

Dunwoody Police Department

Application for Employment

P.O. Box 888074

Dunwoody, Georgia 30356 Telephone: 678-382-6900

www.dunwoodyga.gov

The City of Dunwoody is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, ethnic origin, national origin, marital or veteran status, citizenship, age or disability.

Instructions: You must complete this application even if a resume is attached. Type or print in ink. Please answer all questions completely and accurately. If more space is needed, attach additional sheets referring to an applicable section of the application.

Position applying for:	Salary Desired:	Is Salary Negotiable?
THIS APPLICATION WILL BE CONSIDERED ACTIVE	FOR ONE (1) YEAR	

Instructions:

The applicant must complete the enclosed forms accurately, legibly, and completely. Do not leave any blank spaces. PRINT ANSWERS to questions with a BLACK BALL POINT PEN OR USE A TYPEWRITER. It is to your advantage to BE ABSOLUTELY TRUTHFUL in answering all questions on your application and during all interviews. A false statement or the 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.

The following documents are **required to begin the application process** and must be returned with the application:

A COPY OF YOUR HIGH SCHOOL DIPLOMA, CERTIFIED TRANSCRIPTS, OR G.E.D. CERTIFICATE A COPY OF YOUR BIRTH CERTIFICATE – FROM THE BUREAU OF VITAL STATISTICS A COPY OF YOUR CURRENT/VALID DRIVER'S LICENSE A COPY OF YOUR SOCIAL SECURITY CARD

The following documents are required if they are applicable to you and must be returned with the application:

DD214 FORM, SHOWING AN HONORABLE DISCHARGE (IF A VETERAN)
CERTIFIED COLLEGE TRANSCRIPTS (SEALED)
NAME CHANGE DOCUMENTS (I.E., MARRIAGE LICENSE, COURT ORDER, ETC.)
CITIZENSHIP PAPERS
COPY OF BANKRUPTCY DISCHARGE PAPERS

The completed application and required documents must be returned to the Dunwoody Police Department Recruiting Office at the following address:

Dunwoody Police Department Background/Recruitment P.O. Box 888074 Dunwoody, Georgia 30356

Upon submission, your application and supporting documents will be reviewed for completeness. If your application is incomplete, it will be returned to you for completion. Applicants whose materials are complete, and who meet minimum requirements, will be processed. All applicants will undergo a thorough background check. All police officer applicants must pass a physical agility test and an Oral Interview Board. Only the candidates passing both of these steps will move forward in the process. At this point, a conditional offer of employment will be made to qualified candidates if an opening is available. This offer is contingent upon the applicant successfully completing and passing the remaining steps of the hiring process. These steps include, in no particular order, a background check, polygraph, medical evaluation/drug screen, psychological evaluation, and an interview with the Chief. Time is of the essence in the start-up of the department. The hiring process will be expedited.

Name: (Last, First,			Social Security Number:	
Address (Street, Apt.	S:		City, State, Zip Code	
Home Telephone:				
Email A	Address:		Other Telephone:	
Please	answer the f	following questions:		
Are yo	u 21 years old	d or older?		
	Yes			
	No			
Do you	ı have a drive	er's license?		
<u> </u>	Yes			
	State	License No:	Expiration date:	Class:
	No			
Are yo	u now or hav	e you ever been employed by	the City of Dunwoody?	
□ì	Yes			
1	No			
	If yes, in wh	nat capacity?		
Are an	y members o	f your family employed by the	City of Dunwoody?	

□ Yes

	If yes, give name, relationship and where employed:							
Have y	Have you ever served on active duty with U.S. Armed Forces?							
	Yes							
	No							
	If yes, what branch?							
	Date entered active duty:							
	Date discharged/separated:							
	Final rank:							
	Type of discharge:							
List an	y other names under which you have worked, applied for	or work, or attended school:						
	Employment desired:							
	Full-Time Only							
	Part-Time Only							
	Full-or Part-Time							
	If you are not available for work now, enter the earliest	st date you could begin work (mo./day/yr.):						
Have y	ou ever been discharged or asked to resign from any pos	sition?						
□,	Yes							
Δ,	No							
If yes,	give details:							
If offer	ed employment, will you be able to provide proof of ider	entity/authorization to work in the U.S.?						
<u> </u>	Yes							
	No							
Compu	iter Skills:	General Computer Knowledge:						
	Word							
	Excel	□ Basic						
	Outlook	☐ Intermediate						
	Power Point	☐ Advanced						
	Other							

EDUCATION:

Name of High School:	Address: (City, State, Zip)				Did Y	ou Gradu	ate? Yes No	
If you did not graduate from high school, do you have a G.E.D. equivalent? Yes No Date received:						Is the	G.E.D.: 1	Military or Civilian
College/University Name Address (City, Sta	te, Zip)	Dates Atten	ded	Credit	Hours	Did	You	Type of Degree
		(Mo/Yr)		Ear	ned	Grad	duate?	
		From	То	Qtr.	Sem.			
						Yes	No	
						Yes	No	
						Yes	No	

Business, Trade, Technical Schools and other	Dates Attended (Mo/Yr)		Hours Per Week	Certificates Received	Subject Taken
Training	From	То		Received	

Give the name of any profession (Engineering, Law, etc.) which you are licensed to practice.	Date Issued/Date Expires	Issuing Agency	License Number

EMPLOYMENT HISTORY:

Former Employer Information

Address:				
Job Title:	Beginning Salary:	Ending Salary:		
From: Month Year	To: Month Year			
Supervisor's Name: Phone Number:				
Duties & Responsibilities:				
Reason for Leaving:				

Address: Job Title: From: Mo			
		Beginning Salary:	Ending Salary:
1 1 0 1111. 171(onth Year	To: Month Year	Zamang Summy.
Supervisor's	s Name:	•	Phone Number:
Duties & Re	esponsibilities:		·
Reason for I	Leaving:		
Address:			-
Job Title:		Beginning Salary:	Ending Salary:
From: Mo	onth Year	To: Month Year	3
Supervisor's	s Name:		Phone Number:
Duties & Re	esponsibilities:		
Reason for I	Leaving:		
unemployr history, if r complete in	ment for any length of timecessary. You must composite of the composite of	plete addresses with zip code and teleph th job held could result in disqualification	rate sheet of paper for additional employment one numbers for all employers. Failure to give
□ Ye			
□ No			
□ No	o ot Applicable		
□ No			
□ No □ No	et Applicable		
□ No □ No EMPLOYM Have you e	e t Applicable S ENT HISTORY Dever been suspended, disi	missed or asked to resign from any job?	
□ No □ No	e t Applicable S ENT HISTORY Dever been suspended, disi		
□ No □ No EMPLOYM Have you e	ot Applicable ENT HISTORY ever been suspended, disa		
Have you e	ot Applicable IENT HISTORY ever been suspended, disi		
Have you e	ot Applicable IENT HISTORY ever been suspended, disi	missed or asked to resign from any job?	
Have you e	ot Applicable IENT HISTORY ever been suspended, disi	missed or asked to resign from any job?	
□ No □ No EMPLOYM Have you e □ Yes □ No □ If y Have you h	ever been suspended, disi	nissed or asked to resign from any job?	primands, suspensions, and counseling, taken
□ No □ No EMPLOYM Have you e □ Yes □ No □ If y Have you h	ever been suspended, discovers, please explain: and any disciplinary action upon any employment or	nissed or asked to resign from any job?	

	If yes, please provide details or documents:	
Have v	you resigned or left a job by mutual agreement for any reason?	
_	Yes	
	No If yes, please provide details:	
	in yes, piedse provide details.	
Have y	you ever applied or worked with any law enforcement agencies?	
	Yes	
	No	
	If yes, please provide details or documents:	
	u own a business or are you a partner or corporate officer in any business or organization not listed previously as a c mer employer?	urrent
	Yes	
	No	
	If yes, please provide name and address of business, corporate or organization and describe your relationship or position:	
	you ever performed paid or unpaid services for a law enforcement agency not listed as an employer to include extra s and auxiliary?	duty
	Yes	
	No	
	If yes, please provide name and address of business, corporation, or organization and describe your relationship or position:	r
ARRES	T HISTORY / COURT DATA	
1. Have	e you ever been arrested, charged or received a notice or summons to appear for any criminal violations?	
	Yes	
	No	
2. Have	e you ever been convicted of or charged with a felony or misdemeanor?	
	Yes	
	No	

3.To yo	ur knowledge, has any member of your family ever been arrested for a felony or misdemeanor?
	Yes
	No
	u answered yes to questions 1, 2 or 3, list all such matters even if not formally charged, or no court appearance, or found lty, or nolo contendere to any changes for which adjudication was withheld, or matter was settled by payment of fine or
forfeitu	ire of collateral. (Include your juvenile charges and charges which have been sealed, if any.)
5. Have	you or your spouse ever been a plaintiff or defendant in a court action?
	Yes
	No
	e you ever been detained by any law enforcement officer for investigation purposes OR have you ever been the subject of ispect in any criminal investigation?
	Yes
	No
7. Have	you ever been fingerprinted for any reason (arrest, job application, military, etc.)?
	Yes
	No
	If yes to questions #5 and #6, please provide details:

PERSONAL REFERENCES

Personal References: Give two (2) references (not relatives, former or present employer, fellow employees or school teachers) who are responsible adults of reputable standing in their communities, such as property owners, business or professional men or women, who have known you well for the past five (5) years. If retired, give former occupation. Provide complete mailing addresses and phone numbers. Give (1) professional reference.

Complete Name	Relationship
Home Address:	Home Phone
Business Address:	Business Phone
Occupation:	# of Years Acquainted:

Complete Name	Relationship
Home Address:	Home Phone
Business Address:	Business Phone
Occupation:	# of Years Acquainted:

Complete Name	Relationship
Home Address:	Home Phone
Business Address:	Business Phone
Occupation:	# of Years Acquainted:

If you require special accommodations for testing, interviewing or any portion of the application or employment process, please contact the City of Dunwoody Human Resources Department. Any request for special accommodations should be made, if at all possible, at the time your appointment is scheduled. If any accommodation is requested, the applicant must provide verification from an appropriate professional.

APPLICATION STATEMENT

Please indicate that you have read and understand each paragraph of the Applicant's statement by <u>placing your initials at the</u> end of each paragraph).

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I certify that this application was completed by me and that all entries and information in it are TRUE and COMPLETE to the best of my knowledge. I understand that false, misleading or omitted information in my application may result in the rejection of my application, the revocation of an offer of employment, or discharge
I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that an investigation may be made and information may be obtained through interviews with personal references and past employers, through a credit check, a criminal history check and/or a driver's record check. This inquiry may include information as to, among other things, my character, general reputation and personal characteristics, as well as information about my work performance and workplace conduct. I consent to this investigation and to the consideration of any statements of references, former employers or others that are given in response to the inquiry. If the City of Dunwoody decides to obtain a consumer credit report, I understand that the City of Dunwoody will provide, at my request, the name and address of the reporting agency so I may obtain from such reporting agency the nature and substance of information contained in such report.
I hereby release all parties, including but not limited to the City of Dunwoody, personal references, and previous employers from liability for any injury or damage that may result from their furnishing information concerning me or any action the City of Dunwoody takes on the basis of such information
I understand that, if I am offered a job, as a condition of beginning my employment, I will be required to undergo a pre- employment physical, alcohol and drug test, a polygraph examination, and a psychological evaluation. I understand that failure to pass all portions of these tests will result in the withdrawal of the employment offer
I understand that, according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and United States citizen status or, if aliens, their legal authorization to work in the United States. As a consequence, I understand that any offer of employment to me is contingent upon my ability to produce the required documentation within the time period required by law
I understand that this application is not, and is not intended to be, a contract of employment and that any resulting employment is for no fixed period of time and is terminable at any time and for any reason by me or by the City of Dunwoody. I further understand that statements which may be contained in policies, practices, handbooks or other material do not create any guarantee of employment and that the City of Dunwoody has the right to modify, amend or terminate policies, practices, benefits plans or other programs within the limits and requirements imposed by law. I understand that no representative of the City of Dunwoody, other than the Chief of Police, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding
I understand that, upon employment, I will sign an agreement relating to confidential information, if required
I certify that I am not bound by any employment contract or non-competition agreement that would be breached by any employment that might be offered to me by the City of Dunwoody, nor am I in possession of nor will I at any time reveal to the City of Dunwoody, under any circumstances, any proprietary or confidential information that is the subject of any contract, non-disclosure agreement or prior work relationship involving any other person or entity
Signature of Applicant