



City of Hiram Police Department

Police Officer / Civilian Employee

Employment Application Packet

Applicant Information

READ THIS SECTION COMPLETELY BEFORE APPLYING

Thank you for your interest in the City of Hiram Police Department. The following information is provided our benefit as well as yours. Please follow the directions carefully.

- The “Application Packet” **MUST** be filled out completely, and **ALL** requested documentation must be provided. A failure to do so will result in your application not being processed and considered.
- Preference is given to Peace Officers that are currently certified in the State of Georgia as a Peace Officer.
- If you are recently certified as a Peace Officer, and you are not “Pre-Service”, you **MUST** have completed the required time of employment with the sponsoring agency, in according to the below provided GA law. The City of Hiram DOES NOT hire peace officers that are still under these provisions nor does it “buy” or “pay out” any employment contracts.

O.C.G.A. § 35-8-22 (2009)

§ 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 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 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.

HISTORY: Code 1981, § 35-8-22, enacted by Ga. L. 1992, p. 1325, § 2; Ga. L. 2003, p. 327, § 1.

The hiring process for a Police Officer is a long and involved process. The average time is two to six months.

DO NOT contact the agency to check on the status of your application, for this will not assist you in the hiring process.

Common reasons for not being considered for employment –

- Criminal History (Felony Convictions need not apply)
- Excessive Driver's History
- Not disclosing requested information
- Lying in the application or process
- Incomplete Applications

P.O.S.T. Review –

The City of Hiram Police Department will not consider applications from certified applicants if the applicant's POST certification is in probationary status or the officer is currently under POST review.

Hiram Police Department

Employment Application & Background Questionnaire

Applicant's Name

Last

First

Middle

This employment application is not an offer of employment or a contract for employment. The completion of this application does not constitute an agreement, or promise to hire the applicant.

This employment application is the basis for the employment screening process and background investigation conducted by the Hiram Police Department on each applicant for a position of employment. The answers that you provide for each question on this application must be full and complete and completed in black ink by the applicant. Any information that is erroneous in nature or not provided on this application, whether intentional or unintentional, will constitute the basis for your elimination from consideration for the employment you now seek. Additionally, should you become employed with the Hiram Police Department, and at any time subsequent to your employment, fraudulent, misleading, or information missing from this application is discovered, your employment will be terminated. Please be sure that you carefully consider each and every question asked of you by this application and that you provide honest and complete information. If the question does not apply to you put "N/A" for the answer to that particular question. Any answer which requires more space than provided may be answered on the reverse side of the page, with the question number indicated beside the information. Incomplete applications will not be accepted.

I understand that if I do not wish to answer a question in this booklet, I may choose not to do so and my application will be terminated.

I have read and understand the above statement.

Signature of applicant: _____

Date signed: _____

Recruitment Officer: _____

POSITION APPLYING FOR - _____

If this position is unavailable, would you be interested in other positions that may be or may come available with this agency? _____ (yes/no)

Hiram Police Department

Authorization to Release Information

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agency or agent of the City of Hiram, or to any authorized agent of a criminal justice agency or any private agency upon request of the City of Hiram Police Department, whether the said records are of public, private or confidential in nature. I direct release of such records regardless of any agreement I may have made previously to the contrary. The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultations, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, administrative/internal investigations; and the records and recollections of attorneys at law or of other counsel whether representing me or another person in my case, whether civil or criminal, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Hiram. I further understand that if I am subsequently offered and accept employment with the City of Hiram, that this release can be utilized at any time during and after my employment with the City of Hiram to gather information needed for the use in any administrative, internal or criminal investigation conducted by the City of Hiram.

I also certify that any person(s) who may furnish such information concerning me shall not be held liable or accountable for giving this information; and I do hereby release said person(s) from any and all liability from damages of whatever kind or nature which may at any time result to me, on account of compliance on any attempts to comply with this authorization.

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.

Applicant's Signature

Date Signed

Printed Name

Maiden Name (If Applicable)

____ - ____ - ____
Social Security Number

Date of Birth

Current Complete Address

Telephone # - _____

Sworn, subscribed and witnessed before me, this ____ day of _____, _____

Notary

Printed Name

My Commission Expires - _____

Place Notary Seal Here

Hiram Police Department

Polygraph Examination Agreement

The undersigned applicant for the position of police officer with the Hiram Police Department understands and agrees to voluntarily submit to an examination by a professional polygraphist prior to being accepted for employment with the Hiram Police Department. The undersigned person also understands and agrees that he/she will voluntarily submit to examination by a professional polygraphist pursuant to an administrative investigation and at any time during their employment with the Hiram Police Department.

The undersigned person also understands and agrees that the results of any polygraph examination given then will only be considered for administrative or departmental purposes relating to their employment by the Hiram Police Department. The undersigned person further agrees and understands to release, absolve, and forever hold harmless the Hiram Police Department, its officers, agents, and employees and the polygraph firm conducting the polygraph examination, their agents, officers, and employees from any liability resulting from the operation of the equipment or use of the results obtained there from. This also applies to any and all suits, actions, or causes of action at law, claim, demand or liability which the executors, or administrators may have resulting directly, indirectly, or remotely from the undersigned person having taken such polygraphs.

Applicant's Signature

Date Signed

Sworn, subscribed and witnessed before me, this ____ day of _____, _____

Notary

Printed Name

My Commission Expires - _____

Place Notary Seal Here

Hiram Police Department

Consent Form

I hereby authorize the Hiram Police Department to receive any Criminal/Drivers History record information pertaining to me which may be in the files of any Criminal Justice Agency of any state, or any local criminal justice agency in the State of Georgia.

Applicant's Name Printed _____
Last First Middle

Applicant's Address _____

Sex _____ Race _____ DOB _____ Social Security Number _____ - _____ - _____

Drivers License Number _____ State _____

Signature of Applicant _____

Sworn, subscribed and witnessed before me, this _____ day of _____, _____

Notary

Printed Name

My Commission Expires - _____

Place Notary Seal Here

Hiram Police Department

Authorization to Obtain a Consumer Credit Report for Employment Purposes

The City of Hiram is hereby authorized to obtain a consumer credit report regarding my credit history for employment purposes.

Signature: _____

Print Name: _____

Prior Law Enforcement History

GA POST / PBLE # - _____

Date of Certification - _____

1. Are you currently under review by P.O.S.T, or under disciplinary action by P.O.S.T. ? _____
2. Are you currently under review or part of an open Internal Affairs investigation? _____
3. Are you currently under any employment contract with any Law Enforcement agency?

4. Have you ever been employed with any other law enforcement agency in any jurisdiction in either a sworn or non-sworn capacity? _____
5. If "Yes" to question 4, please indicate agency name, dates of employment, status (sworn or non-sworn), agency address and phone number, supervisor, reason for separation.

Personal History Statement

Applicant Name: _____
Last First Middle

Other Names Used: _____
(Maiden Name, Nicknames)

Date of Birth _____ Place of Birth (city and state) _____

Social Security Number _____ - _____ - _____ Date of Birth - _____

Weight _____ Height _____ Eye Color _____ Hair _____

Present Address: _____

Phone Numbers: (include area code)

Work: _____ - _____ - _____

Home: _____ - _____ - _____

Cell: _____ - _____ - _____

List all residences during the past fifteen (15) years.

Street Address of Residence	City/State	Dates From/To

Marital Status: (circle one)

Spouse Deceased Divorced Single
Separated Married

Present Spouse Information:

Name: _____
First Middle Last Maiden

Date of Birth: _____

Place of Birth (city/state): _____

Social Security Number: _____ - _____ - _____

Date of Marriage: _____

County/State of Marriage: _____

Occupation/Employer: _____

List below every child born to you, adopted by you, and any step children, or children supported by you:

Name	Age	Where resides
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Marriage Information:

Ex-Spouse's Name: _____

Cause for no longer being married: _____
(Divorced, Deceased, Etc.)

Ex-Spouse's Name: _____

Cause for no longer being married: _____
(Divorced, Deceased, Etc.)

List four (4) individuals who have knowledge of you and your qualifications, exclude relatives and former employers.

Name	Address	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have a current Georgia Drivers License? Yes _____ No _____

Current Drivers License Number: _____

State: _____ Expires: _____

List any past Drivers License information:

License Number	State
_____	_____
_____	_____
_____	_____

Have you ever had a drivers license suspended, revoked, or refused? Yes_____ No_____

If "YES", explain: _____

List all traffic citations within the last seven (7) years.

Type of Violation	City/County/State	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have liability insurance at the present time? Yes: _____ No: _____

Email Addresses –

List ALL email addresses you have used over the past five (5) years. This includes both personal and work addresses.

List any social networking accounts you currently operate:

Hiram Police Department
Employment History

How did you find out about this position?: _____

Did a supervisor ever reprimand you for misconduct or not doing your job?

Yes: _____ No: _____ If "YES",

Explain: _____

Did a supervisor ever reprimand you for being late or for being absent?

Yes: _____ No: _____ If "YES",

Explain: _____

Please list all jobs you have had in the past fifteen (15) years including Military Service. List the most current employer first: (Use additional sheets if necessary, but use the following format)

Name of Employer: _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Salary: _____

Supervisor: _____

Address: _____

Phone: _____ - _____ - _____

Reason for leaving: _____

Name of Employer: _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Salary: _____

Supervisor: _____

Address: _____

Phone: _____ - _____ - _____

Reason for leaving: _____

Name of Employer: _____

Dates of Employment: From: _____ To: _____

Job Title: _____ Salary: _____

Supervisor: _____

Address: _____

Phone: _____ - _____ - _____

Reason for leaving: _____

Hiram Police Department Employment History (Cont.)

Name of Employer: _____
Dates of Employment: From: _____ To: _____
Job Title: _____ Salary: _____
Supervisor: _____
Address: _____
Phone: _____ - _____ - _____
Reason for leaving: _____

Name of Employer: _____
Dates of Employment: From: _____ To: _____
Job Title: _____ Salary: _____
Supervisor: _____
Address: _____
Phone: _____ - _____ - _____
Reason for leaving: _____

Would any problem result if your present employer were contacted during the background investigation?
Yes: _____ No: _____

Have you ever been fired or asked to resign from any place of employment?
Yes: _____ No: _____
If "YES", explain: _____

Have you ever served in the United States Military? Yes: _____ No: _____.
Branch: _____ Service Number: _____
Dates From: _____ To: _____
Job duties: _____
Type of Discharge: _____

Were you ever court-martialed, tried on charges, or the subject of company punishment, or any other disciplinary action while a member of the Armed Forces? Yes: _____ No: _____
If "YES", Explain: _____

Are you currently a member of the National Guard or any reserve unit? Yes _____ No _____.
If "YES", List: _____

Hiram Police Department Criminal Activity

Have you ever been detained, arrested, or convicted for any criminal offense? (Include juvenile offenses)

Yes _____ No _____

Date	Charge	Agency	Circumstances

Has any member of your family ever been arrested for or convicted of a felony crime?

Yes: _____ No: _____. If "YES", explain:

Do you have gambling debts? Yes: _____ No: _____.

If "YES", explain: _____

Have you ever committed or been involved in a serious or undetected crime?

Yes: _____

No: _____ (**NOTE:** the last page of this application denotes those offenses in the Georgia Criminal Code which we consider serious offenses. Please read this list prior to responding).

Have you ever been placed on probation or parole? Yes: _____ No: _____

If "YES", explain: _____

Have you ever illegally sold, possessed, or delivered illegal drugs or marijuana? Yes: _____ No: _____

Have you ever tried or used marijuana illegally? Yes: _____ No: _____

If "YES", under what circumstances: _____

Do you drink alcoholic beverages? Yes: _____ No: _____.

Hiram Police Department Financial

NOTE: Exclude all debts incurred as a result of a disability.

Have you ever been declared bankruptcy? Yes: _____ No: _____

Have you filed for Bankruptcy, Chapter 7, Chapter 11, or Chapter 13?
Yes: _____ No: _____

If "YES", explain:

Please list monthly payments, to include housing, utilities, all creditors, etc., use the reverse side of this page if necessary.

Name of Firm	Monthly Payment	Balance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have any of your bills ever been turned over to a collection agency or have you ever had anything repossessed? Yes: _____ No: _____. If "YES",
Explain: _____

Are you currently delinquent on any creditors? Yes: _____ No: _____. If "YES", which ones?

Are you presently under any court order to make payments to any person(s), companies, etc.?

Yes: _____ No: _____. If "YES",

List: _____

Hiram Police Department Record of Education

List the name and address of the Schools attended:

<u>Name and Address</u>	<u>Course of Study</u>	<u>Dates Attended</u>
Elementary School	_____	_____
	_____	_____
	_____	_____
High School	_____	_____
	_____	_____
	_____	_____
College	_____	_____
	_____	_____
	_____	_____
Other(Specify)	_____	_____
	_____	_____
	_____	_____

Hiram Police Department
Other Information

Have you applied for a permit to carry a concealed weapon? Yes: _____ No:_____. If
“YES”, where, when and for what reason? _____

If you are a certified officer, have you ever been involved in a shooting incident? _____.
If “YES” where, when and for what reason?

Do you have any specialized skills that may be beneficial to this department? (Photography, developing,
computers, firearms, etc.) Yes: _____ No: _____.

If “YES”, explain: _____

Do you know any law enforcement officer that works for the Hiram Police Department?

Yes: _____ No:_____.

If “YES”, what are their names? _____

Are you related to any person who is employed by the City of Hiram? Yes: _____ No:_____.

If “YES”, who is the relative and what is your relation to this individual?

Are you legally eligible for employment in the United States? Yes _____ No _____.

(If yes, verification will be required upon employment)

Are you of legal age to work? _____(for a police officer, at least 21 years of age)

If your application is considered favorably, on what date will you be available for work?

Hiram Police Department

Do you have any applications now pending with any other law enforcement agencies? Yes: _____
No: _____. If "YES", which agencies?

Are you willing to withdraw your pending applications in writing, from those agencies and supply us with a copy of the letter of withdrawal? _____

Do you understand that you will be required to conform to a strict dress code which does include such items as hair length, facial hair, and personal hygiene? _____.

If offered a position, are you willing to conform to the dress code? _____.

Law Enforcement is a twenty-four hour per day, seven days a week vocation. Do you have any objection to working any shift, nights, weekends, or holidays? _____

What Serious Crimes or Offenses have you ever been arrested for, and the disposition of the charges?

Hiram Police Department Serious Offense Disclosure List

The purpose of this page is to provide you, the applicant, with a readily available list of those criminal offenses which have been established by the State of Georgia as prosecutable offenses under the Criminal Code of the State of Georgia. Should you have any questions as to the meaning of any particular offense, please ask your recruitment officer to explain the offense to you.

Criminal Solicitation	Possession of an Unlawful weapon
Criminal Damage to Property	Conspiracy Interference with Government Property
Murder	Voluntary Manslaughter
Vandalism	Carrying a pistol w/o a license
Involuntary Manslaughter	Arson
Aggravated Assault	Criminal Possession
Contributing To the Delinquency of a minor	
Aggravated Battery	Criminal Possession of Explosives/Incendiary
Kidnapping	V.G.C.S.A.
False Imprisonment	Theft
Hijacking	Armed Robbery
Interference with Custody	Robbery
Attempting to elude an officer	D.U.I.
Reckless Conduct	Forgery
Cruelty to Children	Issuance of Bad Checks
Feticide	Illegal use of a Credit Card
Rape	Fraud
Sodomy	Bribery
Aggravated Sodomy	Impersonating a Peace Officer
Statutory Rape	Giving False Information
Child Molestation	False report of a crime
Bestiality	Concealing a death
Necrophilia	Hindering apprehension of a Criminal
Public Indecency	Obstruction
Prostitution	Escape
Pimping	Perjury
Pandering	False Swearing
Solicitation of Sodomy	Embracery
Masturbation for Hire	Influencing Witnesses
Bigamy	Tampering with Evidence
Incest	Treason
Sexual Battery	Inciting an insurrection
Burglary	Wiretapping
Possession of Tool	Eavesdropping
Gambling	Battery

Hiram Police Department

Your interest in employment with the Hiram Police Department is greatly appreciated. In order to properly process your background investigation, a photocopy of the following documents, when applicable, will be needed when you turn in this background investigation booklet. No booklet will be accepted without this information. Place a check mark beside the information you have enclosed with the booklet.

- _____ Birth Certificate
- _____ Social Security Card
- _____ Valid Georgia Drivers License
- _____ Automobile Insurance Card
- _____ High School Diploma
- _____ G.E.D.
- _____ College/Technical School Diploma
- _____ College/Technical School Original Transcripts
- _____ Police Academy Diploma **
- _____ P.O.S.T. Basic Certification **
- _____ P.O.S.T. Certifications **
- _____ P.O.S.T Training Certificates**
- _____ Naturalization Card
- _____ Military DD-214 (Long form)
- _____ Military Discharge Certificate
- _____ Commendations and Awards

** Are for Sworn Law Enforcement Positions Only

Should you have any questions concerning the background investigation booklet or obtaining copies of the above listed documents, contact the Hiram Police Department at (770)943-3087 ext. 2015. When you have completed the background investigation booklet and made copies of the above listed documents, return the entire booklet and notarized forms. The application **WILL NOT** be accepted without all the proper documentation attached. The applications can either be returned in person to the Hiram Police Department or mailed to the following address:

City of Hiram Police Department
Attn: Employment Application
217 Main Street
Hiram, GA 30141