

# CHATTAHOOCHEE HILLS POLICE DEPARTMENT

6505 RICO ROAD

CHATTAHOOCHEE HILLS, GA 30268

770-463-8881



APPLICANT NAME: \_\_\_\_\_

POSITION OF INTEREST: \_\_\_\_\_

## Things to Know

- Applications will be accepted by mail or in person between 9:00am and 5:00pm at the Chattahoochee Hills Police Department (6505 Rico Road Chattahoochee Hills, Georgia 30268)
- All required documentation must accompany your application.
- All questions should be answered truthfully and with a complete explanation, where applicable.
- Appropriate business attire is required for ALL interviews and testing. Any applicant appearing for interviews or testing in casual clothing will be sent home.
- Applicants should appear for all scheduled interviews and testing on time. If you cannot make an appointment, it is your responsibility to contact the Officer who scheduled your appointment.
- The hiring process may take from a few weeks up to several months. It is important to keep the Chattahoochee Hills Police Department updated of any changes in residence or employment.
- DO NOT call the Chief of Police with questions about your application.

### Phases of the Hiring Process for Sworn Personnel

- Only completed applications will be accepted for review.
- Background investigations may begin on all applicants who have turned in completed applications, or after the applicant has passed the Oral Interview Board.
- Background investigations will include applicant's employment, criminal, financial and military histories. All references will be contacted.
- If the applicant passes the background investigation and the Oral Interview Board, he or she will be required to participate in the following examinations:
  - Polygraph Examination
  - Psychological Examination
  - Medical Physical Examination (including a routine drug and alcohol screening) ·
- If the applicant passes **all the examinations**, the Chief of Police will review the file for final approval.
- If the **final approval** is given the applicant will be notified of his or her start date.

# Employment Disqualifiers

Employment in law enforcement agencies involves public trust. Only those persons whose conduct, character and behavior does not discredit either themselves or the Chattahoochee Hills Police Department will be employed. The Chattahoochee Hills Police Department employment process will address the integrity, ethical conduct, honesty, prejudices, and past behavior of all applicants.

While CHPD reviews much information and considers the circumstances in many areas regarding an applicant's background, the following standards are among those that will automatically disqualify applicants from consideration:

1. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, or any other pre-employment document(s).
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process.
3. Poor management of personal finances (within the past five years). Debts, pending civil suits, garnishments, dispossessory warrants, bankruptcies, etc., will be investigated to determine a candidate's suitability for employment.
4. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan.
5. Any felony conviction.
6. Any outstanding criminal charge pending adjudication.
7. Sufficient misdemeanor convictions to establish a pattern of disregard for the law.
8. Discovery of an applicant's involvement in any crime of a serious or aggravated nature.
9. Any conviction or plea of *nolo contendere* within the past five (5) years for Driving Under the Influence of Drugs or Alcohol (DUI) or for any serious traffic offense, including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid, or Leave Information after an accident, Racing or Super Speeder Infractions.
10. Three or more convictions and/or pleas of *nolo contendere* within the past two (2) years for any moving violations.
11. Illegal sale, distribution or manufacturing (to include growing) of any drug.
12. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant.
13. Use or possession of marijuana during the last three years.
14. Use of an illegal drug or combination of illegal drugs (including anabolic steroids after February 27, 1991), other than marijuana, during the past 10 years.
15. Use of any prescription drug or legally obtainable substance in a manner for which it was not intended within the past three (3) years.

16. Any tattoo, scar branding, mark or other permanent or temporary body art or modification deliberately placed that would be visible in any department uniform shall not exhibit:

- Depictions of nudity or violence.
- Sexually explicit or vulgar art, works, phrases, or language.
- Symbols likely to elicit a strong negative reaction in the workplace or public. Illustrations, references, symbols, acronyms, etc. that represent criminal, oppressive, prejudicial, or discriminatory beliefs or organizations.
- Political beliefs, political parties, or represents any in a negative light.
- Illustrations, references, symbols, acronyms, etc. that denigrate the United States, State of Georgia, City of Chattahoochee Hills or the Chattahoochee Hills Police Department.

17. Ornamentations or adornments that are worn, must be able to be removed from nose, eyebrow, tongue, or any other location of the body which is visible while functioning in a law enforcement capacity, except for earrings permitted for female personnel.

18. Any applicant who has been disqualified based on the findings of a background investigation may not reapply for 12 months from the date of notification of disqualification.

19. Three (3) previous disqualifications from employment from the department based on the results of a polygraph examination and/or background.

We hope this information will assist you in determining if you are a suitable candidate for employment with the Chattahoochee Hills Police Department.

### **Instructions**

The applicant must complete the attached 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 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. 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
- A copy of your current/valid Georgia Driver's License
- A copy of your Social Security Card
- (2) Passport type photographs
- Specialty Certifications or items of note (Letters of Accommodation)

### **If applicable to you, the following required documents must be returned with the application.**

- DD214 form showing an Honorable Discharge
- Certified College Transcripts (sealed)
- Name change documents (I.E., Marriage License, Court Order, etc.)
- Citizenship Papers · A copy of bankruptcy discharge papers

The completed application and required documents must be returned to the City of Chattahoochee Hills Police Department at the following address:

**City of Chattahoochee Hills Police Department  
6505 Rico Road  
Chattahoochee Hills, Georgia 30268**

Personal Data

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Address: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (County) (State) (Zip Code)

How long have you lived at this address? Years: \_\_\_\_\_ Months: \_\_\_\_\_

Home # \_\_\_\_\_ Work # \_\_\_\_\_ Alternate # \_\_\_\_\_

Driver's License # \_\_\_\_\_ State of issue: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ State of issue: \_\_\_\_\_

Are you at least 21 years of age? Yes No Are you eligible to work in the United States? Yes No

Have you ever used another name or had your name changed? Yes No

**Note:** This includes, but is not limited to, maiden names, former married names, adopted names, nicknames, etc. If you answered "Yes", provide the information in the table below.

_____	_____
(Previous Name)	(Date of Change)
_____	_____
(Location of Change)	(Reason for Change)

_____	_____
(Previous Name)	(Date of Change)
_____	_____
(Location of Change)	(Reason for Change)

_____	_____
(Previous Name)	(Date of Change)
_____	_____
(Location of Change)	(Reason for Change)

In case of emergency, please list someone we can contact:

\_\_\_\_\_  
(Name of person to contact)

\_\_\_\_\_  
(Relationship)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

Home telephone # \_\_\_\_\_

Business telephone # \_\_\_\_\_

How did you learn about this position? Newspaper; Internet; Job Fair or Career Day; Other

City of Chattahoochee Hills Employee (Employee's Name): \_\_\_\_\_

Have you ever filed an application with Chattahoochee Hills before? Yes No

Position(s) last applied for and date: \_\_\_\_\_

Have you been employed previously by the City of Chatt. Hills? Yes No

If so, did you leave in good standing? Yes No

If yes, list position: \_\_\_\_\_

Date Hired: \_\_\_\_\_

Date Left: \_\_\_\_\_

Have you ever been convicted of a felony? Yes No

If yes, Explain:

List any and all qualifications that you feel, qualify you for the position that you are applying for:

What business machines can you operate?

Education

What is the highest grade completed? \_\_\_\_\_

Other: \_\_\_\_\_

If you graduated High School, complete the following information:

\_\_\_\_\_  
(Name of High School)

\_\_\_\_\_  
(Address) (City) (State) (Zip code)

Telephone Number: \_\_\_\_\_

If you received a G.E.D certificate, complete the following:

\_\_\_\_\_  
(Name of School) *If the school no longer exists, list the name of the local Board of Education office*

\_\_\_\_\_  
(Complete mailing address of School or address for the Board of Education office)

List any Degrees that you have received: (A.A., A.A.S., B.S., M.P.A., etc.)

\_\_\_\_\_  
(Type of Degree) (Major and Minor area of study)

\_\_\_\_\_  
(Type of Degree) (Major and Minor area of study)

Since High School, have you ever been expelled or suspended from any school or been disciplined by any school official? Yes No

If yes, explain:

**Note:** The applicant is responsible for furnishing the City of Chattahoochee Hills Police Department with a copy of His/her High School Diploma and sealed College Transcripts (where applicable) at the applicant's own expense.



List below any colleges, universities, vocational/technical schools or graduate schools that you have attended:

_____	_____	_____	_____	_____	_____
(Name of School)			(Complete Address)		
_____	_____	_____		<input type="radio"/>	<input type="radio"/>
(Major Course of Study)					

_____	_____	_____	_____	_____	_____
(Name of School)			(Complete Address)		
_____	_____	_____		<input type="radio"/>	<input type="radio"/>
(Major Course of Study)					

_____	_____	_____	_____	_____	_____
(Name of School)			(Complete Address)		
_____	_____	_____		Did you graduate?	<input type="radio"/> Yes <input type="radio"/> No
(Major Course of Study)					

_____	_____	_____	_____	_____	_____
(Name of School)			(Complete Address)		
_____	_____	_____		Did you graduate?	<input type="radio"/> Yes <input type="radio"/> No
(Major Course of Study)					

List any foreign language that you have learned and the extent of your proficiency:

Language: \_\_\_\_\_ Proficiency: Some;  Moderate;  Fluent

Language: \_\_\_\_\_ Proficiency: Some;  Moderate;  Fluent

Language: \_\_\_\_\_ Proficiency: Some;  Moderate;  Fluent

Language: \_\_\_\_\_ Proficiency: Some;  Moderate;  Fluent

Law Enforcement Experience

Are you Georgia P.O.S.T. Certified? Yes No

If yes, Academy attended: \_\_\_\_\_

Date Completed: \_\_\_\_\_ PBLE Number: \_\_\_\_\_

List the number of years and months experience you have as a certified Law Enforcement Officer:

Years: \_\_\_\_\_ Months: \_\_\_\_\_

Have you ever served as a reserve Law Enforcement Officer? Yes No

If yes, explain:

As a law enforcement officer, have you ever received disciplinary action to include: oral or written reprimands, suspensions, demotions or terminations? Yes No

If yes, provide the information in the table below:

\_\_\_\_\_  
(Name of agency) (Type of Disciplinary Action)

\_\_\_\_\_  
(Reason for Disciplinary Action)

Date of Action: \_\_\_\_\_ Was an internal investigation opened or closed: \_\_\_\_\_

\_\_\_\_\_  
(Name of agency) (Type of Disciplinary Action)

\_\_\_\_\_  
(Reason for Disciplinary Action)

Date of Action: \_\_\_\_\_ Was an internal investigation opened or closed: \_\_\_\_\_

Military Service

Have you ever enlisted or attempted to enlist in any branch of the United States Armed Forces? This includes Reserves, National Guard or Coast Guard. Yes No

If yes, what branch? \_\_\_\_\_

Have you ever served in any branch of the United States Armed Forces? This Includes Reserves, National Guard or Coast Guard. Yes No

If you received a military discharge, what type was it? (Honorable, Dishonorable, General, Under Honorable Conditions, Entry Level Separation, Medical, etc.) Be Specific.

\_\_\_\_\_

Have you ever been involved in, or been accused of being involved in, a subversive act against the United States Government, such as mutiny, treason, sabotage, espionage, etc.? Yes No

If yes, fully explain on an attached sheet of paper.

Have you ever been court martialed, tried on charges, or subject to an article 15, company punishment, or any other disciplinary action while a member of any branch of the Armed Forces? Yes No

If yes, provide the information in the table below:

\_\_\_\_\_  
(Branch of Service) (Type of Disciplinary Action)

Date of Action: \_\_\_\_\_ Disposition of Action: \_\_\_\_\_

\_\_\_\_\_  
(Branch of Service) (Type of Disciplinary Action)

Date of Action: \_\_\_\_\_ Disposition of Action: \_\_\_\_\_

Residence History

List all of your residence addresses for the last fifteen years. Begin with your present address. This list should include temporary addresses, part-time addresses, military addresses, permanent addresses and school addresses. **Follow the Example:**

<u>09/06 – present</u>	<u>55</u>	<u>Fox Street</u>		
	(Street #)	(Street Name)		
<u>Chattahoochee Hills</u>		<u>Henry</u>	<u>GA</u>	<u>30253</u>

<u>06/90 – 09/06</u>	<u>980</u>	<u>Ellensburg Way</u>		
	(Street #)	(Street Name)		
<u>Atlanta</u>		<u>Fulton</u>	<u>GA</u>	<u>30302</u>

_____	_____	_____		
(From – To Mo/Yr)	(Street #)	(Street Name)		
_____	_____	_____	_____	_____
(City)		(County)	(State)	(Zip Code)

_____	_____	_____		
(From – To Mo/Yr)	(Street #)	(Street Name)		
_____	_____	_____	_____	_____
(City)		(County)	(State)	(Zip Code)

_____	_____	_____		
(From – To Mo/Yr)	(Street #)	(Street Name)		
_____	_____	_____	_____	_____
(City)		(County)	(State)	(Zip Code)

_____	_____	_____		
(From – To Mo/Yr)	(Street #)	(Street Name)		
_____	_____	_____	_____	_____
(City)		(County)	(State)	(Zip Code)

_____	_____	_____		
(From – To Mo/Yr)	(Street #)	(Street Name)		
_____	_____	_____	_____	_____
(City)		(County)	(State)	(Zip Code)

_____	_____	_____
(From – To Mo/Yr)	(Street #)	(Street Name)
_____	_____	_____
(City)	(County)	(State) (Zip Code)

_____	_____	_____
(From – To Mo/Yr)	(Street #)	(Street Name)
_____	_____	_____
(City)	(County)	(State) (Zip Code)

_____	_____	_____
(From – To Mo/Yr)	(Street #)	(Street Name)
_____	_____	_____
(City)	(County)	(State) (Zip Code)

_____	_____	_____
(From – To Mo/Yr)	(Street #)	(Street Name)
_____	_____	_____
(City)	(County)	(State) (Zip Code)

Character / Social References

Provide five (5) references (not relatives, those within your household, or employers) who are responsible adults of reputable standing in their communities, such as heads of households, property owners, business or professional men or women, who have known you well for the past five (5) years. Please confirm that all addresses and telephone numbers are current before you submit the application.

**Reference 1**

_____	_____	_____
Name	Relationship	Home #
_____	_____	_____
Street #	Street Name	City
_____	_____	_____
_____	_____	_____
Occupation	Business #	

**Reference 2**

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Name	Relationship	Home #
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Street #	Street Name	City	State	Zip code
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Occupation	Business #
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**Reference 3**

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Name	Relationship	Home #
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Street #	Street Name	City	State	Zip code
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Occupation	Business #
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**Reference 4**

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Name	Relationship	Home #
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Street #	Street Name	City	State	Zip code
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Occupation	Business #
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**Reference 5**

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Name	Relationship	Home #
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Street #	Street Name	City	State	Zip code
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Occupation	Business #
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## Neighbor / Landlord References

Provide three (3) current or recent neighbors or landlord references. The neighbor references may live next door to you or within three (3) houses or apartments in any direction of your residence. Do not list references that are related to you by blood or marriage. All persons may be asked to appraise your character, ability, experience, personality, and other qualities. Please confirm that all addresses and telephone numbers are current before you submit the application.

### Reference 1

Name		Relationship	Length of time known	
Street #	Street Name	City	State	Zip code
Occupation		Business #	Home #	

### Reference 2

Name		Relationship	Length of time known	
Street #	Street Name	City	State	Zip code
Occupation		Business #	Home #	

### Reference 3

Name		Relationship	Length of time known	
Street #	Street Name	City	State	Zip code
Occupation		Business #	Home #	

## Employment History

In the following tables, list all jobs worked in the last **15 years**. Include military, volunteer experience, self-employment, internships, periods of unemployment, any part-time work, and any full-time work. For any gap of unemployment, write UNEMPLOYED under the "name of organization" and explain your means of support (i.e. spouse's income, parents, unemployment benefits, etc.). Be prepared to show supporting documentation such as tax returns, Dept. of Human Resources letters, etc. Failure to properly complete the employment history section may result in your disqualification. A resume may be attached only as additional information and will not be accepted in lieu of completing this section. **Follow the example.**

Atlanta Police Dept \_\_\_\_\_ 404-853-3434 \_\_\_\_\_ 06/1998 – Present \_\_\_\_\_  
Name of Organization or Company Telephone # Dates Employed From-To Mo/Yr

675 Ponce De Leon Ave, Atlanta, GA 30308 \_\_\_\_\_ 4 yrs. \_\_\_\_\_  
Complete Address Total Time Employed

Police Officer \_\_\_\_\_ Sgt. John Doe \_\_\_\_\_ No \_\_\_\_\_  
Official Job Title Name of Supervisor Out of Business?

Describe Specific Job Duties:

Patrol officer. Responsible for answering calls for service, report writing, and accident investigation. \_\_\_\_\_

Specific Reason for Leaving:  Fired;  Lay Off;  Resigned;  End of Assignment

### Job 1

\_\_\_\_\_  
Name of Organization or Company Telephone # Dates Employed From-To Mo/Yr

\_\_\_\_\_  
Complete Address Total Time Employed

\_\_\_\_\_  
Official Job Title Name of Supervisor Out of Business?

Describe Specific Job Duties:

Specific Reason for Leaving:  Fired;  Lay Off;  Resigned;  End of Assignment



**Job 2**

\_\_\_\_\_  
Name of Organization or Company Telephone # Dates Employed From-To Mo/Yr

\_\_\_\_\_  
Complete Address Total Time Employed

\_\_\_\_\_  
Official Job Title Name of Supervisor Out of Business?

Describe Specific Job Duties:

Specific Reason for Leaving: Fired; Lay Off; Resigned; End of Assignment

Job 3

\_\_\_\_\_  
Name of Organization or Company Telephone # Dates Employed From-To Mo/Yr

\_\_\_\_\_  
Complete Address Total Time Employed

\_\_\_\_\_  
Official Job Title Name of Supervisor Out of Business?

Describe Specific Job Duties:

Specific Reason for Leaving: Fired; Lay Off; Resigned; End of Assignment

**Job 4**

\_\_\_\_\_  
Name of Organization or Company Telephone # Dates Employed From-To Mo/Yr

\_\_\_\_\_  
Complete Address Total Time Employed

\_\_\_\_\_  
Official Job Title Name of Supervisor Out of Business?

Describe Specific Job Duties:

Specific Reason for Leaving: Fired; Lay Off; Resigned; End of Assignment

**Job 5**

\_\_\_\_\_  
Name of Organization or Company Telephone # Dates Employed From-To Mo/Yr

\_\_\_\_\_  
Complete Address Total Time Employed

\_\_\_\_\_  
Official Job Title Name of Supervisor Out of Business?

Describe Specific Job Duties:

Specific Reason for Leaving: Fired; Lay Off; Resigned; End of Assignment

**Job 6**

\_\_\_\_\_  
Name of Organization or Company Telephone # Dates Employed From-To Mo/Yr

\_\_\_\_\_  
Complete Address Total Time Employed

\_\_\_\_\_  
Official Job Title Name of Supervisor Out of Business?

Describe Specific Job Duties:

Specific Reason for Leaving: Fired; Lay Off; Resigned; End of Assignment

**Job 7**

\_\_\_\_\_  
Name of Organization or Company Telephone # Dates Employed From-To Mo/Yr

\_\_\_\_\_  
Complete Address Total Time Employed

\_\_\_\_\_  
Official Job Title Name of Supervisor Out of Business?

Describe Specific Job Duties:

Specific Reason for Leaving: Fired; Lay Off; Resigned; End of Assignment

## Application Questionnaire

**Instructions:** if you answer “Yes” to questions 3-15 you must explain the “Yes” answer fully on the following Explanation Sheets. Remember to indicate the question number that you are addressing. Failure to follow Instructions will result in your application being returned to you.

1. Will you consent to a thorough background investigation of your character? Yes No
2. Will you consent to a rigid medical examination by a physician, upon conditional offer of employment? Yes No
3. Have you ever been rejected for employment, for any reason, by any law enforcement agency? Yes No If “Yes” What agency and why.
4. Have you ever been terminated by any law enforcement agency? Yes No  
If “yes” give the date of termination and reason for termination.
5. Have you ever been terminated or asked to resign from ANY job? Yes No  
If “yes”, list the name of the job (s), dates of employment, and reason for termination or resignation under pressure.
6. Have you EVER appeared in any court (including Juvenile) as a defendant to answer any city, state, or federal criminal charge?  
Yes No  
If so, give the court in which you appeared and the disposition of the case (i.e. conviction, first offenders, charges dismissed, etc.)
7. Have you ever been physically arrested or given a copy of charges for violations of any city, municipal, state, or federal law? Yes No
8. Have you ever been detained by any law enforcement representative, been the subject of any criminal investigation, or been named as the accused on a warrant? Yes No  
If “yes”, explain in detail.
9. Have you ever received any tickets for traffic violations (excluding parking tickets) on any license that you have held since you began driving? Yes No  
If “yes”, list the type of violation, date received, jurisdiction, and disposition (i.e. fine, suspension, charges dismissed).
10. Have you ever used, tried, ingested, or experimented with marijuana (including as a juvenile or even one experimental use)?  
Yes No  
If “Yes”, write the total number of times used, date of first use, and the date of last use.
11. Have you ever used, tried, ingested, or experimented with any other type of illegal narcotics or dangerous drug (i.e. heroin, cocaine, hashish, speed, LSD, anabolic steroids, etc.)? Yes No  
If “Yes”, indicate what type of drug, when you used it, and how many times you used the drug.
12. Have you ever sold any type of illegal drug, delivered illegal drugs, shared drugs with another person, or directed another person where to buy drugs? Yes No
13. Have you ever filed or declared bankruptcy, had any judgments, repossessions, foreclosures, or collections?  
Yes No

14. Do you know of anything that might prevent you from obtaining the position you have applied for?

Yes No

15. Have you purposely omitted any information from your employment application? Yes No

16. Were you able to understand all the questions in this application? Yes No

17. Have you ever committed an act that you were not caught doing, if caught you would have been arrested?

Yes No

If "yes", explain in detail.

18. Have you ever fraudulently obtained money? Yes No

If "Yes", explain in detail.

19. Have you ever committed a fraudulent act against an employer? Yes No

If "yes", explain in detail.

20. Have you ever intentionally damaged the property of another? Yes No

If "Yes", explain in detail.

21. Have you ever filed any false report? For any reason. Yes No

If "Yes", explain in detail.

22. Since you have been and adult (18 years old), have you ever had sexual involvement with someone under the age of 18? Yes

No

If "yes" explain in detail how old they were, how old you were, and how long ago was this involvement.

23. Have you ever been involved in a sexual act that if caught you would have been arrested? Yes No

If "Yes", explain in detail.

24. Have you ever been involved in a sexual act that if caught you would have been fired from your employer?

Yes No

If "Yes", explain in detail.

25. Have you ever engaged in prostitution or used the services of a prostitute? Yes No

If "yes", explain in detail.

26. Have you ever benefitted from the sale of illegal drug, either directly or indirectly, free drugs or sexual favors? Yes No

If you received any money from a friend or family member involved in drug sales indirectly, list and give details. If "Yes", explain in detail.

27. Have you ever driven a motor vehicle under the influence of alcohol or drugs? Yes No

If "Yes", explain in detail.

28. Have you ever purchased or pawned an item that you knew or should have known to be stolen? Yes No

If "Yes", explain in detail.

29. Did you list all of your jobs for the past fifteen years on your employment application, to include part-time and temporary jobs?

Yes No

If "no", explain in detail.

30. Have you ever been charged with a crime? Yes No

If "Yes", explain in detail.

31. Have you ever failed to pass a polygraph? Yes No

If "Yes", explain in detail.

## Explanation Sheet

Explanations must be detailed, accurate, and true. Remember to print the number of the question that you are addressing. Attach additional sheets of paper if necessary.

# Sworn Statement

I hereby swear that all statements made in this application are true and complete. I also understand that any misstatements, omissions, or falsifications of material facts will subject me to disqualification and termination from the hiring process and could result in criminal prosecution under O.C.G.A. sec 16-10-20.

\_\_\_\_\_  
Applicant's Full Legal Name (Print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant's Social Security Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

**Chattahoochee Hills Police Department**

**6505 Rico Road**

**Chattahoochee Hills, Georgia 30268**

**770-463-8881**

Do you give the Chattahoochee Hills Police Department permission to conduct a work record check with your current employer?     Yes  No

If you do not wish for us to do so at this time, please list all disciplinary action taken against you, or pending by your employer. This information will be verified prior to your being employed with the Chattahoochee Hills Police Department.

Explain:

Any falsification or omission will result in your name being removed from the eligibility roster.

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

Date

\_\_\_\_\_

Notary Public

\_\_\_\_\_

Date

(Seal)



## **Georgia Driver's History Consent Form**

I hereby authorize the **CITY OF CHATTAHOOCHEE HILLS** 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)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Consent Form

I hereby authorize **CITY OF CHATTAHOOCHEE HILLS** 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.

Full Name (Print)

Address

Sex:  Male  Female

Date of Birth

Social Security #

Race:  White,  African American,  Asian,  Native American/Alaska,  
 Hawaiian/Pacific Islander,  Middle Eastern,  Two or more races

Signature

Date

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Special employment provisions (check if applicable)

Employment with criminal justice agency- civilian (purpose code 'J')

Employment with criminal justice agency-P.O.S.T. certified (purpose code 'Z')

One of the following must be checked:

This authorization is valid for 90 180 (check one) days from date of signature.

I,  give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.

City of Chattahoochee Hills Police Department  
6505 Rico Road  
Chattahoochee Hills, Georgia 30268

## Authorization for release of personal information

I, \_\_\_\_\_, authorize the National Personal Records Center, St. Louis, Missouri or other custodian of my military records to release to the Chattahoochee Hills Police Department, information or photocopies from my personnel and related medical records. This could include a photocopy of my DD 214 form, Report of Separation, or article 15's and / or non-judicial punishments.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

(Seal)

City of Chattahoochee Hills Police Department  
6505 Rico Road  
Chattahoochee Hills, Georgia 30268

## Military Affirmation

I, \_\_\_\_\_, do hereby swear or affirm that I have never been enlisted nor served in any branch of the Military Forces of the United States or any foreign military service. I further swear or affirm that I have never served in any branch of the United States Reserve Forces or in any State National Guard.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

(Seal)

**City of Chattahoochee Hills Police Department  
6505 Rico Road  
Chattahoochee Hills, Georgia 30268**

**Authorization for Release of Personal Information**

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself, to any duly authorized agent of the Chattahoochee Hills Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records and educational institutions, financial, or credit institutions, including records of loans, the records of commercial and retail credit agencies (including credit reports and / or ratings), and other financial statements and records wherever filed; medical and psychiatric treatment and / or consultations, including hospital and clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, polygraph reports and charts; efficiency ratings, complaints or grievances filed by me or against me; and the records and recollections of attorneys at law or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly, or indirectly, in whole or part, upon this release authorization will be considered in determining my suitability for employment by the Chattahoochee Hills Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving information; and I do hereby release said person(s) from any liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof; even though said photocopy does not contain original writing of my signature.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Notary Public

(Seal)

As well as meeting the above requirements, I believe that following the completion of Basic Law Enforcement Training, I will have the ability to perform the following functions, with or without a reasonable accommodation.

1. Effect and arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved weapons in self-defense.
2. Prepare investigative reports, including sketches, using appropriate grammar, symbols and mathematical computations.
3. Exercise independent judgment in determining where there is reasonable suspicion to detain, when probable cause exist to search and arrest and when force may be used and to what extent.
4. Operate a law enforcement vehicle both day and night; in emergency situations involving speed in excess of posted speed limits, in congested traffic and in poor road conditions caused by such factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
6. Gather information in Criminal Investigations by interviewing and obtaining the statements of victims, witnesses and suspects.
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting a law enforcement patrol vehicle, lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles; ditches and streams; clawing in confined spaces; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers.
8. Load, unload, aim and fire from a variety of body positions, handguns, shotguns and other agency firearms and conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards.
9. Perform searches of people, vehicles, building and large outdoor areas which involve fleeing and detecting objects. Walking for long periods of time, stopping and detaining suspicious persons and vehicles.
10. Conduct visual and audio surveillance for extended periods of time.
11. Engage in law enforcement patrol functions that include such things as working shifts, walking foot patrol and physically checking the security of buildings, windows and doors.
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes.
13. Demonstrate communications skills in court and other formal settings.
14. Detect and collect evidence and substances that provide the basis of criminal offenses or indicate the presence of dangerous conditions.
15. Endure verbal and mental abuse when confronted with hostile views and opinions of suspects and other people encountered in and antagonistic environment.
16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering medical aid, lifting, dragging and carrying people away from dangerous situations and evacuating people from particular areas.
17. Process and transport prisoners using handcuffs and other appropriate restraints.
18. Extinguish small fires by using a fire extinguisher and other appropriate means.
19. Read and comprehend legal and non-legal documents, including the preparation and process of each document such as citations, affidavits and warrants.

I hereby and affirm that all answers and subsequent statements made in this questionnaire are true and correct. I further understand that any misrepresentation of material facts will subject me to disqualification for employment considerations, or dismissal from Chattahoochee Hills Police Department.

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Applicant Signature

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Date

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Notary Public

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Date

{SEAL}