

Dear Applicant,

Welcome, and thank you for showing an interest in employment with the City of Ellijay Police Department. Should you be selected for employment, you will find yourself in an environment of high moral and ethical standards as well as high expectations. It is my hope that every employee strive to become the absolutely best police officer possible as we raise the standards of education, training, and performance, as a team. In other words, this administration is raising the bar of expectations with current and future employees in order to make this the best agency for employment in North Georgia.

Our background and employment process is undergoing change as well. It is my hope to begin now to raise that bar I spoke about. We owe it to ourselves and the citizens we serve to be very thorough and extensive in our selection process.

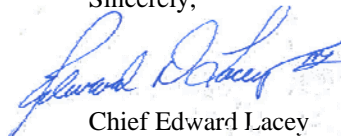
We will not allow favoritism nor bias to affect our hiring decisions. We afford equal opportunity for everyone regardless of race, creed, color, gender, national origin, age, or disability. All eligible applicants will be afforded the same opportunity for employment selection. Accordingly, should you be disabled, you may request any reasonable accommodation in order to further participate in the application process by contacting me at 706-635-7430.

The following minimum guidelines are not all inclusive, but are among the principal factors considered in evaluating an applicant's candidacy for employment.

- Must have a High School education or equivalent, be at least 21 years of age, and a citizen of the United States.
- Must not have been convicted of a crime which could have resulted in imprisonment.
- Must possess a valid driver's license.
- Must be able to perform the essential job functions of a police officer.
- Must not have any felony convictions. Conviction of a misdemeanor offense may possibly deem applicant unacceptable. Applicants who have, by self admission committed crimes that were never detected, shall be presumed to have committed the crime or act. Pleas of Nolo Contendere are considered a conviction. Convictions under the First Offender Act are also considered convictions and must be disclosed.
- No more than 1 DUI conviction or any DUI conviction in the past 5 years.
- Must show a stable employment history.
- Must have a credit history that reflects a pattern of credit stability. Must not have a bankruptcy in progress nor any pending garnishment or civil judgment, which may cause undue hardship while employed.
- Must not have a history of illegal drug use. Shall not have used marijuana within 24-month period prior to date of application. Experimental usage of marijuana, prior to the age of 21 will not be sole reason for disqualifying a candidate. Use of Schedule IV narcotics in the past 60 months or sale or distribution of any illegal drug (or illegal sale of legal drugs) is an automatic disqualifier.
- Must successfully complete a polygraph examination. Deception in any portion of the application process – and failure to disclose material facts is considered deception.
- Must not have had license suspended or revoked for reasons other than nonpayment of insurance premiums, in the last five years.

You will be provided with a background investigation questionnaire. Please complete this booklet in its entirety and return it to the City of Ellijay Police Department. Answer all questions thoroughly and honestly. I cannot stress enough the importance of the accuracy of your answers. The information, contained in this booklet, will be compared with information provided by others throughout the application process. You will be asked to verify these answers at the polygraph examination. Any discrepancy or omission may result in your removal from consideration.

Sincerely,



Chief Edward Lacey

APPLICATION FOR EMPLOYMENT

City of Ellijay Police Department
 197 North Main Street
 Ellijay, Georgia 30540
 Telephone: 706-635-7430
 Fax: 706-635-7457

The City of Ellijay does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. Please legibly print or type all information and complete all answers.

Position: Police Officer Civilian Auxiliary Date: _____

PERSONAL INFORMATION

Name: _____

Last
First
Middle
DOB
Social Security No.

Address: _____

Street Address
City
State
Zip Code

Home Phone: _____ Work Phone: _____ Cell: _____

County of Residence: _____ Place of Birth: _____

County of Current Residence
City, State, Zip Code

Are you willing to work shift work (nights, holidays, weekends, etc.) Yes No

Do you object to wearing a uniform: Ye No Date available for employment? _____

EDUCATION

Are you a High School Graduate? Yes No- If you answered no, please circle the highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12

If not a High School Graduate, do you have a GED? Yes No Date Completed: _____

School	Name and location of school (address) and dates attended	Degree Earned	Years 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

Are you a graduate of a police mandate school or academy? Yes No

If yes, location and OKEY No.

GENERAL INFORMATION

Have you ever been employed by or applied with the City of Ellijay? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, when?	Department / Office:
Are you related to anyone currently employed by the City of Ellijay? <input type="checkbox"/> Yes <input type="checkbox"/> No	Relative's Name and Relationship:	Department / Office:
How did you learn about 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? Yes 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 no. for all active service: N/A

From: _____ to _____ Serial or Service No. _____ Branch of Service: _____

Discharge Type:

Are you now or have you ever been an inactive member of any branch of the US Reserve Forces or National Guard? Yes No
If yes, what type and branch?

Have you ever used marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever tried marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever sold or manufactured Marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever possessed marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever tried any illegal drugs other than marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever used or possessed any illegal drugs other than marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever sold or manufactured any illegal drugs other than marijuana?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever illegally possessed or distributed any legal drug?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered yes to any of the above statements concerning drug use, answer the following questions:

Date(s) used, possessed, sold, manufactured or delivered:

Number of times used, possessed, sold, manufactured or delivered:

DRIVING HISTORY

Do you currently have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Which State?	Driver's License No.	Date of Expiration:
Have you ever been licensed to drive in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No			
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 the date(s) and type of charges:			
I hereby authorize the Department of Public Safety of Georgia, or any other authorized agency to whom this authorization may be presented, to release to the City of Ellijay Police Department an abstract of my driving record for use in processing my employment application.			
Signature: _____ Date: _____			
No faxed or emailed applications will be accepted			

POLYGRAPH EXAMINATION

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

Following an interview with the background investigators, you 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. Drug use
3. Driver's history
4. Work history
5. Alcohol use
6. Gambling
7. Honesty in filling out the application for employment
8. Honesty in completing the background investigation's booklet