



FOREST ACRES POLICE DEPARTMENT

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER INSTRUCTIONS FOR COMPLETING APPLICATION

NOTICE: Please read and follow these instructions precisely. Your ability to complete this document as requested will be evaluated and used as one basis for employment decisions. Any unanswered, incomplete, or omitted questions may result in rejection of your application.

1. **PRINT** all answers in black ink using your own handwriting.
2. Answer every question. If one does not apply to you, write N/A next to the number.
3. If the space provided to answer questions is insufficient, use a separate sheet of 8 ½" X 11" paper and indicate each answer with the number of the question to which it refers.
4. The application will be used as an investigative aid by the Forest Acres Police Department. Answer every question accurately and completely. Do not make exaggerated, false, or misleading statements as they may cause your rejection or dismissal.
5. The following items **MUST** accompany the application:
 - a. Photostat copy of high school diploma;
 - b. Photostat copy of college diploma and/or transcript if claiming higher education;
 - c. Photostat copy of your Social Security Card;
 - d. Photostat copy of your Drivers License;
 - e. Original (certified) 10 year Drivers Record Check, (can be obtained from the Highway Department).
6. Be sure to sign the Authorization and Release portion of the application and have it Notarized prior to submission to the department.
7. The police department does not give status reports on applications. If you need to change an address or telephone number, please submit all changes in writing to the following address:

**Forest Acres Police Department
Application Coordinator
5205 N. Trenholm Road
Forest Acres, SC 29206**

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ELIGIBILITY REQUIREMENTS

The Forest Acres Police Department has established the following requirements for all police officer candidates:

1. **All candidates must be 21 years of age.**
2. **All candidates must have a driving record that is free from any Driving Under the Influence convictions for a period of five years immediately prior to making application.**
3. **All candidates must be at least a high school graduate or have a GED equivalent.**
4. **All candidates must be free of any convictions for any crime carrying a sentence of one (1) year or more, or any crime of moral turpitude, or domestic violence, or under a restraining order.**
5. **All candidates must be able to perform necessary job duties, (i.e.) running, jumping, firearms training, driving, hand to hand combat, non-lethal weapons training and report writing.**

APPLICANT INFORMATION

1. A thorough background investigation, including information as to your character, general reputation, personal characteristics and lifestyle will be part of the screening process. This information is solely for the purpose of evaluating your qualifications for employment with the Forest Acres Police Department and shall remain the property of the department. By submitting this application, you are authorizing this department to contact any and all available sources for the purpose of obtaining information as to your qualifications for employment.
2. Should an investigation disclose misrepresentations, falsifications, or omissions, your application will be rejected and you will be disqualified from applying in the future for any position with the Forest Acres Police Department; or if after your acceptance for employment, subsequent investigations should disclose omissions, misrepresentations, or falsifications, it will be just cause for your immediate dismissal.
3. If hired, you must successfully complete a period of training and serve in an initial trial status for six (6) months, prior to becoming eligible for permanent status.
4. The City of Forest Acres may conduct drug and/or alcohol testing and sampling, and/or a polygraph examination. If employed, you would be required to submit and agree to drug and/or alcohol testing and sampling.
5. The City of Forest Acres has established employment policies and procedures. If hired, it would be your responsibility to read, understand, and abide by the contents of those policies and procedures. The policies and procedures established by the City, and as amended in the future, do not create a contract of employment for any term. In the event you are employed, no contractual relationship exists between you and the City.
6. If an applicant is eligible for a specific job, they **may** be offered a job. However, any offer is conditional upon the applicant successfully completing a medical/psychological exam, drug screen, and background investigation.

Signature

Date

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APPLICATION FOR: _____ DATE OF APPLICATION: _____ (Position)
1. _____ Last Name First Middle

2. LIST ALL OTHER NAMES YOU HAVE USED AND INCLUDE CIRCUMSTANCES UNDER WHICH THEY WERE USED ALONG WITH DATE:

3. CURRENT ADDRESS

Number & Street City County State Zip

4. PERMANENT ADDRESS (IF DIFFERENT FROM ABOVE)

Number & Street City County State Zip

5. HOME PHONE (_____) _____
Area Code

6. SOCIAL SECURITY # _____

7. DATE OF BIRTH (mo/dd/yr) _____

8. HEIGHT _____ WEIGHT _____
ft./in. lbs.

9. HOW LONG HAVE YOU LIVED IN THE FOREST ACRES AREA? _____

10. HOW LONG HAVE YOU LIVED IN SOUTH CAROLINA? _____

11. CURRENT MARITAL STATUS: (CIRCLE ONE)
SINGLE MARRIED SEPARATED DIVORCED

12. NAME OF SPOUSE OR EX-SPOUSE: _____

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14. Have you ever been asked to resign from a job? (Circle one) **YES** **NO**

If yes, explain: _____

15. Have you ever quit a job in order to avoid being fired for any reason? (Circle one) **YES** **NO**

If yes, explain: _____

16. Have you failed to list any employment because you felt you could not get a favorable recommendation? (Circle one) **YES** **NO**

17. Have any of your past employers ever suspended you, or relieved you from duties because you violated policies/procedures or rules? (Circle one) **YES** **NO**

If yes, explain: _____

18. Are you currently serving in the National Guard or Military Reserves? (Circle one) **YES** **NO**

If yes, what branch or service: _____

Location of unit: _____

Rating/MOS: _____ Grade/Rank: _____

19. Have you ever served as a member of the active military? (Circle one) **YES** **NO**

If yes, what Branch of Service: _____

Type of discharge: _____ Date of discharge: _____

Rating/MOS _____ Final Grade/Rank: _____

20. Were you ever court martialed, tried on charges, or the subject of a Summary Court, Desk Court, Captain's Mast, Company Punishment, Article 15 UCMJ, Non-Judicial Punishment, or any other disciplinary action while a member of a military service? (Circle one) **YES** **NO**

If yes, explain: _____

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21. List all high schools you have attended (Attach a copy of diploma or GED). Start with most recent.

A) School _____ Dates Attended _____

School Address _____ Graduated? _____

B) School _____ Dates Attended _____

School Address _____ Graduated? _____

C) School _____ Dates Attended _____

School Address _____ Graduated? _____

22. List all colleges and universities you have attended. (Attach a copy of degree or transcript). Start with the most recent.

A.) School _____ Dates Attended _____

School Address _____

Major _____ Credit Hours _____ Degree Earned _____

B) School _____ Dates Attended _____

School Address _____

Major _____ Credit Hours _____ Degree Earned _____

C.) School _____ Dates Attended _____

School Address _____

Major _____ Credit Hours _____ Degree Earned _____

23. List all other schools attended (Vocational, Business, Trade, Military). Start with most recent.

A) School _____ Dates Attended _____

School Address _____

Course of Study _____

B) School _____ Dates Attended _____

School Address _____

Course of Study _____

24. Can you type? _____ If yes, how many words per minute? _____

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25. Please summarize any special skills or qualifications that you have acquired.

26. List any honors, awards, scholarships, etc.:

27. Has your credit record ever been considered unsatisfactory, or have you ever been refused credit?

(Circle one) **YES** **NO** If yes, give dates, name of creditors and circumstances:

28. List all debts that are currently **past due**.

A) Name of Creditor _____ Account Number _____

Number of payments currently past due _____ Amount of each payment _____

B) Name of Creditor _____ Account Number _____

Number of payments currently past due _____ Amount of each payment _____

C) Name of Creditor _____ Account Number _____

Number of payments currently past due _____ Amount of each payment _____

29. Have you ever filed for bankruptcy? (Circle one) **YES** **NO**

If yes, explain: _____

30. Have you ever had anything repossessed? (Circle one) **YES** **NO**

If yes, explain: _____

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31. Provide the requested information for members of your family. Include your spouse and dependents, your parents, step-parents, brothers, sisters, and/or step siblings.

A) Name _____ Relationship _____ Phone # _____

Address _____

B) Name _____ Relationship _____ Phone # _____

Address _____

C) Name _____ Relationship _____ Phone # _____

Address _____

D) Name _____ Relationship _____ Phone # _____

Address _____

E) Name _____ Relationship _____ Phone # _____

Address _____

F) Name _____ Relationship _____ Phone # _____

Address _____

G) Name _____ Relationship _____ Phone # _____

Address _____

H) Name _____ Relationship _____ Phone # _____

Address _____

I) Name _____ Relationship _____ Phone # _____

Address _____

J) Name _____ Relationship _____ Phone # _____

Address _____

K) Name _____ Relationship _____ Phone # _____

Address _____

L) Name _____ Relationship _____ Phone # _____

Address _____

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35. List all traffic tickets which have been issued to you.

A) Approximate Date: _____ Charge: _____

Jurisdiction/Court/Disposition: _____

B) Approximate Date: _____ Charge: _____

Jurisdiction/Court/Disposition: _____

C) Approximate Date: _____ Charge: _____

Jurisdiction/Court/Disposition: _____

D) Approximate Date: _____ Charge: _____

Jurisdiction/Court/Disposition: _____

E) Approximate Date: _____ Charge: _____

Jurisdiction/Court/Disposition: _____

***Use additional pages if necessary.**

36. Has your driving privilege ever been suspended, canceled or revoked? (Circle one) **YES** **NO**

If yes, explain: _____

37. Other than any traffic offense listed above, have you ever been convicted of a crime?

(circle one) **YES** **NO**

If yes, explain in detail, and include the charge/s, location of the court, and the disposition:

**** A conviction does not automatically mean you cannot be appointed or hired.
Consideration will be given as to the offense and the relationship to the position for which
you are applying****

FOREST ACRES POLICE DEPARTMENT

AUTHORIZATION AND RELEASE

Application Of: _____
Name of Applicant

To whom it may concern:

I, _____; having filed an application for employment with the City of Forest Acres Police Department; and having fully recognized the responsibility to the Public, the City of Forest Acres and the State of South Carolina, and the need to determine that only those of high character and ability are selected for employment; do hereby authorize and request every medical doctor, school official, and every other person, firm, officer, corporation, association, organization, and/or institution having control of any documents, records, or other information pertaining to me and relevant to my good character and fitness to perform the responsibilities of a law enforcement officer, to furnish the originals or copies of any such documents, records or other information to the Forest Acres Police Department, or any of its representatives, and that such documents include all information of a confidential or privileged nature. I hereby release and exonerate every medical doctor, school official, and every other person, firm, officer, corporation, association, or institution, which shall comply in good faith with the authorization and request made herein, from any and all liability of every nature and kind, growing out of or in any way pertaining to the furnishing or inspection of such documents, records and other information, or the investigation made by the Forest Acres Police Department. In witness whereof, I have set my hand and seal this _____ day of _____, _____.
month year

Signature of Applicant

State of _____ County of _____

I hereby certify that on this date personally appeared before me, an officer duly authorized to administer oaths and take acknowledgments, comes _____ who says that he/she executed the above instrument of his/her own free will and accord, with knowledge of purpose therefore.

Sworn and subscribed in my presence this _____ day of _____, _____.
Month Year

Notary Public
My commission expires: _____

