

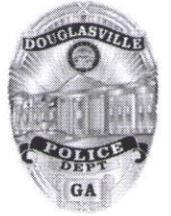


DOUGLASVILLE POLICE DEPARTMENT

2083 FAIRBURN RD

DOUGLASVILLE, GA 30135

(770) 920-3010 PHN · (678) 293-1600 FAX



Civilian Staff

Employment Application



Douglasville Police Department

Employment Application: Personal Documentation List

Your interest in employment with the Douglasville Police Department is greatly appreciated. In order to properly process your background investigation, a photocopy of the following documents, when applicable, will be needed when you turn in this employment application. No application will be accepted without this information. Place a check mark beside the information you have enclosed with the booklet.

Required Documents

- Birth Certificate
- Social Security Card or
Naturalization Card or
Authorization to work in the U.S.
- Valid Drivers License
- Automobile Insurance Card
- High School Diploma or G.E.D.
- College/Technical School Diploma
- College/Technical School Original
Transcript

Required When Applicable

- Police Academy Diploma
- P.O.S.T. Basic Certification
- P.O.S.T. Certifications
- P.O.S.T Training Certificates
- Military DD-214 (Long form)
- Military Discharge Certificate
- Commendations and Awards

Should you have any questions concerning the employment application or obtaining copies of the above listed documents, contact the Training Lieutenant at the Douglasville Police Department at (678) 293-1787. When you have completed the employment application and made copies of the above listed documents, return the entire application and forms to the City of Douglasville's Human Resources Department. The application **WILL NOT** be accepted without all the proper documentation attached. The applications can either be returned in person to the Douglasville City Hall: 6695 Church St. Douglasville, Ga. 30134 or mailed to the following address: City of Douglasville

P.O. Box 219
Douglasville, Ga. 30133
Attention: Human Resources Director

Douglasville Police Department

Employment Application: Questionnaire

Applicant's Name

Last First Middle Suffix

This employment application is not an offer of employment nor a contract for employment. The completion of this application does not constitute an agreement, or promise to hire the applicant.

This employment application is the basis for the employment screening process and background investigation conducted by the Douglasville Police Department on each applicant for a position of employment. The answers that you provide for each question on this application must be full and complete and completed in black ink by the applicant. Any information that is erroneous in nature or not provided on this application, whether intentional or unintentional, will constitute the basis for your elimination from consideration for the employment you now seek. Additionally, should you become employed with the Douglasville Police Department, and at any time subsequent to your employment, fraudulent, misleading, or information missing from this application is discovered, your employment will be terminated. Please be sure that you carefully consider each and every question asked of you by this application and that you provide honest and complete information. If the question does not apply to you put "N/A" for the answer to that particular question. Any answer which requires more space than provided may be answered on the reverse side of the page, with the question number indicated beside the information. Incomplete applications will not be accepted.

I understand that if I do not wish to answer a question in this booklet, I may choose not to do so and my application will be terminated.

I have read and understand the above statement.

Signature of Applicant: _____ Date Signed: _____

Signed before me this ____ day of _____, 20____, by _____ -
_____ Produced Identification

Notary Seal

Notary Public

Douglasville Police Department

Employment Application: Authorization to Release Information

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agency of the City of Douglasville, or to any authorized agent of a criminal justice agency or any private agency upon request of the City of Douglasville Police Department, whether the said records are of public, private or confidential nature. I direct release of such records regardless of any agreement I may have made previously to the contrary. 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 loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultations including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorney's at law or of other counsel whether representing me or another person in my case, wither criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by 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 for employment by the City of Douglasville. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance on any attempts to comply with this authorization.

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

Applicants Signature (including maiden name)

Date signed

Social Security Number

Date of Birth

Complete Address

Telephone Number (include area code)

Signed before me this ____ day of _____, 20____, by _____.

Produced Identification

Notary Seal

Notary Public

Douglasville Police Department

Employment Application: Polygraph Examination Agreement

The undersigned applicant for the position of Police Officer with the Douglasville Police Department understands and agrees to voluntarily submit to an examination by a professional polygraphist prior to being accepted for employment with the Douglasville Police Department. The undersigned person also understands and agrees that he/she will voluntarily submit to an examination by a professional polygraphist pursuant to an administrative investigation and at any time during their employment with the Douglasville Police Department.

The undersigned person also understands and agrees that the results of any polygraph examination given then will only be considered for administrative or departmental purposes relating to their employment by the Douglasville Police Department. The undersigned person further agrees and understands to release, absolve, and forever hold harmless the Douglasville Police Department, its officers, agents, and employees and the polygraph firm conducting the polygraph examination, their agents, officers, and employees from any liability resulting from the operation of the equipment or use of the results obtained there from. This also applies to any and all suits, actions, or causes of action at law, claim, demand or liability, which the executors, or administrators may have resulting directly, indirectly, or remotely from the undersigned person having taken such polygraphs.

The undersigned person also understands and agrees that, if the City of Douglasville makes a conditional offer of employment, the undersigned will submit to a polygraph examination, and that successful completion of the polygraph examination will be one of the conditions of for receiving a firm offer of employment from the City of Douglasville

Applicant's Signature

Date Signed

Signed before me this ____ day of _____, 20____, by _____.

Produced Identification

Notary Seal

Notary Public

DOUGLASVILLE POLICE DEPARTMENT



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GARY SPARKS
CHIEF OF POLICE

SUE ANNE SHAW
DEPUTY POLICE CHIEF

Georgia Bureau of Investigation Georgia Crime Information Center Criminal History Consent Form

I hereby authorize the **Douglasville Police Department** and **City of Douglasville**
(employer name or licensing with)
to receive any Georgia criminal history record information pertaining to me which may be in the files of
any state and/or local criminal justice agency in Georgia only.

Full Name (Print)

Alias (Include Maiden Name)

Address

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Special employment provisions (check if applicable)

- Employment with mentally disabled (Purpose code 'M')
- Employment with elder care (Purpose code 'N')
- Employment with children (Purpose code 'W')

DO NOT WRITE IN THIS BLOCK. FOR POLICE DEPARTMENT USE ONLY.

A CHECK OF STATEWIDE CRIMINAL HISTORY FILES WAS CONDUCTED AND REVEALED
THAT THE ABOVE NAMED INDIVIDUAL HAS NO RECORD ____ THE ATTACHED ____
RECORD OF ____ PAGES. HOWEVER, THIS DOES NOT PRECLUDE THE EXISTENCE OF A
CRIMINAL RECORD OR ADDITIONAL RECORDS OUTSIDE THE STATE OF GEORGIA.

SEARCH CONDUCTED BY: _____ DATE: _____

SIGNED BEFORE ME THIS ____ DAY OF _____, 20 ____ BY: _____

____ PRODUCED IDENTIFICATION

NOTARY SEAL

NOTARY PUBLIC, STATE OF GEORGIA

Douglasville Police Department
Employment Application: Authorization to Obtain a Consumer
Credit Report for Employment Purposes

The City of Douglasville is hereby authorized to obtain a consumer credit report regarding my credit history for employment purposes. I understand that if the City of Douglasville plans to reject my application based on my credit history, the City of Douglasville will give me a warning and a copy of my credit report; if the City of Douglasville later fails to hire me based on my credit report, I will be given an official adverse action notice.

Signature: _____

Date: _____

Print Name: _____

Signed before me this ____ day of _____, 20____, by _____,

_____ Produced Identification

Notary Seal

Notary Public

Douglasville Police Department

Employment Application: Personal References

List four (4) individuals who have knowledge of you and your qualifications, exclude relatives and former employers.

(1) Name, Street Address, City, State, ZIP

Cell: _____ - _____ - _____ Home: _____ - _____ - _____ Work: _____ - _____ - _____

E-mail address: _____

Relationship: _____

(2) Name, Street Address, City, State, ZIP

Cell: _____ - _____ - _____ Home: _____ - _____ - _____ Work: _____ - _____ - _____

E-mail address: _____

Relationship: _____

(3) Name, Street Address, City, State, ZIP

Cell: _____ - _____ - _____ Home: _____ - _____ - _____ Work: _____ - _____ - _____

E-mail address: _____

Relationship: _____

(4) Name, Street Address, City, State, ZIP

Cell: _____ - _____ - _____ Home: _____ - _____ - _____ Work: _____ - _____ - _____

E-mail address: _____

Relationship: _____

Douglasville Police Department

Employment Application: Driving History Statement

Do you have a current Driver's License? Yes: No:

Current Driver's License Number: _____ State: _____ Expires: _____

List any past Driver's License information: License Number and State

Have you ever had a driver's license suspended, revoked, or refused? Yes: No:

If "Yes", explain why: _____

List all traffic citations that you have ever received.

Type of Violation	City/County/State	Date of Violation
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Do you have liability insurance at the present time? Yes: No:

Did you ever have your vehicle insurance cancelled? Yes: No:

If "Yes", explain: _____

Douglasville Police Department

Employment Application: Employment History

How did you find out about this position: _____

Please list all jobs you have had in the past twenty (20) years including Military Service. List the most current employer first:

Name of Employer: _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Supervisor: _____

Address: _____

Phone: _____ - _____ - _____ Email Address: _____

Reason for Leaving: Resigned: Terminated: Laid-off: Resigned Under Investigation:

Name of Employer: _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Supervisor: _____

Address: _____

Phone: _____ - _____ - _____ Email Address: _____

Reason for Leaving: Resigned: Terminated: Laid-off: Resigned Under Investigation:

Name of Employer: _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Supervisor: _____

Address: _____

Phone: _____ - _____ - _____ Email Address: _____

Reason for Leaving: Resigned: Terminated: Laid-off: Resigned Under Investigation:

Douglasville Police Department

Employment Application: Employment History

Name of Employer: _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Supervisor: _____

Address: _____

Phone: _____ - _____ - _____ Email Address: _____

Reason for Leaving: Resigned: Terminated: Laid-off: Resigned Under Investigation:

Name of Employer: _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Supervisor: _____

Address: _____

Phone: _____ - _____ - _____ Email Address: _____

Reason for Leaving: Resigned: Terminated: Laid-off: Resigned Under Investigation:

Name of Employer: _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Supervisor: _____

Address: _____

Phone: _____ - _____ - _____ Email Address: _____

Reason for Leaving: Resigned: Terminated: Laid-off: Resigned Under Investigation:

Douglasville Police Department
Employment Application: Employment History

Would any problem result if your present employer were contacted during the background investigation?

Yes: No:

Did a supervisor ever reprimand you for misconduct or not doing your job? Yes: No:

If "Yes", explain: _____

Did a supervisor ever reprimand you for being late or for being absent? Yes: No:

If "Yes", explain: _____

Have you ever been fired or asked to resign from any place of employment? Yes: No:

If "Yes", explain: _____

Douglasville Police Department
Employment Application : Military Employment History

Have you ever served in the United States Military?
If "No", you can move on to the next page.

Yes: No:

Branch: _____

Service Number: _____

Date of Service: From: _____

To: _____

Job duties: _____

Type of Discharge: _____

(A copy of your DD214 will need to be provided).

Were you ever court-martialed, tried on charges, received an Article 15, or the subject of company punishment, or any other disciplinary action while a member of the Armed Forces? Yes: No:

If "Yes", explain: _____

Are you currently a member of the National Guard or any reserve unit? Yes: No:

If "Yes", list: _____

Douglasville Police Department

Employment Application: Criminal Activity

Have you ever been detained, arrested, or convicted for any criminal offense? (Include juvenile offenses)

Yes: No:

Date/Charge/Agency/Circumstances

Have you ever committed or been involved in a serious or undetected crime? Yes: No:
(NOTE: The next page of this application denotes those offenses in the Georgia Criminal Code, which we consider serious offenses. Please read this list prior to responding).

Has any member of your family ever been arrested for or convicted of a felony crime? Yes: No:

If "Yes", explain: _____

Do you have gambling debts? Yes: No:

If "Yes", explain: _____

Have you ever been placed on probation or parole? Yes: No:

If "Yes", explain: _____

Has alcohol or drug use ever affected your ability to come to work or perform on the job?

Yes: No:

If "Yes", explain: _____

Douglasville Police Department

Employment Application: Serious Offense Disclosure List

The purpose of this page is to provide you, the applicant, with a readily available list of those criminal offenses, which have been established by the State of Georgia as prosecutable offenses under the Criminal Code of the State of Georgia. Should you have any questions as to the meaning of any particular offense, please ask your recruitment officer to explain the offense to you.

- Criminal Solicitation
- Conspiracy
- Murder
- Voluntary Manslaughter
- Involuntary Manslaughter
- Aggravated Battery
- Kidnapping
- False Imprisonment
- Hijacking
- Interference with Custody
- Reckless Conduct
- Cruelty to Children
- Feticide
- Rape
- Sodomy
- Aggravated Sodomy
- Statutory Rape
- Child Molestation
- Bestiality
- Necrophilia
- Public Indecency
- Prostitution
- Pimping
- Pandering
- Solicitation of Sodomy
- Masturbation for Hire
- Bigamy
- Incest
- Sexual Battery
- Criminal Damage to Property
- Interference with Government Property
- Vandalism
- Arson
- Criminal Possession of Explosives
- Criminal Possession of Incendiary Device
- Theft
- Armed Robbery
- Robbery
- Forgery
- Issuance of Bad Checks
- Illegal use of a Credit Card
- Fraud
- Bribery
- Impersonating a Police Officer
- Giving False Information
- False Report of a Crime
- Concealing a Death
- Hindering the Apprehension of a Criminal
- Escape
- Perjury
- False Swearing
- Embracery
- Influencing Witnesses
- Tampering with Evidence
- Treason
- Inciting an Insurrection
- Possession of an Unlawful Weapon
- Carrying a Pistol without a License
- Gambling
- Contributing to the Delinquency of a minor
- Violation of the Georgia Controlled Substances Act
- D.U.I.
- Obstruction
- Attempting to Elude an Officer
- Any Acts of Domestic Violence
- Burglary
- Entering Auto
- Violation of the Street Gangs and Terrorism Act
- Possession of Crime Tools
- Wiretapping
- Eavesdropping
- Peeping Tom

Douglasville Police Department
Employment Application: Criminal Activity

Have you ever tried or used Marijuana illegally?

Yes:

No:

If "Yes", explain: _____

Have you ever tried or used any other illegal drug?

Yes:

No:

If "Yes", explain: _____

Have you ever sold, manufactured, or delivered any illegal drugs including marijuana?

Yes:

No:

If "Yes", explain: _____

Have you ever carried a firearm or weapon illegally?

Yes:

No:

If "Yes", explain: _____

Have you ever been in a physical altercation or fight?

Yes:

No:

If "Yes", explain: _____

Douglasville Police Department

Employment Application: Record of Education

List the name and address of the Schools attended:

High School

Name and Address: _____
Course of Study: _____ Dates Attended: _____
Degree attained: _____ Quarter or semester hours: _____

High School (if more than one)

Name and Address: _____
Course of Study: _____ Dates Attended: _____
Degree attained: _____ Quarter or semester hours: _____

College

Name and Address: _____
Course of Study: _____ Dates Attended: _____
Degree attained: _____ Quarter or semester hours: _____

College (if more than one)

Name and Address: _____
Course of Study: _____ Dates Attended: _____
Degree attained: _____ Quarter or semester hours: _____

College (if more than one)

Name and Address: _____
Course of Study: _____ Dates Attended: _____
Degree attained: _____ Quarter or semester hours: _____

Other (Specify)

Name and Address: _____
Course of Study: _____ Dates Attended: _____
Degree attained: _____ Quarter or semester hours: _____

Were you ever formally disciplined by your high school or college for any reason? Yes: No:

If "Yes", explain: _____

Douglasville Police Department
Employment Application: Additional Questions

Do you have any applications now pending with any other employers? Yes: No: If "Yes", which employers? _____

Are you willing to withdraw your pending applications in writing, from those employers and supply us with a copy of the letter of withdrawal? Yes: No:

Do you understand that you will be required to conform to a strict dress code, which does include items such as hair length, facial hair, jewelry and personal hygiene? Yes: No:

If offered a position, are you willing to conform to the dress code? Yes: No:

Law Enforcement is a twenty-four hour per day, seven days a week vocation. Do you have any objection to working any shift, nights, weekends, or holidays? Yes: No:

Do you have any specialized skills that may be beneficial to this department? (Photography, computers, firearms, etc.) Yes: No:

If "Yes", explain: _____

Do you know any Law Enforcement Officer or civilian who works for the Douglasville Police Department? Yes: No:

If "Yes", what are their names? _____

Are you related to any person who is employed by the City of Douglasville? Yes: No:

If "Yes", who is the relative and what is your relation to this individual?

You have been given a written job description listing the essential job functions of the position for which you have applied. Please review the job description and answer the following questions.

Are you able to perform each of the essential job functions listed for each position for which you have applied?

Yes: No:

If "No", list the functions you are unable to perform and explain why you are unable to perform them

If your application is considered favorably, on what date will you be available for work?

**Douglasville Police Department
Employment Application : End of Application**

**Attach all other
personal documents
after this page.**