



# CITY OF GAINESVILLE

## Police Officer Application Packet

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**PLEASE READ THIS PAGE CAREFULLY AS IT CONTAINS VERY IMPORTANT INFORMATION. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT HUMAN RESOURCES AT 770-535-6887.**

### **Application Process**

In order for applicants to be considered, a complete application packet and required documents must be submitted to Human Resources by the specified deadline date (if any). Failure to do so may disqualify the applicant from further consideration. Please do not bring original documents to Human Resources when submitting your application packet as copies will not be made by staff members.

Copies of the following documents are required to be submitted with your application packet:

1. Non-POST Certified Only: SAT, ACT, or COMPASS Test Scores. Required test scores per POST rules are:  
SAT: Verbal 430; Math 400  
ACT: Verbal/English 18; Reading 18; Math 16  
COMPASS: Reading 70; Writing 32
2. Any POST Law Enforcement/Corrections/Communications/Jailer Certification documents, if applicable.
3. Birth Certificate (Applicant must be at least 21 years of age)
4. Driver's License and Social Security Card
5. Certificate of Citizenship if you are a naturalized or a repatriated citizen of the United States.
6. High School Diploma or GED from an accredited institution.\*
7. College diploma(s)/transcripts from schools attended.
8. Military discharge (Form DD-214) if you are a veteran of the Armed Forces.  
\*Accreditation institution recognized by the U.S. Department of Education.

It is important that you submit a complete application packet as your application and documents will be reviewed by Human Resources, Police Department Internal Affairs Unit, the Chief of Police and/or a panel appointed by the Chief of Police.

### **Recruiting Process**

The Police Officer recruiting process includes the steps listed below. Applicants must pass each phase before moving to the next.

1. Initial Screening of application and documents by Human Resources.
2. Applicant must pass the entry-level law enforcement examination (if Non-POST Certified).  
If POST Certified with Georgia or any other state, applicant will be exempt from taking this test.
3. Initial interview with Police Department Staff charged with reviewing applications.
4. Background Investigation  
A thorough background investigation of all selected eligible applicants will be conducted. The background investigation includes but is not limited to some or all of the following: contacting past employers, work and personal references listed on application (to include developed references), education, criminal history, motor vehicle record, detection of deception examination\* and psychological evaluation. A ride-along will also be required. Applicants may be disqualified based upon standards specified under O.C.G.A. § 35-8-8. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville and Gainesville Police Department hiring practices shall apply to all applicants.  
  
\*Detection of deception examination questions will be drawn from the following areas: driving record, criminal activity, illegal drugs, thefts, and work record.
5. Interview(s)
6. Drug Screen and Physical Evaluation
7. POST Approval. If certified, applicant will be subject to records review by POST.



## Disqualifiers for Police Officer Applicants

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### PLEASE READ THIS PAGE CAREFULLY AS IT CONTAINS VERY IMPORTANT INFORMATION

In an effort to maintain an equitable standard for hiring applicants for the position of Police Officer, certain standards and guidelines have been established. The following represent a **minimum** of these standards. Applicants for the position of Police Officer will not be considered without meeting the **minimum** criteria outlined below.

Any attempt to conceal or misrepresent information during the hiring process will result in immediate disqualification of the applicant.

- No felony conviction(s) in lifetime.
- No convictions for offenses involving the Family Violence Act as defined in O.C.G.A. § 19-13-1, to include no active Temporary Protective Orders, (TPO) or Protective Orders.
- No convictions for serious motor vehicle violations in the past three years. (Serious violations may include, but are not limited to, racing, reckless driving, or DUI.)
- No more than two convictions for speeding or other moving violations in the past three years.
- No driver's license suspension(s)/revocation(s) in the past three years.
- Must currently possess a valid driver's license without restrictions that would prevent applicant from legally or safely operating a vehicle.
- If discharge from a military organization is other than Honorable or Medical, a detailed explanation should be provided for assessment (as required by POST).
- **No discharge for cause or resignation in lieu of termination from a local, state or national Civil Service or Merit System.**
- Previous use of illegal drugs (or use of prescription drugs in an illegal manner) may result in disqualification or denial of employment. No illegal use of controlled substances within the last three years.
- An applicant's honesty, integrity, and trustworthiness will be assessed through a thorough background check.

The City has strict internal guidelines which may result in disqualification of a potential Police Officer. If you feel you may be disqualified, or if you have other concerns, do not complete this application without speaking to a Human Resources Representative. You may contact a Human Resources Representative at 770-535-6887.

The items listed above are only examples of situations that may result in applicant disqualification. The City of Gainesville reserves the right to disqualify any applicant based on any pertinent information obtained during the background investigation process. Factors such as the nature of the action or behavior and when it occurred will be considered. Furthermore, consideration will be given to criminal actions or behaviors that could have resulted in a conviction, if caught.

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By my signature below, I attest that I have no criminal or other history that would disqualify me from being hired as a Gainesville Police Officer. I attest that I have been given the opportunity to discuss any concerns with Human Resources prior to completing this application packet.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



**CITY OF GAINESVILLE**  
 Equal Opportunity Employer  
**EMPLOYMENT APPLICATION**

SPECIFY JOB APPLYING FOR	
Job Title	Job Code
Police Officer	9720-221

FOR HR:  Non-Certified  Certified: \_\_\_\_\_

HUMAN RESOURCES DEPARTMENT • TEL: 770-535-6887 FAX: 770-531-2679

PHYSICAL ADDRESS: 311 HENRY WARD WAY, GAINESVILLE, GA 30501 • MAILING ADDRESS: P.O. BOX 2496, GAINESVILLE, GA 30503

Application Received By:  In Person  Mail

Date Application Received by HR: \_\_\_\_\_

Please complete all sections. Only complete applications will be considered. If not applicable, please write "N/A".

**PERSONAL/GENERAL INFORMATION**

Name (Last, First, Middle)		Address (Street, City, State, Zip)		
Phone Number 1		Phone Number 2		Email Address
Current City Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No Former City Employee? <input type="checkbox"/> Yes <input type="checkbox"/> No (If current or former employee, complete section on right)		Job Title and Department		Dates of Employment
How did you learn of this position? <input type="checkbox"/> Walk-in <input type="checkbox"/> Internet <input type="checkbox"/> TV18 <input type="checkbox"/> Newspaper <input type="checkbox"/> Other (Please specify):				
Are any members of your household or relatives (by blood or marriage as close as first cousins) employed by the City of Gainesville? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify name and relationship):				
Are you Georgia POST Certified? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when did you receive your Georgia POST Certification?				
Is your Georgia POST Certification current? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:				
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, what steps must be taken for you to begin employment lawfully?):				
Have you ever been convicted of a crime, or pled guilty or nolo contendere to any crime? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>Note: Answering "yes" to this question does not constitute an automatic bar to employment. (However, a felony conviction would disqualify you from being a Police Officer.) An individualized assessment will be conducted to determine if the criminal record impacts the applicant's employment opportunity. (Please include charges and/or convictions as an adult, juvenile charges and/or convictions that were charged as an adult, convictions and charges for which the record has been sealed or expunged, or referrals to and participation in any pretrial or post trial diversion programs in answering this question.) If you answered yes to this question, please complete the below section. Attach separate document if necessary.</small>				
Conviction/Charge Type (Felony/Misdemeanor)	Offense	Date	Location (City, State)	

**DRIVING INFORMATION**

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, complete this section)	License No.	State	Class	Expiration Date
Has your license ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain):				
Have you ever been convicted, pled guilty, or pled nolo contendere to a charge of DWI or DUI? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain):				
Are any DWI or DUI charges currently pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain):				

**EDUCATIONAL HISTORY**

High School Diploma <input type="checkbox"/> GED <input type="checkbox"/>	If you did not complete high school, what is the last grade you completed? 9th <input type="checkbox"/> 10th <input type="checkbox"/> 11th <input type="checkbox"/>
School Name and Location (City, State):	
College/University <input type="checkbox"/>	Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify degree, major, and minor, if any):
School Name and Location (City, State):	
If you did not graduate, what is the last year you completed?	

Technical School <input type="checkbox"/>	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify program):
School Name and Location (City, State):	

Other School <input type="checkbox"/>	Completed? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, specify program):
School Name and Location (City, State):	

### EMPLOYMENT HISTORY

Describe your work history for the past 10 years, including military if applicable. List the names of your present or previous employers in chronological order with present or most recent employer listed first. Include all prior law enforcement jobs held even if it has been longer than 10 years. Failure to provide complete information regarding each job held may result in your disqualification. A resume may be attached only as additional information and will not be accepted in lieu of completing this section.

Name of Employer	Address (Street, City, State)	Phone Number
Dates of Employment	Job Title	
Supervisor's Name	Description of Duties	
Reason for Leaving		

Name of Employer	Address (Street, City, State)	Phone Number
Dates of Employment	Job Title	
Supervisor's Name	Description of Duties	
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Name of Employer	Address (Street, City, State)	Phone Number
Dates of Employment	Job Title	
Supervisor's Name	Description of Duties	
Reason for Leaving		

Please explain any gaps in your employment history. Be sure to account for all periods of time including military service and any periods of unemployment.

Have you ever been terminated or asked to resign from any job?  Yes  No (If yes, please provide detailed explanation. Attach separate sheet.)

May we contact your current employer?  Yes  No (If no, please explain):

**RELEVANT EXPERIENCE**

List any professional designations, certifications, licenses, courses, or special skills that may be applicable to the job for which you are applying:

Please describe any other experience (to include military) that you have which would be relevant to the job for which you are applying:

**REFERENCES**

List four (4) references we may contact (not relatives) who have knowledge of your character and qualifications. Please include at least two (2) most recent or current supervisors. You may be asked to provide additional references if we are not able to reach individuals listed below.

1.	Name	Phone Number	Address, City & State	Occupation	Type of Reference Work <input type="checkbox"/> Personal <input type="checkbox"/>
2.	Name	Phone Number	Address, City & State	Occupation	Type of Reference Work <input type="checkbox"/> Personal <input type="checkbox"/>
3.	Name	Phone Number	Address, City & State	Occupation	Type of Reference Work <input type="checkbox"/> Personal <input type="checkbox"/>
4.	Name	Phone Number	Address, City & State	Occupation	Type of Reference Work <input type="checkbox"/> Personal <input type="checkbox"/>

**APPLICANT'S CERTIFICATION AND AUTHORIZATION (Please read and initial next to each of the following statements.)**

\_\_\_\_\_ I attest that I am at least 21 years of age and am a citizen of the United States.

\_\_\_\_\_ I understand that the City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.

\_\_\_\_\_ I authorize former and present employers, and professional, work, and personal references listed on my application (to include developed references) and any other individuals I may name to provide the City of Gainesville or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to the City of Gainesville. I also authorize the City of Gainesville to provide truthful information concerning my employment with it to future employers, and I agree to hold it harmless for providing such information.

\_\_\_\_\_ I understand that if I am offered a position, I may be required to submit to a pre-employment physical and drug screen. I also understand that the City of Gainesville will conduct an extensive background check including but not limited to some or all of the following: contacting past employers, schools attended, criminal history, motor vehicle record, detection of deception examination and psychological evaluation.

\_\_\_\_\_ I understand that any employment offered to me will be contingent upon the results of the background check, physical examination, drug screen, and complete character investigation.

\_\_\_\_\_ I understand that this employment application and any other City of Gainesville documents are not promises of employment. Should I be employed, I understand that my employment will be on an at-will basis. I further understand that if I am employed, I can terminate my employment at any time with or without cause and with or without advance notice and that the City of Gainesville has a similar right.

\_\_\_\_\_ I certify that the information I have provided on this application is true and correct to the best of my knowledge and belief and that I have not knowingly withheld any fact that would affect my application. Any misrepresentation, falsification or concealment of any fact shall be sufficient reason for refusal of employment or immediate discharge at any time during my employment that such false or misleading statement or concealment of any fact becomes known.

\_\_\_\_\_ This application packet will be considered "valid" for a maximum of twelve (12) months from the date of application. I understand if I wish to be considered for employment after that time, I must reapply. I have read the Examination Guidelines and understand under some circumstances, I may be required to reapply within the 12-month period. I also understand the Selection Process for qualified candidates may take up to twelve (12) months from the date of application.

I have read and understand the above statements.

Signature \_\_\_\_\_

Date \_\_\_\_\_





## Police Officer Job Description Questionnaire

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The following fourteen (14) questions ask about your willingness and/or ability to perform certain tasks required of a Police Officer. Please answer all questions. Failure to do so may delay your application.

1. Are you willing to undergo a thorough background investigation? The investigation will include reference checks, criminal history, motor vehicle record, etc.  Yes  No
  2. Understanding that the Georgia Peace Officer Standards and Training Council requires you to qualify annually with your firearm, are you willing to maintain a proficiency level which allows you to meet this standard even if it involves practicing on your own time?  Yes  No
  3. Are you willing to work day, evening, or night shifts along with holidays and weekends?  Yes  No
  4. Are you willing to stop arguments and fights in spite of potential danger of physical harm to yourself?  Yes  No
  5. Are you willing to approach and arrest dangerous persons?  Yes  No
  6. Are you able to assess a situation and make decisions based on limited information?  Yes  No
  7. Are you willing to complete detailed reports and maintain accurate records?  Yes  No
  8. Are you willing to interact and work with people from a variety of cultural, ethnic, and/or socioeconomic backgrounds?  Yes  No
  9. Are you willing to attend training programs necessary to meet the minimum annual training standard set forth by the Georgia Peace Officer Standards and Training Council?  Yes  No
  10. In this job you will be issued a firearm as part of your basic equipment. With this in mind, are you willing to use necessary force, up to and including deadly force?  Yes  No
  11. Are you willing to tolerate verbal abuse and insults and not let them interfere with your ability to do your job?  Yes  No
  12. Are you willing to submit to a pre-employment drug screening?  Yes  No
  13. Are you willing to take a pre-employment written psychological examination?  Yes  No
  14. Are you willing to take a pre-employment detection of deception examination?  Yes  No
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I have read and understand the above questions and have answered every question honestly. I realize that other portions of the application process may serve to verify my answers to these questions.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



# Consent Form for Employment Background Check

**\* ALL INFORMATION IS REQUIRED \***

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name                                      Maiden Name

\_\_\_\_\_  
Please list any other names used

Home Address: \_\_\_\_\_  
Street Address (Do not use post office box numbers)

\_\_\_\_\_  
City, State, Zip Code

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
MM/DD/YYYY

Aside from your current state of residence, list all other states where you have lived, if any: \_\_\_\_\_

Place of Birth: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
City/County/State                                      MM/DD/YYYY

Citizenship: \_\_\_\_\_ Social Security No: \_\_\_\_\_

Height: \_\_\_\_\_ FT. \_\_\_\_\_ IN.                                      Weight: \_\_\_\_\_ LBS.                                      Sex:  Male                                       Female

Race: \_\_\_\_\_                                      Color of Hair: \_\_\_\_\_                                      Color of Eyes: \_\_\_\_\_

I understand that, as a condition of my consideration for employment with the City of Gainesville, or as a condition of my continued employment with the City of Gainesville, the City of Gainesville may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal and civil history, personal interviews, DMV records, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the City of Gainesville's procurement of such a report. I understand that, pursuant to the federal Fair Credit Reporting Act, the City of Gainesville will provide me with a copy of any such report, along with a copy of my rights under the Act, if the information contained in such report is, in any way, to be used in making a decision regarding my fitness for employment with the City of Gainesville. I further understand that such report will be made available to me prior to any such decision being made, along with the name and address of the reporting agency that produced the report.

This instrument is valid for twelve months from the below date and may be photocopied as needed by the requesting official(s).

**THIS CONSENT FORM MUST BE NOTARIZED**  
**DO NOT SIGN THIS PAGE UNLESS IT IS IN FRONT OF A PERSON WHO IS A NOTARY PUBLIC**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Notary Signature: \_\_\_\_\_ Date: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



# Personal Inquiry Waiver

\_\_\_\_\_  
Name (Last, First)

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Date of Birth (MM/DD/YYYY)

**THIS PERSONAL INQUIRY WAIVER MUST BE NOTARIZED  
DO NOT SIGN THIS PAGE UNLESS IT IS IN FRONT OF A PERSON WHO IS A NOTARY PUBLIC**

I respectfully request and authorize you to furnish the Human Resources Department, City of Gainesville with any and all information that you may have concerning my school record, work record, military record, criminal record, character, reputation for honesty, integrity, and initiative, or other facts as may be relevant to the nature of this inquiry. This information is to be used to assist the requesting agency in determining my qualifications and fitness for a position with City of Gainesville.

I hereby release you, your organization, City of Gainesville, and others from any liability or damage which may result from furnishing the information requested. This instrument is valid for twelve months from the above date and may be photocopied as needed by the requesting official(s).

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address (Number, Street, Apartment)

\_\_\_\_\_  
City, State, Zip Code

**AFFIDAVIT**

**STATE OF GEORGIA, HALL COUNTY**

Before me personally appeared the said \_\_\_\_\_ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose thereof.

Sworn to and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires