CITY OF DALTON, GEORGIA
HUMAN RESOURCES DEPARTMENT

Please find attached a job application for the City of Dalton. This application is required in order for you to be considered an applicant. Please be sure to fill out all pages, front and back. If you are mailing it back to us, the Authorization to Obtain a Consumer Report and Background Information Form must be notarized. If you fax or email this application to us at (706) 281-1264; this form still must be notarized. Please call us with any questions at 706-281-1267. Thank you for your interest in the City of Dalton.

CITY OF DALTON
Human Resources
P.O. Box 1205
Dalton, GA 30722-1205
Phone: (706) 281-1267
Fax: (706) 281-1264

JOBLINE: (706) 279-9023

APPLICATION FOR EMPLOYMENT

City of Dalton, Georgia

P.O. Box 1205 (30722-1205), 300 W. Waugh St. (30720), Dalton, Georgia

Check box for department applying for: ☐ City Administration ☐ City Clerk ☐ City Finance

☐ CVB ☐ Fire Dept. ☐ Human Resources ☐ Municipal Court ☐ Parks & Rec.

☐ Police Dept. ☐ Public Works Dept. ☐ Solid Waste Authority ☐ Trade Center ☐ Other

(PLEASE PRINT)

Date of Application: _____

Position Applied For: _____

Referral Source: ☐ Advertisement ☐ Friend ☐ Relative ☐ Employment Agency
☐ Other (list) _____

Name: _____
LAST FIRST MIDDLE

Address: _____
NUMBER STREET COUNTY

_____
CITY STATE ZIP

Home Phone No.: (_____) _____ Work Phone No.: (_____) _____
AREA CODE AREA CODE

Email: _____ Cellular Phone No.: _____

Have you filed an application with the City before? ☐ Yes ☐ No Date: _____

Have you ever been employed in any City Department before? ☐ Yes ☐ No Date: _____

Are you eligible to work in the United States? ☐ Yes ☐ No

Are you available to work? (Check all that apply) ☐Full Time ☐Part Time ☐Shift Work ☐Over Time

Are you on a lay-off subject to recall? ☐ Yes ☐ No

Can you travel if a job requires it? ☐ Yes ☐ No

Is there anything that would prevent you from performing in a reasonable and safe manner, the activities involved in the position in which you have applied? ☐ Yes ☐ No

If yes, please explain: _____

Do any of your friends or relatives work for the city? ☐ Yes ☐ No

If yes, list name(s): _____

Have you ever been convicted of a crime? ☐ Yes ☐ No
If yes, explain and give dates: _____

AN EQUAL OPPORTUNITY EMPLOYER

Are you a veteran of the U.S. military service? ☐ Yes ☐ No

If yes, what was your Branch of U.S. military service? _____

What language(s) do you speak, read and/or write?

	FLUENTLY	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and office held. (Exclude groups which indicate race, color, religion, sex or national origin):

_____

_____

_____

Give name, address and phone number of three references not related to you:

1. _____

2. _____

3. _____

EMPLOYMENT EXPERIENCE

List each job held. Start with your Present or most recent job. Do not put "see resume" or a similar statement in the boxes; you should provide all requested information.

May we contact your current employer? ☐Yes ☐No

What shift do you currently work? ☐1st ☐2nd ☐3rd ☐N/A

	Dates Employed From	To	
Employer Name			Work performed
Address			
Phone			
Job Title	Hourly Rate or Annual Salary Starting	Final	
Supervisor			
Reason for Leaving			

	Dates Employed From	To	
Employer Name			Work performed
Address			
Phone			
Job Title	Hourly Rate or Annual Salary Starting	Final	
Supervisor			
Reason for Leaving			

	Dates Employed From	To	
Employer Name			Work performed
Address			
Phone			
Job Title	Hourly Rate or Annual Salary Starting	Final	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Please list any other previous Employers:

Name of Employer _____ Telephone (___) _____

Name of Employer _____ Telephone (___) _____

Name of Employer _____ Telephone (___) _____

Name of Employer _____ Telephone (___) _____

EDUCATION

	Elementary	High School	College/University	Graduate/ Professional
School Name and Location				
Years Completed: (circle)		9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree/GED:				
Describe course of study:				
Describe Specialized Training, Apprentice-ship, Skills, and Extra-Curricular Activities:				

Honors Received: _____

_____

State any additional information you feel may be helpful to us in considering your application: _____

_____

Summarize special skills and qualification acquired from employment or other experience: _____

_____

_____

List any software and/or office equipment with which you are proficient: _____

_____

List any specialized licenses you are qualified with or any heavy equipment you are able to operate (i.e. have CDL, etc.): _____

By signing here, I certify that the answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I also authorize a representative of the City of Dalton to check my references and past employers and agree to hold harmless anyone providing reference information. In the event of employment, I understand that false or misleading information given in my application and/or interview(s) may result in discharge. I hereby give my consent to a urine drug screen. This lab exam is performed as a condition of employment. I understand, also, that I am required to abide by all rules and regulations of the City of Dalton. I also understand that my employment is at-will and both I and/or my employer may choose to terminate my employment at any time. The City's policies do not create a property right of employment. This application may remain active for 90 days.

_____

Signature of Applicant Date

NOTIFICATION TO INDIVIDUAL THAT A CONSUMER REPORT MAY BE OBTAINED

In compliance with the Amended Fair Credit Reporting Act and applicable state law, this notice is to inform you that a consumer report may be obtained in connection with your application for employment or your current employment with the City of Dalton.

A "consumer report" is any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer's eligibility for employment.

"Consumer report" is any information obtained from a "consumer reporting agency" and may include, but is not limited to the following: criminal history records, drug screening tests, driving records, school attendance records, school transcripts, military service records, credit records, records of former addresses, and any other public information or consumer reports.

AUTHORIZATION TO OBTAIN A CONSUMER REPORT AND BACKGROUND INFORMATION

By signing below, I authorize the City of Dalton (the "City") and its agents and employees, to obtain consumer reports and background information on me during the application process, and if hired, during my employment, including among other things, criminal history records, drug screening tests, driving records, school attendance records, school transcripts, military service records, credit records, records of former addresses, and any other public information.

Additionally, I hereby authorize and request any present or former employer, school, police department, financial institution, or other persons having personal knowledge about me, to furnish the City with any and all information regarding me in connection with my application for or continued employment.

I agree not to assert any claims or causes of action of any kind against the City, its agents, its employees, or any individual contacted by the City, arising out of its investigation. I further release and forever discharge the City, its agents, its employees, and the individuals and companies contacted by the City as part of its investigation, from any and all claims, demands, damages, actions, causes of action, or, suits of any kind or nature whatsoever arising from the City's investigation of my credentials. I acknowledge that the City has made no representations of any kind as to whether employment will be offered at the conclusion of its investigation.

I further acknowledge that the City has informed me that if its takes any adverse action against me based in whole or in part on information contained in any consumer report, the City will provide me with a copy of the report as well as a written summary of my rights as prescribed under the Fair Credit Reporting Act, as amended.

Signature of Individual_____Date _____

Full Name (Print)_____ Date of Birth_____

Former Names Used _____ Gender_____ Race_____

Social Security Number_____ Driver's License Number_____

Address: _____

For Applicants Under the Age of 18 – Parent/Legal Guardian Authorization is Required

By signing below, I authorize the City of Dalton (the "City") and its agents and employees, to obtain consumer reports and background information on the Applicant named above, who is under the age of 18 at the time of this application and of whom I am the parent/legal guardian. This consent is valid during the application process, and if hired, shall remain valid during his/her employment with the City. The consumer reports and background information for which I am consenting on behalf of the minor may include, but are not limited to, criminal history records (including juvenile criminal records), drug screening tests, driving records, school attendance records, school transcripts, records of former addresses, and any other public information.

Signature of Parent/Legal Guardian_____Date_____

Printed Name of Parent/Legal Guardian_____

This Section For Human Resources Use Only

Special employment provisions (check if applicable):

____ Employment with mentally disabled (Purpose code "M")

____ Employment with elder care (Purpose code "N")

____ Employment with children (Purpose code "W")

This Section For Notary Public Use Only

_____ _____

Notary Date

City of Dalton, Georgia
POLICE DEPARTMENT
INSERT FOR EMPLOYMENT APPLICATION

P.O. Box 1205 (30722-1205), 300 W. Waugh St. (30720), Dalton, Georgia

(PLEASE PRINT)

Name: _____
LAST FIRST MIDDLE

Date: _____ Driver's License No.: _____
Date Number State Expiration

Job Applied for: _____

Address: _____
NUMBER STREET COUNTY

_____
CITY STATE ZIP

Home Phone No.: (_____) _____ Daytime Phone No.: (_____) _____
AREA CODE AREA CODE

Social Security No.: _____ Birth Date: _____

Have you ever applied here before? ☐ Yes ☐ No If yes, when? _____

Are you a Georgia Peace Officers Standards and Training council certified peace officer? ☐ Yes ☐ No
If yes, certification number: _____

Are you a citizen of the United States? ☐ Yes ☐ No

Do you require special exam accommodations because of a handicap?: ☐ Yes ☐ No

Have you ever been dismissed from a government job? ☐ Yes ☐ No

If yes, explain: _____

_____

Have ever been a police officer? ☐ Yes ☐ No

If yes, Date(s): _____ Location(s): _____

Have you ever received a traffic ticket? ☐ Yes ☐ No

If yes, Date(s): _____ Location(s): _____

Have you ever been convicted of a felony? ☐ Yes ☐ No

If yes, list offenses and dates: _____

Have you ever been convicted of a misdemeanor? ☐ Yes ☐ No

If yes, list offenses and dates: _____

Have you been convicted of a DUI in the last 5 years? ☐ Yes ☐ No

If yes, explain: _____

Have you been convicted of five (5) or more moving violations during any 24-month period during the last five (5) years? ☐ Yes ☐ No

Have you been convicted of five (5) or more moving violations during the last three (3) years? ☐ Yes ☐ No

Have you been convicted of three (3) or more reckless driving offenses since attaining age 18, or two (2) or more moving offenses within the last twelve (12) months? ☐ Yes ☐ No

Have you used any hard drugs (not specifically prescribed for you by a physician) since your eighteenth (18th) birthday? (This includes but is not limited to; opiates, cocaine, barbiturates, amphetamines, tranquilizers, phencyclidine, hydrochloride (PCP), lysergic acid diethylamide (LSD), and refined tetrahydrocannabinol (THC or hash oil) ☐ Yes ☐ No

Have you used marijuana in the past thirty-six (36) months? ☐ Yes ☐ No

Have you ever sold or distributed illegal drugs? ☐ Yes ☐ No

Have you ever used illegal drugs habitually or excessively during any past time period? ☐ Yes ☐ No

Have you ever used any illegal drugs during employment elsewhere as a police officer? ☐ Yes ☐ No

Are there any pending suits or unsatisfied judgments against you? ☐ Yes ☐ No

Are you presently on probation or deferred adjudication for a criminal offense? ☐ Yes ☐ No
If yes, explain: _____

Are there any unsatisfied child support orders against you now? ☐ Yes ☐ No

Have there been any unsatisfied child support orders against you in the past? ☐ Yes ☐ No

Have you ever been arrested due to unsatisfied child support orders? ☐ Yes ☐ No

List any history of nonpayment of debts: _____

_____

I understand that all applicants are required by the Dalton Police Department to submit to a polygraph examination before being hired. I also understand that if I accept employment with the Dalton Police Department, I am, by signing this application, agreeing to voluntarily submit to future polygraph examinations at any time after I am hired, upon the request of the department as part of an internal investigation;

and

I understand the City of Dalton prohibits smoking of cigarettes or other tobacco products in any enclosed building space owned or leased by the city. I further understand that smoking is prohibited in a city-owned or leased vehicle where at least one occupant of said vehicle is a non-smoker. I also understand that being a smoker will not disqualify me from being employed by the city;

and

I hereby give my consent to a urine drug screen. This lab exam is performed as a condition of employment. I also understand that the cost of this exam will be borne by Dalton Police Department. I hereby authorize the release of the results of the examination to Dalton Police Department. This release also applies to all doctors and laboratories utilized in the course of the exam.

_____

Signature of Applicant Date

NOTICE

To the applicant:

Applications received at the Police Department will be reviewed and the applicant will be contacted to clarify any issues not clear on the application or to schedule testing.

Each applicant should provide a ***"CLEAR"*** **DAY TIME PHONE NUMBER AND E-MAIL ADDRESS WHERE THEY MAY BE REACHED.**

Frequent application/applicant problems:

Unclear name, address, phone number, e-mail address
Poor quality fax of application
Application not complete
Applicants not checking e-mail, voice mail
Applicants arriving late for testing and/or without requested forms

For questions or problems e-mail dpdrecruiting@cityofdalton-ga.gov

DALTON POLICE DEPARTMENT
SELECTION PROCESS OVERVIEW

The following is a list of the elements used in selecting a person for employment with the Dalton Police Department. Each component will be administered depending on test and personnel availability in the order determined by the Support Services Division. The selection process may take three months or longer, depending on departmental needs. If you are not selected you may reapply in one year.

Police Officer Positions:

1. ***Application***
2. ***Peace Officer Standards and Training Council Academy Entrance Exam or Equivalent***
3. ***Physical Readiness Assessment***
4. ***Written Examination***
5. ***Psychological Examination***
6. ***Structured Oral Interview***
7. ***Background Investigation***
8. ***Polygraph Examination***
9. ***Interview with Chief of Police***
10. ***Medical Physical Examination / Drug Screen***
11. ***Approval of the Public Safety Commission***

Civilian Positions:

1. ***Application***
2. ***Written Examinations***
3. ***Psychological Examination***
4. ***Background Investigation***
5. ***Polygraph Examination***
6. ***Interview with Chief of Police***
7. ***Drug Screen***