

City of Jefferson Police Department
P.O. Box 851
Jefferson, Georgia 30549
(706) 367-5231

Employment Application and Background Investigation

Applicant's Name: _____

Position Applying For: _____

Application Date: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Jefferson Police Department is an equal opportunity employer (EOE), and, in accordance with the applicable Federal and State laws does not unlawfully discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification.

It is the policy of the City of Jefferson Police Department to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other term and conditions of employment.

The minimum age for all positions is 20 years of age. All applicants must be citizens of the United States.

This employment application is ***not*** an offer of employment, or a contract for employment. The completion of this application, or any other instrument does not stand as an agreement, or promise to hire the applicant, and any statement to the contrary by any unauthorized employee is void. This application will be held on file in accordance with current Georgia law. Applicants will be given consideration for open positions only

Instructions for Completing this Application

- (1) Print or type **USE ONLY BLACK INK**
- (2) Complete all questions
- (3) Any questions not pertaining to you individually, list as “N/A” for Not Applicable
- (4) If more writing space is needed throughout this application form, you may write your answers on paper and attach them to the application. Be sure to clearly identify the question number you are referring to.
- (5) The Affidavit of Applicant and Authorization for Release of Personal and Criminal History Record Information on the following pages must be signed **ONLY** in the presence of a Notary Public.
- (6) **If specific portions of this application are not notarized, the application will not be processed.**
- (7) Attach copies* of the following:
 - a. Birth Certificate (naturalized U.S. Citizens must also attach copy of naturalization papers; persons legally permitted employment in the United States must also attach copies of such permits)
 - b. High School Diploma or G.E.D. Certificate
 - c. All post secondary (college, vocational school, etc.) diplomas and transcripts.
 - d. If you were in the military, documentation of military training/experience and a DD-214
 - e. Peace Officer Certification Certificate and Diploma from police academy.
 - f. Police training certificates/training records.
 - g. Valid Georgia Driver’s License

* If some documents are not readily obtainable, you may omit attaching them, if you explain the reason they cannot be attached. Xerox copies of all documents are acceptable for application submission purposes, but original/certified copies are required if an offer of employment is made and accepted.

Affidavit of Applicant

As the Applicant, I state that I understand and/or certify the following:

1. That if I do not wish to answer a question in the application process, I may do so, however, my application will not be processed.
2. Exclusive of the aforementioned statement, all information which is recorded in the application process will be used only for identification and/or in relation to consideration of qualification of the applicant for employment.
3. That I have read and understand all questions and instructions in this application and that my answers during the application process are factual and complete to the best of my knowledge and belief.
4. That truthful and complete responses in the application process are required.
5. That discovery of intentional omissions or incorrect answers may be a basis for the termination of the application process, and may result in criminal prosecution for the offense of False Statements under Georgia law section 16-10-20, a felony punishable by a maximum fine of \$1,000.00 or imprisonment for not less than one (1) or more than five (5) years, or both; and/or for the offense of False Swearing under Georgia code section 16-10-71, a felony punishable by a maximum fine of \$1,000.00 or imprisonment for not less than one (1) or more than five (5) years, or both.
6. That falsification during the application process by an individual hired may result in termination of employment with this agency.
7. That the City of Jefferson Police Department operates within the scope of a Standard Operation Procedures (SOP) Manual and that if an offer of employment is made and accepted, the applicant agrees to work in accordance with the policies and procedures of this manual.
8. That all information provided will be verified by either written request, interview, testing, psychological test, physical agility testing, medical exam, drug screening, polygraph exam or computer verification of drivers/criminal history and drivers license status; that the present and all former employers will be contacted for information to determine qualifications for employment with the City.
9. That if I am offered employment with the City of Jefferson Police Department and I accept such employment, that I will be initially employed as a probationary employee for a period of twelve calendar months from date of hire. I understand that my work performance will be evaluated, and that if such work performance is not in keeping with City standards, I will be provided written notification of my failure to achieve City work performance standards. I understand completely and fully that if I fail to meet City standards, I can be terminated from employment.
10. That my work performance will be evaluated during my probationary period; if I have not obtained City standards of work performance, my employment with the City of Jefferson Police Department will be terminated. I further understand that upon termination that I must return all property issued to me by the City of Jefferson Police Department, or make suitable restitution for same. I understand that I do not have a right to appeal termination unless such termination is illegal.
11. That in the event I achieve agency work performance standards at the end of my probationary period, that I will be classified as a regular employee. I also understand that as a regular employee, should my work performance fall below agency standards, that I may be terminated.

12. After successful completion of my probation period, that I may be terminated for any good and sufficient cause; to include, but not limited to criminal activity or violation of City policies and procedures. I understand that I have appeal rights as provided in the City of Jefferson Police Department's Standard Operating Procedures manual. However, I completely and fully understand that as a probationary employee, I may be terminated at any time and for any or no reason, and I have no rights of appeal, unless such termination is illegal.
13. That in accordance with Georgia law 35-8-22, I accept full and complete responsibility for any and all expenses from my law enforcement training received from my present and any and all previous law enforcement agencies.
14. That I fully and completely relieve the City of Jefferson Police Department and all its employees from any responsibility from the incursion of any debts or expenses from any law enforcement training from my present employer, and any and all former employers.
15. That I understand and acknowledge that if any information presented in this application changes between the time I submit this application and any conditional offer of employment is made, that I must advise the Jefferson Police Department of those changes in writing.

SIGN THIS ONLY IN THE PRESENCE OF A CITY OF JEFFERSON POLICE DEPARTMENT NOTARY PUBLIC AND UNDER OATH

Applicant's Signature

Date

Before me personally appeared the above said person who says that he/she executed the above Affidavit Of Applicant of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn to and subscribed before me, this _____ day of _____, 20_____.

Notary Public's Signature
Place Commission information and Seal:

JEFFERSON POLICE DEPARTMENT
OFFICE OF PROFESSIONAL STANDARDS

RECRUITMENT/HIRING
STANDARDS

The following outline is to be adhered to regarding the recruitment, selection, and background investigation on all Police Officer Candidates:

1. Applications will be placed at the administrative assistant's desk only when there is an opening in the Police Department.
2. Blank applications are to be kept by the Office of Professional Standards when there are no openings in the Department.
3. All completed applications are to be turned in to the Supervisor of the Office of Professional Standards Unit.
4. The Supervisor in the OPS Unit will assign a background investigator to each candidate application.
5. Applications not COMPLETELY and ACCURATELY filled out will not be processed.
6. At any time during the background investigation it becomes evident the candidate is not qualified to be a Jefferson Police Officer, a letter will be sent to that person, advising him/her that his application for employment has been rejected by the department.
7. A Departmental Letter will be sent to all 6 listed personal references with a self-addressed, stamped envelope for return.
8. A Departmental Letter will be sent to all past employers with a stamped, return envelope also.
9. A File Folder will be made for each candidate.
 - A. All returned personal reference letters will be placed in the file.
 - B. All returned past employer reference letters will be placed in the file.
10. Using the applicant's signed release form, a G.C.I.C., N.C.I.C., and Drivers history will be run by the Jackson County E-911 Center on this applicant. This history will be checked by the Supervisor of the OPS Unit and placed in the applicants file. Any applicant who has any Felony Conviction on his application will not be considered. Any applicant who has had his license suspended for points violations; a D.U.I. or possession of drugs will not be considered for employment.
11. From the pool of applicants left, an oral interview board will be set up. This board will consist of one Sergeant, two civilians from our community, and at least three patrolmen. The Supervisor from the OPS Unit will run this board.
12. Each candidate will be telephoned and advised of the time and place of the Review Board.
13. At the Review Board, each candidate will be given two written Police related scenarios. They will be given ten minutes exactly to write with pen and paper provided by us what their reaction to this scenario would be if they were a police officer.
14. Each candidate will be given exactly 20 minutes in front of the review board. One Officer will time this with a stopwatch.

15. Each candidate will be asked 10 identical basic questions by the board. After these questions are answered, the board and the candidate will be able to ask questions of each other on any subject except sexual orientation.
16. The board will score the candidates on a scale of 1 to 10. Each member of the Board will submit his rankings to the Supervisor of the OPS Unit on a secret ballot. No members of the Oral Board will know how the other members of the Board ranked each candidate.
17. The rankings will be relayed immediately to the Chief of Police.
18. All candidates will now be contacted and advised to obtain a credit report and make this report available to this department.
19. All remaining candidates will be notified of a date for the Departmental Physical Assessment.
20. Two Officers assigned to the training Division will have the candidates complete the Departmental Physical. Each officer candidate will receive a numerical rating on the number of sit-ups, push-ups, dead lifts and sit and reach repetitions he/she completes. Each Officer candidate will then be timed in the Shuttle Run, Mile and a half Run, and Obstacle course. Each Officer candidate will receive an over-all numerical ranking compared to the other candidates.
21. At this time, the top candidate (or top number of candidates based on the number of openings) based on the aggregate scores of all of the officer candidates will be asked to an interview with the Chief of Police. The Chief of Police will make his decision on an offer of employment based on the needs of the Department. The Chief of Police will continue to interview candidates until he makes a hiring decision.
22. When a candidate is offered employment, he/she will be advised the offer is contingent upon passing a polygraph test, a drug screen, a pre-employment physical and the P.O.S.T. pre-test (if the candidate is not a certified officer).
23. The Supervisor of the OPS Unit will setup the polygraph with the Gainesville Office of the G.B.I.
24. The departmental physician will conduct a physical on the candidate.
25. A drug screen will be administered by the departmental agency tasked with providing this service to the department.
26. Upon successful completion of the above process, the candidate will then be given a date to take the Ga. P.O.S. T. pre-test. Upon successfully passing this test, the candidate is eligible to be offered employment by the Chief of Police.
27. All correspondence relating to the hiring process on the candidate offered employment will be turned over to the Chief of Police for the officer's personnel records.
28. All other candidate applications not hired will be kept in the Office of Professional

Jefferson Police Department

Factors For Disqualification

(Please read and sign where indicated)

An applicant shall be disqualified and not considered for employment if any of the following situations exist:

1. Conviction in any court for any Felony offense.
2. Conviction in any court for any Drug related offense.
3. Any pending criminal actions in any court.
 4. Presently under investigation for any criminal offense by any law enforcement or similar agency.
5. Dishonorable discharge from any military service.
6. Any history of Drug or Alcohol abuse.
7. Seven (7) or more points accumulated against driving record.
8. Unable to obtain - for any reason - a Georgia Drivers license.
9. Adverse credit record.
10. Absence of high School diploma or G.E.D. certificate.
11. Any medical or physical handicap which would prevent the applicant from successfully performing assigned duties or complying with P.O.S.T. standards.
12. Any known association with any group, organization or person who's primary objective is to foster hatred, oppression or persecution of any individual, group of individuals or any private or public company or organization.
13. Not a Citizen of the United States of America.

I certify that I have read the entire contents of this page and fully understand the same. I also certify that, to the best of my knowledge, none of the above situations apply to me. I understand that, in the event that I have received an official pardon or other similar action for an alleged crime for which I was convicted, I am not required to reveal that said pardon or action exists unless facts concerning this alleged crime are uncovered during this background investigation. I may be required to produce proof of said pardon or action if I wish to be considered for employment.

Signed _____

Social Security Number _____

Date _____

City of Jefferson Police Department
P.O. Box 851
Jefferson GA, 30549

**Authorization for release of Personal Information
and Criminal History Record Information**

I, _____, do hereby authorize the review and full disclosure of
(print your name)
all records concerning myself to any duly authorized agent(s) of the City of Jefferson Police Department, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions; including records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements wherever filed; medical and psychiatric treatment and/or consultation; including hospitals, clinics, private practitioners, and the United States Veterans Administration; employment and pre-employment records, including internal investigations, reports, background reports, polygraph exam results, performance appraisal, efficiency or fit-for-duty reports, complaints, or grievances filed by or against me; and the records, recollections of attorney's at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest; and any other document or article of information deemed pertinent for the purposes of assessing my suitability for employment.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly-in whole or in part, upon this release authorization will be considered in determining my suitability as a candidate for employment by the City of Jefferson Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this; and hereby specifically release them from any liability which may be incurred as a result of furnishing such information.

I hereby authorize the Jefferson to receive any criminal history record information and driver's history information pertaining to me, which may be the files of any criminal justice agency, to include Georgia, and National Crime Information Center files.

A photocopy of this release form will be as valid as an original thereof, even though the said photocopy does not contain any original writing of my signature.

Applicant's Printed Name: _____

Other Names I have been born by: _____

Race: _____ Sex: _____ Date of Birth: _____ SSN: _____

Address: _____

SIGN THIS ONLY IN THE PRESENCE OF THE NOTARY PUBLIC AND UNDER OATH

Applicant's Signature: _____

Sworn to me and subscribed in my presence, this _____ day of _____, 20 _____.

Notary Public's Signature
Place Commission information and Seal:

Section A: Job Task

A-1. Each position has a job description. You must read the job description to comply with the application process.

Are you capable of performing the duties and tasks in the job description for the position for which you have applied? _____ Yes _____ No

This will be verified by interview, psychological testing, medical examination, physical agility testing and/or other forms of testing to determine your ability to perform the tasks directly related to the position for which you have applied.

These tests will be performed in accordance with current departmental requirements for all candidates being considered for employment.

A-2. Do you object to working shifts that rotate?

Days	No _____	Yes _____
Evenings	No _____	Yes _____
Nights	No _____	Yes _____
Weekends	No _____	Yes _____
Holidays	No _____	Yes _____

If any yes, explain:

A-3. If employed by this agency, do you agree to work rotating shift assignments based on the needs of the Agency?
Yes _____ No _____

A-4. Do you object to adherence to following policies, procedures and directives of your supervisors?
Yes _____ No _____ If yes, explain:

B-10. Are you now, or have you ever been, a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?
Yes _____ No _____ If yes, explain:

B-11. Have you ever been fingerprinted? Yes _____ No _____ If yes, give details below:

Agency Fingerprinted By:	Date:	Purpose:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B-12. List the city and state you were born in and each city and state in which you resided, were employed, attended school, or were stationed in military service.

<u>City</u>	<u>State</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section C: Work History

C-1. List all jobs you have held in the last ten (10) years. Start with your present or most recent job first. If you need more space, you may attach additional sheets. Include Military Service in proper time sequences and temporary or part-time jobs no matter little time was involved. This information will be verified by background investigation. If you do not authorize contact to your present employer, your application will not be processed. You **MUST** provide complete addresses of employers.

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

If you need space to list additional employers, you may make copies of this page.

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

C-2: Have you ever been bonded? Yes _____ No _____

If yes, for what purpose? _____

C-3: Have you ever been asked to resign or have been terminated from a job in the last ten (10) years?

Yes _____ No _____ If yes, explain:

Section D: Military Service

For all the following questions, military service includes active duty, reserve duty and National Guard service:

D-1. List all periods of military service:

From	To	Rank Held	Assignment	Branch
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D-2: Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast or company punishment, or any other disciplinary action while in military service? Yes _____ No _____ If yes, explain:

D-3: Did you ever commit any criminal act while in the military service? Yes _____ No _____ If yes, explain:

Section E: Education and Training

E-1: High School or G.E.D.? Yes _____ No _____

If G.E.D., issuing authority: _____

*You must attach copy of H.S. Diploma or G.E.D.

E-2: Indicate below the schools you have attended, location (city and state), your degree and/or major area, and the number and type (quarter hours, semester hours, clock hours) of credits earned.

College/Vocational Schools

Name of School: _____

City & State: _____

Major Area: _____ Degree?: _____

Number & Type of Credits Earned: _____

Name of School: _____

City & State: _____

Major Area: _____ Degree?: _____

Number & Type of Credits Earned: _____

Name of School: _____

City & State: _____

Major Area: _____ Degree?: _____

Number & Type of Credits Earned: _____

Name of School: _____

City & State: _____

Major Area: _____ Degree?: _____

Number & Type of Credits Earned: _____

E-3: List any specific or technical skills and abilities, including speaking foreign languages:

E-4 Typing Skills? Yes _____ No _____ Words per minute: _____

E-5 Computer Skills?: Yes _____ No _____ If yes, then list programs and computer hardware you are familiar with. Indicate your level of experience and knowledge.

E-6 Military Training/Experience: List relevant military training and experience below:

E-7 Have you ever been expelled or suspended from any school, or were you ever disciplined by any school official? Yes _____ No _____ If yes, explain:

Section G: Criminal Activity

It is important that you answer each of the following questions factually and truthfully. Applicant acknowledges that this will be verified with an extensive background investigation including Georgia/National Crime Information Center and local checks.

G-1: Have you ever committed any criminal offense(s)? Yes _____ No _____ If yes, explain:

G-2 Do you have any illegal gambling debts? Yes _____ No _____ If yes, explain:

G-3 Have you ever stolen money to gamble? Yes _____ No _____ If yes, explain:

G-4 Did you ever work for an illegal gambler or someone you knew to be involved in criminal gambling activity? Yes _____ No _____ If yes, explain:

G-5 Have you ever been placed on probation or parole? Yes _____ No _____ If yes, explain:

Section H: Traffic History

H-1: Do you have a driver's license? Yes _____ No _____ If yes, give the following details:

Name on License: _____

License Number: _____

License State: _____

Expiration Date: _____

List any restrictions: _____

F-2: Have you ever possessed an operator's license issued by any state other than Georgia?
Yes _____ No _____ If yes, explain:

State: _____ Expiration Date: _____

Name on License: _____

License Number: _____

F-3 List below **all** traffic citations you have been issued. This will be verified by computer check.

Location (City & State): _____

Approximate Date: _____

Nature of Violation: _____

Penalty/Disposition: _____

Location (City & State): _____

Approximate Date: _____

Nature of Violation: _____

Penalty/Disposition: _____

Location (City & State): _____

Approximate Date: _____

Nature of Violation: _____

Penalty/Disposition: _____

Section I: Alcohol/Drug Use

This section deals with alcohol and drug use and abuse. Answer each question truthfully.

- I-1: Have you ever been terminated because of alcohol consumption or illegal drug abuse?
Yes _____ No _____
- I-2: Have you ever been disciplined by an employer because of your alcohol consumption habits or illegal drug abuse? Yes _____ No _____
- I-3: In the past, have you ever called in sick on a job because of drunkenness or because of illegal drug abuse? Yes _____ No _____
- I-4: During the last ten (10) years, approximately how many times have you used alcohol during working hours? (This would include during lunch or coffee breaks, as well as actually working.) Circle the approximate number:

0 5 10 15 20 25 50 75 100 200 300 400

- I-5: In your lifetime, approximately how many times have you used marijuana or other illegal drugs?

Marijuana	_____	5	15	25	50	75	100	200	300+
Other Illegal Drugs	_____	5	15	25	50	75	100	200	300+

List any illegal drugs (including marijuana) you have ever taken, and the last time you used it.

- I-6: Have you ever been arrested because of illegal alcohol consumption or illegal drugs? (Including DUI) Yes _____ No _____ If yes, explain. Include when, where, and disposition of case.

- I-7: Have you ever sold, or possessed with intent to distribute, any illegal drugs (including marijuana)? Yes _____ No _____ If yes, explain:

- I-8: Have you ever reported to work under the influence of alcohol or illegal drugs (including marijuana)?

Section J: Personal References

J-1 list five (5) personal references that have known you for at least 5 years and can provide information relating to you employability. These personal references cannot duplicate business references.

(1) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone: () _____
Relationship to Applicant: _____

(2) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone: () _____
Relationship to Applicant: _____

(3) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone: () _____
Relationship to Applicant: _____

(4) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone: () _____
Relationship to Applicant: _____

(5) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone: () _____
Relationship to Applicant: _____