



BOLIVAR POLICE DEPARTMENT

Mike Jones
Chief of Police

211 West Jackson Street
Bolivar, Tennessee 38008
Telephone: 731-658-4284
Fax: 731-658-4725

Dear Applicant:

I greatly appreciate your interest as an applicant to become a police officer with the City of Bolivar, Tennessee.

Enclosed in your application packet is material relevant to minimum requirements and the selection process for the Bolivar Police Department. Applicants are expected to read all material enclosed within this packet prior to submitting an application, so you will know what will be expected of you to complete the selection process.

This selection process is long and demanding, but for the successful candidate that is appointed, the rewards are great. Applications usually are processed in thirty days or less.

The City of Bolivar is an Equal Opportunity Employer. All qualified applicants will be considered without regard to race, religion, color, creed, national origin, citizenship, gender, age or disability.

Again, I appreciate your interest in the Bolivar Police Department and wish you the best during this endeavor.

Sincerely,

Michael Jones,
Chief of Police
Bolivar Police Department

City of Bolivar, Tennessee

Classification Description

Classification Title: Police Officer

Purpose of Classification

The purpose of this classification is to perform responsible, general duty police work in protecting the life, persons, and property of the citizens of the City of Bolivar through even handed enforcement of laws and ordinances.

Essential Functions

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Works under the supervision of a senior officer to enforce all applicable codes, ordinances, laws and regulations, including traffic, criminal and civil, in order to protect life and property, prevent crime, and to promote public safety and security.

Patrols in assigned area of the City during a specified period in a motor vehicle or on foot: operates stationary radar and other specialized law enforcement equipment for traffic control; checks vacant residences or unattended commercial and industrial buildings to detect any suspicious activity.

Conducts criminal investigations and/or responds to dispatched calls involving narcotic, vice, homicide, rape, assault, abduction, missing persons, juvenile, child abuse, neglect, abuse of elderly, auto/property theft, burglary, robbery, gang activity, vandalism, arson, financial, embezzlement, fraud, forgery, internal affairs, or other crimes.

Performs vice control or suppression work investigating persons and places suspected of being engaged in gambling, prostitution, or other legal activities.

Collects, prepares, and preserves evidence and organizes testimony for presentation in court; makes court appearances to testify on behalf of the City; performs preliminary and follow-up investigative work; gathers evidence, takes photographs at investigative scenes and may find, discover, and preserve latent finger prints; protects and preserves crime scenes; interrogates and interviews witnesses, victims, suspects and other persons.

Performs rescue functions at accidents, emergencies and disasters, which may include lifting, dragging, or carrying people away from dangerous situations, securing/evacuating people from particular areas, assessing physical injuries, administering CPR or first aid, or extinguishing small fires.

Provides assistance or backup support to other officers, emergency medical providers, fire department personnel, state/federal law enforcement agencies, or other public service agencies: provides emergency response on a twenty-four hour basis as needed.

Issues and/or serves arrest warrants, search warrants, subpoenas, or other documentation as needed.

Performs public service duties: provides general assistance to the public, such as providing directions, inspecting residential/business properties, assisting stranded motorists, providing general information pertaining to safety, juvenile problems, civil/criminal matters, legal assistance, ordinances, or other issues; assists in providing information about various law enforcement activities to organized groups or to the general public.

Operates a variety of standard and specialized machinery, equipment and tools associated with law enforcement, which may include a police vehicle, standard/emergency vehicles, surveillance van, firearms, chemical weapons, emergency equipment, surveillance equipment, crime scene vacuum, hood vent, patrol unit camera, photographic equipment, tape recorder, video recorder, night vision scope,

audio/video transmitters, receiver, metal detector, radio/communications equipment, radar/laser equipment, alcohol testing equipment, testing kits, processing kits, handcuffs, restraining devices, baton, flashlight, fire extinguisher, measuring devices, fingerprint brushes, casting kits, Kevlar mask, gas mask, helmet, safety equipment or hand tools.

Inspects/maintains assigned police vehicle, uniform, weapons or other equipment.

Follows safety procedures, utilizes safety equipment and monitors work environment to ensure safety of employees and other individuals; performs driving functions in a safe and efficient manner under various conditions, including day/night hours, congested traffic, adverse weather conditions and emergency situations involving speeds in excess of posted limits.

Prepares or completes various forms, reports, correspondence, logs, checklists, case files, investigative reports, crime analysis summaries, offense reports, supplemental reports, crime scene reports, intelligence reports, surveillance reports, criminal history requests, confidential information files, crime scene reports, sketches, witness observation forms, property receipts, Miranda waiver forms, firearm use reports, use of force reports, domestic violence forms, missing person reports, field interview reports, citations, summonses, warrant requests, pickup slips, affidavits, extradition waiver forms, inventory records, vehicle maintenance requests, work injury reports, vacation/leave requests or other documents.

Receives various forms, reports, correspondence, investigative reports, offense reports, supplemental reports, internal/external police agency reports, crime stopper reports, evidence, photo logs, property receipts, witness statements, audio/video tapes, surveillance tapes, photographs, sketches, criminal history reports, driver history reports, BOLO notices, bulletins, credit reports, laboratory reports, medical examiner reports, medical records, fingerprint records, handwriting samples, pawn records, financial records, telephone records, forged documents, employment records, Beer Board applications, employment applications, citations, summonses, subpoenas, court dispositions, court records, crime statistics, laws, codes, ordinance policies, procedures, maps, diagrams, bulletins, manuals, reference materials or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, general office equipment or other equipment as necessary to complete essential functions, to include the use of word processing, database, e-mail, Internet or other computer programs.

Monitors inventory of department equipment and supplies: conducts periodic inventory counts; ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement materials.

Maintains records, logs, and files of work activities: maintains current manuals, policies/procedures, bulletins, map books and other materials for reference and/or review.

Communicates in person, via telephone, and/or via two-way radio: provides information and assistance; responds to request for service or assistance; communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.

Communicate with supervisors, officers, employees, dispatchers, other divisions/departments, law enforcement agencies, fire personnel, emergency/medical personnel, jail personnel, court officials, attorneys, victims, complainants, prisoners, suspects, informants, school personnel, the public, the media, outside agencies and other individuals as needed to obtain information, coordinate activities, review status of work, exchange information, or resolve problems.

Responds to complaints and questions related to law enforcement issues and activities: mediates civil disputes: provides information, researches problems and initiates problem resolution.

Creates/maintains positive public relations with the general public: maintains and promotes peace and order in the community: assists in creating public awareness programs: provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, gang awareness, safety and related issues.

Assists in providing training for new recruits, patrol officers, outside agencies, Citizens Police Academy students and other individuals or organizations.

Attends shift meetings, training sessions and seminars as required to remain knowledgeable of departmental operations/activities, to promote improved job performance and to stay current with changing policies, procedures, codes, and criminal/civil case law; participates in physical fitness training and continuing education activities; reads professional literature; maintains professional affiliations.

Additional Functions

May participate in conducting tours of the Police Station to schoolchildren or in other public crime safety programs.

Performs general/clerical tasks, which may include making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

Minimum Qualifications

- Must have a high school diploma or equivalent (GED).
- Must be 21 years of age or older.
- Must be a United States Citizen.
- Must have possession of a valid Tennessee Driver's License.
- Must pass a physical examination by a licensed physician.
- Must be of good moral character as determined by investigation.
- Must be free of all apparent mental disorders as described in the diagnosis and Statistical Manual of Mental Disorders, 3rd Edition (DMC-11) of the American Psychiatric Association, and must be certified as meeting this criteria by a qualified professional in the psychiatric and psychological fields.
- Must not have been convicted of a felony or misdemeanor charge involving "moral turpitude" as the term is defined by law.
- Must not have been released or discharged under any other than honorable conditions from any of the armed forces of the United States.

Performance Aptitudes

DATA UTILIZATION: Requires the ability to review, classify, categorize, prioritize and/or analyze data. Includes exercising discretion in determining data classification and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

HUMAN INTERACTION: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program or designated area of responsibility.

EQUIPMENT, MACHINERY, TOOLS AND MATERIALS UTILIZATION: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

VERBAL APTITUDE: Requires the ability to utilize a wide variety of reference, descriptive and/or advisory data and information.

MATHEMATICAL APTITUDE: Requires the ability to perform addition, subtraction, multiplication and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

FUNCTIONAL REASONING: Requires the ability to apply principles of influence systems, such as motivation, incentive and leadership and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

SITUATIONAL REASONING: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

PHYSICAL ABILITY: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and that generally involves lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds), may occasionally involve heavier objects and materials (up to and possibly exceeding 100 pounds).

SENSORY REQUIREMENTS: Some tasks may require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture and visual cues or signals. Some tasks require the ability to communicate orally.

ENVIRONMENTAL FACTORS: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, fumes, hazardous materials, machinery, vibrations, electric currents, traffic hazards, bright/dim light, toxic agents, disease, pathogenic substances, violence, animal/wildlife attacks, animal/human bites, explosives, firearms or rude/irate and/or combative customers.

Approvals

Julian McTizic, Mayor

Page Walley, Police Liason

Mike Jones, Chief of Police

The City of Bolivar, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



CITY OF BOLIVAR

APPLICATION SUPPORTING DOCUMENTS

- Copy of your Birth Certificate for us to retain.
- Original valid Driver's License (for ID purposes only), plus a copy of valid Driver's License for us to retain
- Your original Military DD214 (including character of discharge section), and any other discharge document(s), if applicable, for us to retain.
- Active Reserves who currently attend Military Drills must submit a Military Letter of Good Standing. This letter can be obtained from a staff member upon receipt of your Application Packet. The applicant must submit all original DD214 discharge documents as soon as they become available to the applicant.
- Applicants who have previously served in the Active Reserves MUST submit a copy of their discharge papers, showing character of discharge from the Reserve Unit.
- Copy of High School diploma or GED certificate and High School transcript for us to retain.

Failure to turn in these documents will result in your application being rejected by the Bolivar Police Department.

Consequences of Falsification

ANY misrepresentation, falsification or omissions given on ANY FORM herein is just cause for rejecting your application. It will also disqualify you from making application in the future for positions with the Bolivar Police Department. I also understand that these statements may subject me to termination.



Bolivar Police Department Personal History Statement Instructions to the Applicant

The information you provide in this personal history statement will be used in the investigation into your background to assist in determining your suitability for a position with the Bolivar Police Department. Please fill out the questionnaire completely and accurately. Keep in mind that:

- 1. The completion of this form is necessary to document background investigations as required by the Regulations of the State's Commission of Peace Officer Standards and Training.**
- 2. All statements are subject to verification.**
- 3. Deliberate inaccuracies or incomplete statements may bar or remove you from employment.**
- 4. All time periods in your background must be accounted for.**

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its record may not in itself be grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

The Americans With Disabilities Act prohibits employers from taking medically-related inquiries prior to a conditional offer of employment. Therefore, if you are completing this personal history statement before you have received a conditional offer of employment, do not divulge information concerning physical or medical conditions, either past or current.

Please type or print legibly in black ink your responses to this questionnaire. This form may be completed electronically, however, all signatures must be hand signed in black ink.

Please read each question carefully and follow the instructions about answering that question. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your response. If you need more space to respond to a question, please submit this information on additional sheets of 8 1/2" x 11 paper and attach them to this form. Precede each answer with the number and letter of the referenced section.



Bolivar Police Department Personal History Statement

Instructions to the Applicant Continued

Overview of the hiring and employment process: This application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination and/or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete the application or any part of the hiring process, please call the following number: **(731) 658-4284**. Prior to completing this application be sure to read the Job Description of the position for which you are applying.

All applications for employment are a matter of public record. Any misstatements or omission of material fact herein may cause any offer of employment with the City to be terminated. **Failure to fully complete this application in a legible manner may result in immediate rejection.**

This application will be considered active only until the position applied for is filled. Interested applicants should inquire as to when applications are being accepted again and reapply. A completed and signed pre-employment background investigation consent form must be submitted with your application.

General

Date:			
Position Applied for:			
Applying for :	Full Time	Part Time	Seasonal
What days/hours are you available?			
Have you ever applied with the City Before?	Yes	No	
Have you ever been employed with the City Before?	Yes	No	
Length of service?	Position held?		

Personal History Statement

Personal

The following information is requested of you for verification and contact purposes.

1. Your Name (please print or type)				
Last	First	Middle		
Other Names (including nicknames) you have used or been known by:				
2. Please list address at which you can be contacted.				
Number	Street	City	State	Zip Code
3. Please list the local telephone number(s) at which you can be contacted.		<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div>		<div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 1.2em; margin-bottom: 5px;"></div>
4. Birthdate (Month) (Day) (Year)		5. You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Can you provide such documentation? <div style="text-align: right;">Yes No</div>		
6. Social Security Number		(In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. The SSN will be used for identification purposes to ensure that proper records are obtained.)		
7. For the purpose of identification, please provide the following:				
(Height)	(Weight)	(Hair Color)	(Eye Color)	
Scars, tattoos, or other distinguishing marks:				

Relatives and References

During the course of the background investigation, persons who know you will be asked to comment on your suitability for a position with the City of Bolivar Police Department. Inquiries will be confined to job-relevant matters.

8. Please supply the appropriate information in the spaces provided below. If a category is not applicable, write in "N/A."					
If living, name of your:	Address where person can be contacted (include City, State and Zip Code)			Telephone at which person can be contacted	
Father:	Home	Work	Other	Home	Work Other
Mother	Home	Work	Other	Home	Work Other

Personal History Statement

Relatives and References, continued...

If living, name of your:	Address where person can be contacted (include City, State and Zip Code)	Telephone at which person can be contacted
Spouse	Home Work Other	Home Work Other
Former Spouse(s)	Home Work Other	Home Work Other
Sibling(s)	Home Work Other	Home Work Other
Other relatives with whom you have a close personal relationship (including children)		
	Relationship	Home Work Other
	Relationship	Home Work Other
	Relationship	Home Work Other
	Relationship	Home Work Other
9. In the space below, please list as references 3-5 individuals who have knowledge of you and your qualifications. Exclude relatives and former employers.		
Name	Address where person can be contacted (include City, State and Zip Code)	Telephone at which person can be contacted
	Home Work Other	Home Work Other
	Home Work Other	Home Work Other
	Home Work Other	Home Work Other
	Home Work Other	Home Work Other
	Home Work Other	Home Work Other

Personal History Statement

Education

10. The Commission on Peace Officer Standards and Training requires police officer to possess a U.S. high school diploma or its equivalent. Please indicate your current situation with regard to this requirement by checking one of the appropriate boxes.

- I possess a high school diploma from a U.S. institution.
I passed the G.E.D. (General Education Development) test.
I passed the California High School Proficiency Examination.
I possess a two-year college degree.
I possess a four-year college or university degree.

I do not currently have a high school diploma or its equivalent, but I plan to satisfy the requirement in the future as follows:

When:

How:

11. Please indicate below all the schools you have attended beginning with high school. During the background investigation, persons who have known you in a learning environment will be contacted. A review of your school records may be made in conjunction with these contracts.

Name of School	Location of School City/State	Dates Attended		School References (teachers, counselors, etc.)
		From Mo./Yr.	To Mo./Yr.	

12. Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include two and four year colleges, universities, and business and vocational schools – any form of formal education beyond the high school level.)

Yes No

If yes, please explain (include school, date and circumstances)

Personal History Statement

Experience and Employment

13. Beginning with your most current employment, please list all jobs (including part-time, temporary and voluntary positions) you have held in the past ten years. (For the purpose of this personal history statement, volunteer work should be included as employment.) For identification and verification, please indicate the nature of the activity, i.e., full time, part-time, voluntary. If you have had intervening periods of military service or unemployment, please list those periods in sequence in the spaces provided.

Dates of Employment From To Mo. /Yr. Mo./Yr. ____ / ____ ____ / ____ Full-Time Part-Time Voluntary		Name and Address of Employer		Name of Supervisor	
		Telephone Number:		Name(s) of Co-Worker(s)	
		Title or duties (for identification purposes)			
Reason for leaving:					
Military Service Not employed		Mo. Yr. From: /		Mo. Yr. To: /	
Dates of Employment From To Mo. /Yr. Mo./Yr. ____ / ____ ____ / ____ Full-Time Part-Time Voluntary		Name and Address of Employer		Name of Supervisor	
		Telephone Number:		Name(s) of Co-Worker(s)	
		Title or duties (for identification purposes)			
Reason for leaving:					
Military Service Not employed		Mo. Yr. From: /		Mo. Yr. To: /	

Personal History Statement

Experience and Employment Continued...

Dates of Employment	Name and Address of Employer	Name of Supervisor
<div style="display: flex; justify-content: space-between;"> <div>From Mo. /Yr. ____ / ____</div> <div>To Mo./Yr. ____ / ____</div> </div> <div style="text-align: center; margin-top: 10px;"> Full-Time Part-Time Voluntary </div>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div>Telephone Number:</div> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> <div>Title or duties (for identification purposes)</div>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div>Name(s) of Co-Worker(s)</div> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>
Reason for leaving:		
Military Service Not employed	<div style="text-align: center; margin-bottom: 10px;">Mo. Yr.</div> <div>From: /</div>	<div style="text-align: center; margin-bottom: 10px;">Mo. Yr.</div> <div>To: /</div>
Dates of Employment	Name and Address of Employer	Name of Supervisor
<div style="display: flex; justify-content: space-between;"> <div>From Mo. /Yr. ____ / ____</div> <div>To Mo./Yr. ____ / ____</div> </div> <div style="text-align: center; margin-top: 10px;"> Full-Time Part-Time Voluntary </div>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div>Telephone Number:</div> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> <div>Title or duties (for identification purposes)</div>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div>Name(s) of Co-Worker(s)</div> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>
Reason for leaving:		
Military Service Not employed	<div style="text-align: center; margin-bottom: 10px;">Mo. Yr.</div> <div>From: /</div>	<div style="text-align: center; margin-bottom: 10px;">Mo. Yr.</div> <div>To: /</div>
Dates of Employment	Name and Address of Employer	Name of Supervisor
<div style="display: flex; justify-content: space-between;"> <div>From Mo. /Yr. ____ / ____</div> <div>To Mo./Yr. ____ / ____</div> </div> <div style="text-align: center; margin-top: 10px;"> Full-Time Part-Time Voluntary </div>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div>Telephone Number:</div> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div> <div>Title or duties (for identification purposes)</div>	<div style="border-bottom: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div>Name(s) of Co-Worker(s)</div> <div style="border-bottom: 1px solid black; height: 20px; margin-top: 5px;"></div>
Reason for leaving:		
Military Service Not employed	<div style="text-align: center; margin-bottom: 10px;">Mo. Yr.</div> <div>From: /</div>	<div style="text-align: center; margin-bottom: 10px;">Mo. Yr.</div> <div>To: /</div>

Personal History Statement

Experience and Employment Continued...

Dates of Employment	Name and Address of Employer	Name of Supervisor
<div style="display: flex; justify-content: space-between;"> <div>From Mo. /Yr.</div> <div>To Mo./Yr.</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>____ / ____</div> <div>____ / ____</div> </div> <div style="text-align: center; margin-top: 10px;"> Full-Time Part-Time Voluntary </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Telephone Number:</div> <div style="padding-top: 5px;">Title or duties (for identification purposes)</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name(s) of Co-Worker(s)</div> <div style="padding-top: 5px;"></div>
Reason for leaving:		
Military Service Not employed	<div style="text-align: center; margin-bottom: 5px;">Mo. Yr.</div> From: /	<div style="text-align: center; margin-bottom: 5px;">Mo. Yr.</div> To: /
Dates of Employment	Name and Address of Employer	Name of Supervisor
<div style="display: flex; justify-content: space-between;"> <div>From Mo. /Yr.</div> <div>To Mo./Yr.</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>____ / ____</div> <div>____ / ____</div> </div> <div style="text-align: center; margin-top: 10px;"> Full-Time Part-Time Voluntary </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Telephone Number:</div> <div style="padding-top: 5px;">Title or duties (for identification purposes)</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name(s) of Co-Worker(s)</div> <div style="padding-top: 5px;"></div>
Reason for leaving:		
Military Service Not employed	<div style="text-align: center; margin-bottom: 5px;">Mo. Yr.</div> From: /	<div style="text-align: center; margin-bottom: 5px;">Mo. Yr.</div> To: /
Dates of Employment	Name and Address of Employer	Name of Supervisor
<div style="display: flex; justify-content: space-between;"> <div>From Mo. /Yr.</div> <div>To Mo./Yr.</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div>____ / ____</div> <div>____ / ____</div> </div> <div style="text-align: center; margin-top: 10px;"> Full-Time Part-Time Voluntary </div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Telephone Number:</div> <div style="padding-top: 5px;">Title or duties (for identification purposes)</div>	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Name(s) of Co-Worker(s)</div> <div style="padding-top: 5px;"></div>
Reason for leaving:		
Military Service Not employed	<div style="text-align: center; margin-bottom: 5px;">Mo. Yr.</div> From: /	<div style="text-align: center; margin-bottom: 5px;">Mo. Yr.</div> To: /

Personal History Statement

Experience and Employment Continued...

14. Would any problem result if your present employer was contacted during the course of the background investigation? Yes No If "no," when should such contact be made?
15. If you have had no prior employment, please explain in the space below.
16. Have you had any extended work absences for reasons other than earned vacations? Yes No If "yes," please explain (include when, name of employer, why).
17. Have you ever been fired or asked to resign from any place of employment? Yes No If "yes," please give details (include when, where, circumstances).
18. Have you ever been a successful or unsuccessful candidate for another position requiring police office powers? Yes No If "yes," please give details (include when, name of agency, circumstances).

Military Service

19. If you are a male under age 26, please provide the following:			
Selective Service Number	Approximate Date of Registration	Address at Time of Registration	
20. Have you ever served in the armed forces, National Guard or military reserves? Yes No If "yes," please supply the following information:			
Branch of Service	Service Number	Dates of Service ____ / ____ to ____ / ____	Type of Discharge
21. Are you currently participating in any military reserve or National Guard program? Yes No			
22. Have you ever been the subject of any judicial or non-judicial disciplinary action while in the military, National Guard or military reserves? Yes No If "yes," please give details (include branch of service, when, where, circumstances).			

Personal History Statement

Military Service Continued...

23. Past commanding officers or military acquaintances are potential sources of relevant information pertaining to your background. Please list those individuals who know you well enough to provide accurate information about you.				
Name	Contact Address	Contact Telephone	Years Known From To	

Financial

24. The management of personal finances is relevant to an individual's qualifications for the position of the police officer. Therefore, please fill in the financial statement below. Be complete and accurate. The amount of indebtedness in itself will not be used in evaluating your qualifications, but rather the behavior exhibited in meeting your financial obligations.	
Current Monthly Income	
Monthly Salary	\$
Spouse's Salary	\$
Other Monthly Income—Describe	\$
	\$
	\$
25. Please supply more detailed information about your charge accounts, contracts, or other financial liabilities.	
Name of Firm	Address
26. Have you ever filed or declared bankruptcy? Yes No If "yes," please give details (include, when, where, why).	

Personal History Statement

Financial Continued...

27. Have any of your bills ever been turned over to a collection agency? Yes No If "yes," please give details (include when, firms involved, circumstances).
28. Have you ever purchased goods repossessed? Yes No If "yes," please give details (include when, firms involved, circumstances).
29. Have your wages ever been garnished? Yes No If "yes," please give details (include when, where, why).
30. Have you ever been delinquent on income or other tax payments? Yes No If "yes," please give details (include when, where, why).

Legal

31. Have you ever entered a guilty plea or a plea of nolo contendere or have been convicted of a misdemeanor of Federal or State laws or municipal ordinances?		
Approximate Date	Police Agency	Circumstances
32. Have you ever been placed on court probations as an adult? Yes No If "yes," please give details (include when, where, why).		
33. Were you ever required to appear before a juvenile court for an act which would have been a crime if committed by an adult? Yes No If "yes," please give details (include when, where, why).		

Personal History Statement

Legal Continued...

34. Have you ever been reported to a law enforcement agency as a missing person or runaway?
Yes No If "yes," please give details (include date, law enforcement agency, circumstances).

35. Have you ever been involved as a plaintiff or defendant in any civil court action? Yes No
If "yes," please give details (include when, where, name, location of court and circumstances).

Motor Vehicle Operation

Operation of a motor vehicle is an integral part of the position of a patrol officer. An investigation of your driving history will be made through a records check. To expedite this procedure, please supply the following information.

36. Tennessee Driver's License Number			Expiration Date
Name under which license was granted			
37. Please list other states where you have been licensed to operate a motor vehicle.			
State	State	State	State
Name under which license was granted.	Name under which license was granted.	Name under which license was granted.	Name under which license was granted.
38. Have you ever been refused a driver's license by any state? Yes No If "yes," please explain (include when, where, why).			
39. Tennessee law requires that operators and owners of motor vehicles be covered by automobile liability insurance. Therefore, please list the current liability insurance you have with your motor vehicles.			
Company	Address	Policy Number	Date of Expiration

Personal History Statement

Motor Vehicle Operation Continued...

40. Please list all traffic citations (excluding parking citations) you have received within the last 5 years.			
Nature of Violation	Location (City)	Approximate Date	Indicate whether fined or action taken on driver's license
41. Have you ever been involved as a driver in a motor vehicle accident within the last 5 years? Yes No If yes, please give details for each accident.			
Date	Location	Injury	Non-injury
Police Investigation? Yes No	Police Agency		
Date	Location	Injury	Non-injury
Police Investigation? Yes No	Police Agency		
Date	Location	Injury	Non-injury
Police Investigation? Yes No	Police Agency		
Date	Location	Injury	Non-injury
Police Investigation? Yes No	Police Agency		
Date	Location	Injury	Non-injury
Police Investigation? Yes No	Police Agency		
42. If there is anything you wish to discuss about your driving record, please use the space below.			
43. Has your license ever been suspended, revoked, or placed on negligent operator's probation? Yes No If "yes," please give details (include what, when, where, why).			

Personal History Statement

General Information

44. Have you ever been refused insurance for any reason other than failure to pay a premium?
Yes No If 'yes,' please explain (include company name and address, date and reason).

45. Have you ever applied for a permit to carry a concealed weapon? Yes No
If "yes," please provide the following information:

Permit granted? Yes No	Date	Name of Law Enforcement Agency
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Purpose:



Bolivar Police Department

Pre-Employment Standards Form

I, (type or print name legibly) _____, do hereby affirm that responses to the questions below are true and correct.

- | | | |
|--|-----|----|
| A. I am 21 years old or older: | Yes | No |
| B. I am a high school graduate or possess a GED: | Yes | No |
| C. I am a citizen of the United States: | Yes | No |

READ EACH OF THE FOLLOWING QUESTIONS CAREFULLY BEFORE YOU ANSWER IT.

- | | | |
|--|-----|----|
| A. Have you ever been convicted of a felony? | Yes | No |
| B. Have you ever entered a guilty plea or a plea of nolo contendere or been convicted of a misdemeanor of Federal or State laws or municipal ordinances relating to: | | |
| 1. Force: | Yes | No |
| 2. Violence: | Yes | No |
| 3. Theft: | Yes | No |
| 4. Dishonesty: | Yes | No |
| 5. Liquor/Controlled Substances** | Yes | No |
| **Liquor includes all alcoholic beverages | | |
| C. Have you ever served in the armed forces? | Yes | No |
| If yes, were you released with an Honorable Discharge? | Yes | No |
| D. I am in good physical condition and will submit to a physical examination: | Yes | No |
| E. I am of good moral character and I do authorize the Bolivar Police Department to conduct a thorough background check into my past: | Yes | No |
| F. I am free of all apparent mental disorders and I will submit to a required State psychological test: | Yes | No |
| G. I do agree to be fingerprinted as required by State Law: | Yes | No |

I certify that I meet P.O.S.T. standards for employment as a Police Officer in the State of Tennessee on this _____ day of _____, 20____.

Signature: _____ Witness: _____

READ THE FOLLOWING STATEMENT BEFORE SIGNING YOUR APPLICATION

I hereby certify that all statements made on this application are true and complete to the best of my knowledge and belief. I understand and agree that any misstatements or omissions of material facts herein may cause an offer of employment made by the City of Bolivar to be withdrawn or my employment with the City terminated. I further understand that all information provided herein is public record and is subject to be review upon request.

I authorize the City of Bolivar to conduct a thorough investigation of my references and past employment and to conduct background checks consisting of the following: credit, criminal, driver's license, and any other job related certifications. I understand that if an offer of employment is made to me, I may be required to submit to a physical examination and a review of my medical history.

Accordingly, I authorize those parties having knowledge of my past (including financial and credit records) to cooperate in in this procedure by release of information as requested. I respectfully request that former employers furnish the necessary information concerning my employment with their organization and I hereby release them from any and all liability for damages for providing information requested.

I do acknowledge and accept that under Tennessee Law any information, with the exception of medical,

will become public record upon receipt by the City. I hereby waive any rights or claims I may have whether presently fully developed or not, against the City of Bolivar or its agents or employees, arising out of, or resulting from the release, authorized or unauthorized, of the information received pursuant to or in connection with the City handling, processing, investigation, etc., of my application for employment with the City of Bolivar.

I understand that this investigation will be conducted prior to my being given a job offer or within 90 days of employment.

If I am hired, I agree to conform to the rules and regulations of the City of Bolivar set forth in the City personnel policies and procedures and acknowledge that these rules and regulations may be changed by the City at any time, at the City's sole option and without any prior notice to me. I acknowledge that if I am employed, my employment will be at will and be workplace policy and agree to submit to drug tests as required by the City.

APPLICANT'S SIGNATURE: _____ **DATE:** _____

**APPLICATIONS MUST BE SIGNED AND DATED.
UNSIGNED APPLICATIONS WILL RESULT IN IMMEDIATE REJECTION.**

Authority to Release Information

To whom it may concern: I am an applicant for a position with the City of Bolivar Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal employment history be disclosed to the above department.

I hereby authorize any representative of the Bolivar Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon the request of the bearer. I do hereby authorize a review of and full disclosure of all records or any part thereof, concerning myself, by and to any duly authorized agent of the Bolivar Police Department, whether said records are public, private or confidential in nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Bolivar Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, financial status, criminal history records, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances files by or against me, the records or recollections of attorneys of law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all other forms of liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records, 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 direct you to release such information upon request of the duly accredited representative of the Bolivar Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Bolivar Police Department's acceptance and processing of my application for employment, I agree to hold the Bolivar Police Department, its agents and employees harmless from any and all claims and liability associated with my application for employment in any way connected with the decision whether or not to employ me with the Bolivar Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of my records, and I waive those rights with the understanding that information furnished will be used by the Bolivar Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of one year from the date of my signature.

Should there be any questions as to validity of this release, you may contact me at the address listed on this form.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fee arising out of or by reason of complying with this request.

Full Name: _____
(Signature)

Full Name: _____
(Printed)

Address: _____
City State Zip Code

Phone Number Date of Birth Social Security Number