



# City of Elberton Police Department Application Packet

NOTE: Some of these questions may be duplicated from the General Application. However, we ask you to please make sure to answer them on both forms. Thank you!

Today's Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

This employment application is not an offer of employment nor 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 Elberton 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 which you now seek. Additionally, should you become employed with the Elberton 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 which requires more space than is 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 (if applicable)

*City of Elberton Police Department  
Personal History Statement*

Applicant Name

Last

First

Middle

Other Names Used

(Maiden Name, Nicknames)

Date of Birth

Place of Birth (city & state)

Weight

Height

Eye Color

Hair Color

Present Address

Phone Numbers (include area code):

Work

Home

Pager

Mobile

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

Street Address of Residence

City/State

Dates From/To

*City of Elberton Police Department  
Personal History Statement (continued)*

Marital Status: (check one):

- Single    Married    Separated    Divorced    Spouse Deceased

Present Spouse Information:

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Name	First	Middle	Last	Maiden
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Date of Birth	City and State Place of Birth
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Date of Marriage	County and State of Marriage
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Employer	Occupation
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List below every child born to you, adopted by you and any step children or children supported by you:

Name	Age	Where Resides
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Previous Marriage Information:

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Ex-Spouse's Name

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Cause for no longer being married (divorced, deceased, etc)

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Ex-Spouse's Name

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Cause for no longer being married (divorced, deceased, etc)

*City of Elberton Police Department  
Personal History Statement (continued)*

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

Name	Address	Phone Number
1		
2		
3		
4		

- Do you have a current Georgia Drivers License?     Yes     No (explain)

Current Drivers License Number	State	Expiration Date
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List any past Driver's License information:

License Number	State

- Have you ever had a Driver's License suspended, revoked or refused?     No     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

*City of Elberton Police Department  
Employment History*

- How did you find out about this position?

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- Have you ever been reprimanded for misconduct or not doing your job?  No  Yes (explain)

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- Have you ever been reprimanded for being late or for being absent?  No  Yes (explain)

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- Please list all jobs you have had in the past fifteen (15) years including Military Service. (List the most current employer first)

Name of Employer

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Dates of Employment

From

To

---

Job Title

Supervisor

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Address

---

Phone

Reason for Leaving

---

Starting Salary

Ending Salary

---

Name of Employer

---

Dates of Employment

From

To

---

Job Title

Supervisor

---

Address

---

Phone

Reason for Leaving

---

Starting Salary

Ending Salary

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*City of Elberton Police Department  
Employment History (continued)*

- May we contact your present employer?  Yes  No (explain)
- 

- Have you ever been fired and/or asked to resign from any place of employment?  
 No  Yes (explain)
- 

- Have you ever served in the United States Military?  No  Yes (explain)
- 

Branch

Service Number

Dates

From

To Duties

Type of Discharge

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- 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?  No  Yes (explain)
- 

- Are you currently a member of the National Guard or any reserve unit?  No  Yes (provide information below):

Unit name and location

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Name of Commanding Officer

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Phone Number to Commanding Officer

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*City of Elberton Police Department  
Criminal Activity*

- Have you ever been detained, arrested, or convicted for any criminal offense? (Include juvenile offenses)  No  Yes (specify below)

Date	Charge	Agency	Circumstances
<hr/>			
<hr/>			
<hr/>			

- Has any member of your family ever been arrested for or convicted of a felony crime?  No  Yes (explain)

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- Do you have gambling debts?  No  Yes (explain)

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- Have you ever committed or been involved in a serious or undetected crime?  No  Yes  
*(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?  No  Yes (explain)

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

- Have you ever tried or used marijuana illegally?  No  Yes (specify what circumstances)

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- Do you drink alcoholic beverages?  No  Yes

*City of Elberton Police Department  
Financial*

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

- Have you ever declared bankruptcy?  No  Yes
  
- Have you filed for Bankruptcy Chapter 7, Chapter 11, or Chapter 13?  No  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?  No  Yes (explain)

- 
- Are you currently delinquent on any creditors?  No  Yes (explain)

- Are you presently under any court order to make payments to any person(s), companies, etc.?  No  Yes (list)

*City of Elberton Police Department  
Record of Education*

- List the name and address of the schools attended:

**MIDDLE SCHOOL**

Name \_\_\_\_\_

Address \_\_\_\_\_

Dates Attended      from                      to \_\_\_\_\_

**HIGH SCHOOL**

Name \_\_\_\_\_

Address \_\_\_\_\_

Course of study \_\_\_\_\_

Dates Attended      from                      to \_\_\_\_\_

**OTHER (Specify)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Course of study \_\_\_\_\_

Dates Attended      from                      to \_\_\_\_\_

**COLLEGE**

Name \_\_\_\_\_

Address \_\_\_\_\_

Course of study \_\_\_\_\_

Dates Attended      from                      to \_\_\_\_\_



City of Elberton Police Department  
Other (continued)

- Do you have any applications now pending with any other law enforcement agency?  
 No  Yes (which agencies)

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- Are you willing to withdraw your pending applications in writing, from those agencies and supply us with a copy of the letter of withdrawal?  No  Yes
- 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?  No  Yes
- If offered a position, are you willing to conform to the dress code?  No  Yes
- Do you understand that this position will require you to wear a uniform?  No  Yes
- If offered a position, are you willing to wear a uniform?  No  Yes
- Do you understand that law enforcement is a 24 hour per day, 7 days a week vocation and you may be working any shift (and subject to rotation), nights, weekends or holidays?  No  Yes
- If offered a position, are you willing to work any schedule?  No  Yes
- Do you understand that this position will require you to work overtime on short notice?  No  Yes
- If offered a position, are you willing to work overtime on short notice?  No  Yes
- Are you aware that if hired, you will be required to affirm that you live within a radius of 30 miles of the Elberton Police Department located on Elbert Street?  No  Yes

*City of Elberton Police Department  
Law Enforcement Employment History*

**Notice: Complete this section only if you are currently or have been a certified peace officer. This does not include private security employment.**

- Are you currently a certified peace officer?  No  Yes (details)

State \_\_\_\_\_ Certification Date \_\_\_\_\_

Certification Number \_\_\_\_\_

Name of Academy attended \_\_\_\_\_

Address of Academy \_\_\_\_\_

- Have you ever been the subject of an internal investigation?  No  Yes (explain in detail)

\_\_\_\_\_  
\_\_\_\_\_

- Have you ever been involved in a shooting incident?  No  Yes (explain in detail)

\_\_\_\_\_  
\_\_\_\_\_

- Law enforcement experience: (Check all that apply)

Patrol	SWAT/ERT	CPR	FTO
Supervisor	Management	Executive	First Responder
Instructor	Senior Instructor	Master Instructor	Crime Scene Technician
Drug Interdiction	Drug Resource Officer	D.A.R.E.	Intermediate Certification
Advanced Certification	Firearms Instructor	EMT/Advanced EMT	First Aid
Honor Guard	Defensive Tactics Instructor	Detective (State Specializations)	





*City of Elberton 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 of the City of Elberton, or to any authorized agent of a criminal justice agency or any private agency upon request of the Elberton Police Department, whether the said records are of public, private or confidential 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 and the records and recollections of attorneys at law or of other counsel whether representing me or another person in my case, whether criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by 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 Elberton. I also certify that any person (s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability for 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.

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Applicant's Signature (including maiden name) Date Signed

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Social Security Number Date of Birth

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Complete Address

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Notary Public Date

[SEAL]

*City of Elberton Police Department  
Consent Form*

I hereby authorize the Elberton 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

\_\_\_\_\_  
Gender

\_\_\_\_\_  
Race

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of Issue

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

\_\_\_\_\_  
Date signed

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

\_\_\_\_\_  
Date signed

[SEAL]

*City of Elberton Police Department*  
*Agreement of Understanding Reimbursement of Training Costs*

I, \_\_\_\_\_, as a prospective employee understand that if hired, I will be sent to mandatory training at a police academy followed by field training within this department. During this time my salary and approved expenses for this training will be paid by the City of Elberton. I further attest that I have read and understand the Official Code of Georgia Section 35-8-22 which follows:

35-8-22. Reimbursement of training expenses by subsequent employer of peace officer; collection procedure; required documentation. Statute text:

(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.)

I have read this notice on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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Signature of Applicant

Date signed

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Notary Public

Date signed

[SEAL]

*City of Elberton Police Department  
Psychological/Psychiatric Examination Agreement*

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

The undersigned person also understands and agrees that the results of any psychological/psychiatric examination given then will only be considered for administrative or departmental purposes relating to their employment by the Elberton Police Department. The undersigned person further agrees and understands to release, absolve, and forever hold harmless the Elberton Police Department, its officers, agents, and employees and the psychological/psychiatric firm conducting the psychological/ psychiatric examination, their agents, officers, and employees from any liability resulting from the operation of any tests, 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 psychological/psychiatric examinations.

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Signature of Applicant

Date signed

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Notary Public

Date signed

[SEAL]

*Authorization to Obtain a Consumer Credit Report for Employment Purposes*

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

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Signature of Applicant

Date signed

---

Notary Public

Date signed

[SEAL]

*City of Elberton*

*Affidavit Verifying Applicant's Lawful Immigration Status*

As an Applicant for benefits administered by the City of Elberton, I, [print applicant's First, Middle, and Last Name here]: \_\_\_\_\_ state the following under oath [check box 1, 2 or 3 below]:

- 1. I am a United States citizen.
- 2. I am a legal permanent resident of the United States.
- 3. I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency. My alien registration number\* issued by the Department of Homeland Security or other federal immigration agency is:  
\_\_\_\_\_.

I also hereby verify that I am 18 years of age or older and have provided at least one secure and verifiable document, as required by O.C.G.A. 50-36-1(e)(1), with this affidavit. The secure and verifiable document provided with this affidavit can best be classified as:

\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O. C.G.A 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state)

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

\_\_\_\_\_  
Date of Signature (Month/Day/Year)

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

\*Note: O.C.G.A. 50-36-1(e)(2) requires that qualified aliens or non-immigrants under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. If you are a qualified alien but you do not have an alien registration number, you may supply another identifying number, as well as its source (providing government entity), below:

*Secure and Verifiable Documents Under O.C.G.A. 50-36-2*

*Issued August 1, 2011 by the Office of the Attorney General, Georgia*

The following list of secure and verifiable documents, published under the authority of O.C.G.A. 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.

- A United States passport or passport card
- A United States military identification card
- A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
- An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer
- A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at:  
<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>
- A United States Permanent Resident Card or Alien Registration Receipt Card
- An Employment Authorization Document that contains a photograph of the bearer
- A passport issued by a foreign government
- A Merchant Mariner Document or Merchant Mariner Credential issued by the United States Coast Guard
- A Free and Secure Trade (FAST) card
- A NEXUS card
- A Secure Electronic Network for Travelers Rapid Inspection (SENTRI) card
- A driver's license issued by a Canadian government authority
- A Certificate of Citizenship issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-560 or Form N-561)
- A Certificate of Naturalization issued by the United States Department of Citizenship and Immigration Services (USCIS) (Form N-550 or Form N-570)
- In addition to the documents listed herein, if, in administering a public benefit or program, an agency is required by federal law to accept a document or other form of identification for proof of or documentation of identity, that document or other form of identification will be deemed a secure and verifiable document solely for that particular program or administration of that particular public benefit.

*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	Criminal Damage to Property	Possession of an unlawful weapon
Conspiracy	Interference with Government	Murder
Property	Carrying a Pistol w/o license	Voluntary manslaughter    Vandalism
Involuntary manslaughter	Arson	Gambling
Aggravated Assault	Criminal Possession of explosives	Battery
Contributing to the delinquency of a minor	Criminal Possession of an minor	V.G.C.S.A.
Aggravated Battery	Incendiary	D.U.I.
Kidnapping	Theft	Obstruction
False Imprisonment	Armed Robbery	Attempting to Elude an Officer
Hijacking	Robbery	Cruelty to Children
Interference with Custody	Forgery	Feticide
Reckless Conduct	Criminal Trespass	Rape
Issuance of Bad Checks	Criminal Damage to property	Bribery
Illegal Use of a Credit Card	Sodomy	Impersonating a Peace Officer
Fraud	Aggravated Sodomy	Child Molestation
Aggravated Sexual	Giving False Information	Concealing a Death
Statutory Rape	Bestiality	Escape
Possession of Tools for the commission of a crime	Hindering Apprehension of a criminal	Pandering
False Report of a Crime	Prostitution	Embracery
Necrophilia	Perjury	Bigamy
Public Indecency	Solicitation of Sodomy	Treason
Pimping	Influencing Witnesses	Burglary
False Swearing	Incest	Peeping Tom
Masturbation for Hire	Inciting an Insurrection	
Tampering with Evidence	Eavesdropping	
Sexual Battery		
Wiretapping		

*Document Submission*

Your interest with the Elberton 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 Transcripts
- Police Academy Diploma
- P.O.S.T. Basic Certification
- P.O.S.T. Training Certificates
- Naturalization Card
- Military DD-214 (long form)
- Military Discharge Certificate
- Commendations and Awards

Should you have any questions concerning the background investigation booklet or obtaining copies of the above listed documents, contact Christy David with the Elberton Police Department at (706) 213-3100, [cdavid@cityofelberton.net](mailto:cdavid@cityofelberton.net).

When you have completed the background investigation booklet and made copies of the above listed documents, return the entire booklet and forms to City Hall located at 203 Elbert Street, Elberton, GA 30635

The application **WILL NOT** be accepted without all the proper documentation attached. The applications can either be returned in person to the City Hall, 203 Elbert Street Elberton, GA 30635 or by mail at PO Box 70, Elberton, GA 30635.