



City of Suwanee Police Department Application Information

Please read the following before completing your application.

Employment Policy

The City of Suwanee is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, disability, national origin, age, genetic information, sexual orientation, gender identity to include transgender status or other protected characteristics.

Job Requirements

Minimum Qualifications: Certified and Non-Certified Officers

- Must be at least 21 years of age
- (For Certified Officers) Georgia Peace Officer Certification or pre-service graduation from the police academy preferred
- Possess a valid driver's license
- Be a U.S. Citizen
- Have a high school diploma or its recognized equivalent. College degree preferred.

Minimum Qualifications: Communications Officers

- Must be at least 18 years of age
- Possess a valid driver's license
- Be a U.S. Citizen
- Have a high school diploma or recognized equivalent. College degree preferred.

Selection Elements

All elements of the selection process for sworn and civilian personnel will be administered, scored, evaluated, and interpreted in a uniform manner. The process for sworn and civilian personnel shall include:

- Application Filing
- Application Review
- Review of applications for legal requirements and minimum job requirements
- Skills test (Communications)
- Successful completion of the Police physical agility test (Police Officer applicants)
- Oral interview
- Candidate eligibility list developed
- Candidate Ride Along (Police Officer Applicants) or Communications Observation (Communications Officer Applicants)
- Interview with Chief of Police
- Background Investigation
- Polygraph (Police and Communications Applicants)
- Psychological Testing (Police and Communications Applicants)
- Drug Screen (All), Medical Exam (Police and Communications Applicants)
- Appointment
- Probationary period

Once your application is reviewed, you will be sent notification of your application status. If you are selected for an interview, and a tentative job offer is made, you will go through the background investigation process which the time frame varies based on the availability of scheduling medical, psychological, and polygraph testing. On average, the background process takes a minimum of one month. Your application will remain active for one year. You may re-submit an application after one year.

A complete job description is available upon request from the City of Suwanee Human Resources Division. If you have any questions regarding your application or the selection process, contact Human Resources at (770) 945-8996.

Submit your application in person, by mail, fax, or by email at:

City of Suwanee

ATTN: Human Resources Division

330 Town Center Ave, Suwanee, GA 30024

By fax to 678-546-2120; By email to HR_Recruiting@suwanee.com

*City Policy, Federal and State law prohibit discrimination on the basis of race, color, religion, sex, disability, national origin, age, genetic information, sexual orientation, gender identity to include transgender status or other protected characteristics.
The City of Suwanee is an Equal Opportunity Employer, a Drug Free Workplace and participates in E-Verify.*



Professional. Knowledgeable. Ethical.



CITY OF SUWANEE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

GENERAL INFORMATION AND INSTRUCTIONS

Evaluations of applications are based on individual merit. Information must be complete. Your ability to complete this application will be evaluated and used as one basis for employment decisions. This application must be typed or printed in ink. False or misleading statements or deliberate evasive answers will be grounds for rejection of this application, or dismissal at a later date. A resume may be attached to provide additional information, but does not take the place of completing the application itself.

PERSONAL DATA

Position applying for: _____ Date: _____

Last Name _____ First Name _____ Middle Name _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

How were you referred?

- Advertisement
 Employee Referral
 Internet Job Board
 Other Source

List Source: _____

If applying for police officer, are you at least 21 years old? Yes No

If applying for non-police officer position, are you at least 18 years old? Yes No

Are you a U.S. citizen? Yes No

Have you ever been employed with the City of Suwanee before? Yes No

If yes, give dates of employment and position:

Do you have friends or relatives employed with the City? Yes No

If yes, what are their names and relationship?

Do you have a valid Georgia driver's license? Yes No

Georgia driver's license number & expiration date: _____

EDUCATION/TRAINING

School/Institution	Name and Address of School	Major	Number of Years Attended	Degrees and/or Diplomas Earned
High School				
College				
College				
Others				

List any special skills or qualifications that relate to the position you are applying for: (language skills, typing, computer, business)

Have you served in the U.S. military? Yes No

Branch: _____ Dates: _____

Highest rank held: _____

Type of discharge: _____

Are you currently serving in the National Guard or Reserves? Yes No

Please indicate any foreign languages that you:

_____ Speak Read Write

_____ Speak Read Write

Were you ever court martialled, reduced in rank, or received disciplinary action while in the service? Yes No

If yes, explain:

WORK HISTORY

Give employment records as completely as possible, listing current or most recent employer first. Show unemployed, volunteered, or self-employed periods and indicate dates. Failure to give complete information may result in disqualification. Complete addresses with zip codes and phone numbers for all employers are **required**. A resume may be attached but will not be accepted in lieu of completing this section. You may use extra sheets for additional information.

JOB TITLE #1	Type of Company	Dates Employed Start: End:
Company Name		
Address	Supervisors Name	Phone Number
Description of Duties	Reason for Leaving	Salary Start: End:
If still employed, may we contact this employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		

JOB TITLE #2	Type of Company	Dates Employed Start: End:
Company Name		
Address	Supervisors Name	Phone Number
Description of Duties	Reason for Leaving	Salary Start: End:

JOB TITLE #3	Type of Company	Dates Employed Start: End:
Company Name		
Address	Supervisors Name	Phone Number
Description of Duties	Reason for Leaving	Salary Start: End:

JOB TITLE #4	Type of Company	Dates Employed Start: End:
Company Name		
Address	Supervisors Name	Phone Number
Description of Duties	Reason for Leaving	Salary Start: End:

JOB TITLE #5	Type of Company	Dates Employed Start: End:
Company Name		
Address	Supervisors Name	Phone Number
Description of Duties	Reason for Leaving	Salary Start: End:

RESIDENTIAL HISTORY

List your previous addresses for the past 10 years in chronological order, starting with the **most recent first**. Use another sheet if necessary.

Address	City	State	From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

SECURITY INFORMATION

Have you ever been arrested for a felony crime? Yes No Have you ever been arrested for a misdemeanor? Yes No

Have you ever been arrested for a crime of domestic or family violence? Yes No

Have you ever been arrested for DUI, reckless driving, or other serious traffic offenses? Yes No

Have you received any traffic citations in the past 5 years? Yes No

Has your drivers license ever been suspended or revoked? Yes No Have you ever been fired from a job? Yes No

If you answered YES to any of the previous questions in this section list the date, offense(s) and disposition.

REFERENCES

List at least 3 personal/professional references that may be contacted as part of the selection process for the Suwanee Police Department. References must be able to be contacted by the investigative personnel of the Suwanee Police Department. All information requested below must be completed.

Name, Address, City, State, Zip	Phone	Occupation	Relationship/ Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION.
ONLY THOSE APPLICATIONS THAT ARE SIGNED AND DATED ARE CONSIDERED VALID.**

I certify that all answers or statements I have made on this application, my resume, or any other supplementary materials are true and correct without omissions. I acknowledge that any false statement or misrepresentation on this application, my resume, any other supplementary materials, or any oral statements made at any time during the recruiting process will be cause for refusal to hire or for immediate discipline, up to and including my termination regardless of when the false statement or misrepresentation is discovered.

I authorize investigation of all statements contained on this application or on my resume or other supplementary materials submitted in consideration for employment.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with City of Suwanee is of an "at will" nature, which means that the Employee may resign at any time and the Employer may terminate the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City.

I acknowledge that the City of Suwanee is participating in E-Verify, a program that is operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) to electronically verify the employment eligibility of their newly hired employees.

Signature _____ Date _____

**Federal law requires that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, the City will verify the status of every individual offered employment with the City. In this connection, all offers of employment are subject to verification of the applicant's identity and employment authorization, and, upon employment, it will be necessary for you to submit such documents as are required by law to verify your identification and employment authorization.*

APPLICANT CONSENT AND RELEASE FOR BACKGROUND INVESTIGATION

To Whom It May Concern:

I am an applicant for a position with the City of Suwanee. I hereby authorize the City of Suwanee's authorized representative bearing this release, or copy thereof, within 90 days of the date indicated below to obtain any and all information pertaining to my employment, education, or credentials.

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 City of Suwanee. Consent is granted for the City of Suwanee to furnish the above information to third parties in the course of fulfilling its official responsibilities.

I hereby release you, as the custodian of such records, or any 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.

This consent will expire 90 dates from the date of execution.

Full Name (Please Print)

Social Security Number

Signature of Applicant

Date

Phone

Present Address

Signature of Notary Public

Signed before me on this ____ day of _____(month), _____(year).