



Applicant's Name: _____

Date of Application: _____

UNIFORM SERVICES - CARROLLTON POLICE DEPARTMENT

Application for Employment

EQUAL OPPORTUNITY EMPLOYER

The success of the City of Carrollton depends upon the full and effective use of all of its human resources. The City will, therefore, provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, sexual orientation, and veteran, disability, or familial status. This relates to all phases of employment, including, but not limited to, recruitment, hiring, placement, promotion, demotion, termination, transfer, layoff, recall from layoff, compensation, benefits, and educational, social, or recreational programs of the City.

The city of Carrollton prohibits any form of unlawful employee harassment based on race, color, religion, age, sexual orientation, and veteran, disability or familial status.

Before proceeding further with the application, please read the following disqualification list. After reading this list, please sign the bottom of the page stating that you understand that these disqualifiers will prohibit employment with the Carrollton Police Department. If any of these disqualifiers apply to you, you may stop with this form without signing and without proceeding further with the application.

AUTOMATIC DISQUALIFICATION LIST

These additional minimum standard requirements are mandated at the discretion of the City of Carrollton and the Chief of Police. The following list will cause disqualification of the applicant for employment:

- Any Felony conviction
- Any Misdemeanor conviction, other than minor traffic violations, within the past five (5) years
- Any conviction of more than three (3) moving violations in the past three (3) years.
- Any driver's license suspension as reference in Georgia Code 40-5-52 (concerning other states) within the past 12 months; 40-5-54 (concerning certain convicted offenses) within the past 12 months; 40-5-55 (concerning implied consent) within the past five (5) years; 40-5-56 (concerning failure to respond to a citation) within the past 12 months; 40-5-57 (concerning assessment of points) within the past 12 months; 40-5-75 (concerning marijuana conviction) within the past five (5) years. Other suspensions will be determined on a case-by-case basis.
- Any Dishonorable, General, or Other than Honorable Discharge from any branch of the Armed Forces.
- Shall not have used, tried, tasted, experimented with, delivered, sold, or possessed any illegal controlled substance that would constitute a misdemeanor violation of Georgia State Law within the twelve (12) months prior to application.
- Shall not have used, tried, tasted, experimented with, delivered, sold or possessed any illegal controlled substance that would constitute a felony violation of Georgia State Law within the three (3) years prior to application.
- Any conviction of the crime of Domestic Violence
- Refusal to submit to a Polygraph or Voice Stress Analyzer (VSA) Examination.
- Currently under active investigation by Federal, State, or Local authorities, or under investigation by P.O.S.T.
- Refusal to submit to a physical examination by a doctor chosen by the City of Carrollton.
- Refusal to submit to a physical agility test.
- Refusal to submit to a drug and alcohol screening
- Refusal to submit to a psychological screening examination.
- Applicants must answer truthfully and fully all questions asked of them. Any misrepresentation or omission of any material fact on the application, during the application, background investigation, or in any phase of the selection process shall disqualify the applicant. If an investigation discloses a willful misrepresentation, omission, or falsification, the application will be rejected and the applicant may be permanently disqualified from applying in the future for any position with the Carrollton Police Department.

I, the applicant, have read the above disqualifiers and understand that any of these may cause my application, if completed, to be inactive and no further action taken with consideration for employment with the Carrollton Police Department.

Applicant: _____ Date: _____
(Signature of Applicant)

Applicant: _____ Date: _____
(Signature of Officer Taking Application)



CITY OF CARROLLTON POLICE DEPARTMENT
115 WEST CENTER ST, CARROLLTON, GA 30117

STATE REQUIREMENT QUESTIONS

SAT _____ ACT _____ ACCUPLACER/COMPASS _____

1. Are you at least twenty (20) years old?
2. Are you a citizen of the United States or a repatriated or naturalized citizen of the United States?
3. Have you obtained a high school diploma, general education diploma, or have you completed home schooling?
4. Have you been convicted or charged by any state or by the federal government of any crime for which the punishment could have been imprisonment in a Federal or State prison?

If yes, explain:

5. Have you been convicted of sufficient misdemeanors to establish a pattern of disregard for the law (including traffic laws)?

If yes, explain:

6. Have you possessed marijuana in the last two (2) years, or have you possessed other drugs in an unlawful manner in the last five (5) years?

If yes, explain:

7. Can you read and write at a level equal to your education?
8. Do you possess good moral character?
9. Do you possess a valid Driver's license?

Print Name: _____

Notary Public Signature:

Signature: _____

Date: _____

(SEAL)



CARROLLTON POLICE DEPARTMENT POLICE OFFICER APPLICATION

PERSONAL HISTORY STATEMENT

INSTRUCTIONS: Using your own handwriting, legibly printing in ink, fill out this form completely and accurately.

If you need extra space, there are additional pages available for your use. Please identify the information on the additional pages by page number and subject matter.

If an item does not apply to you, indicate by entering "N/A" in the blank.

NOTE: All statements are subject to verification and any incorrect statements or omissions may bar or remove you from employment eligibility. This application must be notarized upon completion.

CERTIFICATION OF CANDIDATE

Projected Academy: _____ Projected Start Date: _____

Candidate's Last Name:

Projected Date of Employment

Candidate's First Name:

POLICE OFFICER/CANDIDATE

Candidate's Middle Name:

Have you previously submitted an application with this agency? If yes, List approximate date:

Give suffix (such as Jr. Sr. II, III, IV, V, etc.):

RACE SEX/GENDER SOCIAL SECURITY #

Present Mailing Address:

Physical Home Address:

Telephone Number

Home: _____ Cell: _____

Work: _____ Other: _____

Are you related by blood or marriage to any person(s) now employed by the City of Carrollton? YES NO

If yes, give name(s) and relationship



CARROLLTON POLICE DEPARTMENT POLICE OFFICER APPLICATION

Nickname or Aliases: _____

Does your name match the name on your birth certificate? YES NO

If **No**, please list all the names that you have had since birth and explain reason for change (adoption, marriage, name change, etc.)

Documentation for a name change for anything other than marriage **MUST** be attached.

Check here if name change documentation is attached

Name	Used from	(yr) to	(yr)
Name	Used from	(yr) to	(yr)
Name	Used from	(yr) to	(yr)

BIRTH & CITIZENSHIP VERIFICATION

Was Candidate born in the United States? YES NO

Country of birth if other than United States:

Was candidate a U.S. Military dependent at the time of birth? YES NO

NOTE: If naturalized, a certified copy of the naturalization papers OR a copy of their U.S. passport must be submitted.



CARROLLTON POLICE DEPARTMENT POLICE OFFICER APPLICATION

MILITARY SERVICE

IMPORTANT NOTE: If any of the above documents are used for this verification, the documents must show the **full name** and **date of birth** of the candidate. In order to establish the place of birth, the candidate must submit a **signed & notarized statement** indicating that the candidate is a United States citizen of documents other than a birth certificate are furnished. Included in this statement must be the place, date and country of birth.

If the candidate is a naturalized citizen, a certified copy of the naturalization papers or a copy of their U.S. passport must be submitted.

Did this candidate serve in the Military? YES NO If **NO**, continue to next page.

Candidate served in the (check all that apply):

- Air Force
- Army
- Coast Guard
- Marines
- Navy
- National Guard
- Reserves
- Other Department of Defense service – List

Candidate's dates of enlistment:

FROM _____ TO _____

FROM _____ TO _____

FROM _____ TO _____

IMPORTANT NOTE: If the candidate recently served or is currently serving in the reserves, it is acceptable to attach a letter from their current military reserve commander regarding their service record.

Was candidate's **CHARACTER OF SERVICE/DISCHARGE** honorable? YES NO

If **Yes**, go to the next page. If **No**, candidate's character of service was listed as:

During your Military Career, did you ever receive an Article 15 or Captain's Mast? YES NO

Were you ever placed on "Restriction" or received any other "non-judicial" style punishment?

YES NO

Did you ever lose any rank or privileges? YES NO

If yes to any of the above provide a brief explanation regarding candidate's character of service/discharge, providing details for the reason for this character.

CHECK HERE IF PAGE ATTACHED



CARROLLTON POLICE DEPARTMENT POLICE OFFICER APPLICATION

EDUCATION

Please attach High School Diploma or GED or Home School Affidavit to this page.

(IMPORTANT NOTE: School must have a state, regional, or national accreditation that POST accepts – see www.chea.org for acceptable accrediting agencies:

High School Name: _____ Year of Graduation: _____

Location of High School (City/State); _____

High School Telephone #: _____

COLLEGE

NOTE: If candidate wishes to have their college degree recorded in their profile, a copy of their diploma or a certified copy of their college/university transcript can also be attached in addition to their high school diploma.

Check here if candidate has **ALSO** attached a college diploma/transcript for their profile.

List colleges/universities attended or obtained a degree from. (Attach additional pages if needed)

College/University: _____

Obtained: Associate's Bachelor's Master's Doctorate

Did not obtain degree:

College/University: _____

Obtained: Associate's Bachelor's Master's Doctorate

Did not obtain degree:

College/University:

Obtained: Associate's Bachelor's Master's Doctorate

Did not obtain degree:

IMPORTANT NOTE: If the candidate obtained their diploma from a correspondence school or received a diploma via the internet, the school issuing diploma must be accredited by one of the POST accepted accrediting agencies (see www.chea.org for acceptable accrediting agencies).



CARROLLTON POLICE DEPARTMENT POLICE OFFICER APPLICATION

WORK HISTORY

List **ALL** jobs you have held. Put your PRESENT or MOST RECENT job first. Please use additional sheets if necessary

Employer:

Title:

Address:

City/State/Zip:

Date Employed:

Date Separated:

Name of Supervisor:

Telephone #:

Duties:

Reason for Leaving:

Employer:

Title:

Address:

City/State/Zip:

Date Employed:

Date Separated:

Name of Supervisor:

Telephone #:

Duties:

Reason for Leaving:

Employer:

Title:

Address:

City/State/Zip:

Date Employed:

Date Separated:

Name of Supervisor:

Telephone #:

Duties:

Reason for Leaving:



CARROLLTON POLICE DEPARTMENT POLICE OFFICER APPLICATION

WORK HISTORY CONT'D

List **ALL** jobs you have held. Put your PRESENT or MOST RECENT job first. Please use additional sheets if necessary. Explain in full any breaks in employment.

Employer: _____ Title: _____
Address: _____ City/State/Zip: _____
Date Employed: _____ Date Separated: _____
Name of Supervisor: _____ Telephone #: _____
Duties: _____

Reason for Leaving: _____

Employer: _____ Title: _____
Address: _____ City/State/Zip: _____
Date Employed: _____ Date Separated: _____
Name of Supervisor: _____ Telephone #: _____
Duties: _____

Reason for Leaving: _____

Employer: _____ Title: _____
Address: _____ City/State/Zip: _____
Date Employed: _____ Date Separated: _____
Name of Supervisor: _____ Telephone #: _____
Duties: _____

Reason for Leaving: _____



CARROLLTON POLICE DEPARTMENT POLICE OFFICER APPLICATION

PUBLIC SAFETY

LAW ENFORCEMENT CERTIFICATION HISTORY

Have you ever been certified or previously submitted an application to GA POST Council?

YES NO

Have you ever been certified as an officer in another state? YES NO

If **YES**, list State & Certification #s:

State _____ Certification # _____ Certification # _____
Certification # _____ Certification # _____

State _____ Certification # _____ Certification # _____
Certification # _____ Certification # _____

If yes to the above, POST requires written proof from the other state's POST Council or equivalent that the officer's certification in that state is in "good standing."

Has the candidate ever been denied an application for certification for a law enforcement professional position? (i.e. police, jail, communications, probation, parole, etc.) in GA or another state?

YES NO

If yes, a written signed explanation must be provided.

Has the candidate's certification ever been disciplined or sanctioned in another state?

YES NO

If yes, a written signed explanation must be provided.

Attachments to this page:

- Proof of Officer's "Good standing/certification status (needed for states other than Georgia ONLY)
- A written & signed explanation of the officer's denial
- A written & signed explanation of the officer's discipline or sanction.



CARROLLTON POLICE DEPARTMENT POLICE OFFICER APPLICATION

LAW ENFORCEMENT EMPLOYMENT HISTORY

Agency:

Title:

Address:

City/State/Zip:

Date Employed:

Date Separated:

Name of Supervisor:

Telephone #:

Duties:

Reason for Leaving:

Agency:

Title:

Address:

City/State/Zip:

Date Employed:

Date Separated:

Name of Supervisor:

Telephone #:

Duties:

Reason for Leaving:

Agency:

Title:

Address:

City/State/Zip:

Date Employed:

Date Separated:

Name of Supervisor:

Telephone #:

Duties:

Reason for Leaving:

POLICE CANDIDATE PRE-EMPLOYMENT TESTING CITY OF CARROLLTON, GEORGIA

In order to establish eligibility for employment as a Police Officer, an individual must demonstrate that he or she meets certain qualifications and is capable of performing the essential functions of a Police Officer. Therefore, it is proposed that candidates for employment be subject to the following detailed application process:

APPLICATION AND PERSONAL HISTORY

This process includes completion of a formal application for employment. A preview of the application will determine if the candidate meets the minimum requirements which include

- (1) at least 20 years of age;
- (2) high school diploma or GED certificate;
- (3) If veteran, produce a DD-214;
- (4) possess a valid driver's license;
- (5) be a citizen of the United States.

COMPUTER VOICE STRESS ANALYZER/POLYGRAPH

The background investigation is only as complete as the information that is provided throughout the process. Since this is the case, applicants will be subjected to a Computer Voice Stress analyzer and/or Polygraph examination to ensure truthfulness on all information given.

AGILITY TEST

Since the essential duties of a Police Officer include a great amount of physical stress, an applicant will be required to undergo a complete physical agility test. The fundamental purpose of this test is to ensure that more than ordinary strength and agility which are required in police service, if only occasionally, are present.

ORAL INTERVIEW

The interview will be conducted by members of the Carrollton Police Department's Advisory Board. The purpose of the oral interview is to measure those aspects which cannot be more accurately assessed by other steps in the selection process. Members on the interview board will be asking the same questions of each candidate and will be focusing upon such qualities as appearance, ability to communicate, general poise and bearing, and alertness.

BACKGROUND INVESTIGATION

A criminal background check will be conducted by an investigator to determine the accuracy of each item or statement listed on the application. This investigation will be all-inclusive in ascertaining whether an applicant possesses a good moral character and has not been convicted of a Felony or a sufficient number of misdemeanors to establish a pattern for disregarding the law.

ENTRY LEVEL LAW ENFORCEMENT EXAM (ELLE)

A statistically validated test to identify individuals who possess the abilities required to be a successful law enforcement officer.

PSCHOLOGICAL TESTING

Police Officers are placed under moderate to severe emotional stress. For example, the handling of arrests when surrounded by hostile crowds, domestic crisis situations, constant exposure to death, violent injuries, and the need to make sound decisions often with a minimum amount of information, all contribute to emotional stress. Since the ability to deal with this emotional stress is an essential function of the Police Officer's job, a psychological test subsequent to a conditional offer of employment will be given so as to preclude the employment of those who are emotionally unstable, brutal, or have a condition that would impair their ability to perform the essential job functions at an acceptable level.

INTERVIEW WITH CHIEF OF POLICE/CITY HALL

Interviews will be scheduled with the Chief of Police and City Manager.

PHYSICAL EXAMINATION AND DRUG TESTING (POST OFFER)

Physical excellence is an essential quality for individuals who are to be employed as law enforcement officers and this can only be determined by the administration of a rigid medical examination. The purpose of such an examination is to assure the employment of persons who possess the physical ability to perform the essential functions of the job as law enforcement officer with or without reasonable accommodations. A drug screen will be administered subsequent to a conditional offer of employment.

CONFIDENTIALITY

The results of all tests administered in conjunction with this application will remain confidential to the extent allowed by law.

RIGHTS RESERVED

The City of Carrollton reserves the right to terminate the application process at any time.