under any obligation or financial contract or in debt to any Federal, State, or Local government agency?		

Questionnaire continued...

YES **NO**

Been involved with any of the following: Fleeing or attempting to Elude a Police Officer, Habitual Violator, Reckless Driving, Super Speeder Violation, DUI, Suspended License, Leaving the scene of an Accident, or Perjury?		
Had your driver's license suspended in any state for any reason other than for a lapse of insurance?		
Had more than one accident in the past for which you were at fault?		
Received a Dishonorable, Bad Conduct, or Other Than Honorable, discharge from the military?		
Have you ever been denied or rejected for employment by any law enforcement agency?		

The following questions are to be answered **ONLY** by those applicants who already possess a peace officer certification.

Yes **No**

Have you ever had a Peace Officer certification suspended or revoked by the Georgia P.O.S.T. Council or appropriate peace officer certification agency in any other state?		
Have you ever been barred from testifying in court?		
Have you ever received any type of sanction such as probation, public reprimand, etc. from the Georgia P.O.S.T. Council or other peace officer certification agency in any state?		
Have you ever been asked to leave employment by a law enforcement agency?		
Have you worked for more than 2 law enforcement agencies within the past 8 years?		

Completing the Application Package

Submitting an application package does not guarantee that you will be contacted, interviewed, or proceed further in the hiring process. If you understand this, initial here:

The documents listed below must be included with your application package. If a document does not apply to you, you may ignore it.

1. A completed, signed, and **notarized** application for employment
2. Completed consent forms for Driver's History, Criminal History, Release of Information, and the P.O.S.T. Personal History Release. The two Release of Information consent forms must be notarized
3. A typewritten resume may be included
4. Copy of your Birth Certificate
5. Copy of your Driver's license (If you are not a certified peace officer and have or ever had a driver's license in a state other than Georgia, you MUST ALSO SUBMIT a complete driver's history from the state which issued your license even if you now have a Georgia license)
6. Copy of your Social Security Card
7. Copy of your high school diploma. GED certificate holders will need an official copy of transcripts
8. Copy of your college diploma or certified copy of your college transcript if graduated
9. If you are **not** a Georgia P.O.S.T. Certified Officer and you have ever taken the COMPASS exam for college, you need to include a copy of your test scores.
10. Copy of Military DD-214 form **Member 4**
11. If currently in the National Guard or Reserves, you must include a letter from your commanding officer stating that you are in good standing with your unit
12. Copy of your Naturalization documents if applicable
13. For applicants who are already Georgia P.O.S.T. certified Peace Officers, provide a copy of your P.O.S.T. Basic Peace Officer Certification, your Okey Number, and your training history from the POST website. Please **do NOT** submit individual class completion certificates.
14. Any court disposition papers regarding any crime you have been charged with.
15. **IMPORTANT** – If you have had a name change at any time in your life, we need documentation of EACH and EVERY name change, i.e. marriage license, divorce decrees, etc.
16. **NOTE FOR OUT OF STATE CERTIFIED OFFICERS** – Certified officers from another state must also include the following pieces of paperwork:
 - a. Copy of your peace officer certification
 - b. Letter of good standing from your state P.O.S.T. or other certification agency
 - c. Complete copy of your training record – please do not include individual class certifications, just an overall training history

Please use the checklist on the next page to ensure all of your paperwork is included.

Packages which are incomplete WILL NOT be considered, WILL NOT be returned, and you WILL NOT be notified of such. Documents missing signatures, initials, or notary seals where such are required will cause the application package to be rejected.

PAPERWORK CHECKLIST

When each of the following items are checked, you may submit your application

ITEM THAT MUST BE INCLUDED (all items must be checked)	CHECK
Release and Certification consent form	
Pre-employment physical & drug screening notice	
Consent forms for driver's history and criminal background checks	
Release and assumption of risk agreement	
COPY of birth certificate	
COPY of Social Security Card	
COPY of driver's license	
If license is from another state, a certified copy of that state's driver history	
Copy of high school/GED diploma or certified copy of high school transcript	
Typewritten resume (optional)	
ITEMS THAT MUST BE INCLUDED ONLY IF THEY ARE APPLICABLE TO YOU	
Military DD-214 form Member 4 copy (if applicable)	
If you have a GED and/or college degree, an official certified copy of transcript will be needed – a diploma will not suffice for POST	
COMPASS, SAT, ACT, CPE or ASSET scores	
Naturalization documents if not born a U.S. citizen	
Any documents related to any name change(s) (marriage license, divorce decree, etc)	
If you are in the National Guard or Reserves, a letter of good standing from your unit	
Out of state driver's history for each state in which you have had a license with the last 5 years	
GEORGIA CERTIFIED OFFICERS ONLY	
Copy of POST certification	
Okey number (only needs to be included on the actual application)	
POST training history (no individual certificates)	
FOR NON-GEORGIA CERTIFIED OFFICERS	
Copy of state peace officer certification	
Letter of good standing from your state certification agency	
Copy of training history from your state certification agency – no individual class certificates	

The Hiring Process

If we decide to process your application further, some or all of the following events will occur (not necessarily in the order listed):

1. You will interview with the department recruiter. After this interview the recruiter will evaluate your application and interview and decide whether or not to have you proceed further in the process.
2. You will be scheduled for a physical agility test (PAT), CVSA, agency administered entry level law enforcement exam, and psychological exam. Upon receiving a passing score on the PAT you may proceed further.
3. You may interview with a hiring board consisting officers and other city employees. The Board must recommend that you proceed further.
4. A thorough background investigation will be conducted. If all is well you may proceed further.
5. If you are made a conditional offer of employment from the City Manager, you must successfully pass/complete the following: drug screen and physical examination.
6. You may be asked to shoot an abbreviated course of fire on the pistol range. This is simply an evaluation. There is no pass or fail score.
7. During the process we may ask you to show us any personal social media pages that you have on the Internet. Do you agree or disagree to do so? Initial one: Agree Disagree
8. If you are **not** a Georgia P.O.S.T. Certified Peace Officer, you will need to take the COMPASS Exam at a local technical college. This exam is used as the entrance exam for the Police Academy. If you have ever taken the COMPASS, SAT, ACT, CPE or ASSET exams it is **NOT** necessary to retake it. However, we will need to include a copy of your scores with this application.

Failure to successfully complete any one of the above items will result in dismissal from the hiring process. The agency reserves the right to terminate the hiring process at any time for any reason. NOTE: FAILURE TO REPORT FOR ANY SCHEDULED INTERVIEW OR APPOINTMENT WITHOUT AT LEAST A 24 HOUR NOTIFICATION GIVEN TO THE RECRUITING OFFICER WILL RESULT IN AUTOMATIC REMOVAL FROM THE HIRING PROCESS. YOU WILL NOT BE ELIGIBLE TO REAPPLY.

I HAVE READ THIS HIRING PROCESS AND UNDERSTAND THE REQUIREMENTS SET FORTH HEREIN.

Applicant Signature: Date

If at any time during the process you have questions, please contact:

**Lieutenant Richard Sapp or
Inspector Donald Belcher, Jr.**
rsapp@kingslandgeorgia.com
dbelcher@kingslandgeorgia.com

If you have **never** taken the COMPASS exam please complete this form as the community college will need it when you apply.



Georgia Peace Officer Standards and Training Council Entrance Examination Access Form

APPLICANT

O.C.G.A. § 35-8-8 requires each candidate for peace officer certification to "successfully complete a job related academy entrance examination approved by the POST Council in conformity with state and federal law. Such examination shall be administered prior to entrance to the basic course provided for in Code Sections 35-8-9 and 35-8-11. **Candidates who do not perform satisfactorily on the examination shall be ineligible to retake such examination for a period of thirty (30) days after an unsuccessful attempt.** The provisions of this paragraph establish only the minimum requirements of academy entrance examinations for peace officer candidates in this state.

NAME: _____
(Last) (First) (Middle)

HOME ADDRESS: _____
(Street Address) (Apt. Number)

(City) (State) (Zip Code)

RACE: _____ SEX: _____ SS# _____

CHECK PURPOSE OF TESTING: Law Enforcement _____ Corrections/Probation _____

I understand the Entrance Exam score may be used for employment purposes and authorize P.O.S.T. to supply the results (PASS/FAIL ONLY) to other law enforcement agencies that may consider me for employment.

(Applicant's Signature)

(Date)

***** NOTICE *****

Each applicant should:

1. be on time (once testing begins, no one will be allowed entrance into testing area);
2. bring a valid drivers license with picture or other picture I.D. to test site;
3. no telephones or other electronic devices are permitted in the testing center; and
4. allot two (2) hours for test taking and administration time.
5. **return this form and test results with your application for certification to Georgia POST Council.**

You may bring a calculator into the testing center for completion of the math skills test. Only calculators approved by ACT may be used. For more information go to: <http://www.act.org/aap/taking/calculator.html>.

***** NOTICE TO TESTING FACILITY *****



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RELEASE AND CERTIFICATION PLEASE READ BEFORE SIGNING

I understand that the foregoing will be verified in order to expedite my application for employment with the City of Kingsland. I hereby authorize the City of Kingsland to conduct a full investigation into my background.

I authorize the City of Kingsland to obtain my previous work records, employment records, character references and any other information concerning character, ability and habits and all other necessary information. Further I grant authority to the keeper of these records to release said records to the City of Kingsland for the purpose of making its hiring decision. I agree that the City of Kingsland shall not be liable in any respect if a job offer is not extended, is withdrawn, or my employment is terminated because of false statement, omissions or answers made by me on this application. I agree that my previous employers shall not be liable with regard to any information provided by them in connection with this release.

I certify under the pains and penalty of perjury that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing, which, if disclosed, would affect this application unfavorably. I understand that any false statements, omissions or answers made by me on this application can result in my immediate termination.

In compliance with the Immigration and Reform and Control Act of 1986, I understand that I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment.

I understand that my employment will be at-will, which means that both the City of Kingsland and I are free to terminate the employment relationship at any time for any non-statutorily prohibited reason or for no reason at all, with or without notice.

I hereby acknowledge that I have read in full and understand the above statements and conditions of employment.

Signature of Applicant

Date

Printed Name



City of Kingsland

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PRE-EMPLOYMENT PHYSICAL & DRUG SCREENING NOTICE

PLEASE READ BEFORE SIGNING

If an offer of employment is made to you, the City of Kingsland may specify that it is contingent upon the results of a medical exam. I freely and voluntarily agree to submit to a pre-employment physical and/or drug screen, as it relates to the requirements of a specific job, as part of my pre-employment application to the City of Kingsland. I understand that either refusal to submit to such screening or failure to qualify according to the minimum standards established by the City of Kingsland for this screening may disqualify me from further consideration for employment. Further, I understand that any positive drug test results will be communicated in a confidential manner.

I hereby acknowledge that I have read in full and understand the above statements.

Signature of Applicant

Date

Printed Name

(Forward to Human Resources Director)



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Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the _____ to receive any Georgia or _____ Criminal Justice Agency III criminal history record information pertaining to me, as authorized under state and federal law for individuals seeking employment with a criminal justice agency.

Full Name (print):			
Address			
Sex	Race	Date of Birth	Social Security Number

- This authorization is valid for 90/180/_____ (circle one) days from date of signature.
- I, _____ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this agency.

Signature Date

Date of inquiry: _____ Time of inquiry: _____ Operator's initials: _____

Purpose Code used: (check one)

<input type="checkbox"/>	Civilian Employment with a Criminal Justice Agency (J) – Provides complete <i>Georgia</i> and III Criminal History Record Information except juvenile or restricted records and
<input type="checkbox"/>	P.O.S.T. Certified Employment with a Criminal Justice Agency (Z) - Provides <i>Georgia</i> and III Criminal History Record Information including restricted records that contain completed first offender sentences for any offense

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Georgia or III CHRI results available.
<input type="checkbox"/>	Georgia / III CHRI attached/released.

<input type="checkbox"/>	No NCIC/GCIC Warrant results available.
<input type="checkbox"/>	Possible NCIC/GCIC Warrant. Contact Agency listed below.

Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title Date

**Georgia Bureau of Investigation
Georgia Crime Information Center
Georgia Driver's History Consent Form**

I hereby authorize the _____ to
receive a copy of my Georgia driver's history

(Agency Name)

information as part of my application for criminal justice employment, or for use relative to the
performance of my official duties with this agency.

Print Full Name

Address

Sex

Date of Birth

Driver's License Number

Signature

Date

**STATE OF GEORGIA, COUNTY OF CAMDEN
RELEASE AND ASSUMPTION OF RISK AGREEMENT**

I, _____, in consideration of potential
(Applicant's Printed Name)

employment by the CITY of KINGSLAND, GEORGIA, a municipal corporation, (hereinafter the "City") the receipt and sufficiency whereof is hereby acknowledged, do, for myself, my heirs, executors, and administrators, hereby release and forever discharge the City, its successors and assigns, officers, elected officials, employees, and agents, from all debts, claims, demands, damages, actions and causes of action, whatsoever, which I may hereafter have and/or which may arise out of, by reason of, or suffer by reason of participation in physical activities and tests attendant to the City's determination of my fitness and qualifications to serve as a police officer for the City police department.

I further hereby acknowledge that I understand that I am assuming all risk attendant to participation in such physical testing and activities with the full knowledge that any such injuries I may sustain as a result of such activities shall not entitle me to damages or compensation paid by the City.

I further hereby agree and confirm that there is no agreement on the part of the City, its agents, officials, or employees, to do or omit to do any act or thing not herein mentioned.

This release contains the entire agreement between the parties hereto and the terms of this release and assumption of risk agreement are contractual and not a mere recital.

I further state that I have carefully read the foregoing release and assumption of risk agreement and know the contents therefore, and I sign the same as my own free act and deed.

WITNESS MY HAND AND SEAL, this ____ day of _____, 20__

(Applicant's Signature)

Signed, sealed and delivered, In the presence of:

Witness

Seal



City of Kingsland

POLICE DEPARTMENT

Application for Employment as a Police Officer

Effective Date of this Version: 01/20/2016

Directions for Completing This Application:

1. Use a **black** ball-point ink pen and print legibly to complete this application.
2. Fill out the application completely. (If there are any questions which do not apply to you, mark them "N/A").
3. The first page **MUST** be signed, dated, AND notarized. If not, the application will be rejected.
4. Initial each page thereafter.
5. If there is not sufficient room in the spaces provided to completely answer the question, then make a notation, and finish on a separate sheet of paper.
6. Answer all questions truthfully. Any willful misrepresentations or failure to complete (whether willfully or not) any section of this application will immediately disqualify you from the hiring process.

I certify that I am a citizen of the United States.

I certify that I am legally authorized to work in the United States pursuant to Federal and State Immigration laws.

I certify the information contained in this application is true and accurate. I understand that any false statements or failure to disclose all information asked for will disqualify me for employment or, terminate my employment after being hired. I understand that an incomplete application package will be rejected. I authorize investigation of all statements in this application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I also understand that I am required to abide by all rules and regulations of the employer.

Applicant Signature _____ **Date** _____

Notary _____ **Date** _____

Seal AND Stamp _____

Last Name		First		M.I.	
-----------	--	-------	--	------	--

Maiden Name		Other Names/Nicknames	
-------------	--	-----------------------	--

Street Address	
----------------	--

City		State		Zip	
------	--	-------	--	-----	--

Primary Phone #		Cell/Alternate Phone #	
-----------------	--	------------------------	--

Email Address	
---------------	--

Place of Birth	City		County		State	
----------------	------	--	--------	--	-------	--

Country of Birth if not USA	
-----------------------------	--

U.S. Citizen? (Y/N)	
---------------------	--

If you are a Georgia Certified Peace Officer, please enter your Okey number in the space	
--	--

Driver's License Information. List all driver's licenses you have possessed. List current valid license first.

State		Number		Still Valid? Y or N	
State		Number		Still Valid? Y or N	
State		Number		Still Valid? Y or N	

Has your license ever been suspended or revoked for any reason? _____ If yes, give details of reason(s) for each suspension / revocation, the state in which your license was suspended or revoked, license number, and the dates to and from your license was suspended or revoked.

In the box below list all tattoos. Indicate location if tattoos are visible when you wear a short sleeve shirt.

1
2
3
4
5

After reviewing a job description, is there any reason you feel you would not be able to perform all the required duties as outlined? Check Yes or No below.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

Have you ever been arrested and/or charged with a crime? _____ If yes, complete the following:

Date	Charge	Fel/Misd	Disposition	County

Give details of any arrest

List all traffic offenses for the last 8 years:

Mo/Yr	Charge	What Agency Cited You?	Disposition	Fine Amount

Have you ever been involved in ANY type of legal action such as a lawsuit, work complaint, tax issue, etc., as the complainant, plaintiff or defendant? (Y/N) _____

If yes, please summarize in detail and give the current status:

Beginning with the last ten years, list each and every place in which you have resided. Include all military addresses if applicable. Use an additional sheet of paper if necessary and insert it after this page.

	Street Address	City	County	State	From (mo/yr)	To (mo/yr)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

List below, chronologically; most recent dates first, each and every place in which you were employed over the last fifteen years. **Omit none.** Give accurate information. Include part-time employment as well.

Employer	Address AND Phone Number	From	To	Supervisor	Position	Why You Left

Employer	Address AND Phone Number	From	To	Supervisor	Position	Why You Left

Have you ever been terminated, asked to resign from employment, or resigned in lieu of termination? (Y/N)

_____.

If yes, provide a detailed explanation (including which employer, when, supervisor, and reason for discharge.)

Employer	Reason for Termination/Resignation	Immediate Supervisor	Date (Mo/Yr)

Have you been subjected to **any type of disciplinary action** (verbal, written, suspension, etc.) in connection with any employment? _____ If yes, provide specific details and use a separate sheet of paper if necessary.

Employer	Type of Action	Reason for Action	Date (Mo/Yr)

For the hiring process to be complete, it will be necessary to contact your present employer at some point if we consider your application. Is there an objection to this? _____. If yes, why?

Have you submitted an application for employment to any law enforcement agency anywhere (municipal, county, or state) in the past two years? _____ If yes, complete below:

Agency Name	When (Mo/Yr)	Where Are You in the Process?

Have you ever served in any branch of the Armed Forces of the United States of America? _____ If so, list branch, highest rank held, periods of active duty military service, and type of discharge. If reserve duty, please indicate.

Branch	Highest Rank	From (Mo/Yr)	To (Mo/Yr)	Type of Discharge

Are you now serving in a Reserve or National Guard Unit? (Y/N) _____ If so, you must include a letter of good standing from your Company Commander with this application package.

Please indicate the types of disciplinary actions you received if applicable:

Type of Action Received (court martial, Article 15, Captain's Mast, Act 19, etc.)	Reason for Action (You may be asked to provide further information)	When	Disposition

Chronologically, list all the schools and colleges you have attended. Begin with the latest school. If you have a GED list it as well:

School	Where (City/State)	From	To	Graduate (Y/N)	Type of Degree Obtained

List all outstanding debts (credit cards, loans, mortgage, title pawn, etc.)

Company	Type of Credit	Amount Owed	Monthly Payment \$	Current? (Y/N)

Have you ever filed for bankruptcy? _____ If yes, provide specific details:

Have you ever had a lien or judgment against you or your property? _____ If yes, provide specific details:

Have there ever been any garnishments filed against you? _____ If yes, provide details:

If you are paying or have paid child support or alimony, are you now or were you ever behind in your payments? _____ If yes, provide details:

List five personal references whom you have known for at least three years. Do not use former employers or relatives. **YOU MUST INCLUDE ADDRESSES AND PHONE NUMBERS.**

Name	Address	Phone #	Relationship

List three current neighbors. **YOU MUST INCLUDE ADDRESSES AND PHONE NUMBERS.**

Name	Address	Phone #

Please circle Yes or No below.

Do you object to wearing a uniform in accordance with department policy? Yes No
 If you have visible tattoos in a short sleeve shirt, are you willing to wear tattoo covers? Yes No
 Are you able and willing to work varying shifts, hours, and holidays as assigned without complaint? Yes No
 Are you currently on "layoff" status or subject to recall from another job? Yes No

If you are/were a Certified Peace Officer (in any state), has your certification ever been put on probation, suspended, or revoked? _____ If so, provide a detailed explanation. Use additional sheet if necessary.

Agency Worked For	Reason for POST Action	For How Long?	Dates

Have you ever been charged with or accused of sexual harassment? _____ If yes, explain.

CLOSING ATTESTATIONS (circle one answer for each question):

1. Have you listed all disciplinary and/or corrective actions taken by any previous employer against you (this includes verbal or written counseling's, write-ups, suspensions with or without pay, loss of privileges, probation, public reprimands, terminations of employment, revocations of permits/licenses/certifications, etc.)? **YES NO NOT APPLICABLE**

If your answer is YES or NOT APPLICABLE, sign here: _____

2. Have you willfully withheld any information asked for in this application? **YES NO**

If your answer is NO, sign here: _____

3. Have you been truthful to the best of your knowledge in all of your responses? **YES NO**

If your answer is YES, sign here: _____

YOU ARE AT THE END OF THE APPLICATION PACKAGE. MAKE SURE YOU HAVE ATTACHED ALL OF THE REQUESTED DOCUMENTS BEFORE YOU SUBMIT THIS APPLICATION PACKAGE OTHERWISE YOUR APPLICATION WILL BE REJECTED.

IF YOU UNDERSTAND THE ABOVE STATEMENT INITIAL HERE .