

Jasper Police Department

Application

1. BEFORE YOU BEGIN, read the entire set of directions and listing of documents required for submission. This is a competitive process, therefore, APPLICATIONS WILL NOT BE ACCEPTED, PROCESSED OR EVALUATED UNLESS COMPLETE. All addresses and phone numbers must include zip codes and area codes.

2. Read each question carefully before answering. Be certain that your answers are legible.

3. Be certain that each question is answered COMPLETELY and CORRECTLY. Submit

4. all documents as requested. If a question does not apply to you, write "N/A" (not applicable) in the space. Leave no blank space.

5. Initial EACH page on the bottom right corner, indicating that it has been reviewed.

6. Additional pages can be attached along with the application if more space is needed for clarification or further explanation. All entries on additional pages need to be clearly labeled as to which section and question the entry is clarifying.

7. The following documents must be attached with your application at the time it is submitted: Photo Copy of Driver's License, and High School Diploma or Equivalent.

**APPLICATION MUST BE COMPLETED CORRECTLY TO BE CONSIDERED
FALSIFICATION OF ANY PORTION WILL RESULT IN IMMEDIATE
DISMISAL OF APPLICATION**

**JASPER POLICE DEPARTMENT
APPLICATION FOR EMPLOYMENT
Equal Opportunity Employer**

The Jasper Police Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services

Position: Officer Civilian

Please print or type.

Date _____

PERSONAL INFORMATION			
Name:		Social Security No.:	
(Last)	(First)	(Middle Initial)	
List Any Alias Names Used i.e. maiden names, nicknames, etc. _____			
Present Address:			
		(City)	(State)
		(Zip Code)	
County of Residence: _____		Birth date: / / Place of Birth:	
Home Telephone: ()		Age: Business Telephone: ()	
Cell Phone: ()		Email:	
List All Organizations, Clubs and Associations which you are now, or have ever been a member of:			

For statistical purposes only (not required): Race

Sex:

EDUCATION							
Are you a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If no, circle highest grade completed 5 6 7 8 9 10 11							
12							
If not a high school graduate, do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No Date Completed:							
School	Name and location of school (address) and dates attended					Degree Earned	Completed
High School							9 10 11 12
Business/ Technical School							1 2 3 4
College							1 2 3 4
Graduate School							1 2 3 4

GENERAL INFORMATION

Have you ever been employed by or applied with the Jasper Police Dept? Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes when?	Department/Office
Are you related to anyone currently employed by the Jasper Police Dept? <input type="checkbox"/> Yes <input type="checkbox"/> No	Relatives Name	Relationship Department/Office
How did you learn of this opening?		Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No
In accordance with the Immigration Reform 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 or discontinue employment.		
Have you ever been convicted of, or plead guilty or Nolo to a felony or misdemeanor, other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please attach a written statement that answers what, where, when, the specific circumstances surrounding the event as well as the outcome.		
Active Military Service (list date, serial or service number for all active service) N/A <input type="checkbox"/>		
From _____ to _____ Serial or Service Number _____ Branch of Service _____		
Discharge type: _____		
Are you now or have you ever been an inactive member of any branch of the U. S. Reserve Forces or National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type and branch? _____		
<div style="display: flex; justify-content: space-between;"> <div>Have you ever used marijuana?</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Have you ever tried marijuana?</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Have you ever sold or manufactured marijuana?</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Have you ever possessed marijuana?</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Have you ever tried any illegal drugs other than marijuana?</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Have you ever used or possessed any illegal drugs other than marijuana?</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Have you ever sold or manufactured any illegal drugs other than marijuana?</div> <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div> </div>		
If you answered yes to any of the above statements concerning drug use, please explain below: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>		
Do you have a Facebook, or any other online profile/social media page that you are a member of? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, please list the address of each and provide any necessary details for accessing the profile:		
Are you a graduate of a police mandate school or academy? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, location:		

DRIVING HISTORY

Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Which State?	Driver's License Number.	Date of Expiration.
Have you ever been licensed to drive in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes indicate which state(s).		Operator's License Number:	
Have you incurred any traffic charges within the last three (3) years? Do not include parking tickets. <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, give date(s) and type of charges:			

EMPLOYMENT HISTORY

Are you currently a Georgia P.O.S.T. Certified Peace Officer? <input type="checkbox"/> Yes <input type="checkbox"/> No OKEY#:		
Have you been awarded any Georgia P.O.S.T. certification or any certification from another state? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please provide the state, type of certification, and the certification number.		
STATE	TYPE OF CERTIFICATION	NUMBER
What is your present occupation?		
Have you ever been declined employment? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, please explain:		
List all Law Enforcement agencies in which you have submitted applications.		
LAW ENFORCEMENT AGENCY AND POSITION APPLIED	DATE APPLIED	HOW FAR ARE YOU IN THE HIRING PROCESS

Please answer the following:

1	Do you object to wearing a uniform, or carrying or using any equipment required to perform the duties of a police officer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Do you object to, or would anything in your life prevent you from working evenings, nights, weekends, or holidays?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Do you have previous experience with shift work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Have you ever been involved in a business as an owner, as a partner, or as a corporate member?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Do you hold active or silent interests in any company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Have you ever worked for a member of your family?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Have you ever left a job without giving notice when notice was required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Have you ever had any arguments concerning job duties or working conditions with an employer?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Has a supervisor ever reprimanded you for being late or for being absent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10	Has a supervisor ever reprimanded you for misconduct or for not performing your job properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please explain using the number(s) from the previous series of questions and explain:

Circle the number of times you have been asked to resign or have been fired from a job.

0 1 2 3 4 5 6 7 8 9 10

Please provide an explanation for the number circled.

Circle the number of times that you have resigned after being told that your employer intended to fire you, or take any form of disciplinary action against you.

0 1 2 3 4 5 6 7 8 9 10

Please provide an explanation for the number circled.

Circle the number of times that you have resigned after an internal investigation has been started by your employer involving you.

0 1 2 3 4 5 6 7 8 9 10

Please provide an explanation for the number circled.

Is your Law Enforcement, Correction, Jailer, Probation, or Parole Officer Certification under investigation by any state or federal Law Enforcement Training Council? ☐ Yes ☐ No

If yes, please explain

Has your Law Enforcement, Correction, Jailer, Probation, or Parole Officer certification ever been revoked or placed on probation of by any state or federal Law Enforcement Training Council? ☐ Yes ☐ No

If yes, please explain

List all the jobs you have held in the last ten years. Start with your present, or most recent position. Include all periods of full time, part time, and temporary positions. List all periods of unemployment. List a single military enlistment as one job. **Important: The Jasper Police Department will verify your work history through existing records.**

Employer	Dates employed from	on the 3 lines below. give a brief description of your duties
TELEPHONE	TO	
ADDRESS	SALARY \$ PER	
POSITION		
NAME & TITLE OF YOUR SUPERVISOR		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> UNEMPLOYED
REASON FOR LEAVING		

Employer	Dates employed from	on the 3 lines below. give a brief description of your duties
TELEPHONE	TO	
ADDRESS	SALARY \$ PER	
POSITION		
NAME & TITLE OF YOUR SUPERVISOR		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> UNEMPLOYED
REASON FOR LEAVING		

Employer	Dates employed from	on the 3 lines below. give a brief description of your duties
TELEPHONE	TO	
ADDRESS	SALARY \$ PER	
POSITION		
NAME & TITLE OF YOUR SUPERVISOR		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> UNEMPLOYED
REASON FOR LEAVING		

Employer	Dates employed from	on the 3 lines below. give a brief description of your duties
TELEPHONE	TO	
ADDRESS	SALARY \$ PER	
POSITION		
NAME & TITLE OF YOUR SUPERVISOR		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> UNEMPLOYED
REASON FOR LEAVING		

Employer	Dates employed from	on the 3 lines below. give a brief description of your duties
TELEPHONE	TO	
ADDRESS	SALARY \$ PER	
POSITION		
NAME & TITLE OF YOUR SUPERVISOR		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> UNEMPLOYED
REASON FOR LEAVING		

Employer	Dates employed from	on the 3 lines below. give a brief description of your duties
TELEPHONE	TO	
ADDRESS	SALARY \$ PER	
POSITION		
NAME & TITLE OF YOUR SUPERVISOR		<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> VOLUNTARY <input type="checkbox"/> UNEMPLOYED
REASON FOR LEAVING		

PERSONAL REFERENCES

Please list five personal references. These are people you have known for at least 4 years which are not former employers, relatives, or people with whom you are living.

Name	Address	
Occupation	Phone Work	Home
Name	Address	
Occupation	Phone Work	Home
Name	Address	
Occupation	Phone Work	Home
Name	Address	
Occupation	Phone Work	Home
Name	Address	
Occupation	Phone Work	Home

SKILLS AND TRAINING

List any special skills/training you have, that would be beneficial to this agency:

Explain in full detail why you want to become an Officer / Civilian Employee of the Jasper Police Department. Attach an additional page if necessary, DO NOT EXCEED 500 WORDS.

RESIDENCE HISTORY

List all of your addresses for the last ten years. Start with your present address at the top, and include any address you had while in the military or college. (Include **all** apartment numbers).

From:	To:	Address
From:	To:	Address
From:	To:	Address
From:	To:	Address
From:	To:	Address
From:	To:	Address
From:	To:	Address
From:	To:	Address
From:	To:	Address

FINANCIAL HISTORY

Are you now in, or have you ever filed bankruptcy? ☐ Yes ☐ No

If yes, please explain giving dates and pertinent details.

Have you ever been involved in a lawsuit? ☐ Yes ☐ No

If yes, please explain giving dates and pertinent details.

Do you Pay Child Support? ☐ Yes ☐ No

If yes, provide the name, and address that your payments are sent to. Also, list the amount paid.

CRIMINAL ACTIVITY / ARREST HISTORY

Check any of the following you have ever committed or done.

ARSON		MURDER	
ASSAULT		PASSING BAD CHECKS	
AUTO THEFT		POSSESSION OF MARIJUANA	
BREAKING & ENTERING/ BURGLARY		POSSESSION OF ANY ILLEGAL NARCOTICS	
DRAG RACING/RECKLESS DRIVING		ROBBERY	
DRUG SALES		SHOPLIFTING	
DUI / DWI		STEAL ANYTHING	
EXTORTION		ANY SEX CRIMES (Rape, Child Molestation, Incest, Aggravated Sodomy, Peeping Tom, etc.)	
VANDALISM		ANY ACT OF DOMESTIC VIOLENCE, Regardless of How Minor	

If you marked any of the crimes listed, please provide a detailed explanation.

Have you ever been convicted of a domestic violence offense? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been placed on probation or parole? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been physically arrested, indicated, or charged with a criminal offense, regardless if you were found guilty, or the charges were dismissed? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been questioned by the civilian or military police about suspected involvement in a criminal investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever had official contact with any law enforcement officer (as a victim, suspect, witness, etc)? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever intentionally perjured yourself in a court of law? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you presently under any subpoenas? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been granted the provisions of the First Offenders Act (As a Juvenile or as an Adult)? <input type="checkbox"/> Yes <input type="checkbox"/> No

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 that this application is **not an offer of or a contract for employment**.

I understand that any untrue statement in this application may result in my dismissal at any time during my employment with the Jasper 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 Section 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 the Jasper Police Department to receive any past history of employment, residence, or any other verification of questions answered throughout this employment application packet.

This information will be used to assist the Jasper Police Department in determining my qualification and fitness for the position I am seeking with this agency. I hereby release you, your organization and/or others from liability which may result from furnishing the information I have requested above. A PHOTOCOPY of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

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

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

Applicant's Signature

Date

STATE OF GEORGIA COUNTY OF PICKENS

Before me appeared, _____, 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: _____

**Georgia Bureau of Investigations
Georgia Crime Information Center**

Georgia Driver's History Consent Form

I hereby authorize the Jasper Police Department 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 wit this agency.

Print Full Name

Sex

Date of Birth

Driver's License Number

Signature

Date

**STATE OF GEORGIA
COUNTY OF PICKENS**

Before me appeared, _____, 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: _____

**Georgia Bureau of Investigations
Georgia Crime Information Center**

Georgia Criminal History Consent Form

I hereby authorize the Jasper Police Department to receive any Georgia Criminal History Record Information pertaining to me which may be in the files of any state or local criminal justice agency in Georgia.

Print Full Name

Address

Sex

Date of Birth

Driver's License Number

Signature

Date

This consent is valid for a period of 180 days from the date of signature.

**STATE OF GEORGIA
COUNTY OF PICKENS**

Before me appeared, _____, 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: _____

BACKGROUND INVESTIGATION

Prior to being employed with the Jasper Police Department, you will be required to pass an extensive background investigation. Part of this investigation will include a criminal background check, driver's history check, employment history check, a references check, verification of diplomas and or certificates, a drug screen, and interviews of known associates and neighbors.

ADDITIONAL DOCUMENTS REQUIRED

Please attach to this application a copy of your High School Diploma (or equivalent), and a copy of your Driver's License.