

City of Garden City

Police Department

Pre-Employment Background Packet



Confidential Questionnaire

Applicant's Name: _____

Address: _____

Home Phone Number: _____ Cell Number: _____

Email Address: _____

The City of Garden City is an equal opportunity employer and provides fair and equal employment opportunities to all applicants without regard to race, color, religion, national origin, citizenship status, age, sex, disability, veteran's status, or political affiliation.

Date Received by GCPD _____

CONTENTS OF THIS APPLICATION

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INSTRUCTIONS

The correct completion of this booklet is essential to your application being successfully processed for the position of Police Officer with the Garden City Police Department.

If you do not follow the directions, the processing of your application will be suspended.

Read and review the entire application booklet **prior to completing any documents.**

The Section, Documents Required, lists the documents that you need to supply us. You must bring originals or certified copies of these document with your application. The Recruiting Officer will make copies which will then be added to your application.

The correct completion of this booklet is critical to the successful completion of your background investigation as required by the Georgia Peace Officer Standards and Training Council. **Every section** of the booklet should have some kind of an answer, whether it is unknown, not applicable, no, or yes and in some cases answers will require an explanation. If more space is needed for your answers, you will find sufficient space on the reverse side of the page you are completing.

The Personal History Statement section requires that you give us **EVERY PLACE OF EMPLOYMENT** you have ever had to include part-time security or any other part-time employment, full-time employment, and any type of voluntary activity you have undertaken. Be sure to include the exact address and current or prior supervisor's names and a phone number where we can contact them, (this section is very critical).

At your current assignment, we want you to give us your Supervisor's name(s) and direct phone number, and any other prior supervisors you can provide, (again this helps to expedite your background investigation).

We also require you to provide at least three personal references with name,

home address, phone numbers and email address.

Make sure you complete the questions concerning your motor vehicle(s) and driving history.

Similarly, be sure to include information concerning any arrests or detentions - we want **ANY ARRESTS YOU HAVE EVER HAD IN YOUR ENTIRE LIFE**. If you were found not guilty, given probation, or some other disposition, we still want the information giving the dates, locations, and actual charges. If you make false statements about arrests, your background investigation will be terminated.

Also contained on the Personal History Statement are Drug Usage questions. Answer each question honestly and thoroughly.

If after submitting this booklet there are any changes to your contact information, you must contact the Recruiting Office promptly.

If at any time during the application process you are involved in an accident, issued a traffic citation, have criminal or civil charges brought against you, or become part of a criminal investigation, you should contact your background investigator promptly.

It is critical that all information provided be complete, truthful and accurate. Georgia Peace Officers Standards and Training (P.O.S.T) council, chapter 464-4.12: "The council shall deny certification to any applicant supplying false information or the use of fraud in securing employment. Discovery of deliberate omissions, intentional misrepresentations, or any falsified information will be basis for the termination of the application process or if employed could result in criminal prosecution under Georgia Law Section 16-10-20.

If you have any questions about the preparation of the booklet, you should contact Sgt. Benji Selph, Recruiting Officer at 912-963-2713.

REQUIRED PERSONAL DOCUMENTS

___ Current Driver's License

___ Social Security Card

___ Certified Birth Certificate

___ High School Diploma or GED Documentation from an Accredited School or GED Program

___ Certified College Transcript from an Accredited College (if applicable)

___ Military Discharge DD 214 (if applicable)

___ Current Credit Report

___ Current Child Support Order (if applicable)

___ Divorce Decree/Proof of Dissolution of Marriage (this only applies to candidates who have remarried following a divorce/dissolution.)

You must bring original documents or certified copies of the documents when you turn in the City Employment Application and this Pre-Employment Background Packet. The Police Recruiting Officer will make copies of all originals.

MINIMUM POLICE OFFICER QUALIFICATIONS

- Be at least twenty one (21) years of age as evidenced by a certified copy of said candidate's birth certificate or other acceptable proof of birth.
- Be a citizen of the United States or a repatriated or naturalized citizen of the United States.
- Have a high school diploma or its recognized equivalent. A recognized equivalent means a diploma awarded by any state on the basis of a General Education Development (GED) Test.
- Must possess a valid driver's license that has not been suspended or revoked for reasons other than nonpayment of insurance premiums, in the past five years.
- Must have an acceptable driver's history that reflects no greater than four (4) moving violations within a period of five (5) years from the date of this application, with a disposition other than not guilty or dismissed.
- Must not have a history of at-fault vehicular accidents.
- Must not have pending traffic charges.
- Must not have any felony convictions in this state or any other state, territory, country, or of the United States, this includes pleas under the First Offender Act. (Conviction of a misdemeanor offense may possibly deem applicant unacceptable. Applicants who have by self-admission, committed crimes that were never detected, shall be presumed to have committed the crime or act. Pleas of *Nolo Contendere* are considered a conviction.)
- Must have a criminal history that reflects no serious or aggravated misdemeanor arrest; a felony arrest; or any arrest that involves moral turpitude or would have an adverse effect on the organization, with a disposition other than not guilty or dismissed.
- Must not have a misdemeanor conviction which would be designated as an act of family violence under the Criminal Code of Georgia.
- Must not have committed a crime of moral turpitude, without regard to conviction.
- Must not be on probation or parole with any city, county, state, or federal agency for any offense.
- Must show a stable employment history and credit history.
- Must not have a history of illegal drug use. Experimental usage of marijuana, prior to the age of 21 will **not** be sole reason for disqualifying a candidate.
- Must successfully undergo extensive character background, criminal background (including a finger print based search), polygraph examination, psychological, and physical examination.
- Must have successfully complete police academy entrance exam and 240 hours of basic training in first 12 months of employment.
- Must be able to perform the essential functions of the job.
- Must be able to work rotating shifts, nights, weekends, and holidays and during City emergency situations.
- Must be in good physical condition.

JOB DESCRIPTION

City of Garden City, GA

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.



Job Title:	Police Officer
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Department: Police

Pay Grade: 109

FLSA Status: Non-Exempt

JOB SUMMARY

This position is responsible for the safety and protection of people and property, for responding to requests for service and information, for arbitrating disputes to maintain peace, for patrolling to observe or prevent criminal acts and traffic violations, and for enforcing state and local criminal and traffic laws. Employee works under general supervision of a superior officer but has very definite operating procedures. However, much judgment is required in interpreting laws, ordinances, policies, and procedures. Employee must achieve a balance between enforcement of laws and ordinances and maintaining good public relations for the Police Department. Work contains a substantial element of risk and employee must be able to exercise judgment independently in emergency situations. Work is reviewed through reports, personal inspection and conferences. No supervision over others exercised.

ESSENTIAL JOB FUNCTIONS

The following duties are typically performed by a person in this position. No attempt has been made to be exhaustive in this listing.

- Patrols assigned geographical area of Garden City in order to monitor businesses, residences, and public areas.
- Discourages criminal activity through high visibility. Protects people and property from criminal hazards; initiates investigation as warranted.
- Answers calls relayed by dispatcher, to include: domestic disputes, assaults, burglaries, suspicious characters, traffic accidents, etc.
- Intercedes in domestic quarrels; attempts to resolve potentially dangerous situations through tact.
- Resolves, or attempts to resolve, discrepancies or disagreements.

- Participates in traffic law enforcement by facilitating the flow of traffic when necessary; issues citations for violations; operates intoximeter.
- Makes necessary reports and completes forms, such as but not limited to incident and accident reports.
- Apprehends and cites traffic law violators.
- Directs traffic in congested areas as needed.
- Verifies ownership or status of abandoned vehicles.
- Provides first aid as needed.
- Assists other departmental units and other law enforcement agencies as requested.
- Secures and preserves the scenes of crimes and fatal traffic accidents until appropriate support units arrive and assists with investigation.
- Performs public service duties, such as assisting lost and stranded motorists, providing transportation to citizens in need, etc.
- Arrests, searches, and takes prisoners into custody.
- Processes persons arrested (i.e., booking, fingerprinting).
- Maintains scheduled court appearances and testifies in judicial proceedings when necessary.
- Reviews prior information and data for court cases and makes case for judgment against perpetrator.
- Participates in required in-service training.
- Inspects patrol car and monitors patrol car maintenance.
- Performs other related duties as assigned.

Task Frequency

To the left of each task is a number (from the scale below) that represents how frequently the task is performed.

- 4 Task performed daily (at least three times per week).
- 3 Task performed weekly (at least three times per month).
- 2 Task performed monthly (less than three times per month).
- 1 Task performed annually (less than three times per year).
- 0 Task is not performed.

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-
- 4 Patrols assigned geographical area of the city in order to monitor businesses, residences, and public areas.
 - 4 Answers calls relayed by dispatcher, to include: domestic disputes, assaults, burglaries, suspicious characters, traffic accidents, etc.
 - 4 Writes reports and completes forms, such as incident and accident reports.
 - 4 Apprehends and cites traffic law violators.
 - 3 Directs traffic in congested areas as needed.
 - 2 Provides first aid as needed.

<u>3</u>	Testifies in judicial proceedings when necessary.
<u>4</u>	Assists other departmental units and other law enforcement agencies as requested.
<u>2</u>	Secures and preserves the scenes of crimes and fatal traffic accidents until appropriate support units arrive and assists with investigation.
<u>4</u>	Performs public service duties, such as assisting lost and stranded motorists, providing transportation to citizens in need, etc.
<u>3</u>	Arrests and takes prisoners into custody.
<u>3</u>	Processes persons arrested (i.e., booking, fingerprinting).
<u>4</u>	Inspects patrol car and monitors patrol car maintenance.
<u>4</u>	Performs other related duties as assigned.

QUALIFICATIONS

Minimum Qualification

- A minimum age of 21 years.
- U. S. Citizen
- A valid Georgia motor vehicle operator's license.
- Meeting the minimum qualifications as identified by Georgia Code Annotated Sections 35-8-8 and 35-8-9 administered by the Georgia Peace Officers Standards and Training Council.
- Sufficient strength, vision, stamina and agility to perform all duties on a regular basis without assistance.

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED) from an accredited school is required; previous volunteer or paid experience in a law enforcement support area is desirable.

Special Qualifications:

Must possess or be able to attain by the time of hire, a valid Georgia driver's license and have a satisfactory driving record. Must meet the minimum qualifications as identified by Georgia Code Annotated Sections 35-8-8 and 35-8-9 administered by the Georgia Peace Officers Standards and Training Council.

Knowledge, Skills and Abilities:

- Knowledge of the City geography and road system.
- Knowledge of basic law enforcement terminology and concepts.
- Knowledge of techniques for dealing with people of all socio-economic levels under hostile and emergency situations.
- Knowledge of local, state, and federal laws, and departmental policies and procedures.

- Skills in safe operation of motor vehicle while simultaneously monitoring area for suspicious and/or criminal activity and during emergency situations.
- Skills in making rapid assessment of varying situations and making accurate decisions and sound independent judgments within legal and procedural guidelines.
- Skills in observing and accurately recalling places, names, descriptive characteristics and facts of incidents.
- Skills in reading, interpreting and applying complex laws, procedures and policies.
- Skill in remaining calm and controlling own emotions in tense situations.
- Skill in establishing and maintain effective working relationships with those contacted in the course of work.
- Skills in first aid applications.
- Skills in oral and written communication.
- Skills in uses of firearms and other weapons and in the use of physical force.
- Ability to learn the principles, practices, procedures, laws and ordinances, terminology and operation of equipment used in law enforcement and crime prevention and investigation.
- Ability to read, analyze and interpret a variety of documents such as technical reports, governmental policies and procedures, correspondence, professional articles, etc.
- Ability to collect data, information and trends.
- Ability to establish facts and to draw valid conclusions.
- Ability to write reports, operating procedures and correspondence.
- Ability to communicate in an effective and persuasive manner to all age and social groups.
- Ability to interact and communicate effectively with employees and managers at all levels of the organization.
- Ability to be held accountable for inventory/property management.
- Ability to use small office equipment including copy machines, etc.
- Ability to use computers for data entry and word processing.
- Ability to use technical computer applications.

SUPERVISORY CONTROLS

The Lieutenant and/or Sergeant and/or Line Corporal assigns work through a general briefing at the beginning of each shift. General zones for patrol and any specific activities are assigned. The patrol officer is expected to work independently, but will call for supervisor assistance in severe or unusual circumstances. Supervisors review the work by checking performance through direct observation and by reviewing all written reports as they are completed.

GUIDELINES

Guidelines include federal, state, and local laws, recent court decisions, verbal instructions, previous training, past experience, and the departmental standard operating procedures. Intense situations often require a timely interpretation of guidelines as to their appropriate application.

COMPLEXITY

The work sometimes involves a straight-forward application of laws and law enforcement procedures, but often issues must be sorted and the pertinent facts identified, developed, and interpreted with respect to the guidelines. Clients exhibit a wide range of characteristics and behaviors, so accurate discriminations

about situations often have to be made rapidly and without direct guidance. Because fact situations tend to be unique, the position must exercise some originality in determining the course of action to be taken.

SCOPE AND EFFECT

The ultimate purpose of this work is to provide for the safety, protection, and general well-being of people and property. The incumbent patrols a specific geographical area to deter crime, respond to calls for service, conduct various investigations, and assist people with special needs. The work sometimes results in the apprehension and prosecution of violators, recovery of stolen property, and in the general disruption of criminal activity. Errors can result in loss of life and/or property and can lead to legal liability for the incumbent officer, as well as the department.

PERSONAL CONTACTS

Contacts are typically with the general public, co-workers, animal control, ambulance, other emergency personnel, other law enforcement personnel, attorneys and judges, victims, suspects, the county coroner, social workers, wrecker drivers, and business owners.

Purpose Of Contacts

Contacts are typically to exchange information, provide services, resolve problems, justify actions, confirm reports in court testimony, and administer first aid.

PHYSICAL DEMANDS

Work typically requires long hours of driving, some walking and standing with intermittent stooping, bending and crouching, and occasional strenuous activity (running and fighting). Intoxicated persons must be supported or carried occasionally. The position also necessitates occasional lifting of light and heavy objects and the use of equipment that requires dexterity. Additionally the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand
- **Hearing 1:** Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Hearing 2:** Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally

from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.

- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

Work is typically performed in a vehicle or outdoors and sometimes in an office setting. The work occasionally requires exposure to hot, cold, or inclement weather; to a noisy environment; to life-threatening situations; and to contagious and infectious diseases. The work occasionally requires the use of protective devices (such as bulletproof vests).

POLICE OFFICER JOB DESCRIPTION

QUESTIONNAIRE

The following questions ask about your willingness and/or ability to perform certain tasks required of a Police Officer. Please answer all of the questions accurately. Failure to do so may delay your application. Check the answer that best describes how you rate yourself on each item. This is not a test.

1. Are you willing to undergo a background investigation to establish your integrity?
(this will cover any arrest/criminal records, traffic record, military record, etc.) YES___NO___
2. Understanding that the Georgia Peace Officer Standards and Training Council requires you to qualify annually with your firearm, are you willing to maintain a proficiency level which allows you to meet the standard even if this means practicing on your own time? YES___NO___
3. Are you willing to work day, evening, or night shifts along with holidays and weekends?
YES___NO___
4. Are you willing to stop arguments and fights in spite of potential danger of physical harm to yourself? YES___ NO___
5. Are you willing to approach and arrest dangerous persons? YES___NO___
6. Are you willing to complete detailed reports and maintain accurate records? YES___NO___
7. Are you willing to interact and work with people from different cultural, ethnic, and/or socioeconomic backgrounds? YES___NO___
8. Are you willing to attend training programs necessary to meet the minimum annual training standard set forth by the Georgia Peace Officer Standards and Training Council? YES___NO___
9. In this job you will be issued a firearm as part of your basic equipment. With this in mind, are you willing to use necessary force, up to and including deadly force? YES___NO___
10. Are you willing to tolerate verbal abuse and insults and not let them interfere with your ability to do your job? YES___NO___
11. Are you willing to submit to a pre-employment drug screening and physical examination?
YES___NO___
12. Are you willing to take a pre-employment drug screening? YES___NO___
13. Are you willing to take a pre-employment truth verification examination? YES___NO___
14. Are you willing to make decisions based on limited information? YES___NO___
15. Do you know of anything that might prevent you from obtaining the position you have applied for? If yes please explain. YES___NO___

Explain: _____

INFORMED CONSENT RELEASE AND
HOLD HARMLESS FOR
CONFIDENTIALITY
OF PRE-EMPLOYMENT BACKGROUND INVESTIGATION DATA

I fully recognize that under Georgia law, individuals must clearly demonstrate their personal, medical, and psychological fitness to serve in the position of a peace officer. I further recognize that an employing agency has both a legal and a moral obligation to make every reasonable effort to ensure that any person employed by them as a peace officer will conform to the very highest standards.

I understand that I am authorizing an intensive investigation into all aspects of my personal, medical, and psychological fitness, and that such investigation will include contacting persons and/or organizations who have information relating to my fitness, including if I am or have been a peace officer in Georgia.. I further understand that this background investigation includes a credit check and that negative credit information may be considered as part of this process. I understand that under the law I am entitled to a copy of the credit report. I also understand that those persons and/or organizations may feel inhibited, intimidated, or otherwise reticent about furnishing information concerning my fitness unless confidentiality of their information can be guaranteed on a permanent basis.

I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I otherwise would not be privy. I have also been informed that because this background investigation is mandated by law, responses from persons contacted, whether solicited or unsolicited, may enjoy absolute privilege under Georgia Law.

Therefore, I exonerate, release, and discharge both my prospective employer, their officers, agents, or assigns, from any claim or damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this pre-employment investigation declared confidential pursuant to law, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person.

I have had adequate time to review this form, I understand its meaning and purpose and have been furnished a copy of it.

Dated this _____ day of _____, 20___, in the County of

_____, State of Georgia. (This release is valid for 120 days from the date of signature).

Signature of Candidate

Signature of Witness



City of Garden City Police Department

PERSONAL HISTORY STATEMENT

General Instructions:

- 1) This Personal History Statement must be typed or printed.
- 2) All yes/no questions must be answered with either a "Yes" or "No" response. "N/A" stands for "Not Applicable". Do not use "N/A" when "No" or "None" is the correct response. Do not leave any blanks. Answer all questions accurately, truthfully and in complete detail.
- 3) Should you need additional space to complete an answer, use an additional sheet of paper and reference the continuation of your answer with the corresponding topic.

Personal Information

Last Name

First Name

Middle Name

Other Names Used:

Nickname(s) _____

Maiden Name _____

Alias(es) _____

Other Name Changes _____

Home Phone: _____

Cell Phone: _____

Other Phone: _____

Best time to call you: _____

Place of Birth: _____ Date of Birth: _____ Age: _____

Birth Father's Name: _____

Birth Mother's Name: _____

Sex: _____ Social Security Number: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

How did you find out about this position?

Do you have any family or friends employed with the City of Garden City? Yes ___ No ___

If yes, provide the names and relationship to you:

Have you filed an application with the City before? Yes ___ No ___

If yes, provide the date _____.

Have you ever worked for the City of Garden City? Yes ___ No ___

If yes, provide the date _____

Provide all current email Addresses:

Provide all Social Networking Sites of which you are a member or participate, i.e., Facebook, Twitter, LinkedIn, etc.:

Citizenship:

Are you a citizen of the United States? Yes No ___

Proof of citizenship or immigration status will be required upon conditional offer of employment.

Military Status:

Have you served in the U.S. Armed Forces? Yes No ___

If yes, provide the dates of enlistment and the branch of the Armed Forces in which you served:

Month/Year From: _____ Month/Year To: _____ Branch: _____ Rank: _____

Month/Year From: _____ Month/Year To: _____ Branch: _____ Rank: _____

Month/Year From: _____ Month/Year To: _____ Branch: _____ Rank: _____

Type of Discharge: _____

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: _____

Were you the recipient of any awards and decorations to recognize your military service and personal accomplishments while a member of the U.S. Armed Forces? Yes ___ No ___

If yes, explain: _____

Are you presently a member of the U.S. Reserve or National State Guard organization?

Yes ___ No ___ If yes complete the following:

Grade and Service Number

Service and Component

Organization and Station or Unit and Location Active ___ Inactive ___ Standby ___

Indicate Reserve Obligation and Name of Your Current Commander:

Education:

- A. List Up to five (5) schools attended (do not include grammar or middle schools), starting with the last one.
- B. List number of years completed
- C. Indicated degree or diploma earned, if any.
- D. Grade Point Average or Class Rank
- E. Major field of study (if applicable).
- F. Minor field of study (if applicable)

A. School/College	B. Number Of Years Completed	C. Degree/Diploma	D. GPA/Class Rank	E. Major	F. Minor

Other schools or training (trade, vocational, business, or military). Give for each the name and location of schools, dates attended, subjects studied, certificate and any other pertinent data.

ORGANIZATIONS/OFFICES HELD:

List professional, trade, business, or civic associations and any offices held.

Organization	Offices Held

SPECIAL ACCOMPLISHMENTS/AWARDS: List special accomplishments, publications, awards.

Foreign Language:

Language	Reading			Speaking			Understanding			Writing		
	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair	Exc.	Good	Fair

Special Qualifications and Skills:

Please provide any additional information such as special skills, training, management experience, computer experience, equipment operations, or qualifications you feel will be helpful to us in considering your job obligations.

What is the approximate number of words per minute you can type: _____

Do you have any training in martial arts, defensive tactics or boxing? Yes ___ No ___ If yes, explain:

Motor Vehicle Information and Driver History:

Vehicle Operator's License: List all current and past driver's licenses issued to you:

STATE	DRIVERS LICENSE NUMBER	EXPIRATION DATE	NAME ON LICENSE

List all motor vehicles currently owned or operated by applicant:

Make: _____ Model: _____ Tag: _____ State: _____

Motor vehicle insurance company(s):

Company: _____ Agent: _____

Address: _____ Phone: _____

Company: _____ Agent: Address: _____

Phone: _____

Have you ever had automobile insurance withdrawn or revoked or have you ever been refused automobile insurance? Yes ___ No ___ If yes, give details including reasons, name of companies, dates, etc.

Has your license or privileges to operate a motor vehicle ever been revoked refused, suspended, or canceled? Yes ___ No ___ If yes, explain:

Has your vehicle registration ever been canceled, refused, revoked, or suspended for any reason? Yes ___ No ___ If yes, explain:

Have you ever been arrested for Driving Under the Influence or Driving While Intoxicated? Yes ___ No ___ If yes, please explain:

To the best of your knowledge, how many points are currently on your driving record?

_____ Points

How many years have you been driving? _____

Have you received driver's education training or any safe driver awards? Yes ___ No ___ If yes, can furnish copies of awards or certificates? Yes ___ No ___

List all traffic accidents in which you were the driver of the vehicle.

Date: _____ City: _____ State: _____

Was citation issued? Yes ___ No ___ If yes, what violation? _____

Disposition: _____

Date: _____ City: _____ State: _____

Was citation issued? Yes ___ No ___ If yes, what violation? _____

Disposition: _____

Date: _____ City: _____ State: _____

Was citation issued? Yes ___ No ___ If yes, what violation? _____

Disposition: _____

Date: _____ City: _____ State: _____

Was citation issued? Yes ___ No ___ If yes, what violation? _____

Disposition: _____

Employment:

Begin with your most recent job and list your work history for the past ten years, including part-time, temporary or seasonal and all periods of unemployment.

From date: _____ To date: _____ Salary: _____

Name and address of employer: _____

Why did you leave? _____

Job Title: _____ Name of supervisor: _____

Name of co-worker: _____ Description of duties: _____

From date: _____ To date: _____ Salary: _____

Name and address of employer:

Why did you leave? _____

Job Title: _____ Name of supervisor: _____

Name of co-worker: _____ Description of duties: _____

From date: _____ To date: _____ Salary: _____

Name and address of employer:

Why did you leave? _____

Job Title: _____ Name of supervisor: _____

Name of co-worker: _____ Description of duties: _____

From date: _____ To date: _____ Salary: _____

Name and address of employer:

Why did you leave? _____

Job Title: _____ Name of supervisor: _____

Name of Co-worker: _____ Description of duties: _____

From date: _____ To date: _____ Salary: _____

Name and address of employer:

Why did you leave? _____

Job Title: _____ Name of supervisor: _____

Name of co-worker: _____ Description of duties: _____

Explain any gaps in your employment history:

Have you or any member of your family, ever owned or operated a business that could cause a potential conflict of interest if you were to be employed as a Police Officer? Yes ___ No ___
If yes, explain:

Have you ever been fired, terminated or disciplined at any job? Yes ___ No ___ If yes, explain.

Have you ever resigned or been ask to resign from any job to keep from being fired, terminated or disciplined? Yes ___ No ___ If yes, explain.

Do you usually get along with your supervisors? Yes ___ No ___

How often are you late to work in an average month?

How often have you volunteered or been required to work overtime in your present or previous employment?

Other Law Enforcement Applications/Experience

List all other police departments with which you have applied for employment.

Department

Date

Status

Do you have experience as a sworn police officer? Yes ___ No ___ If yes, add any information not included in the previous employment section.

Do you have experience in private security? Yes ___ No ___ If yes, explain.

Do you have experience as a police intern, volunteer, cadet or explorer with this or any other agency? Yes ___ No ___ If yes, explain.

Have you ever been refused a security clearance by the U.S. government? Yes ___ No ___ If yes, explain:

Do you know any police officers or law enforcement professionals? Yes ___ No ___ If yes, who and what agency do they work for and how do you know them?

Illegal Drug/Narcotics Usage

In the spaces below indicate when you first used an illegal drug, the last time you used an illegal drug and the approximate number of times you used a particular illegal drug. If you have never used a drug listed below, write "never" in the first column.

TYPE OF DRUG	APPROXIMATE DATE FIRST USED	APPROXIMATE DATE LAST USED	NUMBER OF TIMES
MARIJUANA/HASHISH			
COCAINE/CRACK COCAINE			
METHAMPHETAMINE (ICE, ANGEL DUST, CRANK, CRYSTAL METH, ETC)			
ECSTASY			
ACID/LSD/PCP			
MUSHROOMS			
HEROIN			
OPIUM			
STEROIDS			
PRESCRIPTION DRUGS NOT PRESCRIBED			
SYNTHETIC DRUGS (SPICE)			
ANY OTHER ILLEGAL DRUGS			

Have you ever sold any type of illegal drug, delivered illegal drugs, or directed another person where to obtain drugs? Yes _____ No _____ If yes, explain:

If you are a certified police officer, have you used any illegal drugs since becoming certified? Yes _____ No _____ If yes, explain:

Are you friends with anyone whom you suspect of being a seller of illegal drugs? Yes _____ No _____ If yes, explain in detail below.

Arrest, Detention, and Litigation:

Have you ever been arrested or detained by any law enforcement agency?
Yes ___ No ___ If yes, explain in detail below giving date, reason, agency, and disposition.

Arrests and/or Detention

Date	Reason	Agency	Disposition

Have you ever been interviewed or interrogated by any law enforcement agency? Yes ___ No ___
If yes, explain in detail below giving date, reason and agency:

Have you ever been questioned by the police in reference to a domestic violence incident?
Yes ___ No ___ If yes, explain in detail below giving date and agency:

Have you ever been placed on probation, parole, or participated in pretrial diversion (excluding traffic related offenses)? Yes ___ No ___ If yes, explain:

Do you have any pending civil actions or lawsuits? Yes ___ No ___ If yes, explain:

Are you delinquent on any child support payment? Yes ___ No ___ If yes, explain:

Have you ever been ordered into court or had a warrant issued for your non-payment of child support? Yes____No____ If yes, explain:

Would you arrest a friend or family member for a violation of the law if you were a police officer? Yes____No ____

Have you ever been in a fight with another person where you used a weapon other than your hands, feet, head or other body part? (Other than as a police officer or as part of a military action) Yes____No____ If yes, explain:

Have your ever displayed or pointed a weapon at someone for any reason? (Other than as a police officer or as part of a military action) Yes____No____ If yes, explain:

References and Relatives:

Character References (do not include relatives, former employers or persons listed outside the United States or its territories). List only personal references who have known you for at least 5 years. List at least three (3) character references.

Name	
Address	
Contact Phone	
Email address if known	

Name	
Address	
Contact Phone	
Email address if known	

Name	
Address	
Contact Phone	
Email address if known	

Relatives:

In this section list name and contact information for relatives to include: Parents and/or Step-parents; In-laws; Spouses or Former Registered Domestic Partners (current and former); Siblings (including half, step, foster, etc.); and Children (including natural adopted, step, and foster).

Name		
Address		
Contact Phone		Relationship:
Email address if known		

Name		
Address		
Contact Phone		Relationship:
Email address if known		

Name		
Address		
Contact Phone		Relationship:
Email address if known		

Name		
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Email address if known		

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Address		
Contact Phone		Relationship:
Email address if known		

Name		
Address		
Contact Phone		Relationship:
Email address if known		

Name		
Address		
Contact Phone		Relationship:
Email address if known		

FAIR CREDIT REPORTING ACT INFORMATION

As part of the Garden City Police Department Application for Police Officer process we have asked that you obtain and deliver to us a current copy of your credit report. Below is a summary of your rights under the Fair Credit Reporting Act so that you understand that you have certain rights under the Fair Credit Reporting Act which include but are not limited to the following:

- You must be told if information in your file has been used against you.
- You can find out what is in your file.
- You can dispute accurate information with the CRA.
- Inaccurate information must be corrected or deleted.
- You can dispute inaccurate items with the source of information.
- Outdated information may not be reported.
- Your consent is required for reports that are provided to employers, or reports that contain medical information.
- You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.
- You may seek damages from violators.

If you desire a more detailed explanation of your rights, you may receive a copy of a summary of your rights under the Fair Credit Reporting Act on request and at no cost.

Being knowledgeable of my rights under the Fair Credit Reporting Act, I hereby authorize the Garden City Police Department to receive and review my personal Consumer Report to be used for employment consideration purposes.

Printed Full Name

Date

Signature

Garden City Police Department

CRIMINAL HISTORY CONSENT FORM

I hereby authorize the Garden City Police Department to receive any CRIMINAL HISTORY INFORMATION contained in the files of the Garden City Police Department or any agency that the Garden City Police Department has access to through the GEORGIA CRIME INFORMATION CENTER that pertains to me. The undersigned also hereby releases the MAYOR and COUNCIL members of the City Of Garden City, its agents, officers, servants and employees of and from any actions whatsoever, arising out of or relating to the release of the requested information. This information is related in accordance with O.C.G.A. 35-3-34.

Print Last Name: _____

Print First Name: _____

Print Middle Name: _____

Address: _____

City _____ State _____ Zip Code _____

Date of Birth: ____/____/____

SSN: _____

Sex: _____ Race: _____

Do not sign this form until you have read it completely and understand that you are giving your consent to have your criminal history released to the agency above. This consent form will expire after 180 days from the date of signing of the form by the applicant.

Applicant's Signature: _____ Date _____

Notary Public (Signature)

Sworn to and subscribed before me this the ____ day of _____ 20 ____

(Seal)

ARN _____

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Georgia Driver's History Consent Form

I hereby authorize the _____ CITY OF GARDEN CITY POLICE DEPARTMENT _____
(Fire department / law enforcement agency name)

To receive a copy of my Georgia driver's history information as part of my application for criminal justice employment , or for use relative to the performance of my official duties with this agency.

Full Name (print)

Sex

Date of Birth

Driver's License Number

Signature

Date

Purpose Code-J-

ARN _____

2006-09
Attachment
GCIC Consent
Form July 2006

