CITY OF AMERICUS

INSTRUCTIONS FOR COMPLETING AN APPLICATION PACKET FOR EMPLOYMENT

1. Fill out and return the entire application packet including names of supervisors, telephone numbers, addresses, duties, etc. A notation "See Resume" or "See Attached" is not acceptable.

2. You should apply for an exact job title (only one job title per application packet) (i.e. Secretary, Equipment Operator I, Administrative Secretary, etc.).

3. You should provide documentation of employment eligibility and all minimum job requirements such as high school diploma, P. O. S. T. Certification, etc. at the time of application. Documentation submitted with application packet becomes the property of the City of Americus and cannot be returned to you. Application packets without proper documentation shall be considered as not meeting minimum job requirements and may result in your being disqualified from further consideration.

4. No application packet will be reviewed by City personnel prior to the closing date for each job advertisement. Any application packet received after the closing date will not be considered for that advertised vacancy. It will, however, be kept on file for 60 days for that next available job title vacancy.

5. You will be notified by phone or mail for a scheduled personal interview or you will receive notification that the position is filled.

6. Application packets remain active for a period of 60 days. After the 60 day period, you must complete a new application packet. We are not able to update or renew inactive application packets. We are not responsible for notifying you of the inactive status of your application packet.

7. We **do not** accept resumes in lieu of application packet; however, we encourage you to submit a resume with your completed application packet.

8. An incomplete application packet or misleading information may disqualify you from consideration at any time during our selection process.

9. Successful completion of a post-offer, pre-employment medical examination and drug screening will be required of every finalist for employment.

Revised 04/25/2016

City of Americus
Human Resources Department

NOTICE TO JOB APPLICANTS

CITY OF AMERICUS DRUG SCREENING POLICY

The City of Americus has a strong commitment to its employees to provide a safe work environment and to promote high standards of employee health. The city also has a strong commitment to provide high quality public service. Consistent with the spirit and intent of these commitments, the City of Americus has determined that there is a compelling need for a City policy on drug use which includes chemical testing for recent use of controlled substances.

Upon an offer of employment by the City and prior to final appointment, all job applicants will be asked to consent to a controlled substance screening test. If the initial screening test indicates that the applicant has recently used a controlled substance, the applicant will be notified of the test results.

Before a test is administered, applicants will be asked to sign a consent form authorizing the test and permitting release of test results to the City's Human Resources Department.

If an applicant refuses to consent to a test, or if testing indicates use of controlled substance, the offer of employment will be retracted, and the applicant will be denied employment with the City. Applicants will be informed if they are rejected on the basis of the test results.

All information from an applicant's drug evaluation is confidential and only those with a need to know are to be informed of these results. Disclosure of such information to any other person, agency, or organization is prohibited unless written authorization is obtained from the applicant

The following documentation **MUST** be provided when applying for **ANY** position with the **City of Americus**.

ALL Positions	**Proof of education:** • High School Diploma • GED • College Degree
The following positions must also provide additional information.	
Police	• Birth Certificate • AccuPlacer Test
Fire	• GA Work Ready Certificate (Scoring **Silver** or above)
Correctional Officers	• Birth Certificate • AccuPlacer Test

Resumes will **NOT** be accepted in place of an application.

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the _____ to receive any Georgia or III
Criminal Justice Agency
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 the 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)

☐	**Civilian Employment with a Criminal Justice Agency (J)** – Provides complete Georgia and III Criminal History Record Information except juvenile or restricted records and
☐	**P.O.S.T Certified Employment with a Criminal Justice Agency (Z)** – Provides Georgia and III Criminal History Record Information including restricted records that contain completed first offender sentences for any offense

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

☐	No Georgia or III CHRI results available.
☐	Georgia / III CHRI attached / released.

☐	No NCIC / GCIC Warrant results available.
☐	Possible NCIC / GCIC Warrant. Contact agency listed below.
Wanting Agency Name:	
Agency Telephone:	

_____ _____
Agency Designee Signature and Title Date

Americus Police Department
119 South Lee Street
Americus, GA 31709
229-924-3677

I hereby authorize the _____
(law enforcement agency name)

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

City of Americus
Human Resources Team
101 W. Lamar St.
Americus, GA 31709
(229) 924-4411
Fax (229) 924-2012

Email Address

Applicant Name (please print) _____

Do you have an email address? Yes _____ No _____
If so, please provide us with your current email address for future contact:

_____

_____ _____
Signature Date

Nepotism Policy

Due to the City of Americus Nepotism Policy, the following information is needed in order to process your application.

Please list any relative(s) you have employed with the City of Americus and what relationship they are to you.

Name	Relationship

ONLY PUBLIC SAFETY APPLICANTS ARE REQUIRED TO COMPLETE THE FOLLOWING FORMS

City of Americus
Human Resources Team
101 W. Lamar St.
Americus, GA 31709
(229) 924-4411
Fax (229) 924-2012

Print Name: _____

Have you ever been charged with a crime? Yes _____ No _____

If yes, please indicate: felony _____ or misdemeanor _____

Have you been convicted or plead guilty to a crime? Yes _____ No _____

Please explain:

_____

_____

_____

_____

_____

_____

_____

_____

_____ _____
Signature Date

A criminal record does not constitute an automatic bar to employment.

NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCJC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor (O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (http://gbi.georgia.gov/obtaining-criminal-history-record-information).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCJC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (http://gbi.georgiagov/obtaining-criminal-history-record-information).

PRIVACY ACT STATEMENT

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principal Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGD system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

POST Policy Statement
O.C.G.A. § 35-8-22

O.C.G.A. § 35-8-22 titled "*Reimbursement of training expenses by subsequent employer of peace officer; collection procedure*" states that the Council shall set standards for reimbursement by hiring agencies or peace officers based upon actual expenses incurred in mandated or formalized training by individual departments.

The code section stipulates that if a peace officer is hired by another agency **within 15 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 agency who initially paid for such training.

If the peace officer is hired during a period of **15 to 24** months after mandated or formalized training requirements are completed, then one-half (½) of the total expense of training shall be reimbursed by the hiring agency to the agency who initially paid for such training.

Definitions:

Mandated Training- training which is required by state law. The basic training course identified in O.C.G.A. § 35-8-9 is the only course "mandated" by state law.

Formalized Training- training identified in an agency's standard operating procedure (S.O.P.) manual which dictates training that **all** new basic recruits must complete as part of their employment with the hiring agency.

Since the State of Georgia bears the tuition cost for the majority of Georgia's peace officers, it does not become an issue when attempting to seek reimbursement. Reimbursement of the officer's salary paid during training is typically the only issue.

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 by the hiring agency and may **enforce collection of such obligation through civil remedies** and procedures. (O.C.G.A. § 35-8-22(b))

NOTE: 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. (O.C.G.A. § 35-8-22(c))

The Georgia Peace Officer Standards and Training Council does not play a part in the enforcement of this act since it is a civil matter.

Revised July 1, 2003

QUESTIONS FOR CURRENT OR FORMER LAW ENFORCEMENT OFFICERS OR CORRECTIONS OFFICERS

If you answer yes to any of the following questions, please explain and provide details to include where you were employed at the time and date of the occurrence. Use the space at the end of this questionnaire to document explanations.

1. Have you ever accepted a cash bribe or gratuity? Yes ☐ No ☐
2. Have you ever taken (stolen) anything from an investigative site? Yes ☐ No ☐
3. Have you ever stolen from a prisoner or detainee? Yes ☐ No ☐
4. Have you ever been investigated or accused of using excessive force? Yes ☐ No ☐
5. Have you ever used more force than was necessary to subdue another person or have you ever witnessed an excessive force situation? Yes ☐ No ☐
6. Have you ever struck a handcuffed or restrained prisoner? Yes ☐ No ☐
7. Have you ever handled evidence in an illegal manner? Yes ☐ No ☐
8. Have you ever falsified any type of official report? Yes ☐ No ☐
9. Have you ever used your position as a law enforcement officer for personal gain? Yes ☐ No ☐
10. Have you ever been the subject of an internal investigation? (*If yes, list in chronological order, short synopsis and outcomes to include discipline received.* ***Please be specific****.)* Yes ☐ No ☐
11. Do you have any active or pending internal investigations or discipline? Yes ☐ No ☐
12. As a law enforcement officer, have you ever been disciplined? (*Please include oral and written reprimands, suspensions, and anything that is current or has been purged from your personnel file.)* Yes ☐ No ☐
13. Have you ever taken anything from a place that had already been burglarized? (*Please give dollar amount and list items.)* Yes ☐ No ☐
14. Have you ever taken cash, property or valuables from a dead body? Yes ☐ No ☐
15. Have you ever taken property, cash, or valuables from an intoxicated person? Yes ☐ No ☐
16. Have you ever lied to a police supervisor? Yes ☐ No ☐
17. Have you ever told a friend, acquaintance, or relative about an investigation involving them? Yes ☐ No ☐
18. Have you ever provided or been paid to provide confidential information to an unauthorized person? Yes ☐ No ☐
19. Have you ever removed, destroyed, or altered police records or files? Yes ☐ No ☐
20. Have you ever disclosed the identity of a confidential informant to an unauthorized person? Yes ☐ No ☐
21. Have you ever disclosed the identity of an undercover law enforcement officer to an unauthorized person? Yes ☐ No ☐
22. Have you ever lied under oath? Yes ☐ No ☐
23. Since becoming a law enforcement officer, have you ever committed a felony crime? Yes ☐ No ☐
24. Have you ever used your position as a law enforcement officer to take sexual advantage of anyone? Yes ☐ No ☐
25. As a law enforcement officer, have you ever engaged in a sexual act on duty? Yes ☐ No ☐
26. Have you ever been involved in any shooting incident? Yes ☐ No ☐
27. Have you ever been the subject of a grand jury investigation? Yes ☐ No ☐
28. Have you ever been the subject of any civil lawsuits, prior or pending? Yes ☐ No ☐

29. Have you ever been involved in any on-duty motor vehicle accident? (*Please list each one and include who was at fault.)* Yes ☐ No ☐
30. Have you ever had sex with a relative (other than spouse)? Yes ☐ No ☐
31. Have you ever had any sexual involvement with a juvenile? Yes ☐ No ☐
32. Since becoming a law enforcement officer, have you used any illegal drugs? Yes ☐ No ☐
33. Have you ever used alcohol or illegal drugs on duty? (other than sanctioned by law enforcement operations) Yes ☐ No ☐
34. *Explain any circumstances or incidents in which you have been involved, as a law enforcement officer that could have a negative impact on your employment with the Americus Police Department and the City of Americus.*

35. Are you now or have you ever been the subject of a (Georgia Peace Officer Standards and Training Council) GA POST Investigation? Yes ☐ No ☐
36. Have you ever introduced contraband into a correctional facility for an inmate or another officer? Yes ☐ No ☐
37. Have you ever allowed contraband to enter a correctional facility through intentional or non-intentional neglect of your duties? Yes ☐ No ☐
38. Have you ever known or suspected contraband to be entering a correctional facility and not report this to proper authorities? Yes ☐ No ☐
39. Have you had sexual involvement with an inmate or another officer on duty? Yes ☐ No ☐
40. Have you ever accepted a bribe from an inmate? Yes ☐ No ☐
41. Have you ever had or maintained a friendship or relationship with an inmate after they were released? Yes ☐ No ☐
42. Have you ever kept, used, or given away an inmate's property? Yes ☐ No ☐
43. Have you ever accepted anything for overlooking a violation? Yes ☐ No ☐
44. Have you ever withheld evidence or property seized in the course of your official duties? Yes ☐ No ☐
45. Have you ever had a citizen's complaint alleged against you? Yes ☐ No ☐
46. Have you ever been involved in an incident where it was necessary to use deadly force? Yes ☐ No ☐
47. Have you intentionally left off any pertinent information from this document? Yes ☐ No ☐

If you answered Yes to any of the above questions, please explain:	
Question #	Explanation:

STATEMENT OF AWARENESS

I am aware that any false statements or omissions made on this questionnaire will cause my name to be removed from the eligibility list or be cause for non-selection by the Americus Police Department. I understand that I am subject to termination if discrepancies are discovered after I have been appointed. Additionally, I understand that I am to immediately notify my background investigator of any changes in the above information. Failure to notify the background investigator of these changes could be grounds for disqualification and / or non-selection.

I certify that the above information provided is true and correct. I have been completely truthful in my answers to these questions.

SIGNATURE _____ DATE _____

FOR LAW ENFORCEMENT OFFICERS ONLY
NON-CERTIFIED APPLICANTS

Name: _____

BACKGROUND QUESTIONNAIRE

Use the space at the end of the questionnaire to further explain all 'Yes' answers. If you have any questions concerning your background or truth verification testing, write them in the space at the end of the questionnaire. DO NOT leave any question blank. Answer with "N/A" if a question does not apply.

Note: This is your opportunity to fully explain your history. Please take full advantage of this and be as specific and detailed as possible. If you are not completely honest and up front with your answers, if you are intentionally vague with your responses, or you fail to disclose all information; the result will be termination from the employment process.

1. Have you ever committed an act that you were not caught doing, but if caught, you would have been arrested? Yes ☐ No ☐ N/A ☐
2. Have you ever been involved in any of the following? Yes ☐ No ☐ N/A ☐
   a. Switching price tags Yes ☐ No ☐ N/A ☐
   b. Car theft Yes ☐ No ☐ N/A ☐
   c. Theft Yes ☐ No ☐ N/A ☐
   d. Robbery Yes ☐ No ☐ N/A ☐
   e. Burglary-Entering a building to commit a theft or other crime (home/business) Yes ☐ No ☐ N/A ☐
   f. Embezzlement-theft of money or valuables entrusted to you Yes ☐ No ☐ N/A ☐
   g. Carrying a concealed weapon without a permit Yes ☐ No ☐ N/A ☐
   h. Fire you started – Arson Yes ☐ No ☐ N/A ☐
   i. Con games Yes ☐ No ☐ N/A ☐
   j. Leaving the scene of an accident – hit and run Yes ☐ No ☐ N/A ☐
   k. Counterfeiting Yes ☐ No ☐ N/A ☐
   l. Firebombing – possession of explosives or destructive device Yes ☐ No ☐ N/A ☐
   m. Mugging Yes ☐ No ☐ N/A ☐
   n. Assault / battery – use of violence on another Yes ☐ No ☐ N/A ☐
   o. Buy, sell or possess stolen property Yes ☐ No ☐ N/A ☐
   p. Using stolen credit cards Yes ☐ No ☐ N/A ☐
   q. Failure to pay alimony or child support Yes ☐ No ☐ N/A ☐
   r. Child molestation Yes ☐ No ☐ N/A ☐
   s. Child pornography Yes ☐ No ☐ N/A ☐
   t. Annoying / obscene phone calls Yes ☐ No ☐ N/A ☐
   u. Brandishing a weapon (any type) Yes ☐ No ☐ N/A ☐
   v. Contributing to the delinquency of a minor Yes ☐ No ☐ N/A ☐
   w. Drunk in public (being so intoxicated you were not able to care for yourself) Yes ☐ No ☐ N/A ☐
   x. Impersonating a Peace Officer Yes ☐ No ☐ N/A ☐
   y. Indecent exposure (including flashing or mooning) Yes ☐ No ☐ N/A ☐

z. Possession of alcohol as a minor — Yes ☐ No ☐ N/A ☐
aa. Possession of falsified or altered identification, including use of another person's ID for any reason — Yes ☐ No ☐ N/A ☐
bb. Possession of stolen property — Yes ☐ No ☐ N/A ☐
cc. Resisting arrest (including running from the police) — Yes ☐ No ☐ N/A ☐
dd. Trespassing — Yes ☐ No ☐ N/A ☐
ee. Vandalism (including tagging, malicious mischief and / or property damage) — Yes ☐ No ☐ N/A ☐
ff. Assault with a deadly weapon — Yes ☐ No ☐ N/A ☐
gg. Elder abuse / neglect — Yes ☐ No ☐ N/A ☐
hh. Drunk driving involving injuries — Yes ☐ No ☐ N/A ☐
ii. Forcible rape or other act of unlawful intercourse — Yes ☐ No ☐ N/A ☐
jj. Hate crime — Yes ☐ No ☐ N/A ☐
kk. Murder, homicide or attempted murder — Yes ☐ No ☐ N/A ☐
ll. Perjury – lying under oath — Yes ☐ No ☐ N/A ☐
mm. Robbery – theft from another person using a weapon / force / fear — Yes ☐ No ☐ N/A ☐
nn. Stalking — Yes ☐ No ☐ N/A ☐
oo. Blackmail or extortion — Yes ☐ No ☐ N/A ☐
pp. Theft of items from vehicle — Yes ☐ No ☐ N/A ☐
qq. Any other act amounting to a misdemeanor — Yes ☐ No ☐ N/A ☐

3. Have you ever filed an insurance claim that was not accurate (overestimating losses)? — Yes ☐ No ☐ N/A ☐
4. Has a law enforcement agency ever been called because of something that you were involved in? — Yes ☐ No ☐ N/A ☐
5. Have the police ever been called to your home for any reason? — Yes ☐ No ☐ N/A ☐
6. When did you last write a check that bounced or when you knew that there were no funds to cover the value of the check? _____
   a. How many in your lifetime? _____
   b. Have you ever written a check using another person's name? — Yes ☐ No ☐ N/A ☐
7. Have you ever used a fraudulent document to obtain money? — Yes ☐ No ☐ N/A ☐
8. Have you ever fraudulently received welfare, unemployment compensation, worker's compensation or other State / Federal assistance? — Yes ☐ No ☐ N/A ☐
9. Were you ever in a fight in which a weapon was used? — Yes ☐ No ☐ N/A ☐
10. Have you ever injured or caused the death of another person? — Yes ☐ No ☐ N/A ☐
11. Have you ever physically abused a spouse, girlfriend, boyfriend, or child? — Yes ☐ No ☐ N/A ☐
12. Have you ever committed an act of domestic violence? — Yes ☐ No ☐ N/A ☐
13. Have you ever committed an act of child abuse? — Yes ☐ No ☐ N/A ☐
14. Have you ever hit or overpowered your spouse or romantic partner? — Yes ☐ No ☐ N/A ☐
15. Have you or your spouse / partner ever been referred to child protective services? — Yes ☐ No ☐ N/A ☐
16. Have you ever been the subject of an emergency protective order / restraining order / stay away order? — Yes ☐ No ☐ N/A ☐
17. Have you ever intentionally damaged property belonging to another person? — Yes ☐ No ☐ N/A ☐
18. Have you ever had any difficulties or disputes with neighbors? — Yes ☐ No ☐ N/A ☐

19. Have you ever filed a false police report? Yes ☐ No ☐ N/A ☐
20. What is the most serious thing you have ever done in your life?

_____

_____

21. Have you ever participated in a riot or disturbance? Yes ☐ No ☐ N/A ☐
22. Do you frequently lose your temper? Yes ☐ No ☐ N/A ☐
23. Since you have been an adult (18 years old), have you ever had any sexual involvement with someone under 16 years old? Yes ☐ No ☐ N/A ☐
    a. If yes, how old were they? _____
    b. How old were you? _____
    c. How long ago? (use the space at the end for more details if necessary) _____
24. Have you ever sexually assaulted anyone? Yes ☐ No ☐ N/A ☐
25. Have you ever had sex in public view? Yes ☐ No ☐ N/A ☐
26. Have you ever committed an act of bestiality (sex with an animal)? Yes ☐ No ☐ N/A ☐
27. Have you ever committed an act of incest? Yes ☐ No ☐ N/A ☐
28. Have you ever engaged in prostitution or used the services of a prostitute? Yes ☐ No ☐ N/A ☐
29. Have you ever been accused of any misconduct? Yes ☐ No ☐ N/A ☐
30. Have you ever been questioned by a law enforcement agency as a suspect in an investigation? (Do not include situations in which you were a victim or witness to a crime). Yes ☐ No ☐ N/A ☐
31. Have you ever belonged to, or associated with anyone belonging to any organization, past or present, that would place the integrity of the Sheriff's Office in question (e.g., KKK, Nazi organization, gang member, organized crime)? Yes ☐ No ☐ N/A ☐
32. Other than what has already been covered, have you been involved in anything that you could have been arrested for? Yes ☐ No ☐ N/A ☐
33. Are you now, or have you ever been a member or associate of a criminal enterprise, street gang or any other group that advocates violence against individuals? Yes ☐ No ☐ N/A ☐
34. Have you ever attended a gathering of any street gang? Yes ☐ No ☐ N/A ☐
35. Has any member of your family ever knowingly associated with any member of a street gang? Yes ☐ No ☐ N/A ☐
36. Do you now, or have you ever had regular associations with persons whom you knew or should have known were under criminal investigation, or who had a reputation in the community or with law enforcement agencies for involvement in criminal behavior? Yes ☐ No ☐ N/A ☐
37. Do you currently or have you ever possessed or viewed any child pornography images, videos, pictures etc...? Yes ☐ No ☐ N/A ☐
38. Have you ever tested positive on an employment related drug test? (if yes, include date, place of employment and job title in explanation) Yes ☐ No ☐ N/A ☐
39. During your background investigation, is anyone likely to report that you have a history of criminal behavior? Yes ☐ No ☐ N/A ☐
40. During your background investigation, is anyone likely to report that you have a problem with your temper? Yes ☐ No ☐ N/A ☐
41. During your background investigation, is anyone likely to report that you have a problem with alcohol? Yes ☐ No ☐ N/A ☐

42. Is there anything at all in your background that you have not been asked about that might eliminate you from consideration for this job, if it were found out? Yes ☐ No ☐ N/A ☐

If you answered Yes to any of the above questions, please explain:	
Question #	Explanation:

MILITARY

1. Have you ever served in any military organization of the United States? Yes ☐ No ☐
   a. If yes, branch of service:
   b. What type of discharge did you receive? Honorable ☐ Dishonorable ☐
   c. Honorable conditions:
2. Dates of active duty:
3. Have you ever been arrested, court martialed, tried on charges, or were you the subject of a summary court, deck court, Captain's Mast, company punishment, or any other type of disciplinary action while a member of the armed forces? Yes ☐ No ☐
4. Are there any incidents concerning your military career that could possibly affect this agency's decision on your employment? Yes ☐ No ☐
5. Are you currently participating in Reserves or National Guard? Yes ☐ No ☐
6. Were you ever denied a security clearance or had a clearance revoked, suspended or downgraded? Yes ☐ No ☐
7. Have you ever been denied enlistment or re-enlistment in the military service? Yes ☐ No ☐
8. Have you ever been considered absent without leave (A.W.O.L) or taken an unauthorized absence from the military? Yes ☐ No ☐
9. Were you ever restricted to base? Yes ☐ No ☐

10. Were you ever in military confinement? Yes ☐ No ☐
11. Have you ever been a participant in a court martial? Yes ☐ No ☐
12. Did you ever receive non-judicial punishment, Captain Mast or similar punishment? Yes ☐ No ☐

If you answered Yes to any of the above questions, please explain:	
Question #	Explanation:

ARREST RECORD

1. Have you ever been arrested, charged, or detained or considered a person of interest by a law enforcement agency or military police? (Include any arrests in which the charges were dropped, reduced, found not guilty, or in which the records were sealed or expunged. Failure to do so could result in termination of the application process. A Notice to Appear is considered an arrest and must also be listed) Yes ☐ No ☐
2. Have you ever served probation, parole or community service? Yes ☐ No ☐
3. What fines have you been required to pay?
   a. Were they paid on time? Yes ☐ No ☐
4. Have you ever been fingerprinted by a law enforcement agency? Yes ☐ No ☐

If you answered Yes to any of the above questions, please explain:	
Question #	Explanation:

DRUG USAGE

1. How many times in your life have you used marijuana? (Please include approximate dates and how many times weekly, monthly)

2. When was the last time that you used marijuana?

3. Have you ever used any of the following? If yes, include total number of times and the date last used		
a. Hydrocodone; Oxycodone; Roxicodone; Lorazepam or Xanax – without a prescription	#	Date:
b. Barbiturates (downers)		
c. Amphetamines (uppers)		
d. Rush		
e. Quaaludes		
f. LSD		
g. Hash		
h. Ice, methamphetamine or speed		
i. Mushrooms		
j. Another person's prescription		

k. Mescaline		
l. Steroids		
m. PCP (angel dust)		
n. Crack cocaine		
o. Cocaine		
p. Heroin		
q. Ecstasy (MDMA)		
r. Amyl nitrates		
s. Designer drugs		
t. Peyote		
u. Any other illegal substance not listed:		
v. Any other scheduled substance without a prescription, that is not listed:		

4. Have you ever used inhalants, or any other legal substance, to get high? (Paint thinner, aerosol, glue) Yes ☐ No ☐
5. Have you been involved in the purchase of any illegal drug? (Any amount from a joint to a kilo) If yes, include type of drug, the amount, the circumstances, and the last time used under explanation. Yes ☐ No ☐
6. Have you ever obtained or purchased prescription narcotics from any source other than a registered pharmacy? Yes ☐ No ☐
7. Have you ever been involved in the sale of illegal drugs, either directly or indirectly? If yes, include type of drug, the amount, the circumstances, and the last time used under explanation. Yes ☐ No ☐
8. Have you ever benefited from the sale of illegal drugs, to include money, free drugs or sexual favors? (Note: if you received any money from a friend or family member involved in drug sales indirectly, list and give details under explanation.) Yes ☐ No ☐
9. Have you ever set up a drug deal? Yes ☐ No ☐
10. Have you ever been in the presence of people using illegal drugs? If yes, include details and the last time under explanation. Yes ☐ No ☐
11. What is the total amount of money you have spent on illegal drugs in your life? $
12. Have you ever stolen money or drugs from a drug dealer? Yes ☐ No ☐
13. Have you ever driven a motor vehicle under the influence of illegal drugs? Yes ☐ No ☐
14. Have you ever used medication from another person's prescription to get high? Yes ☐ No ☐
15. Have you ever used any prescription medication more frequently than the prescription called for? Yes ☐ No ☐
16. Have you ever used any prescription medication in any manner differently than the prescription called for? Yes ☐ No ☐
17. Have you ever obtained or attempted to obtain multiple narcotic prescriptions from different physicians? Yes ☐ No ☐
18. Have you ever tried to grow or cultivate any illegal drugs? (Include any amount from one seed and up) Yes ☐ No ☐
19. Explain, in detail, any other information relating to illegal drug use or involvement which has not been covered, to include transportation, manufacturing, etc.

If you answered Yes to any of the above questions, please explain:

Question #	Explanation:

THEFT OF MERCHANDISE

1. Have you ever taken anything or shoplifted anything from a business? Including personal and employee theft. Yes ☐ No ☐
2. Estimate the total amount of merchandise, tools and equipment that you have taken:

☐ $50,000	☐ $5,000	☐ $500	☐ $75
☐ $40,000	☐ $4,000	☐ $400	☐ $50
☐ $30,000	☐ $3,000	☐ $300	☐ $25
☐ $20,000	☐ $2,000	☐ $200	☐ $10
☐ $10,000	☐ $1,000	☐ $100	☐ $5

3. Name the single most expensive item that you have ever taken?
   Item: Amount: Date:
4. Have you ever been with anyone who was stealing merchandise or equipment? Yes ☐ No ☐
5. Have you ever taken anything from a current or former employer? Yes ☐ No ☐
6. Have you ever purchased, pawned or sold an item in which you knew or should have known it to be stolen? Yes ☐ No ☐
7. Estimate the amount of cash that you have stolen in your entire life and explain each incident. Include personal cash thefts from family or friends and cash thefts from employers, along with any other incidents.

If you answered Yes to any of the above questions, please explain:

Question #	Explanation:

EMPLOYMENT HISTORY

1. Have you ever been terminated from a job? Yes ☐ No ☐
2. Have you ever been asked to resign from a job? Yes ☐ No ☐
3. Have you ever been given the option of resigning in Lieu of termination? Yes ☐ No ☐
4. Have you ever been disciplined by you current or previous employers? (If discipline was by law enforcement agency, refer to law enforcement experience questions.) Yes ☐ No ☐
5. Have you ever resigned or been given the opportunity to resign from a job in which you were under investigation for policy violation or misconduct? Yes ☐ No ☐
6. Have you ever abused sick leave? Yes ☐ No ☐
7. Have you ever been disciplined at work? Yes ☐ No ☐
8. Were you ever involved in a physical/verbal altercation with a supervisor, co-worker or customer? Yes ☐ No ☐
9. Have you ever quit without giving proper notice? Yes ☐ No ☐
10. Have you ever been the subject of an investigation of discrimination (such as sexual harassment, racial bias, sexual orientation, harassment, etc.) by a co-worker, superior, subordinate or customer? Yes ☐ No ☐
11. Were you the subject of a complaint at work? Yes ☐ No ☐
12. Did you ever receive an unsatisfactory review? Yes ☐ No ☐

13. Have you ever sold, released or given away legally confidential information? Yes ☐ No ☐
14. Has your work performance ever been affected by your use of alcohol or drugs? Yes ☐ No ☐
15. In the last three years, have you been warned by an employer about your drinking or drug habits and their impact on your performance? Yes ☐ No ☐
16. Did you list ALL of your jobs since 18 years of age on your employment application, to include part-time and temporary jobs? Yes ☐ No ☐

If you answered Yes to any of the above questions, please explain:	
Question #	Explanation:

DRIVING HISTORY

1. Has your driver's license ever been suspended or revoked? Yes ☐ No ☐
2. What states, other than Georgia have you had driver's license in? (List all states and include temporary and learning permits)
3. List ALL traffic violations you have ever received. (Include type of violation, date, location and disposition)

4. Have you ever been the driver involved in a traffic accident? Yes ☐ No ☐
5. Have you been involved in a traffic accident that was your fault? Yes ☐ No ☐
6. Have you ever driven a vehicle without auto insurance? Yes ☐ No ☐
7. Has your auto insurance ever lapsed? Yes ☐ No ☐
8. Have you ever been refused automobile liability insurance or had it cancelled? Yes ☐ No ☐
9. How many times have you driven a vehicle while under the influence of alcohol, where if stopped, you could have been arrested?
    a. When was the last time N/A ☐
10. Have you been involved in any other acts, involving alcohol that could be considered criminal? Yes ☐ No ☐
11. Have you ever been refused a driver license by any state? Yes ☐ No ☐

If you answered Yes to any of the above questions, please explain:	
Question #	Explanation:

FINANCIAL HISTORY

1. Have you ever filed for bankruptcy? Yes ☐ No ☐
2. Have you ever had anything repossessed Yes ☐ No ☐
3. Have you ever been involved in any civil actions (past or present)? Yes ☐ No ☐
4. Are you currently more than three months behind on any bills? Yes ☐ No ☐
5. Are any creditors pursuing you for outstanding debts? Yes ☐ No ☐
6. Are there any financial obligations or bills that you have refused to pay or feel that you are not responsible for? Yes ☐ No ☐
7. Have you ever been or are you currently responsible for any child support payments? Yes ☐ No ☐
8. Estimate the amount of debt you owe, not including house or car payments? $
9. Have you ever failed to file income tax or cheated/lied on an income tax form? Yes ☐ No ☐
10. Have you ever had an employment bond refused? Yes ☐ No ☐
11. Have you ever avoided paying any lawful debt by moving away? Yes ☐ No ☐
12. Have you ever defaulted on (failed to pay) any loan? Yes ☐ No ☐
13. Have you ever borrowed money to pay for a gambling debt? Yes ☐ No ☐
    a. If yes, do you currently have an outstanding debt? Yes ☐ No ☐ N/A ☐
14. Have you ever spent money for illegal purposes (ie: illegal drugs, prostitution, purchase of fraudulent documents)? Yes ☐ No ☐
15. Have you ever failed to make or been late on a court-ordered payment (ie: child support, alimony or restitution)? Yes ☐ No ☐
16. Have you ever written a back check? Yes ☐ No ☐

If you answered Yes to any of the above questions, please explain:	
Question #	Explanation:

ALIASES

List **ALL** names that you have ever used to include maiden, nick names, married and legal name changes.