

Police Department

21 North Avondale Plaza
Avondale Estates, Georgia 30002

Gary L. Broden
CHIEF OF POLICE

Telephone (404) 294-5410
Fax (404) 294-4108

Dear Applicant:

Thank you for your interest in employment with the City of Avondale Estates Police Department. Before you submit your application, there are items that must be completed and included in your initial packet. Those items are as follows:

Investigation Authorization Form (Notarized)

GCIC Criminal History Form

GCIC Driver's History Request Form

Domestic Violence Disclosure

Physical Agility Exam Release

Supplemental Form for Police Officer Positions

Completed Essay Form

When these documents have been completed, they are to be forwarded to the attention of the Avondale Estates Police Department's Background Investigator (contact information will conclude this letter). This can be done by email (if done online), dropping the items off at City Hall, or mailed. City Hall is open Monday-Friday from 8am to 5pm (excluding holidays). If you arrive after business hours, there is a mailbox posted next to the rear door of City Hall that may be utilized. Just ensure that the envelope is addressed to the Background Investigator.

We also ask the applicants to follow certain guidelines while their application is being processed. The duration of the application process may vary due to the number of applicants, available positions, and number of investigations that need to be completed. More specifically, in the search for quality candidates we must conduct a comprehensive background investigation. In order to process the application more efficiently, we ask that the applicants refrain from the following:

- Calling and/or arriving at the police department, emailing, or sending postal correspondence inquiring as to the status of your application (This does not include the submission of required or requested information).
- Inquiring with friends or acquaintances at the Avondale Estates Police Department or neighboring agencies as to the status of your application.
- Bypassing the Background Investigator and requesting to speak to the Chief of Police, Command Staff member, or other City official regarding your application. Depending

where you are in the selection process, you will be sure to speak to a variety of these officials in due time.

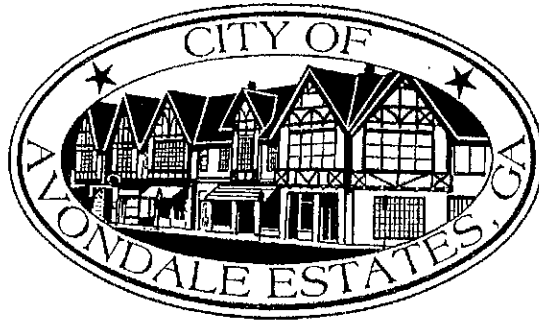
- Providing unnecessary documents. Only provide the requested or required documents to the background investigator. This may save you time and effort as well as that of the investigator, possibly streamlining the process a bit more. Copies of training certificates, education records, commendation letters, etc. are not necessary in the initial phase.

Failure to adhere to these guidelines may result in the disqualification or a delay in processing the application, but also serves as an indication of following directives. When the necessary documents have been obtained, the initial phase of the process can begin to include (but not limited to) initial and follow-up interviews, physical agility test, medical screenings, etc. Please keep in mind that we accept applications at any time, even when there is not a vacancy. This may mean an extended amount of time before you are contacted for further information so make sure you are aware of the vacancies before you start this process. Applications will be retained for a period of one (1) calendar year from the date of receipt.

Again, we would like to thank you for your interest in our agency and hope to meet with you soon.

Best Regards.

City of Avondale Estates Police Department
Background Investigations
21 N. Avondale Plaza
Avondale Estates, GA 30002
(404) 294-5410 x 209
aepdjobs@avondaleestates.org



**21 North Avondale Plaza
AVONDALE ESTATES, GEORGIA 30002
(404) 294-5400**

APPLICATION INFORMATION

Please read the following before completing your application. A separate application form is required for each position title.

Completing the Application

Follow all instructions shown on the application. If you need more space, attach additional sheets. All applications must be completed in **full**. A resume may be attached to provide additional information but **does not** take the place of completing the application itself. A complete and accurate application is essential since this is the primary source used for determining your qualifications. The completed application form must include a minimum of three references.

Advertising Vacancies

Department heads or supervisors are responsible for notifying the city manager when authorized positions in their departments may become vacant as soon as they have such knowledge. The city manager conducts such programs of advertising and recruitment as are necessary in order to provide applicants for the position who meet established employment standards. Announcements of vacancies will specify the title and salary range of the vacant position, any minimum qualification requirements, manner of making application, the final date on which applications will be received, and other pertinent information.

Job Requirements

Please note the education and/or experience requirements listed in the Vacancy/Recruitment Announcement for the job(s) which interest you. These are minimum standards which all applicants must meet in order to be considered for employment. The city manager or other designated employee may remove from further consideration the application of an applicant who (1) does not meet the minimum qualifications established for the position; (2) has previously been separated from the city with cause or with prejudice; (3) has made false statements of material fact in his or her application; (4) has been convicted of a felony; or (5) has failed to submit his application within the prescribed time limit.

It is the policy of the City of Avondale Estates to prevent conflicts of interest and to avoid the appearance of impropriety in the municipal workforce. Accordingly, the city shall not employ any member of the immediate family of a current employee. In addition, no member of the immediate family of a person who is elected or appointed to the board of mayor and commissioners shall be eligible for compensated employment in any capacity with the city or to enter into a compensated contractual relationship in any capacity with the city during such person's service as a member of the board of mayor and commissioners and for a period of three years thereafter. Nor shall any person who is elected or appointed to the board of mayor and commissioners be eligible for compensated employment in any capacity with the city or to enter into a compensated contractual relationship in any capacity with the city during his or her service in such office and for a period of three years thereafter. Immediate family means parents, spouse, children (adopted or natural) and stepchildren, brothers or sisters, grandparents, grandchildren, parents-in-law, sisters/brothers-in-law, aunts, uncles, nieces, and nephews.

Employment Policy

It is our policy that employment decisions are made on the basis of merit and fitness for the position. We are an Equal Opportunity Employer. All employees are required to provide proof of identity and authorization of employability at time of appointment (e.g., driver's license or state-issued picture identification and original social security card or birth certificate).

Applicant Procedure

1. A completed application must be received or postmarked by the established closing date as stated on the Vacancy/Recruitment Announcement. Materials relevant to the application process will **not** be accepted via FAX.
2. If the position requires a test, you will be notified by mail as to the date, time, and place to appear.
3. Every application received by the established closing date is reviewed for minimum qualifications and competitiveness by appropriate city staff.
4. You will be notified in writing regarding the status of your application.

Interviews and Offer of Employment

1. In order to avoid negligent hiring so as to protect the safety of all employees, criminal record checks may be made. Facts such as recency and rehabilitation will be considered before a decision is made by the city manager to disqualify an applicant on the basis of a criminal record which is relevant to the position sought. All applicants who will operate city vehicles must have a valid and appropriate class driver's license and have no convictions for DUI, suspended license, or serious moving violations on their records for five (5) years prior to the date of application.
2. Applicants meeting the employment standards for the position will be interviewed by the appropriate supervisor/department head and the city manager.
3. The city manager has final authority relative to the hiring of all city employees and will notify the candidate selected for the position. Those candidates who are interviewed but not selected are also informed of the hiring decision.
4. All offers of employment are contingent upon successful completion of a physical examination and drug test as prescribed by the city. All applicants who are hired will be on probationary status (working test period) for at least six months. The city manager, at the supervisor's request, may extend the working test period for up to six additional months. Employees in a working test period status do not have appeal rights unless there is alleged discrimination because of race, age, color, religion, sex, national origin, disability, or any other characteristic protected by law.

Your interest in employment with the City of Avondale Estates is appreciated. Should you have a change of address or phone number, let us know.

Note: Resumes, letters of reference, etc., submitted with the application become property of the City of Avondale Estates and cannot be returned.

EMPLOYMENT APPLICATION CITY OF AVONDALE ESTATES

Application may be mailed to:
City of Avondale Estates

21 North Avondale Plaza
Avondale Estates, Georgia 30002
(404) 294-5400

All applicants are considered for positions without regard to race, age, color, religion, sex, national origin, disability, or any other characteristic protected by law.

INSTRUCTION: It is important that you answer all items on this application fully and accurately. The information you give will be used in determining your qualifications and rating for employment. If an item does not apply to you, or if there is not information to be given, write in the letters "NA" for Not Applicable. **Please print in ink or type your answers.**

In order to be assured consideration for employment, your application must be received or postmarked no later than the closing date of the Vacancy/Recruitment Announcement.

PERSONAL DATA

A separate application is required for each position title.

2. Check Availability:

3. If selected, how soon after notification will you be available for work?

1. Title of position for which you are applying:

Full-time

Part-time

Temporary

Any Shift

4. NAME: Ms. _____
 Mr. (last) (first) (middle or maiden) 5. _____
 Social Security Number

6. ADDRESS: _____
 (number) (street) (apartment number)

 (city) (state) (zip code) (county)

7. Phone: Area/Code/Number
 Home: () _____
 Work: () _____
 Other: () _____

8. Are you a citizen of the United States? yes no If no, are you a permanent resident? yes no
 (All employees are required to provide proof of identity and authorization of employability.)

9. In case of emergency, notify: _____
 (name)

 (address) (phone: area code/number)

10. Have you ever been or are you currently employed by the City of Avondale Estates? yes no
 If yes, what was/is your last position title? _____
 Dates of employment _____
 (from) (to)

11. If applying for a position in the police department, are you certified by Georgia Peace Officers Standards and Training Council? yes no If no, stop here as you cannot be considered for employment with the police department until such time as you are certified.

12. Do you have any relatives who are employed by the City of Avondale Estates or who are members of the Board of Mayor and Commissioners? If yes, give name(s) of such relative(s) below.

(if relative is immediate family as defined on the applicant information sheet under "job requirements," stop here as you cannot be considered for employment at this time.)

13. Do you have a valid driver's license? yes no If yes, class _____ and state _____
License # _____

14. How did you learn about the job for which you are applying?
 city employee friend or relative self-initiated other _____

15. Can you perform the functions of the position for which you are applying without any accommodations? If no, please state what accommodations you will require. _____

EDUCATION AND TRAINING

16. Education

A. Are you a high school graduate yes no Name and location of high school: _____

B. If no, do you have a GED? yes no Name and location where GED obtained _____

C. If you do not have a high school diploma or GED, indicate highest grade completed: _____

Name and location of college or university attended	No. of Credits Completed		Type of Degree e.g., BA	Year Degree Received	Major
	Semester Hours	Quarter Hours			

Under Graduate College Subjects pertinent to position for which application is made	No. of Credits Completed		Graduate College Subjects pertinent to position for which application is made	No. of Credits Completed	
	Semester Hours	Quarter Hours		Semester Hours	Quarter Hours

Applicants may attach transcripts as additional information.

Other Schools or Training (trade, armed forces, business, etc.)	Date of Attendance or Training	Subjects Studied	Type of Certificate Received	Year Certificate Awarded

17. Do you type? yes no Do you take shorthand? yes no

18. Do you have word processing experience? yes Machine Model: _____ no

19. Do you have data entry experience? yes Years/Months experience: _____ no

20. Fully describe any other special qualifications and skills possessed (i.e., licenses, skill with machines, computer software, public speaking, foreign language, publications, etc.). Explain how acquired and extent of experience. Attach additional sheets if necessary.

21. List any awards received and memberships in professional or scientific societies: _____

WORK HISTORY

22. A resume may be attached only as additional information and will not be accepted in lieu of completing this section. Describe your work history beginning with your current or most recent job. Include military and/or volunteer experience. If you worked for the same employer, but at various times held different jobs, describe each separately. Describe in detail the specific duties beginning with your primary duties. Attach additional sheets if necessary. If duties varied widely in one job, give percentages of time for each duty. Indicate the number and type of employees under your supervision. Emphasize work you feel relates to the job for which you are applying. Failure to give complete and detailed information regarding each job held may result in your disqualification or in a lower rating score.

Name and Complete Address of Employer:	Dates Employed (give month and year) From _____ To _____	Hours per Week:
	Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Reason for Leaving:
Exact Title of Position:	Name of Immediate Supervisor:	Area Code/Phone No.

Describe your duties and accomplishments: _____

Name and Complete Address of Employer:	Dates Employed (give month and year) From _____ To _____	Hours per Week:
	Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Reason for Leaving:
Exact Title of Position:	Name of Immediate Supervisor:	Area Code/Phone No.

Describe your duties and accomplishments: _____

Name and Complete Address of Employer:	Dates Employed (give month and year) From _____ To _____	Hours per Week:
	Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Reason for Leaving:
Exact Title of Position:	Name of Immediate Supervisor:	Area Code/Phone No.

Describe your duties and accomplishments: _____

Name and Complete Address of Employer:	Dates Employed (give month and year) From _____ To _____	Hours per Week:
	Salary: Beginning \$ _____ per _____ Ending \$ _____ per _____	Reason for Leaving:
Exact Title of Position:	Name of Immediate Supervisor:	Area Code/Phone No.

Describe your duties and accomplishments: _____

Attach additional sheets if necessary

REFERENCES

28. List at least three (3) persons who are not related to you and who have knowledge of your qualifications for the position(s) for which you are applying. Do not repeat the names of supervisors listed under work history.

Name	Business or Home Address and Phone Number	Business or Occupation

CERTIFICATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

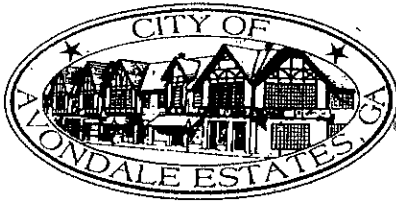
Read item 29 carefully before signing this application.

29. I certify that the information given by me in this application is true and complete to the best of my knowledge, knowing that any false information, misrepresentation, or concealment of fact is sufficient grounds for my application to be rejected or, if employed, my employment terminated.

I understand and agree that all information furnished in this application may be verified by the city. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the City of Avondale Estates all information relative to my employment, education, and character, and hereby release such individuals, organization, and the City of Avondale Estates **from any liability for any claim or damage** which may result.

(Signature of Applicant)

(Date)



Police Department

Avondale Estates Police Department Pre-Employment Agility Test

The Avondale Estates Police Department's pre-employment test is used to determine an individual's level of physical fitness. Physical Fitness will be measured by completing three (3) job-related exercises:

1. 440 Yard Run
2. Sit-Ups
3. Push-Ups

The 440 Yard Run is a timed exercise which measures the heart and vascular system's capability to transport oxygen. A number of job-related tasks in law enforcement require stamina and endurance, thus the need for an oxygen enriched blood flow – minimizing the risk of cardiovascular problems. The score for this exercise is measured in minutes and seconds.

Sit-Ups measure muscular endurance of the abdominal muscles. Once again, it is an important area as a number of job-related tasks involve use of force. Also, abdominal muscles are important for good posture and minimizing lower back problems and injuries. The score for this exercise is the number of bent leg sit-ups completed in a one-minute time period.

Push-Ups measure the amount of force generated by the upper body. Upper body strength is important in several job-related tasks, to include use of force situations. The score for this exercise is determined by the number of correctly performed push-ups completed in a one-minute time period.

Note: A correctly completed push-up is determined as –
When an individual's body is straight with the body's weight being supported on the hands and feet. The hands should be positioned just outside the shoulders, fingers straight ahead and feet close together. The individual lowers his/her body until their chest barely touches the ground. The head shall remain up, body straight – buttocks shall not be raised or the stomach allowed to sag. The individual's arms must be fully straightened to lift the body to the starting position, completing one push-up.

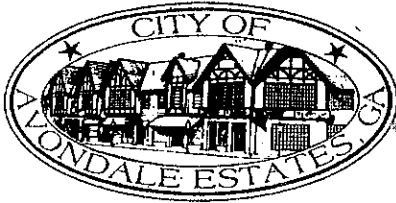
Standards

Performance standards for each exercise are based upon norms which are based upon sex and age. While the absolute performance level is different across the age and sex levels, the relative level of effort is identical for each age and sex group. Individuals must meet or surpass minimum performance requirements of each of the three (3) exercises to pass the Physical Agility Test.

*Performance Requirements listed on the back of the page.

Performance Requirements

<u>Exercise</u>	<u>20-29 Male</u>	<u>20-29 Female</u>	<u>30-39 Male</u>	<u>30-39 Female</u>	<u>40+ Male</u>	<u>40+ Female</u>
440 Yd. Run (Min/Sec)	1:20	1:35	1:28	1:45	1:41	2:01
Sit-Ups (Per Min)	24	24	21	21	17	17
Push-Ups (Per Min)	21	9	18	7	15	5



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CHIEF OF POLICE

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Physical Agility Exam Release

In consideration of being permitted to take the physical agility exam which is required by the Avondale Estates Police Department in the employment recruitment/hiring process, I as **"Releasor"** will assume all liability for any bodily or personal injury received as a result of performing this physical agility exam. I further release the Mayor and Board of Commissioners of the City of Avondale Estates, the City of Avondale Estates, it's officers and employees, herein referred to collectively as **"Releasee"**, from all liability.

"Releasor", being of legal age, do for myself, my heirs, executors, administrators, and assigns, hereby and forever discharge "Releasee" from any and every claim, demand, action, of whatsoever kind, either in law or in equity arising from or by any bodily injury or personal injuries known or unknown, death, and/or property damage resulting or to result from any accident which may occur as a result of participation in the Physical Agility Exam whether by neglect or not.

This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not mere recital.

"Releasor" further states that he/she has carefully read the forgoing release and knows the contents thereof and signs this release an act of his/her free will.

This release is executed on the _____ day of _____, 20____, by

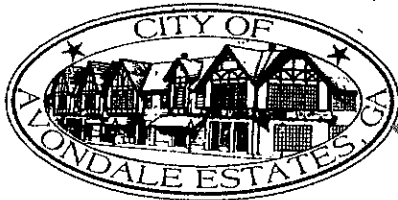
_____, herein referred to as **"Releasor."**
Print Name

Signature of "Releasor"

Notary

Stamp

Seal



Police Department

21 North Avondale Plaza
Avondale Estates, Georgia 30002

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DOMESTIC VIOLENCE RESTRAINING OR PROTECTIVE ORDER DISCLOSURE

I, _____ do certify that

I HAVE _____

I HAVE NOT _____

been named as the subject of a domestic violence related restraining or protective order.
Furthermore, this document is to certify that

I HAVE _____

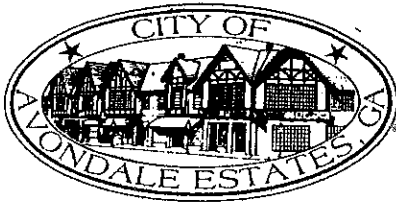
I HAVE NOT _____

been previously convicted of a domestic violence related offense.

By submission of this document, I give my consent to the Avondale Estates Police Department for full and complete disclosure concerning domestic violence related incidents through background investigation as well as criminal history research.

Print Name: _____ Date: _____

Signature: _____



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INVESTIGATION AUTHORIZATION FORM (FOR POLICE EMPLOYMENT)

I, _____ do hereby authorize the review of, and full disclosure of, all criminal history and/or employment records concerning myself to the duly authorized agent of the City of Avondale Estates Police Department.

The intent of this authorization is to give my consent to the City of Avondale Estates Police Department to obtain any criminal history record from National, State or local files as well as any past or current personal or professional records.

I understand that any information obtained by a personal investigation, which is developed directly or indirectly, in whole or part, upon this release authorization, will be considered in any report for the City of Avondale Estates, Georgia. I certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

Signature (Including Maiden Name)

Date

Sworn and subscribed before
me this _____ day of _____

Notary Public

State of: _____

Expiration Date: _____

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Georgia Driver's History Consent Form

I hereby authorize the _____
(fire department/law enforcement agency name)

to receive a copy of my Georgia driver's history information as part of my application for criminal justice employment, or for use relative to the performance of my official duties with this agency.

Full Name (print)

Address

Sex

Date of Birth

Driver's License Number

Signature

Date

**Georgia Bureau of Investigation
Georgia Crime Information Center**

Consent Form

I hereby authorize _____
to receive any Georgia criminal history record information pertaining to me which may be in the
files of any state or local criminal justice agency in Georgia.

Full Name (print)

Address

Sex

Race

Date of Birth

Social Security Number

Signature

Date

Special employment provisions (check if applicable):

- Employment with criminal justice agency – civilian (Purpose code 'J')
- Employment with criminal justice agency – P.O.S.T. certified (Purpose code 'Z')

I, _____ give consent to the above
named to perform periodic criminal history background checks for the duration of my
employment with this company.

SUPPLEMENTAL FORM FOR POLICE OFFICER POSITIONS

CITY OF AVONDALE ESTATES, GEORGIA

Thank you for applying for employment with the City of Avondale Estates. The following questionnaire provides you with information relative to the requirements, duties, and demands of police officer positions. Read each statement very carefully and then truly assess yourself to determine your suitability for employment with the Police Department. Answer these questions honestly. All of the tasks mentioned are required of you should you be considered for employment with this agency. Please complete this form and return it with your completed application.

1. The backgrounds of all police officer applicants are checked through the Georgia Crime Information Center and the National Crime Information Center as well as a check of your driver's history. Prior citations, misdemeanor arrests and/or convictions will be evaluated on an individual basis and do not necessarily eliminate you from further consideration for employment. P.O.S.T. certification guidelines specify any convictions of theft, violation of controlled substance laws, sexual offenses, or three or more misdemeanors in the immediate past five (5) years to include reckless driving, D.U.I., vehicular homicide, serious injury by vehicle, fleeing/attempting to elude a police officer, or impersonating a law enforcement officer are grounds for disqualification. Felony convictions result in an automatic disqualification for police officer positions. Additionally, an extensive background examination is conducted. The background examination will include personal and employment reference checks and inquiries into your personal behavior including a review of any past drug or alcohol abuse and military record (if any) as well as a psychological evaluation and physical examination. Are you willing to undergo such examinations as part of the pre-employment process?

_____ YES _____ NO

2. Avondale Estates police officers are required to work rotating shifts, have rotating days off, and may be scheduled to work during holidays. Are you willing to work such a schedule?

_____ YES _____ NO

3. Police officers perform a variety of tasks beyond their law enforcement duties, such as rendering first-aid at emergency scenes and assisting firefighters in their efforts. Are you willing to respond to such emergencies?

_____ YES _____ NO

4. If employed, you will be required to work outdoors in all kinds of weather. You will spend twelve (12) hour shifts patrolling in a patrol car by yourself and you may occasionally miss meals while on duty. Are you willing to work under these conditions?

_____ YES _____ NO

5. The City of Avondale Estates Police Department operates under a very strict disciplinary program. Breaking rules, regulations, policies, or procedures cannot, and will not, be tolerated and may result in disciplinary measures. Are you willing to work under such strict discipline?

_____ YES _____ NO

6. Police officers are frequently involved in dangerous and violent situations. These may include, but are not limited to: attempting to resolve domestic disputes, intervening at in-progress burglaries, and chasing fleeing felons. You may put into a position that would require you to use deadly force on another individual, possibly taking a human life. Are you willing to perform such duties when necessary?

_____ YES _____ NO

PRINT NAME: _____ SIGN NAME: _____

