

APPLICANT CHECKLIST

APPLICATIONS ARE ACCEPTED BY APPOINTMENT ONLY ON THE 1ST & 3RD WEDNESDAY OF EACH MONTH.

Contact Cpl. Lee Wade at 770-834-4451 EXT. 277
For an appointment

Thank you for your interest in employment with the Carrollton Police Department. I ask that you review the checklist below. The purpose of this checklist is to prepare you to complete the application for employment. While it is recommended that you bring this information with you to aid you in the completion of the application, there is no need to type or prepare this information in any formal manner prior to completing the application.

1. Current Driver's License
2. Copy of DD-214, if applicable –
3. Proof of Educational Status (High School Diploma or GED Certificate)
4. Police Academy Certificates, if applicable
5. References: (5) – Name, Address, home & work telephone numbers – (These must be non-relatives and non- employer references.)
6. Credit References: Names, addresses, and amount owed to all creditors
7. Complete work history – (employer names, addresses, dates of employment, reason for leaving. Explain any breaks in employment.)
8. List of addresses for past ten (10) years – provide landlord's name
9. Be prepared to list any traffic citations, (offense and disposition) you have received.
10. Be prepared to list any traffic accidents, in which you have been involved.
11. Be prepared to write a full 8 ½ x 11 page about yourself.
12. Copy of your birth certificate

You must bring these documents and/or provide this information at the time the application is completed.

The City of Carrollton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. All individuals considered for employment are evaluated without regard to race, color, religion, gender, national origin, age, marital, or veteran status, the presence of a non-job related disability or any other legally protected status.