

\*\*\*Submit completed application in person or email:  
jeremytaylor@cityofcordele.com. Use "Application" in the subject line\*\*\*

## Cordele Police Department

501 N 7<sup>th</sup> St  
CORDELE, GA 31015  
(229) 276-2921

# Employment Application



**Applicant's full name:** \_\_\_\_\_

**Position applied for:**

<input type="checkbox"/> Patrol Officer	<input type="checkbox"/> Detective
<input type="checkbox"/> Front Desk Clerk	<input type="checkbox"/> Animal Control
<input type="checkbox"/> School Crossing Guard	<input type="checkbox"/> _____

FOR OFFICIAL USE ONLY

Assigned for Background

Received by HR  
(Date and Initial)

Reviewed by CPD  
(Date and Initial)

Not Assigned for Background

Updated 07-09-19

# CORDELE POLICE DEPARTMENT

How did you find out about this position? \_\_\_\_\_

## **Personal Documentation List**

Your interest in employment with the Cordele Police Department is greatly appreciated. In order to properly process your background investigation, a photocopy of the following documents.

### Required Documents

- \_\_\_\_\_ Social Security Card  
or Naturalization Card or  
Authorization to work in the U.S.
- \_\_\_\_\_ Valid Drivers License
- \_\_\_\_\_ High School Diploma

### Required when Applicable

- \_\_\_\_\_ Police Academy Diploma
- \_\_\_\_\_ P.O.S.T Certifications
- \_\_\_\_\_ Military DD-214 (Member 4)

## **Criminal and Driver History Consent**

I hereby give my consent for the **CORDELE POLICE DEPARTMENT** to receive any Georgia or III criminal history record information pertaining to me, as authorized under state and federal law for individuals seeking employment with a criminal justice agency. I further authorize **CORDELE POLICE DEPARTMENT** to receive a copy of my Georgia Drivers History as part of my application for criminal justice employment, or for use relative to the performance of my official duties with the agency.

Full Name (print) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Sex \_\_\_\_\_ Race \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State \_\_\_\_\_

I understand that this authorization is valid for 180 days from date of my signature.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **DO NOT WRITE IN THIS BLOCK. FOR POLICE DEPARTMENT USE ONLY.**

Special employment provisions (check applicable): - civilian (Purpose code 'J')  
- P.O.S.T. certified (Purpose code 'Z')

A CHECK OF CRIMINAL HISTORY FILES WAS CONDUCTED AND REVEALED THAT THE ABOVE NAMED  
INDIVIDUAL HAS **NO RECORD** \_\_\_\_\_  
THE ATTACHED \_\_\_\_\_ RECORD OF \_\_\_\_\_ PAGES

SEARCH CONDUCTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# CORDELE POLICE DEPARTMENT

## Personal History Statement

Applicant Name: \_\_\_\_\_  
Last First Middle

Other Names Used: (Maiden Name, Nicknames) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth (city and state): \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Eye Color: \_\_\_\_\_ Hair: \_\_\_\_\_

Are you authorized to work in the U.S.? Yes No  
(If "Yes", verification will be required upon  
employment)

Are you of legal age to work as a police officer (at least twenty-one (21) years old)? Yes No

Present Address: \_\_\_\_\_

Phone Numbers: Cell: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Home: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Work: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

E-mail address(es): \_\_\_\_\_

List Social Media Pages (User Name) (Facebook, Pinterest, Twitter, etc.) \_

## Driving History Statement

Do you have a current Driver's License? Yes:  No:

Current Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Expires: \_\_\_\_\_

## Employment History

Please list the last three (3) employers including Military Service. List the most current employer first:

1) Name of Employer: \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Description of Duties:

\_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Final Pay Rate: \_\_\_\_\_

## *CORDELE POLICE DEPARTMENT*

2) Name of Employer: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Description of Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Final Pay Rate: \_\_\_\_\_

3) Name of Employer: \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Description of Duties:  
\_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_ E-mail \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_ Final Pay Rate: \_\_\_\_\_

### **Military Employment History**

Have you ever served, or are you currently in the United States Military? Yes:  No:   
If "No", you can move on to the next page.

Branch: \_\_\_\_\_ Date of Service: From: \_\_\_\_\_ To: \_\_\_\_\_  
Job duties: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

### **Record of Education**

List the name and address of the Schools attended:

#### High School

Name and Address: \_\_\_\_\_  
Course of Study: \_\_\_\_\_  
Degree attained: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Quarter or semester hours: \_\_\_\_\_

#### College or Technical School

Name and Address: \_\_\_\_\_  
Course of Study: \_\_\_\_\_  
Degree attained: \_\_\_\_\_ Dates Attended: \_\_\_\_\_ Quarter or semester hours: \_\_\_\_\_