



TYBEE ISLAND POLICE DEPARTMENT

LAW ENFORCEMENT APPLICATION

Name: _____

Date Received: _____

Please complete and attach the following documents:

Copy of your Birth Certificate and certificate of naturalization, if applicable

Copy of your Driver's License

Copy of your Social Security Card

Copy of your High School diploma or GED certificate

Copy of your DD-214 Long Form (if applicable)

Copies of any certificates of training in the area of Law Enforcement

Copies of Diploma's listed by applicant in this application

When you have completed the application and have all copies of all needed documentation, please bring your application to:

Human Resources Department
City of Tybee Island
403 Butler Avenue
Tybee Island, GA 31328

WITHOUT THE ABOVE DOCUMENTATION, YOUR APPLICATION WILL NOT BE PROCESSED.

A Notary is available at the Tybee Island City Hall and Police Department free of charge for the notarizing of this application.

IMPORTANT NOTICE

IT IS TO YOUR ADVANTAGE TO BE ABSOLUTELY TRUTHFUL IN ANSWERING ALL QUESTIONS IN YOUR INTERVIEWS, ON YOUR APPLICATION AND PERSONAL HISTORY STATEMENT.

A MIS-STATEMENT OF FACT OR THE OMISSION OF REQUESTED INFORMATION IS GROUNDS FOR **AUTOMATIC** REJECTION.

WE HAVE FOUND IN THE PAST THAT SOME APPLICANTS HAVE BEEN REJECTED BECAUSE OF A MIS-STATEMENT OR OMISSION WHERE THE FACT WHICH THEY ATTEMPTED TO HIDE WOULD NOT HAVE BEEN A REASON FOR REJECTION.

WE ENCOURAGE YOU TO BE ABSOLUTELY TRUTHFUL IN THESE MATTERS.

INSTRUCTIONS AND INFORMATION
PLEASE READ CAREFULLY BEFORE BEGINNING

1. An investigation will be conducted by the Tybee Island Police Department based on the information you provided in this application. It is critical that you fill out this application completely, truthfully and accurately. At any point during the background investigation, or thereafter, it is found that you misrepresented, deliberately omitted or falsified any information, you will be automatically disqualified from further consideration.

It is imperative that you list any convictions to include a finding or a verdict of guilt, a plea of guilty, or a plea of nolo contendere in a criminal proceeding, regardless of whether the judgment of guilt or sentence is withheld or not entered thereon. This includes first offenders (OCGA 35-8-7.1). Do not leave blanks in this booklet. If an item does not apply, write NA.

I fully understand what I have read.

Print Name

Signature

Date

Notary Public

Date

2. Complete the application in **YOUR OWN HANDWRITING.**
3. If you are a Georgia Certified Peace Officer (registered with the Georgia Peace Officers Standards and Training Council, POST) attach a copy of your basic certificate displaying your certification number.
4. The following situation **WILL** prohibit an applicant from serving as a law enforcement officer:
 - a. Conviction in any Court of a felony offense.
 - b. Conviction in any Court of a drug related offense.
 - c. Less than twenty-one (21) years of age at time of appointment.
 - d. Any medical, physical, or mental condition which would prevent an applicant from satisfactorily performing assigned duties or complying with regulation of the Georgia POST Council.
5. The following situations **MAY** prohibit an applicant from serving as a law enforcement officer:
 - a. Any pending criminal action in any court
 - b. A military Discharge other than Honorable
 - c. Seven (7) or more points accumulated against drivers' at the time of the application
 - d. Not a citizen of the United States

** An applicant who has received an official pardon or other similar action for any offense or applicable condition as stated above is not obligated to disclose the offense or condition in this application. If, however, during the course of a background investigation, facts are discovered regarding the offense or condition, the applicant may be required to produce proof of such pardon or action to remain in consideration for employment.

6. If you have any questions regarding this application, please contact the Tybee Island Police Department at (912) 786 – 5600.
7. The following is a checklist for your convenience. You are urged to use it, as an incomplete application cannot be processed. Upon completion of the application, refer to this checklist to make sure no information has been omitted.

_____ All questions answered; those not applicable to be marked “NA” or “NO”.
_____ I have attached copies of the following:

- _____ Birth Certificate and, if applicable, certificate of naturalization
- _____ High School Diploma
- _____ Valid Driver’s License
- _____ Social Security Card
- _____ DD214 Long Form (if applicable) showing character of service
- _____ Application is signed and dated.

All forms so noted have been signed in the presence of a Notary Public. These forms MUST bear the signature, stamp, and seal of a Notary Public.

PERSONAL INFORMATION

1. Name: _____

2. Minimum Age is 21: Yes ___ No ___

3. Are you a U.S. Citizen? Yes ___ No ___

4. Have you ever used any other name? Yes ___ No ___

5. Have you ever legally changed your name? _____ If "Yes," what was your previous name? _____

6. Home Address: _____

City _____ State _____ Zip _____

Mailing Address: _____

City _____ State _____ Zip _____

Home Phone Number _____ Cell Phone Number _____

Work Phone Number _____ Email Address _____

7. How long at present address: _____

Rent: Yes ___ No ___ Name of Landlord: _____

Own: Yes ___ No ___

Live with Family: Yes ___ No ___

8. Previous Addresses if less than 10 years at current address: _____

9. Have you ever filed an application with the Tybee Island Police Department before?

Yes ___ No ___ If so, when and for what positions: _____

MILITARY SERVICE

10. Complete Military Service:

Branch of Service _____
Service Number: _____ Dates of Service: _____
Highest Rank Attained: _____ MOS/Rating: _____

11. Did you ever receive any type of disciplinary action? Yes _____ No _____
Court Martial? _____ AWOL? _____ Reduction in Rank? _____
Article 15? _____ Any Other? _____

12. Name of your last supervisor: _____
Phone Number and Unit: _____

FORMAL EDUCATION

13. Highest grade of school completed: _____

14. Did you graduate from High School: _____

15. Name of High School: _____
City/State: _____

16. If you did not graduate from high school, do you have a GED Certificate?
Yes _____ No _____ Date Obtained: _____

17. Give names and locations of any Colleges and Universities you have attended, and major course work studied. ____

18. Circle highest year of college completed: 1 2 3 4 Degree/Year Obtained: _____

19. Graduate School: 1 2 3 4 Degree / Year Obtained: _____

20. Do you have any special skills or training that would be helpful to you if you were selected for a Law Enforcement position? ____

21. Do you read, write or speak any foreign language? Yes _____ No _____
If so, please list: _____

LAW ENFORCEMENT EMPLOYMENT HISTORY

List ALL previous law enforcement employment, starting with the most recent first:

22. Name/Address of Agency: _____

Dates of Employment: _____

Reasons for Leaving: _____

Name and telephone number of immediate supervisor: _____

Job Title and Duties: _____

May we contact this agency? _____

23. Name/Address of Agency: _____

Dates of Employment: _____

Reasons for Leaving: _____

Name and telephone number of immediate supervisor: _____

Job Title and Duties: _____

May we contact this agency? _____

24. Name/Address of Agency: _____

Dates of Employment: _____

Reasons for Leaving: _____

Name and telephone number of immediate supervisor: _____

Job Title and Duties: _____

May we contact this agency? _____

25. Name/Address of Agency: _____

Dates of Employment: _____

Reasons for Leaving: _____

Name and telephone number of immediate supervisor: _____

Job Title and Duties: _____

May we contact this agency? _____

26. Name/Address of Agency: _____

Dates of Employment: _____

Reasons for Leaving: _____

Name and telephone number of immediate supervisor: _____

Job Title and Duties: _____

May we contact this agency? _____

COMPLETE THIS SECTION ONLY IF YOU ARE CURRENTLY OR HAVE BEEN A LAW ENFORCEMENT OFFICER. THIS DOES NOT INCLUDE SECURITY EXPERIENCE.

27. Are you currently a Peace Officer? Yes _____ No _____

28. If "Yes," State of Certification: _____ Certification# _____

29. Certification Type: _____

30. Certification Date: _____

Name and Location of Police Academy: _____

31. How many years of law enforcement experience do you have? _____

32. Have you ever been the subject of an internal investigation: _____

If "YES," attach an explanation to this application giving full details.

33. Has disciplinary action ever been taken by your certifying agency (POST)? _____

If "YES," attach an explanation to this application giving full details.

34. Have you ever qualified with a weapon? _____
If "YES," what type of weapon? _____

NON-LAW ENFORCEMENT EMPLOYMENT HISTORY

35. List previous employment for the past ten (10) years or back to your 18th birthday, whichever is longer.

36. Name/Address of Employer: _____

Dates of Employment: _____

Reasons for Leaving: _____

Name and telephone number of immediate supervisor: _____

Job Title and Duties: _____

May we contact this organization? _____

37. Name/Address of Employer: _____

Dates of Employment: _____

Reasons for Leaving: _____

Name and telephone number of immediate supervisor: _____

Job Title and Duties: _____

38. Name/Address of Employer: _____

Dates of Employment: _____

Reasons for Leaving: _____

Name and telephone number of immediate supervisor: _____

Job Title and Duties: _____

39. Name/Address of Employer: _____

Dates of Employment: _____

Reasons for Leaving: _____

Name and telephone number of immediate supervisor: _____

Job Title and Duties: _____

(IF MORE SPACE IS NEEDED, PLEASE ATTACH ADDITIONAL SHEETS)

CRIMINAL RECORD (PLEASE CHECK APPROPRIATE RESPONSES)

Conviction will not necessarily disqualify an applicant from employment unless convicted of a felony

40. Have you ever been arrested, charged, indicted, or convicted of felony offense?

Yes _____ No _____

41. Have you ever been arrested, charged, indicted, or convicted of a firearms or explosive charge?

Yes _____ No _____

42. Have you ever been arrested, charged, indicted, or convicted of any offenses related to alcohol or drugs (including DUI)?

Yes _____ No _____

43. Are there currently any charges pending against you for any criminal offense?

Yes _____ No _____

44. Have you ever been arrested, booked, charged, indicted, or convicted of any type of offense (including traffic citations, warrants or misdemeanors)?

Yes _____ No _____

45. Have you ever been arrested, charged, booked, indicted or convicted of a domestic violence offense?

Yes _____ No _____

46. Have you ever been named as a defendant in a Protective Order from any court?

Yes _____ No _____

EXPLAIN BELOW ANY QUESTION THAT YOU ANSWERED "YES" TO ABOVE.

Date of Offense

Offense

Law Enforcement Authority/Court

DRIVING RECORD

47. Can you operate a motor vehicle? Yes _____ No _____

48. Do you possess a valid Georgia Driver's License? Yes _____ No _____

If "YES," give license number and expiration date: _____

49. Has your license ever been suspended or revoked? Yes _____ No _____

If "YES," give State and license number: _____

50. Has your license ever been suspended or revoked? Yes _____ No _____

If yes, for what reason: _____

If yes, was it restored: _____

51. Have you ever been refused a license by any State? _____

52. Give details of any motor vehicle accidents you have been involved in.

PERSONAL REFERENCES

53. Person References (other than family members and former supervisors)

Name: _____

Occupation: _____

Address: _____

Telephone: _____ Years Known: _____

Name: _____

Occupation: _____

Address: _____

Telephone: _____ Years Known: _____

Name: _____

Occupation: _____

Address: _____

Telephone: _____ Years Known: _____

CREDIT REFERENCES

54. Name: _____

Address: _____

Telephone: _____

Type of Account: _____

Name: _____

Address: _____

Telephone: _____

Type of Account: _____

Name: _____

Address: _____

Telephone: _____

Type of Account: _____

BACKGROUND INFORMATION (Marital/Family Information)

55. Marital Status:

Single _____ Married _____ Separated _____ Divorced _____ Widowed _____

56. Spouse's Name: _____

57. Spouse's Occupation: _____

58. Spouse's Employer: _____

59. Spouse's Employer Address: _____

60. Spouse's Employer Telephone Number: _____

61. Spouse's Length of Employment: _____

62. Date of Marriage: _____

63. Is your spouse in favor of you becoming a law enforcement officer? Yes _____ No _____

64. Closest Living Relative: _____

65. Are you supporting all children born to you or adopted by you? Yes _____ No _____

66. Are you related to any City of Tybee Island employee? Yes _____ No _____
If "YES", please name the employee: _____
What department do they work for? _____

67. Do you know any employees of the City of Tybee Island? Yes _____ No _____
If "YES", please give their names: _____

OTHER INFORMATION

68. This position requires you to:

Wear a uniform	Do you object to doing so?
Work a rotating shift	Do you object to doing so? _
Work overtime	Do you object to doing so? _____
Work Holidays, Weekends, Special Events	Do you object to doing so? _____

69. Do you have any Body Art (Tattoo's) exposed when wearing a class "B" (Pants and Short Sleeve Shirt) uniform? __

70. Have you ever had experience working shift work? Yes _____ No _____
If so, where and when? _____

71. If you have ever been fingerprinted by a police agency other than for an arrest, give details below. Your answer will be checked with the FBI and other agencies.

Agency	Date	Purpose
_____	_____	_____
_____	_____	_____

72. Do you drink alcoholic beverages? Yes _____ No _____ If "YES," when was the last time?

73. Have you ever used marijuana? Yes _____ No _____ If "YES," when was the last time?

74. Have you ever used any other illegal drugs, opiate, pills, etc.? Yes _____ No _____
If "YES," what were the circumstances? _____

75. Do you now or have you ever associated with anyone that used drugs? Yes _____ No _____

76. Have you ever been fired or permitted to resign from employment for breach of trust, embezzlement, theft, or other crime? Yes _____ No _____
If "YES," please provide circumstances: _____

CRIMINAL JUSTICE EMPLOYMENT RELEASE WAIVER FOR NEW APPLICANTS

CONSENT TO BACKGROUND INVESTIGATION: DRUG TESTING & PHYSICAL AND PSYCHOLOGICAL TESTING

TO: City of Tybee Island, Tybee Island Police Department, Any Authorized Employee thereof

RE: NAME: _____ SSN: _____
PRINTED NAME: _____ DOB: _____
DRIVERS LICENSE # / STATE: _____
ADDRESS: _____
CITY, STATE, ZIP: _____
SEX: _____ RACE: _____ HGT: _____ WGT: _____

Accept this instrument as my personal request and authorization to conduct a comprehensive personal background investigation, including pending charges of any description, a complete traffic history, criminal history (including first offender status, if applicable), credit history report, medical records, full and complete disclosure of the records of educational institutions, financial statements and records, wherever filed; Veterans administration; employment and re-employment records, including background reports, polygraph examinations or reports, efficiency rating, complaints or grievances filed by or against me. Furthermore, I voluntarily, FULLY CONSENT TO UNDERGO PHYSICAL, PSYCHOLOGICAL, PSYCHOMETRIC, AND URINALYSIS DRUG SCREEN TESTING. I am fully aware, and consent that the information gathered in this screening process, be made known to the officers and employees of the Tybee Island Police Department, as well as the officers and employees of the City of Tybee Island Human Resources Department and the Georgia Peace Officer Standards and Training Council. I am aware that such information is required for application for POST certificate as a law enforcement officer, and for employment with the Tybee Island Police Department. I certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. Therefore, I AGREE THAT THE INFORMATION ACQUIRED IN THIS INVESTIGATION BE USED FOR EMPLOYMENT, TERMINATION, OR DISCIPLINARY DETERMINATIONS, and that such information becomes a matter of public information and is accessible to the public under existing state laws.

In consideration of making application for employment, and in complete understanding of the foregoing facts and possible results, I agree to hold to all elements of this release waiver, and further agree TO HOLD HARMLESS, CITY OF TYBEE ISLAND/TYBEE ISLAND POLICE DEPARTMENT FROM ANY CIVIL LIABILITY OF ANY KIND OF DESCRIPTION and INCLUDING ANY ACT OF OMISSION OR COMMISSION.

This declaration is made freely and voluntarily without fear of punishment of promise or reward, and with full and complete understanding of the terms and consequences of my action.

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.

This _____ day of _____, 20_____, _____ (L.S.)
(Legal Signature)

Sworn to in the presence of _____
(Notary Public)

**GEORGIA BUREAU OF INVESTIGATION
GEORGIA CRIME INFORMATION CENTER**

Georgia Driver's History Consent Form

I hereby authorize the TYBEE ISLAND 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 with this agency.

Full Name (Print)

Date of Birth Driver's License Number State Expiration Date

Signature *(Please sign in the presence of Notary Public)* Date

Notary Public _____ Notary Expiration _____

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the _____ to receive any Georgia or III criminal history record information pertaining to me, as authorized under state and federal law for individuals seeking employment with a criminal justice agency.

Full Name (print):			
Address			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for 90/180/ _____ (circle 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 agency.

Signature Date

Date of inquiry: _____ Time of inquiry: _____ Operator's initials: _____

Purpose Code used: (check one)

<input type="checkbox"/>	Civilian Employment with a Criminal Justice Agency (J) – Provides complete <i>Georgia</i> and <i>III</i> Criminal History Record Information except juvenile or restricted records and
<input type="checkbox"/>	P.O.S.T. Certified Employment with a Criminal Justice Agency (Z) - Provides <i>Georgia</i> and <i>III</i> Criminal History Record Information including restricted records that contain completed first offender sentences for any offense

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Georgia or III CHRI results available.
<input type="checkbox"/>	Georgia / III CHRI attached/released.

<input type="checkbox"/>	No NCIC/GCIC Warrant results available.
<input type="checkbox"/>	Possible NCIC/GCIC Warrant. Contact Agency listed below.

Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title Date

10/24/2014