

FOR OFFICE USE ONLY	
Possible Work Locations	Possible Positions

APPLICATION FOR EMPLOYMENT

(PLEASE PRINT PLAINLY)

FOR OFFICE USE ONLY	
Work Location _____	Rate _____
Position _____	Date _____

To Applicant: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading.

PERSONAL

Date _____

Name _____ Social Security No. _____
Last First Middle

Present address _____ Telephone No. _____
No. Street City State Zip

Are you legally eligible for employment in the U.S.A.? _____ State age if under 18 or over 70. _____

What method of transportation will you use to get to work? _____

Position(s) applied for _____ Rate of pay expected \$ _____ per week

Were you previously employed by us? _____ If yes, when? _____

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

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with our organization? _____

RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
			5	6	7	8		
Elementary		X					<input type="checkbox"/> Yes <input type="checkbox"/> No	X
High							<input type="checkbox"/> Yes <input type="checkbox"/> No	
College							<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (Specify)							<input type="checkbox"/> Yes <input type="checkbox"/> No	

(Turn to Next Page)



List below all present and past employment, beginning with your most recent

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.				
	Describe the work you did:							
Telephone								

I hereby give permission to contact the employers listed above concerning any information you deem relevant.

Signed _____

If there is a particular employer(s), you do not wish us to contact, please indicate which one(s). _____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

MILITARY SERVICE RECORD

Were you in U.S. Armed Forces? Yes _____ No _____ If yes, what Branch? _____

Dates of duty: From _____ To _____ Rank at discharge _____
Month Day Year Month Day Year

List duties in the service including special training _____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? _____

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment I authorize you to make an investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

Signature of Applicant

To Applicant: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED-OFF AREA. The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits discrimination on the basis of age with respect to certain individuals. The laws of most States also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability.

DO NOT ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED-OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION thereby indicating that for the position for which you are applying the requested information is needed for a legally permissible reason, including, without limitation, national security requirements, a bona fide occupational qualification or business necessity.



How long have you lived at present address? _____

Previous address _____ No _____ Street _____ City _____ State _____ Zip _____ How long did you live there? _____

Are you over the age of eighteen? _____ If no, hire is subject to verification that you are of minimum legal age

How do you wish to be addressed? Mr _____ Mrs _____ Miss _____ Ms _____

Sex M _____ F _____ Height _____ ft _____ in Weight _____ lbs

Marital Status Single _____ Engaged _____ Married _____ Separated _____ Divorced _____ Widowed _____

Date of Marriage _____ Number of dependents including yourself _____ Are you a citizen of the U.S.A.? _____

What is your present Selective Service classification? _____

Indicate dates you attended school

Elementary _____ From _____ To _____ High School _____ From _____ To _____ College _____ From _____ To _____

Other (Specify type of school) _____ From _____ To _____

Have you ever been bonded? _____ If yes, on what jobs? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past ten years which has not been annulled or expunged or sealed by a court? _____ If yes, describe in full _____

Do you have any physical condition which may limit your ability to perform the particular job for which you are applying? _____ If yes, describe such condition and explain how you can perform the job for which you are applying in spite of it. _____

Do you have any physical defects which preclude you from performing certain kinds of work? _____ If yes, describe such defects and specific work limitations. _____

Have you had a major illness in the past 5 years? _____ If yes, describe _____

Have you received compensation for injuries? _____ If yes, describe _____

List any friends or relatives working for us, other than spouse _____ Name(s) _____

Employer may list other bona fide occupational questions on lines below:

**APPLICANT — Do not write on this page
FOR INTERVIEWER'S USE**

INTERVIEWER	DATE	COMMENTS

FOR TEST ADMINISTRATOR'S USE

TESTS ADMINISTERED	DATE	RAW SCORE	RATING	COMMENTS AND INTERPRETATION

REFERENCE CHECK

* Position Number	RESULTS OF REFERENCE CHECK	* Position Number	RESULTS OF REFERENCE CHECK
		IV	
III			

* See Page 2

This "Application for Employment" is prepared for general use throughout the United States. Our legal counsel has advised us that the material outside the colored blocked-off area complied with all Federal and State fair employment practice laws and with the Fair Credit Reporting Act. However, the various fair employment practice laws and related statutes and the interpretations of them change frequently, and neither V.W. Eimicke Associates, Inc. nor its counsel assume any responsibility for the inclusion in this "Application for Employment" of any questions that may violate local and/or State and/or Federal laws. Users should consult their counsel about any legal question they may have with respect to the use of this form.

**PLEASE ATTACH A COPY OF YOUR DRIVERS LICENSE
AND SOCIAL SECURITY CARD IN ORDER FOR YOUR
APPLICATION TO BE CONSIDERED.**

CITY OF PICAYUNE

PLEASE READ AND SIGN BELOW:

THE FACTS SET FORTH IN MY APPLICATION FOR EMPLOYMENT ARE TRUE AND COMPLETE. I UNDERSTAND THAT IF EMPLOYED, ANY FALSE STATEMENT ON MY APPLICATION MAY RESULT IN MY DISMISSAL. I FURTHER UNDERSTAND THAT THIS APPLICATION IS NOT AND IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT, NOR DOES THIS APPLICATION OBLIGATE IN ANY WAY IF THE EMPLOYER DECIDES TO EMPLOY ME. YOU ARE HEREBY AUTHORIZED TO INVESTIGATE MY PERSONAL HISTORY AND FINANCIAL AND CREDIT RECORD THROUGH ANY INVESTIGATIVE OR CREDIT AGENCIES OR BUREAUS OF YOUR CHOICE.

IN MAKING THIS APPLICATION FOR EMPLOYMENT I AUTHORIZE YOU TO MAKE AN INVESTIGATIVE CONSUMER REPORT WHEREBY INFORMATION IS OBTAINED THROUGH PERSONAL INTERVIEWS WITH MY NEIGHBORS, FRIENDS, OR OTHERS WITH WHOM I AM ACQUAINTED. THIS INQUIRY, IF MADE, MAY INCLUDE INFORMATION AS TO MY CHARACTER AND GENERAL REPUTATION. I UNDERSTAND THAT I HAVE THE RIGHT TO MAKE A WRITTEN REQUEST WITHIN A REASONABLE PERIOD TO RECEIVE ADDITIONAL, DETAILED INFORMATION ABOUT THE NATURE AND SCOPE OF ANY SUCH INVESTIGATIVE REPORT MADE.

IN ACCORDANCE WITH PRIVACY ACT (5 U.S.C. - 552 A), I EXPRESSLY AUTHORIZE ANY PERSON, ASSOCIATION, FIRM, COMPANY, LAW ENFORCEMENT AGENCY, EDUCATIONAL INSTITUTION, OR PERSONNEL OFFICE REQUESTED BY THE CITY OF PICAYUNE TO FURNISH INFORMATION CONCERNING ME, MY MEDICAL RECORDS, MY EDUCATION, MY PREVIOUS EMPLOYMENTS, MY CREDIT, MY REFERENCES, AND ANY CRIMINAL HISTORY RECORD.

I RELEASE ALL PERSONS FROM LIABILITY FOR SUCH DISCLOSURE.

A PHOTOCOPY OF THIS AUTHORIZATION WILL BE AS VALID AS THE ORIGINAL.

DATE

SIGNATURE OF APPLICANT

WITNESS

PRINT NAME

RACE

SEX

S.S. #

D/O/B

**Picayune Police Department
Elements of the Selection Process
For Civilian Positions**

**Equal Opportunity Employer
(To be included in Applicant Package)**

The selection process for **Civilian positions** of the Picayune Police Department will consist of the following elements:

1. **Application** – potential applicants will be allowed to pick up Applicant packages at the City Personnel Office. At this time, they will be advised of a deadline for returning their applications. Applications will be returned to City Hall. A copy of the Application will be forwarded by City Hall to the Police Department.
2. **Oral Interviews of Eligible candidates** – those applicants that qualify for the Oral Interview will be notified by phone in order to schedule an interview to be conducted by an Interview Board that is formed and directed by the Chief of Police. The questions asked by the board to each candidate will be consistent. The board will make recommendations to the Chief following completion of all scheduled interviews.
3. **Written Examinations** – upon completion of the oral interview applicants will be advised of their scheduled time to take a written examination that will be administered by the Chief of Police or designee. Applicants must be present at the scheduled time, or they will not be allowed to take the examination. Upon receiving the results of the examinations, a cut-off score will be determined. All applicants will be advised in writing of their examination score (pass or fail) and their application status.
4. **Background Investigation** – Those applicants that remain on the eligible list following the written examination will undergo a background investigation to be conducted by Internal Affairs or designee. The background investigation may include, but not limited to: Criminal History check, Driver's License History and Status check, Professional Referrals and Interviews, Personal Referrals and Interviews, Credit History, and Educational Background. All eligible applicants must understand that any part of their past history is subject to investigation. Any applicant that is eliminated during the background investigation will be advised in writing that they are no longer eligible for employment.
5. **Interview with the Chief or Deputy Chief (if any)** – will be conducted with the applicant and the Chief of Police or Deputy Chief. Those candidates that are not selected will be advised in writing of their eligibility status, and may remain on the eligibility list.
6. **Offer of Position to Eligible Candidate** – Once eligible candidate successfully complete all areas of Part 4, the Chief of Police will submit a recruitment form to the City Manager concerning the candidates. Upon approval of the City Manager, the Chief of Police will extend an employment opportunity to the candidates.
7. **E-Verification-** Once the candidate is ready for processing they are required to report to the Win Job Center to complete the E-Verify to ensure the employee is authorized to work in the United States and that the employee's name, Social Security Number, date of birth, citizenship status and any other information the employee choose to provide the employer match government records.
8. **Medical Examination, and Drug Screen** – those candidates that are selected following the interview and approval of the city Manager, will take a Pre-employment physical (corrections and animal control only) and drug test in accordance with the City of Picayune Personnel Policies. The examining physician must be licensed and will determine whether the applicant is "Physically Fit" or "Not Physically Fit". Those applicants that are found to be "Not Physically Fit" "Not Qualified" or fail the drug screen will be removed from the eligibility list and notified in writing by the Chief of Police.
9. **Re-application-** The Picayune Police Department allows reapplication, retesting, and reevaluation of candidates not appointed to probationary status unless the condition (s) which previously eliminated them from appointment, is of a nature that another rejection is assured (such as, extensive criminal background).
10. **Expected duration of process-** The expected duration of the selection process is at a minimum of eight weeks.

**Picayune Police Department
Elements of the Selection Process
Equal Opportunity Employer
(To be included in Applicant Package)**

The selection process for **Sworn** positions of the Picayune Police Department will consist of the following elements:

1. **Application** – announcements of position vacancies will be made in local newsprint and with public notices in the front lobby of City Hall. Potential applicants will be allowed to pick up Applicant packages at the City Personnel Office. At this time, they will be advised of a deadline for returning their applications.
2. **Oral Interviews of Eligible candidates** – those applicants that qualify for the Oral Interview will be notified by phone in order to schedule an interview to be conducted by an Interview Board that is formed and directed by the Chief of Police. The questions asked by the board to each candidate will be consistent. The board will make recommendations to the Chief following completion of all scheduled interviews.
3. **Physical Agility** – will be comprised of assessments on absolute strength, dynamic strength, cardiovascular capacity, and flexibility. The State Board on Minimum Standards specifies these requirements. The applicant must make a score of 50% or better. The Chief of Police may waive the requirement for any one who is already POST certified.
4. **Written Examinations** – upon returning applications to the Police Department, applicants will be advised of their scheduled time to take a written examination that will be administered by the Chief of Police or designee. Applicants must be present at the scheduled time, or they will not be allowed to take the examination. Upon receiving the results of the examinations, a cut-off score will be determined. All applicants will be advised in writing of their examination score (pass or fail) and their application status.
5. **Background Investigation** – Those applicants that remain on the eligible list following the written examination will undergo a background investigation to be conducted by Internal Affairs or designee. The background investigation may include, but not limited to: Criminal History check, Driver's License History and Status check, Professional Referrals and Interviews, Personal Referrals and Interviews, Credit History, and Educational Background. All eligible applicants must understand that any part of their past history is subject to investigation. Any applicant that is eliminated during the background investigation will be advised in writing that they are no longer eligible for employment.
6. **Interview with the Chief** – will be conducted with the applicant and the Chief will consult the City Manger prior to extending any offers of positions to any candidate. Those candidates that are not selected will be advised in writing of their eligibility status, and may remain on the eligibility list.
7. **Offer of Position to Eligible Candidate** – Once eligible candidate successfully complete all areas of Part 5, the Chief of Police will again confer with the City Manager concerning the candidates. Upon approval of the City Manager, the Chief of Police will extend an employment opportunity to the candidates.
8. **Medical Examination, Psychological Evaluation, and Drug Screen** – those candidates that are selected following the interview and approval of the city Manager will undergo a psychological evaluation in accordance with Picayune Police General Orders and a Pre-employment physical and drug test in accordance with the City of Picayune Personnel Policies. The examining physician must be licensed and will determine whether the applicant is "Physical fit" or "Not Physically Fit". Eligible applicants will undergo a psychological evaluation. A qualified professional in the psychiatric or psychological field will determine that the applicant is "Qualified" or "Not Qualified" to be certified as a police officer. Those applicants that are found to be "Not Physically Fit" "Not Qualified" or fail the drug screen will be removed from the eligibility list and notified in writing by the Chief of Police.
9. **E-Verification** – Once the candidate is ready for processing, they are required to report to the Win Job Center to complete the E-Verify to ensure the employee is authorized to work in the United States and that the employee's name, social Security Number, date of birth, citizenship status and any other information the employee choose to provide the employer match government records.
10. **Re-application**- The Picayune Police Department allows reapplication, retesting, and reevaluation of candidates not appointed to probationary status unless the condition (s) which previously eliminated them from appointment, is of a nature that another rejection is assured (such as, extensive criminal background).
11. **Expected duration of process**- The expected duration of the selection process is at a minimum of eight weeks.

10/24/2008