

CITY OF MORRISTOWN

CIVIL SERVICE

EXAMINATION

FOR

POLICE OFFICER

Applications may be turned directly into the Human Resources office or mailed to the address listed below.

MINIMUM QUALIFICATIONS AND REQUIREMENTS

Candidates must possess the following minimum qualifications at time of application.

AGE: Candidates must have reached their 21st birthday before the application can be accepted. Candidates **MUST** submit the birth certificate with the application.

EDUCATION: High School graduate or equivalency. A diploma or certificate **MUST** be submitted with the application.

DRIVER'S LICENSE Candidates are required to possess a Drivers License valid in the State of Tennessee, and if hired, be eligible to obtain a Tennessee Drivers License; No more than 3 moving violations in the past 3 years, and no alcohol related driving offenses in the past 10 years;

CITIZENSHIP: Must be a U.S. citizen;

MILITARY SERVICE: Must not have been issued a general discharge under other than honorable conditions, a bad conduct discharge, or a dishonorable discharge; not have been issued a dismissal if candidate served as an officer;

GENERAL: Must be in good general health, including vision and hearing levels within established parameters; Cannot have any felony convictions by any state or the federal government;

All supportive documents (birth certificate, diploma, etc.) must be turned in with the application. Any candidate currently serving in the military must provide evidence indicating the candidate is in good standing.

SELECTION PROCEDURE

Thank you for your interest in the Morristown Police Department. We look forward to working with you through the hiring process. In order to ensure that our officers are fully qualified and capable of meeting the demands required by the profession we have established a comprehensive set of qualifications and developed a hiring process designed to ensure a candidate is able to be a professional, productive and knowledgeable officer who will be representing the City of Morristown. The hiring process for the department is governed by the regulations established by the Civil Service Board. Please note that the selection process involves many phases and the duration of the process can often be six months or greater. Also, any candidate who fails to complete the testing process may re-apply once notice of acceptance of applications is given by the City of Morristown. Candidates who successfully complete the selection process will remain on the active roster for a period of up to one year. The hiring process is comprised of the following steps:

1. Physical test
2. Written exam
3. Interview with Chief of Police
4. Interview with Civil Service Board
5. Psychological exam
6. Medical exam
7. Background check

Candidates receive points based upon their performance on items 1-4 listed above. Candidates are then given an overall score and placed on a hiring roster based upon their score. As vacancies occur the Chief of Police uses the roster as a guide to fill openings. The Chief will recommend candidates for hire and may elect to skip candidates on the roster. For example, if there are two vacancies the first two names on the roster are not guaranteed to be offered employment. The points a candidate earns on items 1-4 are used to place candidates on the roster, but it is at the Chief's discretion as to who is recommended for hire. All candidates will have their application and documentation evaluated. The purpose of the evaluation will be to determine which candidate group a candidate will be placed in. The physical testing and written exam requirements vary for each group. The determination as to which group a candidate will be placed in will be made by the human resources department. There may be a situation where a candidate will be contacted for additional information in order to ensure they are placed in the proper group. Any candidate who fails to produce requested documentation will be subject to elimination for consideration. Once a candidate is placed in a group they will receive written confirmation. Candidates will be grouped as follows:

Group 1: Candidates in this group will typically meet the following criteria:

- ☐ No prior law enforcement experience
- ☐ No formal law enforcement training

Candidates in Group 1 must pass the physical test and the written test in order to be considered for placement on the hiring roster.

Group 2: Candidates in this group will typically meet the following criteria:

- ☐ Minimal law enforcement experience (if any)
- ☐ Successfully completed a Tennessee certified law enforcement academy within the past 12 months

Candidates in Group 2 must furnish documentation showing successful completion of a law enforcement academy within the past 12 months. Documentation must show written test scores from time at the academy and a statement attesting to the fact the candidate met the physical requirements of the academy. All documentation will be verified. Candidates in this group will receive credit for the physical and written tests through documentation of their academy performance.

Group 3: Candidates in this group will typically meet the following criteria:

- ☐ Formal law enforcement training
- ☐ Currently or recently employed as a P.O.S.T. certified officer in Tennessee

Candidates in Group 3 must be currently P.O.S.T. certified in Tennessee, or able to become certified within 90 days of employment if hired by the department. Candidates in this group must pass the physical testing requirements and do not have to take the written test.

Group 4: Candidates in this group will typically meet the following criteria:

- ☐ Formal law enforcement training
- ☐ Prior law enforcement experience as a P.O.S.T. certified officer in Tennessee, but not currently certified, or:
- ☐ Currently or previously employed as a P.O.S.T. certified officer in another state

Candidates in Group 4 have been P.O.S.T. certified at one point in their career, either in Tennessee or out-of-state. However, their certification has expired or is not valid in Tennessee requiring the candidate to either challenge the certification exam or attend an academy. Candidates in this group must pass the physical test and the written test in order to be considered for placement on the roster.

WRITTEN EXAM

Candidates who are placed in Group 1 and Group 4 will be required to successfully complete the written exam. The subjects on the exam include the following:

- ☐ Ability to Learn and Apply Police Information;
- ☐ Ability to Observe and Remember Details;
- ☐ Verbal Ability;
- ☐ Ability to Follow Directions;
- ☐ Ability to Use Judgment and Logic

Prior law enforcement experience and/or knowledge is not required for the exam. There is no formal study guide available for the exam. The exam typically takes 2 ½ hours to administer.

Those candidates who are required to take the written exam will be notified in writing concerning the time, date and location of the exam. An admittance form will be issued and the candidate is responsible for bringing the form with them in order to be allowed to take the written exam. Candidates must also furnish photo ID. A minimum score of 70 is required to continue to the next phase of the hiring process.

MAJOR DUTIES AND RESPONSIBILITIES:

A Police Officer with the Morristown Police Department is responsible for providing a variety of police protection and other services necessary to enforce the laws and ordinances of the City and for safeguarding the lives, property, and constitutional rights of its citizens. The following are general examples of some of the duties and responsibility of a Morristown Police Officer; however, the duties and responsibilities are not limited to the following list:

Responsible for patrolling a designated area of the City on foot or in a patrol vehicle to respond quickly to calls for service; Responsible for responding to reports of crimes or accidents to restore or maintain order and preserve and collect evidence; Responsible for detecting, apprehending and arresting suspects as appropriate; Responsible for mediating disputes or arguments of a potentially violent nature involving a wide variety of participants (i.e., family members, neighbors, landlords and tenants, rival youth gangs, etc.); Responsible for enforcing traffic and parking regulations; Responsible for communicating with residents, business owners, etc., in the assigned patrol area; Responsible for providing rescue and first aid services to victims of accidents, disasters, and other emergency situations; and responsible for preparing accurate and detailed reports and forms; and other duties as required.

THE FOLLOWING KNOWLEDGES, SKILLS AND ABILITIES ARE BASIC REQUIREMENTS NECESSARY TO PERFORM THE JOB OF POLICE OFFICER:

Ability to read case law, legal interpretations, training bulletins, etc., in order to review results of court cases, prepare for testimony, etc; Ability to write in-depth narrative reports; Ability to transmit and receive messages over police radio by voice in order to exchange information; Ability to give instructions to assisting officer or other public service personnel at crime scenes, accident scenes, etc.; Ability to testify in legal proceedings; Ability to operate and maintain vehicles, weapons, uniforms, and other issued equipment; Ability to qualify in required practice of operation of firearms and other weapons to maintain a minimum standard of proficiency; Ability to conduct high risk vehicle stops; Ability to respond as assigned to crimes in progress. Ability to recognize sounds that should be investigated and their approximate origin (e.g., breaking glass, angry or fearful voices, alarms, etc.) and take necessary actions; Ability to examine crime/accident scenes in order to determine investigative procedures to follow.

FRINGE BENEFITS

Employees and their dependents are eligible for coverage under the following insurance plans: health insurance (premiums paid 88% by the City); dental insurance (premiums paid 100% by the City); vision insurance (premiums paid 100% by the City). Employees are covered under the following insurance plans: life insurance equal to two times an employee's annual salary (premiums paid 100% by the City); long-term disability insurance (premiums paid 100% by the City). Other benefits for employees include the following: participation in the Tennessee Consolidated Retirement System; longevity and attendance bonuses for those who qualify; 8 hours of sick leave each month; 10 days of paid vacation each year, with increases based on longevity; 12 paid holidays each year.

WAGES

The base pay for an officer will vary based upon their level of experience. Entry-level officers with no prior experience and training will make \$44,699.20 annually. Upon successful completion of the academy and their probationary program they will begin earning \$46,924.80 per year. Wages for experienced officers will vary based upon the individual and will be discussed fully with the candidate if an offer is extended. Annual raises are based upon budget approval by City Council.

Officers may qualify for additional pay depending upon their level of education, special assignments, certifications and longevity. These amounts will vary from person-to-person.

GENERAL INFORMATION

APPLICATION: Applications can be obtained through the Human Resources Department, 100 West 1st North Street, in the City Center, Morristown, TN 37814; and the City's website at www.mymorristown.com.

CITIZENSHIP: Applicants must be legal citizens of the United States.

VETERANS PREFERENCE: Veterans preference credits will be awarded, providing a copy of DD-214 is filed. Disability, if claimed, must be supported by proof (plus amount) and must be filed before the date of examination.

APPOINTMENTS: As vacancies occur, they will be filled from the eligible register in accordance with Civil Service Rules and Regulations.

EXAMINATION RESULTS: You will be notified by mail of the results of the examinations.

CITY OF MORRISTOWN, Human Resources, 100 W. 1st North Street, P.O. Box 1499, Morristown, TN 37816 (423) 581-0100

The City of Morristown does not discriminate on the basis of race, color, national origin, sex, religion, age, veteran status or disability condition in employment opportunities.

INSTRUCTIONS FOR POLICE OFFICER APPLICANTS

This application must be returned to the City of Morristown, Human Resources Department, 100 W. 1st North Street, P.O. Box 1499, Morristown, TN 37816, no later than the posted deadline. If mailing, the application must be postmarked by the deadline.

FILE WITH YOUR APPLICATION THE FOLLOWING:

1. A copy of your birth certificate
2. A copy of your high school diploma or GED
3. Military candidates must file one copy of military service record (DD-214). If discharge from active service is other than honorable, a DD-215 must be submitted to provide an explanation for discharge. Any candidate currently serving must provide evidence indicating the candidate is in good standing.
4. Copy of Drivers License valid in the State of Tennessee (licenses from other states are valid in Tennessee)
5. Copy of College Degrees if earned
6. Recent law enforcement academy graduates must submit documentation showing successful completion of the academy including written exam scores and acknowledgement they passed the physical test
7. P.O.S.T. certification documentation (if applicable)

Depending upon which group you are placed in you will be mailed an appointment card for the physical test, written exam or interview after you return your completed application. If you are presently in the military service and cannot obtain leave to come to Morristown please indicate this when your application is returned or contact the Human Resources Department.

You must return your application with all of the required documents. If you do not possess all of the required documents, your application will be returned to you for completion. If you re-submit your application a second time without all required documentation you will be eliminated from consideration.

Prior to final selection and appointment, all candidates must also submit to, and be approved by the following procedures:

- Drug and Alcohol Testing
- Background Investigation
- Extensive Physical Examination
- Comprehensive Psychological Evaluation

THE FOLLOWING IS TAKEN FROM THE MORRISTOWN CIVIL SERVICE PUBLIC SAFETY QUALIFICATIONS AND STANDARDS FOR ENTRY-LEVEL POLICE OFFICERS.

Prior to employment to Police Officer applicants shall be required to prove that they meet these qualifications.

1. Be a U.S. citizen and be fluent in reading, writing, and comprehending the English language without assistance.
2. Be at least 21 years of age.
3. Possess a driver's license valid in the State of Tennessee, and have no more than three (3) moving violations or at-fault accidents during the preceding three (3) years. Have no alcohol or drug related driving conviction in the past 20 years.
4. Have graduated from an accredited high school or successfully completed the General Education Development Test (GED).
5. Be in good physical and mental health and be able to perform the essential functions of the position. The City requires all applicants who are offered a position to take psychological and medical fitness tests administered by the City. Applicants must pass both of the psychological and medical fitness tests to become a law enforcement officer with the City.
6. Applicant must possess normal color discrimination, normal binocular coordination, and normal peripheral vision. Applicant must possess uncorrected or corrected visual acuity of 20/20 in both eyes combined. Applicants with less than (worse than) 20/200 uncorrected vision in both eyes will be rejected. Applicants whose uncorrected visual acuity is between 20/100 and 20/200 must have a separate eye examination administered by a licensed optometrist or ophthalmologist. The examining doctor will be provided with a summary job description furnished by the City. In order for the applicant to be eligible for appointment, the doctor's report must conclude that the applicant has the visual ability to perform the duties of the position.
7. Hearing loss must not exceed a 25 decibel average (ANSI) in either ear in the frequency ranges of 1000, 2000, 3000 Hertz. No single reading in these ranges may exceed 35 decibels and no applicant will be accepted if found to have a hearing loss exceeding 35 decibels at 500 or 45 decibels at 4000 Hertz. Decibel readings must be recorded at 500, 1000, 2000, 3000 or 4000 Hertz.
8. Applicants must have no record of felony convictions or of a misdemeanor conviction involving moral turpitude (including domestic violence) for which the punishment could have been imprisonment in a federal penitentiary or state facility.
9. If an applicant previously served in the military, that applicant must have received a discharge other than a dishonorable or bad conduct discharge. If the applicant is currently serving in the National Guard or Reserves, proof of status must be provided.

!!!ATTENTION!!!

POLICE OFFICER APPLICANTS

Please use this checklist to ensure that you have submitted all necessary documents with your application. **If you do not submit ALL these documents your application will be considered incomplete and will be returned to you.** All required documents *MUST* be turned in with your application.

- ☐ Completed and Signed Application
- ☐ Authorization to Release Information forms
- ☐ Release of Liability for Physical Fitness Activities and Training (signed and witnessed)
- ☐ Copy of Birth Certificate
- ☐ Copy of High School Diploma or GED and College Degrees if applicable
- ☐ Copy of DD-214, DD-215 or Documentation of Current Standing
- ☐ Copy of Drivers License
- ☐ Copy of P.O.S.T. Certification Documentation (if applicable)

**PLEASE SUBMIT THIS CHECKLIST WITH YOUR
APPLICATION MATERIALS.**

ATTENTION – ALL POLICE AND FIRE APPLICANTS

This form **MUST** be fully completed when your application is submitted for employment with the Morristown Police or Fire Department only. Failure to submit this form fully completed may result in disqualification from the testing process. If you are applying for a position in any other department, this form does not need to be completed.

Authorization for Criminal History and Background Check Inquiry

I, the undersigned applicant, do authorize the City of Morristown and/or the Morristown Police Department, by and through its agents and representatives and employees, to make inquiry, whether verbal or electronic, of any and all law enforcement agencies or clerks of courts, whether state, federal or local, concerning by criminal history of any offenses that I have had for any misdemeanor or felony.

I, the undersigned, also authorize the City of Morristown and/or the Morristown Police Department, by and through its agents and representatives and employees, to make inquiry into my personal background, to include past and present employers, past and present acquaintance, past and present neighbors, etc.

Name (PRINT)

Signature

Date

RELEASE OF LIABILITY PHYSICAL FITNESS ACTIVITIES AND TRAINING

THAT I, _____, (*print or type your full name*) for valuable and sufficient consideration, being the opportunity to apply for and be considered for employment by the City of Morristown, Tennessee, do by these presents for myself, my heirs, executors, and administrators, hereby remise, release, and forever discharge the City of Morristown, Tennessee, of and from any and all manner of action or actions, cause or causes of action, suits, liability for personal injury or death or property damages incidental thereto, including, but not limited to, medical bills, life earnings, pain and suffering, claims and demands whatsoever, in law or equity, which against the City of Morristown or its employees, servants, agents, or representatives I have had, now have, or which I may have on account of my taking and participating in a physical performance test given by the City of Morristown, physical performance test preparations, physical fitness activities and training, and anything incidental thereto, or which my heirs, executors, or administrators hereafter can, shall, or may have, for or by reason of any matter, cause or thing whatsoever from the date of these presents forward.

FURTHERMORE, I *realize* the potential danger and hazard in the aforementioned test, and anything incidental thereto, and therefore I hereby voluntarily assume all risks and dangers to both my health, life, and property regardless of the nature or method of creation of such risks and dangers, and do hereby agree to release and indemnify the City of Morristown, its employees, servants, agents, and representatives from any and all liability attributable to said City and/or its employees, servants, agents, or representatives as a result of my participation in the aforementioned physical performance test, physical performance test preparations, and physical fitness activities and training. Further, I hereby bind my heirs, executors, administrators, and assigns to said assumption and agreement of indemnification. It is hereby expressly understood and agreed that this release of liability shall apply to any and all claims which may arise from any source whatsoever, including but not limited to, any possible actions of the City of Morristown, or its employees, servants, agents, or representatives.

IT IS my intent in agreeing to the above provisions that neither the City of Morristown nor any of its employees, servants, agents, or representatives be held liable or be required to expend any monies for any reason whatsoever in regard to my participation, involvement, or connection with the physical performance test and preparation, physical fitness activities and training, or anything incidental thereto.

IN WITNESS THEREOF, I have hereunto set my hand this _____
day of _____, _____.

Applicant Signature

Date

Witness Signature

DISCLOSURE FORM

List all previous residences of the last 15 years, beginning with the most recent:

Month and Year		Street Address	City and State
From	To		

In answering the following questions, fully disclose all information including all matters occurring while a juvenile and matters which have been expunged. Failure to fully disclose this information shall result in your disqualification as an applicant for employment. If the space provided to respond is insufficient, please attach an additional page in order to complete your responses.

Have you ever been detained, held, arrested, indicted, or summoned into court as a defendant in a criminal proceeding (regardless of the disposition of the matter), or convicted, fined, imprisoned, or placed on probation in any civil or military court, or have you ever been ordered to deposit bail or collateral for the violation of any law, police regulation, or ordinance? If so, please explain fully in the spaces below (include an attachment if necessary). Your explanation must include dates, locations, charges, and dispositions of all matters including minor violations such as traffic violation. Divorce matters and matters occurring while a juvenile must be included (regardless of the disposition, or whether or not the matters were expunged).

Please list all family members who currently work for or have worked for the City of Morristown in any capacity:

Name	Relationship	Position	Dates of Employment

I certify that all answers to the above questions are true and complete and I understand that any misrepresentation of or failure to disclose any material facts contained in or required to be contained in this form will cause forfeiture upon my part of all rights to any employment subject to the jurisdiction of the Civil Service Board of the City of Morristown.

Signature (must be signed in ink)

Date

PHYSICAL PERFORMANCE TEST

All candidates who are in Group 1, Group 3 or Group 4 must participate in the physical testing process and receive a passing score in order to advance in the hiring process. The physical test represents 15% of a candidate's overall score. **Do not underestimate the physical demands of this test.** The purpose of this test is to ensure that you will be able to meet the physical demands of the law enforcement professions. For those candidates who will have to attend the academy the PT ensures that you will be able to meet the physical performance demands *required* by the academy. The scoring of the test has changed significantly from prior testing cycles.

The physical test consists of six separate activities. Candidates are required to attempt all six activities. The activities are as follows:

1. 1.5 mile run – Self explanatory, one attempt is allowed.
2. Flexibility test – Measured in inches, the flexibility test is done with the candidate sitting on the ground and reaching in front of them with their legs straight, calves on the ground and heels of feet eight inches apart with toes pointing upward. A “flexibility box” will be used to officially score this activity. Three attempts are allowed.
3. Agility run – Total run length is approximately 180 feet. Candidates are required to maneuver through obstacles (cones), change directions and start/stop. Two attempts are allowed.
4. 300 meter run – Self explanatory, one attempt is allowed.
5. Push ups – Number of push ups performed in one minute.
6. Sit ups – Number of sit ups performed in one minute.

Candidates will be assigned a percentile score upon completion of each activity. The ***average*** of all the percentile scores must be 60 or better in order to allow a candidate to pass the physical test. A candidate may score below 60 on an activity as long as their average percentile score is at least 60. Please see the attached percentile score sheet for specific scoring information. After the percentile scores are compiled the overall PT is judged on a PASS/FAIL basis. Those candidates who score 60 or greater will receive a grade of ‘PASS’ and those who score less than 60 will receive a grade of “FAIL”. There are not additional points awarded for overall average scores above 60. A score of 60 earns the same grade as a score of 99.

Candidates are required to bring their admittance form to the physical testing session.

If in the opinion of any staff member, civil service board member, police officer assisting with the test or any other person affiliated with the testing process, a candidate is not physically able to safely participate in the testing process they will be asked to immediately stop the activity they are participating in. All candidates must read and sign the release of liability for physical testing.

Candidates are required to have proper athletic attire. Running shoes are recommended for the 1.5 mile run and the 300-meter run. Cross training or court shoes are recommended for the agility run. Candidates are also advised to bring water or a sports drink with them. Depending upon the number of candidates the PT could take several hours to fully administer. The PT is typically an outdoor activity. Candidates are advised to show up for the scheduled PT time regardless of weather conditions. The PT may be delayed, rescheduled or the location may be changed to an indoor facility if available.

You **MUST** bring PHOTO IDENTIFICATION and your ADMITTANCE FORM.

CITY OF MORRISTOWN

Employment Application



THE CITY OF MORRISTOWN IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate with regard to employment opportunities and benefits on the basis of race, color, religion, sex, age, national origin, genetic information, physical or mental disability, or status as a disabled or Vietnam era veteran or any other recognized protected group.

Overview of the hiring and employment process: This Application is but one part of the hiring and employment process. All statements on this application will be verified. Any misrepresentation or omission may be grounds for disqualification for employment consideration or continued employment. If you need accommodations in order to complete any part of the hiring process, please ask the Human Resource Representative.

Be sure to read the **JOB DESCRIPTION** of the Position for which you are applying prior to completing this Application. As you complete this Application, bear in mind the following:

*We reserve the right to verify all information for accuracy and completeness.

*All applications for employment are a matter of public record.

*If you need accommodations in order to complete this Application, please ask for assistance.

This employment application will remain active for a period of 12 months from the date of application. To be considered for employment after that time, a new application is required.

APPLICANT'S NAME: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

DATE AVAILABLE: _____ SOCIAL SECURITY NO. : _____

POSITION APPLIED FOR: _____

Are you a citizen of the United States? ☐ Yes ☐ No If no, are you authorized to work in the U.S.? ☐ Yes ☐ No

Have you been employed by the City before? ☐ Yes ☐ No If so, when? _____

Have you ever been convicted of a felony? ☐ Yes ☐ No If yes, explain: _____

Do you currently have any relatives working for the City? ☐ Yes ☐ No

EDUCATION

HIGH SCHOOL: _____ ADDRESS: _____

DID YOU GRADUATE? ☐ Yes ☐ No DEGREE: _____

COLLEGE: _____ ADDRESS: _____

DID YOU GRADUATE? ☐ Yes ☐ No DEGREE: _____

OTHER: _____ ADDRESS: _____

DID YOU GRADUATE? ☐ Yes ☐ No DEGREE: _____

WORK PLACE REFERENCES

Please list three professional references.

FULL NAME: _____ RELATIONSHIP: _____

COMPANY: _____ PHONE: _____

ADDRESS: _____

FULL NAME: _____ RELATIONSHIP: _____

COMPANY: _____ PHONE: _____

ADDRESS: _____

FULL NAME: _____ RELATIONSHIP: _____

COMPANY: _____ PHONE: _____

ADDRESS: _____

PERSONAL REFERENCES

Please list three personal references.

FULL NAME: _____ RELATIONSHIP: _____

COMPANY: _____ PHONE: _____

ADDRESS: _____

FULL NAME: _____ RELATIONSHIP: _____

COMPANY: _____ PHONE: _____

ADDRESS: _____

FULL NAME: _____ RELATIONSHIP: _____

COMPANY: _____ PHONE: _____

ADDRESS: _____

PREVIOUS EMPLOYMENT

COMPANY: _____ PHONE: _____

ADDRESS: _____ SUPERVISOR: _____

JOB TITLE: _____ STARTING SALARY \$ _____ ENDING SALARY \$ _____

RESPONSIBILITIES: _____

FROM: _____ TO: _____ REASON FOR LEAVING: _____

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

COMPANY: _____ PHONE: _____

ADDRESS: _____ SUPERVISOR: _____

JOB TITLE: _____ STARTING SALARY \$ _____ ENDING SALARY \$ _____

RESPONSIBILITIES: _____

FROM: _____ TO: _____ REASON FOR LEAVING: _____

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

COMPANY: _____ PHONE: _____

ADDRESS: _____ SUPERVISOR: _____

JOB TITLE: _____ STARTING SALARY \$ _____ ENDING SALARY \$ _____

RESPONSIBILITIES: _____

FROM: _____ TO: _____ REASON FOR LEAVING: _____

May we contact your previous supervisor for a reference? ☐ Yes ☐ No

MILITARY SERVICE

BRANCH: _____ FROM: _____ TO: _____

RANK AT DISCHARGE: _____

If other than honorable, explain: _____

Based on the job description of the position for which you are applying:

Are you able to perform the essential functions of the job which you are applying for? ☐ Yes ☐ No

Note: You may be asked to demonstrate these essential functions.

APPLICANT'S STATEMENT
Important – Please read before Signing

By my signature placed below, I certify that the information provided in this employment application and accompanying resumé (if any) is true and complete and I understand that any misrepresentation or omission may be grounds for disqualification for employment consideration or continued employment.

I authorize the investigation of all statements contained in this application (and accompanying resumé, if any.) I also authorize the City to contact my present employer (unless otherwise noted on this form), past employers and references. I understand that the City may request an investigative consumer report from a consumer reporting agency that includes information as to my character, general reputation, personal characteristics, and I have specifically authorized such an investigation in conjunction with this application for employment.

I authorize any person, school, current employer, past employer, and organization named in this job application (and accompanying resumé, if any) to provide the City with relevant information and opinion that may be useful to the City in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

I hereby consent to a complete physical examination, including x-rays after an offer of employment has been made. I hereby agree to a drug screening examination prior to or after an offer of employment. I understand that said offer is contingent upon the satisfactory results of any physical examination or drug screening. Further, I consent to the release to the City of any and all medical information as may be deemed necessary by the City.

I understand and agree that, if hired, my employment is for no definite period of time, and may regardless of the date of payment or stated terms of my wages or salary, be terminated at any time unless restricted by ordinance or otherwise. I understand and agree that my employment relationship with the City, if hired, is an employment-at-will relationship and may be terminated by either me or the City at any time with or without cause, unless restricted by ordinance or otherwise.

I understand that no person is authorized to change the terms mentioned in this employment application and I understand that this employment application is not, and is not intended to be, a contract of employment.

Applicant Signature

Date

Human Resources

Date

AUTHORIZATION TO RELEASE INFORMATION

To whom it may concern:

I understand that the City or an agent of its choice may conduct a thorough background investigation before rendering a final decision regarding my eligibility for employment. This investigation may include inquires as to my abilities, character, reputation, and physical fitness, to fulfill the essential functions of the position for which I am applying.

To facilitate this investigation, I do hereby give my consent and authority for any educational institution, hospital, medical doctor, police agency or credit reporting agency to furnish information from their records to the City, or an agent of its choice.

With regard to any credit reporting agency which might be contacted by the City, or any agent of its choice: I understand that I may inquire as to the identification of those credit reporting agencies contacted and the City will advise me as to their identity and the nature and scope of the information they furnished, upon receipt of my written request for such.

Applicant Signature

Date

Human Resources

Date

FULL NAME OF APPLICANT: _____ PHONE: _____

ADDRESS: _____ SOCIAL SECURITY #: _____

STOP – READ CAREFULLY

If you are **NOT APPLYING** for a Police or Fire position, you have now completed this application.

If you **ARE APPLYING** for a Police or Fire position, continue completing this application.

I HEREBY MAKE APPLICATION to take an examination, which if satisfactory, will place me on the eligibility list of the Civil Service Board for the position of Police Officer.

Applicant must be:

- * A minimum age of 21 years.
- *Of good physical and mental health
- *Able to perform the essential functions of the job.
- *Able to satisfy psychological fitness for law enforcement work as determined by a psychological examination.
- *Able to meet the Fire Fighters professional qualifications as established by the National fire Protection Association.

Applicant Signature

Date

I CERTIFY THAT I AM 21 YEARS OF AGE OR OLDER.

Are you a U.S. Citizen? ☐ Yes ☐ No

Can you read and write in the English language? ☐ Yes ☐ No

Do you currently have fingerprint information on file at the Tennessee Bureau of Investigation? ☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor (other than minor traffic offences)? ☐ Yes ☐ No

If yes, explain:

A FELONY OR MISDEMEANOR INVOLVING MORAL TURPITUDE PRECLUDE ANY POSSIBILITY OF EMPLOYMENT IN CIVIL SERVICE