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

Position:	Police Officer	Civilian		Auxiliary	Dat	e:		
	P	ERSONAL INFORMATION	ON					
Name:	Last First	Middle		DOB	Socia	l Securit	y No.	
Address:	Street Address	City	State				Zip Coo	le
Home Phone: _		Work Phone:		Cell:				
County of Resid	dence: County of Current Residence	Place o	of Birth:	City, State,	Zip Code	·		
Are you willing	to work shift work (nights, h	olidays, weekends, etc.	Yes	□ No				
Do you object to	o wearing a uniform: Ye	☐ No Date av	vailable for	r employment? _				
		EDUCATION						
Are you a High	School Graduate?	☐ No- If you answered	d no, please	circle the highest	grade	comp	leted:	
1	2 3 4 5	5 6 7	8 9	10	11		12	
	chool Graduate, do you have a			Date Completed				4.1
School	Name and location of school	ol (address) and dates atter	ided 1	Degree Earned	Ye	ars co	mple	ted
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 gradua	te of a police mandate school or	academy?)					
If yes, location and	OKEY No.							

	GENERAL INF	ORMATION		
Have you ever been employed by or applied with the City of Ellijay? ☐ Yes ☐ No	If yes, when?		Department / Offs	ice:
Are you related to anyone currently employed by the City of Ellijay? ☐ Yes ☐ No	Relative's Name and Re	elationship:	Department / Offi	ice:
How did you learn about this opening?	Are you a citizen of the	United States?	Yes No	
In accordance with the Immigration Reform Act prosepctive employees. Failure to establish suc				vill be required of all
Have you ever been convicted of, or plead guilt If yes, please attach a written statement that ans				
Active Military Service (list date, serial or servi-	ce no. for all active service	e: 🔲 1	V/A	
From: to	Serial or Service No.	·	Branch of Service	:
Discharge Type:				
Are you now or have you ever been an inactive IF yes, what type and branch?	member of any branch of	the US Reserve Fo	orces or National Guard?	☐ Yes ☐ No
Have you ever used marijuana? Have you ever tried marijuana? Have you ever sold or manufactured Marijuana? Have you ever possessed marijuana? Have you ever tried any illegal drugs other than Have you ever used or possessed any illegal dru Have you ever sold or manufactured any illegal Have you ever illegally possessed or distributed	marijuana? gs other than marijuana? drugs other than marijuan	Yes Yes	No No No No No No	
If you answered yes to any of the above stateme				
Date(s) used, possessed, sold, manufactured or o	delivered:			
Number of times used, possessed, sold, manufacture of times used, possessed,	ctured or delivered:			
	DRIVING	HISTORY		
Do you currently have a valid Driver's License' Yes No Have you ever been licensed to drive in another		Driver	's License No.	Date of Expiration:
state?		not include norkin	a tiokata:	□ No
If yes, give the date(s) and type of charges:	e last tilree (5) years? Do	not include parkin	g tickets: Yes	□ No
I hereby authorize the Department of Public Saf release to the City of Ellijay Police Department				
Signature:		Date:		
No fax	ed or emailed applicatio	ns will be accepto	ed	

PERSONAL REFERENCES

Please provide five personal references. These are people you be relatives, or people with whom you are living or related.	·	cars without are not former employers,
Name	Address	
Occupation	Phone work	Phone Cell/hm.
Name	Address	
Occupation	Phone work	Phone Cell/hm.
Name	Address	
Occupation	Phone work	Phone Cell/hm.
Name	Address	
Occupation	Phone work	Phone Cell/hm.
Name	Address	
Occupation	Phone work	Phone Cell/hm.
SKILLS AN	D TRAINING	
List any special skills/training you have that would be beneficial	ll to this agency:	
Explain in full detail why you want to become a police officer / additional pages if necessary, do not exceed 500 words.	employee of the City of E	llijay Police Department. Attach

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 and I agree that if hired, the City of Ellijay or I may terminate my employment at anytime with or without cause. I UNDERSTAND THAT NO CITY POLICY, PRACTICE, PROCEDURE, OR STATEMENT BY ANY CITY REPRESENTATIVE MAY ALTER THIS AT-WILL EMPMLOYMENT RELATIONSHIP.

I understand that any untrue statement in this application may result in my dismissal at any time during the application process or during my employment with the City of Ellijay Police Department. I understand that any 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 employment 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 City of Ellijay Police Department to receive any Criminal / Driver's history information pertaining to me which may be in the files of any State or local jurisdiction. I also respectfully request and authorize all information that there may be concerning my employment record, my educational record, my reputation and my financial / credit status to be released to the City of Ellijay Police Department. I request that all records pertaining to my military service, to include the undeleted DD214 forms be released to the Ellijay Police Department. You may include all information of a confidential or privileged nature and any photocopies or facsimile of same, if required.

This information will be used to assist the City of Ellijay 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 said photocopy does not contain an original writing of my signature.

I understand resumes; letter of reference, etc., submitted with the application become property of the City of Ellijay 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 GILMER

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 ______.

Notary Public

My commission expires: ______

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