

**APPLICATION FOR EMPLOYMENT
PELHAM POLICE DEPARTMENT**

**FAILURE TO FOLLOW ANY INSTRUCTIONS PROVIDED
WILL RESULT IN AUTOMATIC DISQUALIFICATION**

IMPORTANT: READ CAREFULLY

INSTRUCTIONAL INFORMATION SHEET

This sheet has been prepared for your aid in executing the application for employment with the Pelham Police Department. If there are questions which are not applicable to you, please indicate this fact by the notation "N/A" in the appropriate space.

If additional space is needed for any section or question on the application, or if you wish to furnish additional information, attach sheets of the same size as this application, follow the same format as on the application, and number answers to correspond to the questions.

The application must be clear and legible; abbreviations are not acceptable. **It is mandatory that all applications be typewritten. Handwritten applications will not be accepted.**

CERTIFICATIONS AND TRANSCRIPTS

Do not attach copies of certificates and transcripts to this application.

EFFECTS OF NONDISCLOSURE

In order to qualify to take the Police Officer Entrance Examination, prospective applicants must fully complete all items on the Police Department Application Form. Failure to comply with this requirement will automatically disqualify you from taking the Entrance Examination.

A false answer to a question in the employment application may be grounds for not employing you, or for dismissing you after you begin work. All statements are subject to investigation, including a check of your fingerprints, police records, academic records and former employers. All information you give will be considered in reviewing your statement.

RETURN PROCEDURE

Completed applications will be accepted by postal mail or hand delivery. The mailing address is: Pelham Police Department, Attn: Recruiting and Employment, 3174 Church St., Pelham, AL, 35124 Hand delivered applications will be accepted between the hours of 8:00 A.M. – 5:00 P.M., Monday through Friday only, at the Police and Court Building located at 3174 Church St.

PURPOSE AND USE

The principle purpose of this employment application is to collect information needed to determine qualifications, suitability and the availability of the applicants for employment with the Pelham Police Department. All or part of your completed application form may be disclosed outside the Pelham Police Department to:

1. Pelham Police Department investigators to determine your suitability for employment with the Pelham Police Department.
2. Federal, State or other agencies to create other personnel records after your employment.
3. Appropriate Federal, State or local law enforcement agencies charged with the responsibility of investigating a violation or potential violation of the law.
4. Appropriate Federal, State or local agencies maintaining records on you to obtain information relevant to an agency decision about you.
5. City of Pelham officials involved with internal personnel management functions.

APPLICANT AFFIDAVIT OF ALABAMA P.O.S.T. CERTIFICATION AND BASIC LAW ENFORCEMENT OVERALL COURSE GRADE.

1. Information provided on the applicant affidavit Alabama P.O.S.T. Certification section is **critical**.
2. The overall course average grade achieved upon the completion of an Alabama P.O.S.T. approved Police Academy shall serve as the applicant's entrance examination test score.
3. The overall course average grade shall further determine the applicant's eligibility and position on the list of eligible candidates for the position of Police Officer.
4. Applicant affidavit of Alabama P.O.S.T. Certification must be completed in full. Failure to complete this form or any part of the application shall be considered a disqualification and the application will not be processed.

PLEASE DETACH INSTRUCTION SHEETS BEFORE SUBMITTING YOUR APPLICATION.

**APPLICATION FOR EMPLOYMENT
PELHAM POLICE DEPARTMENT**

____ Police Officer ____ Communications Operator ____ Clerk

I. PERSONAL HISTORY

1. Name if Full (Last, First, Middle)

2. List all other names you have used including nicknames; if female, furnish maiden name. If you ever used any surnames other than your true name, during what period and under what circumstances were these names used?

3. Date of Birth: _____ 4. Place of Birth: _____

5. Age: _____ 6. Sex: ____M ____F 7. SSN#: _____

8. (a) Marital Status: _____ (b) Spouse's Full Name: _____

9. Citizenship:
(a) Present citizenship (country) _____
(b) Citizenship acquired by _____ Birth _____ Marriage
_____ Naturalization/Naturalization Certificate # _____
(c) Date and Place Naturalized _____

10. Driver's License Number and State: _____

**THE CITY OF PELHAM IS AN EQUAL OPPORTUNITY EMPLOYER
II. RESIDENCES**

Current Address: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home #: _____ Cell #: _____ Work Phone #: _____

NOTE: POST OFFICE BOXES ARE NOT ACCEPTABLE ADDRESSES

ACTUAL PLACES OF RESIDENCE FOR THE PAST 10 YEARS

Any applicant who has been out of high school for more than 10 years must include addresses while at school and in the military. For college on-campus residence, give dorm name, city and state. If residences in military service cannot be shown as street addresses, indicate complete military unit designation and location by city, state and country.

From / To

Month/Yr.	Month/Yr.	Street Address	City	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

III. EDUCATION

1. High School: _____ Address: _____
Years Attended: _____ Year Graduated: _____
GED: _____ Year Obtained: _____

2. College or University:
Name of College: _____
Address, City and State: _____
Major: _____ Minor: _____
Years Attended: _____
Degree Received: _____ GPA: _____

3. Specialized Schools:

Name of School	Address, City and State
_____	_____
_____	_____
_____	_____

Study or Specialization	Dates Attended	Graduate
_____	_____	Yes _____ No
_____	_____	Yes _____ No

4. Were you ever dismissed from a school, or was any disciplinary action ever taken against you during your scholastic career? _____ Yes _____ No

School	Date	Action
_____	_____	_____
_____	_____	_____

IV. EMPLOYMENT HISTORY

Note: List last position first. Include chronological history of employment starting with current or most recent position. Account for all periods including casual employment and all periods of employment. Be sure to include military experience, if applicable.

Name and Address of Employer's Organization	Dates Employed	From / To
_____	_____	_____
Phone # _____	Full time _____	
Salary/Earnings \$ _____ per _____	Part time _____	

Exact Title of Your Position	Name of Immediate Supervisor
_____	_____

Reason for Leaving _____

Description of Work. Describe Your Specific Duties. _____

Name and Address of Employer's Organization	Dates Employed	From / To
_____	_____	_____
Phone # _____	Full time _____	
Salary/Earnings \$ _____ per _____	Part time _____	

Exact Title of Your Position	Name of Immediate Supervisor
_____	_____

Reason for Leaving _____

Description of Work. Describe Your Specific Duties. _____

Name and Address of Employer's Organization	Dates Employed	From / To
_____	_____	_____
Phone # _____	Full time _____	
Salary/Earnings \$ _____ per _____	Part time _____	

Exact Title of Your Position	Name of Immediate Supervisor
_____	_____

Reason for Leaving _____

Description of Work. Describe Your Specific Duties. _____

Name and Address of Employer's Organization Dates Employed From / To

Phone# _____ Full time _____

Salary/Earnings \$ _____ per _____ Part time _____

Exact Title of Your Position Name of Immediate Supervisor

Reason for Leaving _____

Description of Work. Describe Your Specific Duties. _____

Have you ever been dismissed or asked to resign from any employment or position you have held: ____ Yes ____ No. If your answer is "Yes", set forth your explanations on an attached sheet indicating the name of the company, your dates of employment and the reason(s) for your dismissal/resignation.

V. MILITARY RECORD

1. Have you ever served in the Armed Forces of the United States? ____ Yes ____ No

2. Branch of Military Service _____

3. Type of Discharge _____

4. Date of Active Duty From _____ to _____

5. Service Number _____

6. Member of the Reserve ____ Yes ____ No

7. Branch of Service (Reserve) _____

8. National Guard _____ Present _____ Former _____ None

9. If you attend drills, meetings or camps, give the name of the unit and location

VI. REFERENCES AND SOCIAL ACQUAINTANCES

Give three references (not relatives or present employers, fellow employees or school teachers, who are responsible adults of reputable standing in their communities, such as property owner, business or professional men or women including your physician, if you have one, who have known you well for at least five years, preferable those who have known you during the past five years. If retired, give former occupation.

REFERENCES

Complete Name: _____

Home Address: _____

Business Address: _____

Home Phone #: _____ Cell Phone #: _____

Business Phone: _____

Years Acquainted: _____ Occupation: _____

Complete Name: _____

Home Address: _____

Business Address: _____

Home Phone #: _____ Cell Phone #: _____

Business Phone: _____

Years Acquainted: _____ Occupation: _____

Complete Name: _____

Home Address: _____

Business Address: _____

Home Phone #: _____ Cell Phone #: _____

Business Phone: _____

Years Acquainted: _____ Occupation: _____

SOCIAL ACQUAINTANCES

Complete Name: _____

Home Address: _____

Business Address: _____

Home Phone #: _____ Cell Phone #: _____

Business Phone: _____

Years Acquainted: _____ Occupation: _____

Complete Name: _____

Home Address: _____

Business Address: _____

Home Phone #: _____ Cell Phone #: _____

Business Phone: _____

Years Acquainted: _____ Occupation: _____

Complete Name: _____

Home Address: _____

Business Address: _____

Home Phone #: _____ Cell Phone #: _____

Business Phone: _____

Years Acquainted: _____ Occupation: _____

VII. ORGANIZATIONAL MEMBERSHIP

Are you now, or have you ever been a member of any club, society or organization?
_____ Yes _____ No. If yes, list below. Do not abbreviate.

Name: _____

City/State: _____

Former: _____ Present: _____

Activity: _____

Name: _____

City/State: _____

Former: _____ Present: _____

Activity: _____

Name: _____

City/State: _____

Former: _____ Present: _____

Activity: _____

VIII. COURT RECORD

Have you ever been arrested or charged with any violation, including traffic, but excluding parking tickets? ____ Yes ____ No. To your knowledge, has any member of your immediate family ever been arrested for other than traffic violations? ____ Yes ____ No. If so, list all such matters even if not formally charged or no court appearance, or found guilty, or matter settled by payment of fine or forfeiture of collateral.

Court Record

Date: _____

Place and Department: _____

Charge(s): _____

Disposition: _____

Details: _____

Date: _____

Place and Department: _____

Charge(s): _____

Disposition: _____

Details: _____

Relative's Name: _____

Place and Department: _____

Date/Charges _____

Disposition: _____

Details: _____

Have you ever been a plaintiff or defendant in a court action? ____ Yes ____ No
If so, give date, place, court, names of parties involved, nature of action and final disposition:

IX. FINANCIAL STATUS

1. Do you have any sources of income other than your salary or that of your spouse?
____ Yes ____ No Specify each with amount. _____

2. Have you ever been in or petitioned for bankruptcy? ____ Yes ____ No If your answer is Yes, give particulars, including court and date(s).

3. Have you ever been served or involved in a civil action for garnishment of wage or property? ____ Yes ____ No If your answer is Yes, give particulars, including court and date(s):

X. RELATIVES EMPLOYED BY THE CITY OF PELHAM

List the complete names of any relatives (including in-laws) who are employed by the City of Pelham.

Complete Name: _____

Relation: _____ Department: _____

Complete Name: _____

Relation: _____ Department: _____

XI. FRIENDS/ACQUAINTANCES EMPLOYED BY THE CITY OF PELHAM

1. Complete Name: _____ Department: _____

2. Complete Name: _____ Department: _____

3. Complete Name: _____ Department: _____

XII. PHYSICAL DATA

Height: _____ Weight: _____

XIII. PERSONAL DECLARATIONS

1. Do you use intoxicants? _____ Yes _____ No If so, to what extent?

2. Do you use, or have you ever used items such as marijuana, hashish, cocaine, LSD, amphetamines, heroin, or drugs of a similar nature? _____ Yes _____ No

3. If answers to Question 2 above are Yes complete the following items for each drug used.

a. Drug: _____

b. How taken: _____

c. Circumstances: _____

d. First time used: _____

e. Last time used: _____

4. List the names of Federal, State and local law enforcement agencies to which you have applied for employment.

5. If, to your knowledge, any of the above agencies have conducted an investigation of you indicate the name of the agency and the approximate date of investigation.

6. Are you now, or have you ever been a member of any foreign or domestic organization, association, movement, group or combination of persons which is totalitarian, fascist, communist, or subversive, or which has adopted, or shown a policy of advocating or approving the commission of acts of violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of Government of the U.S. by unconstitutional means?
_____ Yes _____ No. If answer is Yes to any of these items explain fully.

7. An investigation will be conducted of all information listed in this application. Because of this, you are aware of any information about yourself or any person with whom you are, or have been closely associated with might tend to reflect unfavorably on your reputation, morals, character, ability or loyalty? _____ Yes _____ No. If Yes, please give your version of this/these incident(s).

8. Do you understand all prospective Pelham Police Department employees will be required to submit to a urinalysis for drugs of abuse prior to employment?
_____ Yes _____ No



IX. AVAILABILITY OF APPLICANT

1. Have you previously submitted an application for employment with the Pelham Police Department? _____ Yes _____ No. If so give date _____
2. Earliest date available for employment? _____
3. How much notice to report do you need? _____
4. I understand that appointment to support position (communications officer or clerk) does not assure me of being offered a Police Officer appointment in the future, even if I meet the basic requirements of this position. _____ Yes
_____ No

XV. FOREIGN LANAGUAGE

1. List any foreign language's you speak fluently.

POLYGRAPH REQUIREMENT
ATTENTION – THIS STATEMENT MUST BE SIGNED

I understand that I will be requested to submit to a Polygraph examination during the processing of my application and, if hired, subsequent to employment, to assist in determining my suitability for employment or to resolve issues directly related to my employment.

I understand that all appointments are probationary for a period of one year during which I must demonstrate my fitness for continued employment by the Pelham Police Department. I also understand that, in many parts of the Police Department, it is necessary to establish regular evening and midnight shifts in view of which I must be completely available for such assignments. I further understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation, and I am aware that willfully withholding information or making false statements on this application will be basis for dismissal from the Pelham Police Department. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge.

Signature of Applicant
(Sign as usually written. Do not use
nickname)

Date

NECESSARY SPECIAL REQUIREMENTS
ATTENTION – THIS STATEMENT MUST BE SIGNED

Within six (6) months of date of hire, employee must establish primary residence within a thirty (30) minute response distance, which is approximately a 30 mile radius from Pelham City Hall, subject to approval of the Chief of Police.

In order to maintain and continue employment as a sworn police officer for the City of Pelham Police Department, an employee must retain the legal right and authority to carry a pistol and any other firearm normally used by police officers. Conviction of any crime that results in the loss of an employee's rights to carry firearms will immediately disqualify said employee from continued employment as a sworn police officer for the City of Pelham.

In order to maintain and continue employment as a sworn police officer for the City of Pelham Police Department, an employee must retain the legal right and authority to access information from and through the Alabama Criminal Justice Information Center and FBI NCIC computer systems. Conviction of any felony, or any other crime that results in the loss of an employee's right to access said computer systems, or a sustained allegation of breach of the rules governing operation and access to said computer systems which results in a decision by either the Alabama Criminal Justice Information Center or the FBI NCIC to terminate an officer's right and/or authority to access, operate or receive information through said computer systems will immediately disqualify said employee from continued employment as a sworn police officer for the City of Pelham.

Signature of Applicant
(Sign as usually written. Do not use
nickname.)

Date

AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize any Pelham Officer or other authorized representative of the Pelham Police Department bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit or educational records including, but not limited to, academic, achievement, attendance, athletic, personal history, disciplinary records, medical records and credit records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Pelham Police Department. Consent is granted for the Pelham Police Department to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I am furnishing my Social Security Number on a voluntary basis with the understanding such is not required by State statute or regulation. I have been advised the Pelham Police Department will utilize this number only to facilitate the location of employment, military, credit and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: _____ Full Name: _____
Signature Typed

Social Security #: _____ Date of Birth: _____

Parent Guardian: (if required) _____ Date: _____

Current Address: _____

Phone Number: _____

Witness: _____

**CITY OF PELHAM
POLICE DEPARTMENT
APPLICANT AFFIDAVIT OF ALABAMA P.O.S.T. CERTIFICATION AND
BASIC LAW ENFORCEMENT OVERALL COURSE AVERAGE GRADE**

NOTICE TO APPLICANT: The information requested on this form is required in order to process your request to be placed on the City of Pelham Police Department Eligible Candidates List. All information requested must be provided or this request will not be processed. Providing the requested information regarding an applicant's Basic Academy Overall Course Average Grade is the responsibility of the applicant. If there is some doubt regarding this grade, the applicant should contact the Alabama Peace Officers' Standards and Training Commission (A.P.O.S.T.) at 334-242-4045. The City will verify the information contained on this form through A.P.O.S.T. prior to employment consideration. Any discrepancies between the applicant's records and the A.P.O.S.T. records must be resolved by the applicant and A.P.O.S.T. prior to the addition of the applicant's name to any police department Eligible Candidates List. Records and grades maintained by A.P.O.S.T. will be considered official and final. Inaccuracies or incorrect information provided by the applicant on this form will result in automatic disqualification from consideration for employment and removal of the applicant's name from any police department Eligible Candidates List.

APPLICANT INFORMATION

Name: _____

Date of Birth: _____

Social Security Number: _____

Alabama P.O.S.T. Certification Number: _____

Law Enforcement Academy Attended: _____

Academy Session Number: _____

Dates of Academy Attendance: _____

Basic Academy Overall Course Average Grade: _____ %

Current Employer: _____

I, _____, by signature hereby affixed, do affirm the accuracy of the information I have provided on this document, and further recognize that any mis-statement, mis-representation or inaccuracy of this information required on this document will automatically disqualify me from consideration for a position with the Pelham Police Department and will result in the removal of my name from all Police Department Eligible Candidates Lists. I further agree that a copy of the separate "**AUTHORITY TO RELEASE INFORMATION**" form I have signed shall authorize A.P.O.S.T. to release any and all information in their records pertaining to me.

Applicant Signature: _____ Date: _____