



City of Cartersville

P O L I C E D E P A R T M E N T

POLICE DEPARTMENT APPLICATION PACKAGE

For Position of Police Officer or Dispatch/Admin Services

You must be either a native born or naturalized citizen of the U.S. Are you? Circle One: YES NO

You must be at least age 18 to apply. Are you at least 18 years of age? Circle One: YES NO

If you live in Georgia do you have a valid Georgia Driver's License? Circle One: YES NO

Full name: _____

Phone #: _____ **Email:** _____

Date: _____

SUBMITTING THE APPLICATION PACKAGE

You may submit your completed application package in one of the following ways:

1. Scan the entire package into ONE Adobe PDF file and email the file to: sullivan116@cartersvillepolice.com
Only PDF files are accepted via email.
2. Drop off the entire application package at the Cartersville Police Headquarters located at 195 Cassville Road in Cartersville.
3. Mail the entire application package to:

Cartersville Police Department
Attn: Capt Sarah Sullivan
P.O. Box 1390
Cartersville, GA 30120

Please do not staple any part of your application. Only submit single sided pages. Do not include original documents (unless specifically requested), such as your birth certificate, social security card, etc. This package will be scanned as an electronic file once received and the paper copy will be destroyed.

PLEASE NOTE: The Cartersville Police Department follows the standards of the Georgia Peace Officer and Standards Training Council (P.O.S.T.) as regards to reserving the right not to hire or make an offer of employment to anyone who is not able to meet the P.O.S.T. hiring standards in accordance with O.C.G.A. 35-8-7.1

If you understand this, initial here: _____



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POLICE DEPARTMENT APPLICATION PACKAGE

For Position of Police Officer or Dispatch/Admin Services

Effective Date of this Version: 06/10/22

Directions for Completing This Application:

1. Use a black or blue pen and print legibly to complete this application.
2. Fill out the application completely. (If there are any questions which do not apply to you, mark them “N/A”).
3. This page **MUST** be signed, dated, AND notarized.
4. Initial each page thereafter.
5. If there is not sufficient room in the spaces provided to completely answer the question, then make a notation, and finish on a separate sheet of paper.
6. Answer all questions truthfully. Any willful misrepresentations or failure to complete (whether willfully or not) any section of this application will immediately disqualify you from the hiring process.

I certify that I am a citizen of the United States.

I certify that I am legally authorized to work in the United States pursuant to Federal and State Immigration laws.

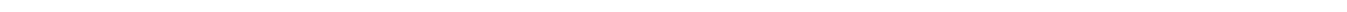
I certify the information contained in this application is true and accurate. I understand that any false statements or failure to disclose all information asked for will disqualify me for employment or, terminate my employment after being hired. I understand that an incomplete application package may be rejected. I authorize investigation of all statements in this application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the employer constitute an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I also understand that I am required to abide by all rules and regulations of the employer.

Applicant Signature _____ Date _____

Page 3 Initials _____



Notary _____ Date _____

Seal AND Stamp _____

Page 4 Initials _____

Acknowledgement of Training Reimbursement

Title 35, Chapter 8, Section 22 (35-8-22) Reimbursement of training expenses by subsequent employer of peace officer; collection procedure; required documentation

(a) Unless otherwise provided by an employment contract to the contrary, if the State of Georgia or any county or municipality thereof employs a peace officer and said peace officer is hired by another agency within 16 months after completing mandated or formalized training requirements, then the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency to the State of Georgia or any county or municipality thereof which initially paid for such training. If said officer is hired by another agency during a period of 15 to 24 months after mandated or formalized training requirements are completed, then one-half of the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency to the State of Georgia or any county or municipality thereof which initially paid for such training. The council shall set standards for reimbursement by hiring agencies based upon actual expenses incurred in mandated or formalized training by individual departments.

(b) The State of Georgia or any county or municipality thereof which initially paid for the training of a peace officer shall submit an itemized, sworn statement to the new employer of the peace officer and shall demand payment thereof and may enforce collection of such obligation through civil remedies and procedures.

(c) Effective July 1, 2003, in order for the State of Georgia or any county or municipality thereof to demand reimbursement, the demanding governmental unit must be able to document that the peace officer in question signed an acknowledgment of the terms of this Code section or an employment contract specifying the provisions of this Code section prior to such peace officer's employment with the demanding governmental unit. Otherwise, this Code section shall not apply to such demand for reimbursement.

I, _____, acknowledge and understand the terms outlined in the statute above.

Signature

Date

Notary Public

Date

Page 5 Initials _____

POLICE DEPARTMENT APPLICATION PACKAGE

For Position of Police Officer or Dispatch/Admin Services

Last Name		First		M.I.	
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Maiden Name		Other Names/ Nicknames	
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Street Address	
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City		State		Zip	
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Primary Phone #		Cell/Alternate Phone #	
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Email	
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Place of Birth	City		County		State	
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Country of Birth		U.S. Citizen? (Y/N)		Repatriated or Naturalized? (Y/N)	
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If you are a Georgia Certified Peace Officer, enter your Okey number	
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Driver's License Information. List all driver's licenses you have possessed. List current valid license first.

State		Number		Still Valid? Y/N	
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State		Number		Still Valid? Y/N	
State		Number		Still Valid? Y/N	

Has your license ever been suspended or revoked for any reason? _____

If yes, give details of reason(s) for each suspension / revocation, the state in which your license was suspended or revoked, license number, and the dates to and from your license was suspended or revoked.



Have you ever been arrested and/or charged with a crime? _____ If yes, complete the following:

Date	Charge	Fel/ Misd	Disposition	County and State

Give details of any arrest:

List all traffic offenses for the last 8 years:

Mo/ Yr	Charge	Jurisdiction	Disposition	Fine Amount

List below, chronologically; each and every place in which you have resided. Include all military addresses if applicable. Use an additional sheet of paper if necessary and insert it after this page.

Street Address	City	County	State	From (mo/ yr)	To (mo/ yr)

List below, chronologically; most recent dates first, each and every place in which you were employed over the last fifteen years, including part-time employment. Omit none. Give accurate information.

Employer	Address AND Phone Number	From	To	Supervisor	Position	Why You Left

Have you ever been terminated, asked to resign from employment, or resigned in lieu of termination? (Y/N) If yes, provide a detailed explanation (including which employer, when, supervisor, and reason for discharge.)

Employer	Reason for Termination/Resignation	Immediate Supervisor	Date (Mo/Yr)

Have you been subjected to any type of disciplinary action (verbal, written, suspension, etc.) in connection with any employment? (Y/N) _____

If yes, provide specific details and use a separate sheet of paper if necessary.

Employer	Type of Action	Reason for Action	Date (Mo/Yr)

For the hiring process to be complete, it will be necessary to contact your present employer at some point if we consider your application. Is there an objection to this? _____ . If yes, why?

Chronologically, list all the schools and colleges you have attended. Begin with the most recent school. If you have a GED list it as well:

School	Where (City/State)	From	To	Graduate (Y/N)	Type of Degree

If you have applied for employment to any law enforcement agency anywhere (municipal, county, or state) in the past two years complete information below:



Agency Name	When (Mo/ Yr)	Where Are You in the Process?

Have you ever served in any branch of the Armed Forces of the United States of America? _____

If so, list branch, highest rank held, periods of active duty military service, and type of discharge. If reserve duty, please indicate.

Branch	Highest Rank	From (Mo/ Yr)	To (Mo/ Yr)	Type of Discharge

Are you now serving in a Reserve or National Guard Unit? (Y/N) _____

If yes, you must include a letter of good standing from your Company Commander with this application package.

Please indicate the types of disciplinary actions you received if applicable:

Type of Action Received (court martial, Article 15, Captain's Mast, Act 19, etc.)	Reason for Action (You may be asked to provide further information)	When	Disposition

List five personal references whom you have known for at least three years. Do not use former employers or relatives. You must include address and phone numbers.

Name	Address	Phone #	Relationship

List three current neighbors. If you do not know your neighbors, at minimum list the address below.

Name	Address	Phone #

The screening questionnaire below is designed to give us some very basic background information. Please complete this questionnaire keeping in mind that we are looking for people of integrity.

The word “ever” means “in your entire lifetime.” If you understand this, initial here: _____

Have you ever...?	YES	NO
Been involved in any way with a felony even if not convicted?		
Been involved in any way with a drug charge or violation related to illegal drugs or illegal use of prescription drugs?		
Been involved in any way with a misdemeanor (other than traffic violations) even if not convicted?		
Recreationally used or tried any of the following: Heroin, Methamphetamine, Cocaine, Opium, LSD, PCP, Ecstasy, Hallucinogens, Ketamine, Rohypnol, Steroids or any other illegal substance or any derivative of an illegal substance?		
Bought, sold, traded, possessed, or transported any illegal drug (including marijuana)?		
Been arrested and/or charged under the Family Violence Act (Domestic Violence)?		

Been arrested and/or charged for any sexual crime including but not limited to rape, sodomy, improper sexual contact with any child under the age of 15, child pornography, bestiality, or any other crime involving morals?		
Used or tried marijuana recreationally?		
Had more than three traffic citations in any state or combination of states?		

Have you ever...?	YES	NO
Are you under any obligation or financial contract or in debt to any Federal, State, or Local government agency?		
Been involved with any of the following: Fleeing or attempting to Elude a Police Officer, Habitual Violator, Reckless Driving, Super Speeder Violation, DUI, Suspended License, Leaving the scene of an Accident, or Perjury?		
Had your driver's license suspended in any state for any reason other than for a lapse of insurance?		
Had more than one accident in the past for which you were at fault?		
Received a Dishonorable, Bad Conduct, or Other Than Honorable, discharge from the military?		
Have you ever been denied or rejected for employment by any law enforcement agency?		
Had a State Security license suspended or revoked in Georgia or any other state?		

The remaining questions on this page pertain only to Certified Peace Officers, in any state.

If you are/were a Certified Peace Officer (in any state), has your certification ever been put on probation, suspended, or revoked?

Agency Worked For	Reason for POST Action	For How Long?	Dates

If so, provide a detailed explanation. Use additional sheet if necessary.

Have you ever been charged with or accused of sexual harassment? If yes, explain.

Yes No

Have you ever had a Peace Officer certification suspended or revoked by the Georgia P.O.S.T. Council or appropriate peace officer certification agency in any other state?		
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Have you ever been barred from testifying in court?		
Have you ever received any type of sanction such as probation, public reprimand, etc. from the Georgia P.O.S.T. Council or other peace officer certification agency in any state?		
Have you ever been asked to leave employment by a law enforcement agency?		
Have you worked for more than 2 law enforcement agencies within the past 8 years?		

Please check Yes or No below.

Yes

No

Do you object to wearing a uniform in accordance with department policy?		
Are you able and willing to work varying shifts, hours, and holidays as assigned without complaint?		
Are you currently on "layoff" status or subject to recall from another job?		
After reviewing a job description, is there any reason you feel you would not be able to perform all the required duties as outlined?		

CLOSING ATTESTATIONS (Check yes or no):

Yes

No

Have you listed all disciplinary and/or corrective actions taken by any previous employer against you (this includes verbal or written counseling's, write-ups, suspensions with or without pay, loss of privileges, probation, public reprimands, terminations of employment, revocations of permits/licenses/certifications, etc.)?		
Have you willfully withheld any information asked for in this application?		
Have you been truthful to the best of your knowledge in all of your responses?		

Did a City of Cartersville employee refer you, if so please provide their name? _____

The Hiring Process

If we decide to process your application further, some or all of the following events will occur (not necessarily in the order listed):

1. You will be interviewed by the department Command Staff. After the interview the recruiter will contact you to advise whether or not you will proceed further in the process.
2. A thorough background investigation will be conducted. If all is well you may proceed further.
3. You will have a polygraph examination conducted.
4. If you are made a conditional offer of employment from the Chief of Police, you must successfully pass/complete the following: drug screen, physical exam, physical agility test, and psychological exam.
5. During the process we may ask you to show us any personal social media pages that you have on the Internet. Do you agree or disagree to do so? Initial one: Agree _____ Disagree _____
6. If you are not a Georgia P.O.S.T. Certified Peace Officer, you will need to take the Accuplacer Exam at a local technical college. This exam is used as the entrance exam for the Police Academy. If you have ever taken the Accuplacer exam it is NOT necessary to retake it. However, we will need to include a copy of your scores with this application. If you have ever taken the ACT/SAT you may submit those scores in lieu of the Accuplacer scores.

The agency reserves the right to terminate the hiring process at any time for any reason.

I HAVE READ THIS HIRING PROCESS AND UNDERSTAND THE REQUIREMENTS SET FORTH HEREIN.

Applicant Signature

Date

If at any time during the process you have questions, please contact:

Captain Sarah Sullivan
Recruiting Officer
770-606-6984
sullivan116@cartersvillepolice.com

Page 20 Initials _____