



NASHVILLE POLICE DEPARTMENT
405 West Washington Avenue
Nashville, Georgia 31639
Telephone (229) 686-6558
Fax (229) 686-2089

Dear Applicant,

We are pleased that you have decided to apply for employment with Nashville Police Department. We provide an entire range of public safety services to Nashville community, and should you be selected to join our team, you will find that the employees of the agency are professional and competent men and women. We have established very high ethical standards for our employees. It is the policy of this agency to hire only the best qualified individuals for full and part-time positions. Our selection process affords equal opportunity to everyone regardless of race, creed, color, gender, national origin, age or disability. Should you be disabled you may request any reasonable accommodations in order to participate in the application process. Please contact my staff for assistance.

To be considered for employment, applicants must be 21 years of age for sworn positions, and 18 years of age for civilian positions. All documents specified on the instruction sheet (page 2 of this application packet) must be submitted with the application.

For certified peace officers the hiring process will include, but is not limited to, one or more oral interviews and a thorough background investigation which may be subject to verification by polygraph examination. If a conditional job offer is made we may require a physical examination, physiological evaluation, and a drug screen. This process may take up 60 days from the date of application.

Police academy applicants will complete two or more oral interviews and a thorough background investigation which may be subject to verification by polygraph examination. Completion of an extensive Georgia Peace Officer Standards & Training Council (P.O.S.T.) application is also required. This will include a mandatory physical examination/physiological evaluation and drug screen. Applicants must also complete and pass a written Police Academy Entrance Examination. The P.O.S.T. application must then be submitted to the Council not later than 15 days prior to the Academy start date for issuance of a P.O.S.T. Form 2, Police Academy Acceptance form, which must be received from P.O.S.T. by the first day of the Academy session. This entire process may take several months to complete. If a conditional job offer is made you must successfully complete all phases of the Police Academy.

Whether applying as a certified peace officer, academy prospect, or for a "civilian" non-sworn position, it is essential that you follow all directions provided in this application package. Because we are an organization dealing with criminal justice information and law enforcement duties, we must have accurate and extensive information on which to base our employment decisions, therefore the application requires you to provide much detailed information about yourself. Should you have any questions please contact my staff at the address/phone/fax listed above.

Sincerely,

John R. Clayton
Chief of Police

EMPLOYMENT APPLICATION INSTRUCTION SHEET

- The application **must** be typewritten or legibly hand written using black ink.
- If additional space is needed for any section or question on the application, or if you wish to furnish additional information, submit it on 8 ½ x 11 white paper, with corresponding section identification.
- All sections of the application must be completed. A resume may be attached only as additional information and will not be accepted in lieu of completing any section of the application.
- Any questions not pertaining to you individually should be listed as “N/A” meaning Not Applicable.
- If you are unable to obtain any information requested on the application, you must give a reason why.
- Failure to furnish the pertinent information requested on the application may result in the Nashville Police Department being unable to complete a background investigation. This could disqualify you as a candidate for employment.
- Intentional omissions or false answers will be basis for the termination of the application process, and can result in criminal prosecution for False Swearing, as defined under Georgia Law (O.C.G.A. 16-10-71).
- The information provided by you will be subject to verification by background investigation and may include confirmation by polygraph examination.
- Be sure to review the entire application for both accuracy and completeness before submitting.
- When you submit your application, do not include the letter to applicant from the Chief, and do not include the instruction sheet (this page) ... the first/top page of the package should be the “Cover Page” which is number at the bottom as “1”
- **The application must be completed and returned prior to job announcement closing date or your application cannot be accepted.**
- **You may hand deliver the application package to the Department or mail it to the address below, however if mailed, it must be received prior to the closing date.**

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Nashville, Georgia 31639
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NASHVILLE POLICE DEPARTMENT EMPLOYMENT APPLICATION
COVER PAGE

Applicant Name: _____ (Last) _____ (First) _____ (MI)

1. I understand that if I decide I do not wish to answer a question in this application booklet or provide documents as indicated, I may choose not to do so and my application process will be terminated.

2. Photocopies (do not submit originals) of the following documents are required to be attached to application; failure to attach these documents at the time your application is submitted will result in an incomplete application and the application process will be terminated:
 - Birth Certificate
 - Social Security Card
 - High School Diploma or GED
 - Record Military Service (DD form 214)
 - Drivers License

3. This application will be considered only for vacancies existing on or within 60 days after filing of this application. After this time a new application must be filed in writing for further consideration.

Applicant Signature

Today's Date

FOR OFFICE USE ONLY

This application was received in this office on _____, 20_____.

**NASHVILLE POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT**

Today's Date: _____ Date available for employment: _____

Please check the position you are applying for:

Police Officer _____ Are you a currently certified peace officer? Yes _____ No _____

Administrative _____ Other _____

If this application is in response to an announced opening, how did you learn about it?

Have you ever been employed with the City of Nashville before? Yes _____ No _____

If yes, what position? _____
(Explain further in the Prior Employment section)

Have you ever applied for employment with the City of Nashville before? Yes _____ No _____

If yes, what position? _____

Are you now, or have you ever been related to anyone currently employed with the City of Nashville?

Yes _____ No _____

Their Name: _____ Relationship _____

In accordance with the Immigration Act of 1986, proof of authorization to be employed in the United States will be required of all prospective employees; failure to establish such proof will prohibit employment:

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

Because you are applying to a criminal justice agency, you must include information about any charge, arrest, conviction or other criminal activity. If you answer yes to any one of the following, attach a full explanation to your application ... have you ever been:

- charged with or arrested for a felony? Yes _____ No _____
- convicted of a misdemeanor other than a minor traffic violation? Yes _____ No _____
- involved in the possession, use or sale of illegal drugs? Yes _____ No _____
- taken anything from an employer without permission? Yes _____ No _____
- detained for investigative purposes by any law enforcement agency? Yes _____ No _____
- involved or affiliated with any criminal activity? Yes _____ No _____

PERSONAL INFORMATION

Full Legal Name: _____
Last First Middle

List any alias names used: (maiden names, nicknames, etc) _____

Street Address: _____

City State Zip Code

Telephone Numbers: (Home) _____ (Other) _____

Date of Birth _____ / _____ / _____ Sex / Race: ____ / ____

Hair Color _____ Eye Color _____ Height _____ Weight _____

Place of Birth _____
City State Country

Social Security Number: _____

Driver's License: State _____ Number _____

Have you ever been licensed in another state? Yes _____ No _____

If yes, State: _____ Number _____

IMMEDIATE FAMILY

If you are married and/or have dependents please fill in the following:

Spouses Name: _____

Spouses Address (if not same) _____

City State Zip Code

Telephone Numbers: (Home) _____ (Other) _____

Dependents:

Name	Age
------	-----

Address

Name	Age
------	-----

Address

Name	Age
------	-----

Address

Name	Age
------	-----

Address

Name	Age
------	-----

Address

Name	Age
------	-----

Address

Name	Age
------	-----

Address

OTHER IMMEDIATE FAMILY

Other than those above, list immediate family members who are still living, i.e., Father, Mother, Father-In-Law, Mother-In-Law, Parental Grandfather/Grandmother, etc.:

Name	Relationship
------	--------------

Address	Telephone No.
---------	---------------

Name	Relationship
------	--------------

Address	Telephone No.
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Name	Relationship
------	--------------

Address	Telephone No.
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Name	Relationship
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Address	Telephone No.
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Name	Relationship
------	--------------

Address	Telephone No.
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Name	Relationship
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Address	Telephone No.
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EDUCATION

Do you have a High School Diploma or equivalent GED? Yes _____ No _____ GED _____

Year graduated/diploma/certificate awarded _____

Name and address of high school/institution issuing diploma/certificate:

If you are not a high school graduate, give highest grade completed: _____

Please complete the following for post secondary education (Technical Schools, Colleges, and Universities):

Name of School: _____

City and State: _____

Major: _____

Degree or Diploma: _____

Date Received: _____

Name of School: _____

City and State: _____

Major: _____

Degree or Diploma: _____

Date Received: _____

Indicate any foreign languages you speak, read or write:

Speak: _____

Read: _____

Write: _____

PROFESSIONAL BACKGROUND

If you are now, or have ever been a certified peace officer/police officer:

State: _____ Certification No. _____

Date of certification: _____ Name of Academy: _____

If you are/have been certified in another state:

State: _____ Certification No. _____

Date of certification: _____ Name of Academy: _____

Has your certification, in any state, ever been suspended or revoked? Yes _____ No _____

(If yes, attach a thorough explanation.)

Have you ever been investigated by a certification agency or law enforcement agency for possible misconduct/policy violation as a peace officer/police officer?

(If yes, attach a thorough explanation.) Yes _____ No _____

Are you currently, or have you ever served in active military service? Yes _____ No _____

(If yes and discharged, explain further in the Prior Employment section, and **attached DD FM 214**)

Military Occupational Specialty _____

Are you currently, or have you ever served in the Reserve or National Guard? Yes _____ No _____

If yes, what Branch? _____ Current/Highest Rank? _____

Military Occupational Specialty _____

PRIOR EMPLOYMENT

List all positions of employment you have had **starting with your present or most recent job**. Include Military Service in the proper time sequence. List all temporary and part-time jobs. Place all periods of unemployment in the proper time sequence.

Employment Dates: From _____ To _____ Reason for Leaving: _____

Position: _____ Annual Salary: _____

Job Duties: _____

Company Name: _____

Address: _____

Telephone Number: _____ Name of Supervisor: _____

Employment Dates: From _____ To _____ Reason for Leaving: _____

Position: _____ Annual Salary: _____

Job Duties: _____

Company Name: _____

Address: _____

Telephone Number: _____ Name of Supervisor: _____

Employment Dates: From _____ To _____ Reason for Leaving: _____

Position: _____ Annual Salary: _____

Job Duties: _____

Company Name: _____

Address: _____

Telephone Number: _____ Name of Supervisor: _____

PRIOR EMPLOYMENT - CONTINUED

Employment Dates: From _____ To _____ Reason for Leaving: _____

Position: _____ Annual Salary: _____

Job Duties: _____

Company Name: _____

Address: _____

Telephone Number: _____ Name of Supervisor: _____

Employment Dates: From _____ To _____ Reason for Leaving: _____

Position: _____ Annual Salary: _____

Job Duties: _____

Company Name: _____

Address: _____

Telephone Number: _____ Name of Supervisor: _____

Employment Dates: From _____ To _____ Reason for Leaving: _____

Position: _____ Annual Salary: _____

Job Duties: _____

Company Name: _____

Address: _____

Telephone Number: _____ Name of Supervisor: _____

If need more space you may make copies of this sheet.

PERSONAL REFERENCES

Please list five personal references. These are people you have known for at least 3 years, which are not former employees, relatives, or people with whom you are living with.

Name: _____ Phone # _____

Address: _____

Occupation: _____

Name: _____ Phone # _____

Address: _____

Occupation: _____

Name: _____ Phone # _____

Address: _____

Occupation: _____

Name: _____ Phone # _____

Address: _____

Occupation: _____

Name: _____ Phone # _____

Address: _____

Occupation: _____

NASHVILLE POLICE DEPARTMENT
NOTICE OF BACKGROUND INVESTIGATION CRITERIA

Prior to being employed with the Nashville Police Department I will be required to pass an extensive background investigation. This investigation will include, as a minimum:

1. Criminal history check
2. Driver history check
3. Employment history check
4. References check
5. Verification of diplomas and or certificates

The investigation may also include interviews of known associates and acquaintances, a medical examination/evaluation, and a psychological examination/evaluation.

Following an interview with the background investigator(s), or at any time during employment, I may be asked to take a polygraph examination. Polygraph questions may come from any of the following areas of the application.

1. Criminal History
2. Driver's History
3. Work History
4. Drug Use
5. Alcohol Use
6. Honesty in filling out the application for employment

By signing this notice, I hereby acknowledge that I have read, understand, and agree to all provisions outlined herein.

Signature

Date

NASHVILLE POLICE DEPARTMENT
CRIMINAL HISTORY RECORD INFORMATION
DRIVER HISTORY RECORD INFORMATION

CONSENT FORM

I hereby authorize The Nashville Police Department to receive any criminal history record information AND/OR motor vehicle driver history information pertaining to me which may be in the files of any federal, state or local criminal justice agency.

Furthermore, I authorize this consent for a period of 180 days from the date of my signature for background investigation purposes, and should I be selected for employment, periodically for the duration of my employment.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Current Driver's License: State _____ No. _____

Signature

Date

NASHVILLE POLICE DEPARTMENT

APPLICANT'S STATEMENT / CONSENT WAIVER

I certify that I have read and understand all questions and instructions in this application, and that my answers are true and complete. I understand **this application is not an offer or contract for employment.**

I understand that any false statement in this application may result in my dismissal at any time during my employment with the Nashville Police Department. I understand that any intentional false statement will result in my disqualification of my application and /or prosecution for the offense of False Swearing (Ga. Code Sec. 16-10-71) punishable by a maximum fine of \$1000 plus imprisonment for not less than one nor more than five years or both. I further understand that any erroneous answer given by me during any part of the application process, whether intentional or not will constitute a basis for my elimination from consideration for the employment I now seek. I understand that if I do not wish to answer a question in the process, I may choose not to do so and my application will be terminated.

I hereby authorize any persons or organizations to give the Nashville Police Department any and all information concerning my previous employment, education, military, or any other information they might have, personal or otherwise, with regard to any subjects covered by this application. I release all such parties from liability for any damage which may result from furnishing such information to the Nashville Police Department. This information will be used to assist in determining my qualification and fitness for the position I am seeking with this agency.

I understand resumes; letters of reference, etc., submitted with this application become property of the Nashville Police Department and cannot be returned. The information I have provided on this application is subject to public disclosure under the Georgia Open Records Act.

I understand that employment with the Nashville Police Department begins with a probationary period during which I must demonstrate my fitness for continued employment. Failure to complete this probationary period will result in the termination of employment. I further understand that any employment tendered me will be contingent upon the results of a complete character and fitness investigation, successfully passing a physical examination by a licensed physician of the Nashville Police Departments choosing, a drug screen, a polygraph examination, a psychological profile, and if applicable successful completion of the State of Georgia Peace Officers Standards and Training Council Mandate Academy training.

By signing this application, I hereby acknowledge that I have read, understand, and agree to all provisions outlined herein.

Applicant's Signature _____ Date _____

NOTARY PUBLIC

Before me appeared this applicant who says that he/she executes 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 this _____ day of _____ 20____.

Notary Public

My commission expires _____

SEAL