

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, sex (including pregnancy, sexual orientation and gender identity), national origin, age, disability, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry	
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____	
Last Name		First Name	Middle Name
Address	Number	Street	City State Zip Code
Telephone Number(s)	E-mail		Social Security Number (Voluntary)

Best time to contact you at home is: _____:_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

..... If Yes, give date _____

Have you ever been employed with us before?..... Yes No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you lawfully authorized to work in the United States? Yes No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 3 shift)

Part-Time (please indicate Mornings Afternoon Evenings)

Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

NAME: _____ POSITION: _____ DATE: ____ / ____ / ____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

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

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

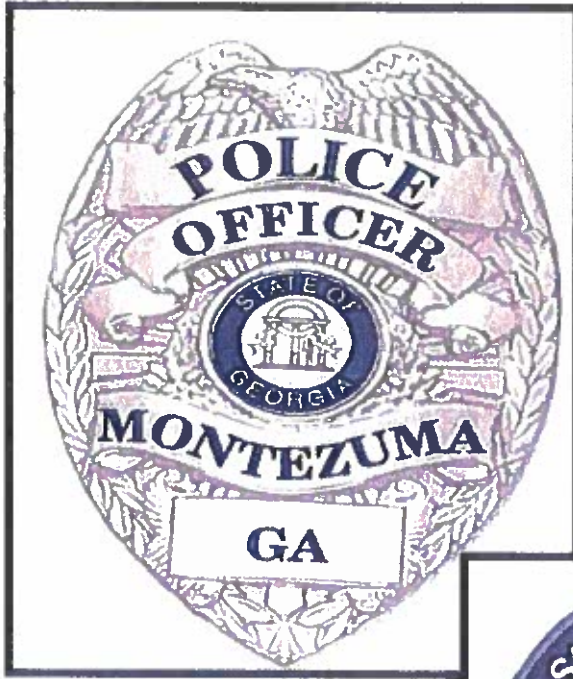
This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.



MONTEZUMA

POLICE DEPARTMENT BACKGROUND INVESTIGATION PACKAGE

Eric R. Finch MPA, Chief of Police



EQUAL OPPORTUNITY EMPLOYER

The City of Montezuma is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation or physical disability (except where physical requirements constitute a bona fide occupational qualification).

APPLICANT'S NAME: _____

MONTEZUMA POLICE DEPARTMENT

Background Investigation Packet Instruction Sheet

This application is not an offer or contract for employment. The completion of this application or any other instrument does not stand as an agreement or promise to hire you. Any statement to the contrary by any employee not in writing is void. All information written in this application will be used only to determine the suitability and qualifications of the applicant for employment reasons.

- **PRINT OR TYPE: Legibly in black ink ONLY.**
- **COMPLETE ALL QUESTIONS:** accurately, legibly, and completely. Provide full details where explanations are necessary.
- **LEAVE NO BLANKS SPACES:** Any questions/sections not pertaining to you individually, write, "N/A", in the space provided.
- **CONTINUATION PAGE:** If more writing space is needed throughout the application, use the page provided in the back of the packet OR ATTACH ADDITIONAL SHEETS if necessary. Remember to list applicable page number and question you are answering.
- **REQUIRED DOCUMENTS:** Each applicant must submit with this application three (3) legible photocopies of each of the following documents:
 1. Birth Certificate/Naturalization Certificate
 2. High School Diploma or Transcript/GED
 3. Driver's License (lifetime Histories for any Out of State Lic.)
 4. Social Security Card
 5. DD214 showing Honorable Discharge (prior military)
 6. Marriage License (If you took your spouse's name)
 7. Any other name change documentation

IMPORTANT

Be Absolutely Truthful in answering all questions on your application and during all interviews. A false statement or omission of requested information is grounds for automatic rejection before appointment or termination after employment. Often, an applicant is suspended from the hiring process due to falsification or omission of information that would not have disqualified them otherwise. If you answer "yes" to a question, you need to be complete in explaining the circumstances. Do not omit an explanation because you think the incident was minor and of no importance.

REQUIRED WRITTEN CONTRACT FOR ALL NON-CERTIFIED OFFICERS: ANY NON-CERTIFIED OFFICER/APPLICANT hired by the Montezuma Police Department will be required to sign a two (2) year written contract as part of employment. Each contract is written for each specific case for each officer/applicant.

Signature _____

QUALIFICATIONS

All applicants **MUST** meet the following qualifications to apply:

- U. S. Citizen
- Minimum Age: 21 (police officer)
- Minimum Age: 18 (communications operator / crime scene technician / detention officer)
- High School Diploma or state-issued GED Certificate
- Honorable Discharge (if applicable)
- **NO** felony convictions
- **NO** convictions for crimes involving false statements or moral turpitude
- **NO** pattern of misdemeanor or traffic convictions which would represent a deliberate disregard for the law
- Good moral character
- Good physical condition
- Successfully complete **ALL** phases of hiring process
- Former police officers / detention officers must be in good standing with P.O.S.T. and have not been fired or asked to resign from any previous employer(s)

SELECTION PROCESS

Each applicant **MUST** successfully complete the following phases of the hiring process:

1. GA. POST Entrance Examination
2. Psychological Testing
3. Background Investigation
4. Polygraph/ Digital Voice Stress Examination
5. Oral Interview
6. Medical / Drug Screening
7. Neighborhood Investigation

ESSENTIAL INFORMATION

1. Appropriate business attire is required for all interviews.
2. Do not bring children to any phase of the hiring process.
3. If you have any questions regarding the qualifications, the hiring process, or this packet, please contact Recruitment / Background Investigations
4. **ALL required documents must accompany this packet.** Photocopies **will not** be made by Recruitment / Background Investigations personnel. (Read Application Instruction Sheet).



Montezuma Police Department



ERIC R. FINCH, CHIEF
408 S. Dooly Street -Post Office Box 388
Montezuma, Georgia 31063
Emergency: 911
Non-Emergency: (478) 472-6260
Fax: (478) 472-5960

PERSONAL HISTORY RELEASE

I do hereby authorize the review of and full disclosure of all records concerning myself to the duly authorized agent of the Montezuma Police Department.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial statements and records wherever filed; medical and psychiatric treatment and/or consultation including hospitals, clinics, private practitioners, and U. S. Veteran's Administration; employment and pre-employment records, including background reports, polygraph examinations or reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollection of attorneys at law, or of 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.

I understand that any information obtained by personal history background investigation, which is developed directly or indirectly, in whole or part, upon this release authorization will be considered in compiling any report for the Montezuma Police Department. I 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 from any and all liability, which may be incurred as a result of furnishing such information.

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.

Signature (Including Maiden Name)

Printed Name of Applicant

Address

Telephone Number

City State Zip

Social Security Number

Date of Birth

CITY OF MONTEZUMA POLICE OFFICER BACKGROUND INFORMATION

FIRST NAME
MIDDLE NAME
SOC. SEC. NUMBER
STREET ADDRESS
CITY
STATE & ZIP CODE
TELEPHONE NUMBER

INSTRUCTIONS

Your answers to the following questions will provide information about your background which will be considered as a part of your application for employment as a Police Officer. It is important that you answer every question. If you feel that you cannot accurately answer a question by stating "yes or no", explain in the space provided for comment on the next page. If your answer to any question is "yes", list and explain each incident involved. A "yes" answer will not necessarily result in unfavorable consideration of your application. The circumstances of each incident will be considered individually for each applicant.

ITEM	QUESTION	YES	NO	SEE COMMENT
1.	Have you ever been asked to resign, forced to resign, or dismissed from any employment?			
2.	Have you received a written reprimand, been suspended from work, received a reduction in pay, been demoted, or been subject to other disciplinary action because of failure to meet an employer's work requirements, failure to follow an employer's work rules, or for any other reason within the last three years?			
3.	Has your driver's license ever been suspended or revoked?			
4.	Have you been convicted of or entered a plea of nolo contendere to a moving traffic law violation within the last three years?			
5.	Have you ever been convicted of or entered a plea of nolo contendere to a misdemeanor charge, other than a traffic law violation?			
6.	Have you received medical treatment because of addiction to or abuse of narcotics or other drugs within the last three years?			
7.	Have you been hospitalized for psychiatric evaluation or treatment, or followed a prescribed course of psychiatric treatment as an outpatient within the last three years?			
8.	Have you ever been discharged from service in any branch of the United States Armed Forces under any conditions other than "Honorable"? (If you never have served in any branch of the United States Armed Forces, answer "No".)			
9.	Have you ever been ordered to forfeit pay, been confined, or been reduced in rank for disciplinary reasons while in service as a member of any branch of the United States Armed Forces? (If you never have served in any branch of the United States Armed Forces, answer "No".)			

Comments: If your answer to any of the foregoing questions was "Yes", list and explain each incident involved in the space below.

CERTIFICATION: I hereby certify that the answers which I have given to the foregoing questions and the supplementary statements which I have made above are full and true to the best of my knowledge and belief. I understand that any false information, omission, or misrepresentation of facts called for in my application for employment or any supplements thereto is cause for rejection of my application or dismissal from employment with the City.

Signature: _____

Date: _____

Supplementary information: Are you willing to undergo a polygraph examination as an aid to determining the truthfulness of information provided in connection with your application for employment?

_____ Yes

_____ No

Comment: _____



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Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby authorize Montezuma Police Department to conduct an inquiry for
Agency/Company
 the purpose listed below and receive any Georgia and/or national criminal history record
 information as authorized by state and federal law.

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

- This authorization is valid for _____ days from the date of signature.
- I, _____, give consent to the above-named entity to perform periodic criminal history background checks for the duration of my employment.

Signature _____	Date _____
Attorney for Individual (Pur E and U Only) _____	Bar Number _____
	Date _____

Date of Inquiry: _____ Time of Inquiry: _____ Operator's Initials: _____

Purpose Code Used: (check one)

NON- CRIMINAL JUSTICE PURPOSES	
<input type="checkbox"/>	E - Employment
<input type="checkbox"/>	M - Working with Mentally Disabled
<input type="checkbox"/>	N - Working with Elderly
<input type="checkbox"/>	W - Working with Children
<input type="checkbox"/>	P - Public Records (no consent required)
<input type="checkbox"/>	F - Probate Court / Weapons Carry License
Personal Request (INDIVIDUAL OR THEIR ATTORNEY)	
<input type="checkbox"/>	U - Personal Copy
CRIMINAL JUSTICE EMPLOYMENT	
<input type="checkbox"/>	J - Civilian Criminal Justice Employment (State & III Info Received)
<input type="checkbox"/>	Z - Sworn Criminal Justice Employment (State & III Info Received)



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

<input type="checkbox"/>	No Criminal Record Available
<input type="checkbox"/>	Criminal Record (Attached/Released)
<input type="checkbox"/>	No NCIC/GCIC Warrant
<input type="checkbox"/>	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: _____

Wanting Agency Telephone: _____

Agency Designee Signature and Title



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O.C.G.A. § 40-5-2(f)(4) authorizes local fire departments and law enforcement agencies access to Georgia driver's history records as part of an application for employment or any current employee for use relative to the performance of official duties with the local fire or law enforcement agency.

I hereby authorize the

Montezuma Police Department

List Name of Law Enforcement Agency/Fire Department

To receive a copy of my Georgia Driver's History record as part of my application for employment, or for use relative to the performance of my official duties with the agency.

Full Name (print)	
Address	
Sex	
Race	
Date of Birth	
Social Security Number	
Driver's License Number	

This authorization is valid for 90 days from the date of signature.

Signature

Date

To be completed by CJIS network operator:

Date of Inquiry	
Time of Inquiry	
Operator's Initials	

Date Results Provided	
Person Results Provided to	

Purpose:

For Employment Application

Periodic Review During Employment

Position Applied For: _____



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SUBSTANCE ABUSE TESTING NOTICE EMPLOYMENT APPLICANT

I acknowledge that I have applied for employment with the City of Montezuma, and I have been informed that a substance abuse test is a requirement for this employment.

I agree to provide all necessary samples for my bodily fluids and to otherwise cooperate in all respects with the collections and testing procedures.

I authorize the city physician or other entities performing or assisting in the testing procedure to release the results of any substance abuse Test to the City of Montezuma and the Montezuma Police Department.

I authorize the City of Montezuma to receive and review the results of any substance abuse test.

I realize that failure to appear at the designated time or failure to take the test or to cooperate with the testing or collection procedure will disqualify me from further consideration for employment with the City of Montezuma.

I have carefully read (or had read to me) and understand this document.

Signature of Applicant

Date

Print Name of Applicant

Social Security Number

Witness

Date

CHARACTER REFERENCES

Please provide three (3) personal references able to appraise your character, ability, experience, personality and other qualities. These references cannot be relatives, former employers or supervisors.

Reference #1 Name:	Phone Number:
Address:	Email:
Occupation:	Years Known:
Reference #2 Name:	Phone Number:
Address:	Email:
Occupation:	Years Known:
Reference #3 Name:	Phone Number:
Address:	Email:
Occupation:	Years Known:

PREVIOUS LAW ENFORCEMENT EXPERIENCE

CHECK HERE IF NOT APPLICABLE

Have you ever attended a basic state, federal, local or military law enforcement academy for Police Officer, Deputy Sheriff, Correctional Officer, Military Police Officer, etc? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List dated that you attended basic police school: From: _____ To: _____	
Did you receive a certification number? <input type="checkbox"/> Yes <input type="checkbox"/> No*	Certification Number: _____
*If "No," Why Not? _____	
List the number of years and months experience as a certified law enforcement officer:	____ / ____
List the agency, department or organization which sponsored you for basic police training:	
Agency Name: _____	Phone Number: _____
Complete Address: _____	

part-time jobs and periods of unemployment, no matter the length of time. If more space is needed, use the continuation sheets at the back of this packet or attach additional sheets.

From Month / Year:	To Month / Year:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary
Name of Employer / Business:				
Address:				
Job Title / Duties:				
Supervisor's Name / Title:				
Work Phone Number: ()		FAX Number: ()		
Reason for Leaving:				
From Month / Year:	To Month / Year:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary
Name of Employer / Business:				
Address:				
Job Title / Duties:				
Supervisor's Name / Title:				
Work Phone Number: ()		FAX Number: ()		
Reason for Leaving:				
From Month / Year:	To Month / Year:	<input type="checkbox"/> Full Time	<input type="checkbox"/> Part-Time	<input type="checkbox"/> Temporary
Name of Employer / Business:				
Address:				
Job Title / Duties:				
Supervisor's Name / Title:				
Work Phone Number: ()		FAX Number: ()		
Reason For Leaving:				

APPLICANT'S NAME

(PRINT): _____

DATE: _____

Instructions: Answer "yes" or "no" to each of the following questions. Any "yes" answer to questions 4-17 must be fully explained on the explanation sheet attached. Indicate the question number that you are addressing on the explanation sheet. All explanations must be detailed and accurate. Failure to follow instructions may result in the disqualification of your application.

		YES	NO
1	Will you consent to a rigid medical examination by a physician, upon conditional offer of employment?		
2	Will you consent to a thorough background investigation of your character?		
3	Will you be able to work any shift (day, evening, morning, or 12-hour)?		
4	Have you ever applied for any position with the Montezuma Police Department? If yes, explain.		
5	Have you EVER applied with any other law enforcement agency? If "yes", list agency, dates, and your current status in their process.		
6	Have you EVER been rejected for employment, for any reason, by any law enforcement agency? If "yes," what agency and why?		
7	Have you EVER been employed by any law enforcement agency?		
8	Have you EVER been certified by Georgia Peace Officers Standards and Training Council (POST)?		
9	Have you EVER been terminated by any law enforcement agency? If "yes," give the date of termination and reason for termination.		
10	If employed by a law enforcement agency, have you EVER received any disciplinary action (oral or written reprimands, suspensions, demotions, etc.) for any reason? Explain in detail.		
11	Have you EVER been the focus of an internal / departmental investigation? Explain in detail.		
12	Have you EVER been terminated or asked to resign from ANY job? If "yes," list the name of the job(s), dates of employment, and reason for termination or resignation under pressure.		
13	Have you EVER been physically arrested or given a copy of charges for violation of city, municipal, state or federal law? Explain in detail.		
14	Have you EVER appeared in any court (including juvenile) as a defendant to answer any city, municipal, state or federal criminal charge? If so, give the court in which you appeared and the disposition of the case (i.e. conviction, First Offender, charges dismissed, etc.). Explain in detail.		
15	Have you EVER been detained by any law enforcement representative, been the subject of ANY criminal investigation, or been named as the accused on a warrant? If "yes," explain in detail.		
16	Have you EVER received any tickets for traffic violations (excluding parking tickets) on any license that you have held since you began driving? If "yes," list type of violation, date received, jurisdiction and disposition (i.e. fine, suspension, etc.).		
17	Have you EVER had your driver's license suspended, revoked or canceled?		
18	Have you EVER used, tried, ingested or experimented with marijuana or ANY other type of illegal narcotics or dangerous drugs (i.e. heroin, cocaine, hashish, speed, meth, anabolic steroids, etc.)? If "yes," indicate what type of drug, when you used it and how many times you used the drug.		
19	Have you EVER sold any type of illegal drug, delivered illegal drugs, shared drugs with another person, or directed another person where to buy drugs? Explain in detail.		
20	Have you EVER filed or declared bankruptcy or had any judgments against you? Explain in detail.		
21	Have you EVER committed or participated in any undetected criminal act?		
22	Do you have any tattoos? If yes, advise the nature and location (Hands, Neck, Arms, Legs, Face).		
23	Are you aware of ANY information, in addition to that specifically addressed in this application, which may be relevant to an investigation into your eligibility for appointment to the position for which you have applied?		

EXPLANATION SHEET
MAKE COPIES OF THIS PAGE IF NECESSARY

Question Number: _____

Question Number: _____

Question Number: _____

Question Number: _____

Question Number: _____

Question Number: _____

Question Number: _____

AFFIDAVIT
IMPORTANT-READ CAREFULLY
MUST BE NOTORIZED

I certify that I have read and understood all the questions and instructions in this packet.
My answers are true, correct and complete to the best of my belief.

I understand that any falsification, misrepresentation, omission or misstatement of
material facts will result in:

1. Disqualification of my application or dismissal from employment with the
Montezuma Police Department;
2. Prosecution for the offense of False Swearing (Georgia Code, 181, S16-10-72), a
felony punishable by a maximum fine of \$1,000.00 plus imprisonment for not less
than one (1) or more than five (5) years or both.

Signature of Applicant

Date of Signed

STATE OF GEORGIA

COUNTY OF MACON

Before me personally appeared the said _____

Who says the he/she executed the above statement of his/her own free will and accord
with full knowledge of the purpose thereof.

Sworn to me and subscribed in my presence ____ day of _____,

NOTARY PUBLIC

SEAL