



# City of Cartersville

P O L I C E D E P A R T M E N T

## APPLICATION PACKAGE

### Police Officer or Dispatch/Admin Services

You must be either a native born or naturalized citizen of the U.S. Are you? Circle One: YES NO

You must be at least age 18 to apply. Are you at least 18 years of age? Circle One: YES NO

If you live in Georgia, do you have a valid Georgia Driver's License? Circle One: YES NO

Full name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

### SUBMITTING THE APPLICATION PACKAGE

You may submit your completed application package in one of the following ways:

1. Scan the entire package into ONE Adobe PDF file and email the file to: [sparacio110@cartersvillepolice.com](mailto:sparacio110@cartersvillepolice.com)  
\*Only PDF files are accepted via email.
2. Drop off the entire application package at the Cartersville Police Headquarters located at 195 Cassville Road in Cartersville.
3. Mail the entire application package to:

**Cartersville Police Department  
Attn: Recruiting  
P.O. Box 1390  
Cartersville, GA 30120**

Please do not staple any part of your application. Only submit single sided pages. Do not include original documents (unless specifically requested), such as your birth certificate, social security card, etc. This package will be scanned as an electronic file once received and the paper copy will be destroyed.

PLEASE NOTE: The Cartersville Police Department follows the standards of the Georgia Peace Officer and Standards Training Council (P.O.S.T.) as regards to reserving the right not to hire or make an offer of employment to anyone who is not able to meet the P.O.S.T. hiring standards in accordance with O.C.G.A. 35-8-7.1

If you understand this, initial here: \_\_\_\_\_



# City of Cartersville

P O L I C E      D E P A R T M E N T

## APPLICATION PACKAGE

### Police Officer or Dispatch/Admin Services

Effective Date of this Version: 03/15/24

#### Directions for Completing This Application:

1. Use a black or blue pen and print legibly to complete this application.
2. Fill out the application completely. (If there are any questions which do not apply to you, mark them “N/A”).
3. This page **MUST** be signed, dated, AND notarized.
4. Initial each page thereafter.
5. If there is not sufficient room in the spaces provided to completely answer the question, then make a notation, and finish on a separate sheet of paper.

I certify that the answers I have given herein are true and complete to the best of my knowledge. I understand that false or misleading information given in my application or during interview(s), or withholding of information, shall be a basis for termination of the application process, or employment, and could result in prosecution under O.C.G.A. Sec 16-10-20.

I certify that I am a citizen of the United States.

I certify that I am legally authorized to work in the United States pursuant to Federal and State Immigration laws.

I certify the information contained in this application is true and accurate. I understand that any false statements or failure to disclose all information asked for will disqualify me for employment or, terminate my employment after being hired. I understand that an incomplete application package may be rejected. I authorize investigation of all statements in this application for employment as may be necessary in arriving at an employment decision.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I also understand that I am required to abide by all rules and regulations of the employer.

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

Notary \_\_\_\_\_ Date \_\_\_\_\_

Seal AND Stamp \_\_\_\_\_

Page 2 Initials \_\_\_\_\_

## Acknowledgement of Training Reimbursement

**Title 35, Chapter 8, Section 22 (35-8-22) Reimbursement of training expenses by subsequent employer of peace officer; collection procedure; required documentation.**

- (a) Unless otherwise provided by an employment contract to the contrary, if the State of Georgia or any county or municipality thereof employs a peace officer and said peace officer is hired by another agency within 16 months after completing mandated or formalized training requirements, then the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency to the State of Georgia or any county or municipality thereof which initially paid for such training. If said officer is hired by another agency during a period of 15 to 24 months after mandated or formalized training requirements are completed, then one-half of the total expense of training, including salary paid during training, shall be reimbursed by the hiring agency to the State of Georgia or any county or municipality thereof which initially paid for such training. The council shall set standards for reimbursement by hiring agencies based upon actual expenses incurred in mandated or formalized training by individual departments.
- (b) The State of Georgia or any county or municipality thereof which initially paid for the training of a peace officer shall submit an itemized, sworn statement to the new employer of the peace officer and shall demand payment thereof and may enforce collection of such obligation through civil remedies and procedures.
- (c) Effective July 1, 2003, in order for the State of Georgia or any county or municipality thereof to demand reimbursement, the demanding governmental unit must be able to document that the peace officer in question signed an acknowledgment of the terms of this Code section or an employment contract specifying the provisions of this Code section prior to such peace officer's employment with the demanding governmental unit. Otherwise, this Code section shall not apply to such demand for reimbursement.

I, \_\_\_\_\_, acknowledge and understand the terms outlined in the statute above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date

# APPLICATION PACKAGE

## Police Officer or Dispatch/Admin Services

<b>Last Name</b>	<b>First</b>	<b>M.I.</b>
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<b>Maiden Name</b>	<b>Other Names/Nicknames</b>
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<b>Street Address</b>	
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<b>City</b>	<b>State</b>	<b>Zip</b>
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<b>Primary Phone #</b>	<b>Cell/Alternate Phone #</b>
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<b>Email</b>	
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<b>Place of Birth</b>	<b>City</b>	<b>County</b>	<b>State</b>
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<b>Country of Birth</b>	<b>U.S. Citizen? (Y/N)</b>	<b>Repatriated or Naturalized? (Y/N)</b>
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<b>If you are a Georgia Certified Peace Officer, enter your Okey number.</b>	
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**Driver's License Information. List all driver's licenses you have possessed. List current valid license first.**

<b>State</b>	<b>Number</b>		<b>Still Valid? Y/N</b>
<b>State</b>	<b>Number</b>		<b>Still Valid? Y/N</b>
<b>State</b>	<b>Number</b>		<b>Still Valid? Y/N</b>

**Has your license ever been suspended or revoked for any reason? \_\_\_\_\_**  
**If yes, give details of reason(s) for each suspension / revocation, the state in which your license was suspended or revoked, license number, and the dates to and from your license was suspended or revoked.**


**Have you ever been arrested and/or charged with a crime?**

**If yes, complete the following:**

Date	Charge	Fel/Misd	Disposition	County and State

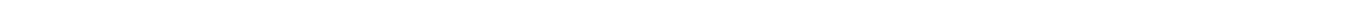
**Give details of any arrest:**


**List all traffic offenses for the last 8 years:**

Mo/Yr	Charge	Jurisdiction	Disposition	Fine Amount

**List below, chronologically; each and every place in which you have resided. Include all military addresses if applicable. Use an additional sheet of paper if necessary and insert it after this page.**

Street Address	City	County	State	From (mo/yr)	To (mo/yr)

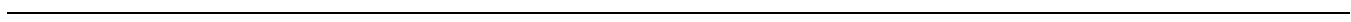


List below, chronologically; most recent dates first, each and every place in which you were employed over the last fifteen years, including part-time employment. Omit none. Give accurate information.

Employer	Address AND Phone Number	From	To	Supervisor	Position	Why You Left

Have you ever been terminated, asked to resign from employment, or resigned in lieu of termination? (Y/N)  
 If yes, provide a detailed explanation (including which employer, when, supervisor, and reason for discharge.)

Employer	Reason for Termination/Resignation	Immediate Supervisor	Date (Mo/Yr)



Have you been subjected to any type of disciplinary action (verbal, written, suspension, etc.) in connection with any employment? (Y/N) \_\_\_\_\_

If yes, provide specific details and use a separate sheet of paper if necessary.

Employer	Type of Action	Reason for Action	Date (Mo/Yr)

For the hiring process to be complete, it will be necessary to contact your present employer at some point if we consider your application. Is there an objection to this? YES / NO. If yes, why?


Chronologically, list all the schools and colleges you have attended. Begin with the most recent school. If you have a GED list it as well:

School	Where (City/State)	From	To	Graduate (Y/N)	Type of Degree

If you have applied for employment to any law enforcement agency anywhere (municipal, county, or state) in the past two years complete information below:

Agency Name	When (Mo/Yr)	Where Are You in the Process?

Have you ever served in any branch of the Armed Forces of the United States of America? \_\_\_\_\_

If so, list branch, highest rank held, periods of active-duty military service, and type of discharge. If reserve duty, please indicate.

Branch	Highest Rank	From (Mo/Yr)	To (Mo/Yr)	Type of Discharge

Are you now serving in a Reserve or National Guard Unit? (Y/N) \_\_\_\_\_

If yes, you must include a letter of good standing from your Company Commander with this application package.

Please indicate the types of disciplinary actions you received if applicable:

Type of Action Received (court martial, Article 15, Captain's Mast, Act 19, etc.)	Reason for Action (You may be asked to provide further information)	When	Disposition



List five personal references whom you have known for at least three years. Do not use former employers or relatives. You must include address and phone numbers.

Name	Address	Phone #	Relationship

List three current neighbors. If you do not know your neighbors, at minimum list the address below.

Name	Address	Phone #

The screening questionnaire below is designed to give us some very basic background information. Please complete this questionnaire keeping in mind that we are looking for people of integrity.

The word “ever” means “in your entire lifetime.” If you understand this, initial here: \_\_\_\_\_

Have you ever...?	YES	NO
<b>Been involved in any way with a felony</b> even if not convicted?		
<b>Been involved in any way with a drug charge or violation</b> related to illegal drugs or illegal use of prescription drugs?		
<b>Been involved in any way with a misdemeanor</b> (other than traffic violations) even if not convicted?		
Recreationally used or tried any of the following: Heroin, Methamphetamine, Cocaine, Opium, LSD, PCP, Ecstasy, Hallucinogens, Ketamine, Rohypnol, Steroids or any other illegal substance or any derivative of an illegal substance?		
Bought, sold, traded, possessed, or transported any illegal drug (including marijuana)?		
<b>Been arrested and/or charged</b> under the Family Violence Act (Domestic Violence)?		
<b>Been arrested and/or charged</b> for any sexual crime including but not limited to rape, sodomy, improper sexual contact with any child under the age of 15, child pornography, bestiality, or any other crime involving morals?		
Used or tried marijuana recreationally?		
Had more than three traffic citations in any state or combination of states?		

Have you ever...?	YES	NO
Are you under any obligation or financial contract or in debt to any Federal, State, or Local government agency?		
<b>Been involved with any of the following:</b> Fleeing or attempting to Elude a Police Officer, Habitual Violator, Reckless Driving, Super Speeder Violation, DUI, Suspended License, Leaving the scene of an Accident, or Perjury?		
Had your driver's license suspended in any state for any reason other than for a lapse of insurance?		
Had more than one accident in the past for which you were at fault?		
Received a Dishonorable, Bad Conduct, or Other Than Honorable, discharge from the military?		
Have you ever been denied or rejected for employment by any law enforcement agency?		
Had a State Security license suspended or revoked in Georgia or any other state?		

**The remaining questions on this page pertain only to Certified Peace Officers, in any state.**

**If you are/were a Certified Peace Officer (in any state), has your certification ever been put on probation, suspended, or revoked?**

Agency Worked For	Reason for POST Action	For How Long?	Dates

**If so, provide a detailed explanation. Use additional sheet if necessary.**


**Have you ever been charged with or accused of sexual harassment? If yes, explain.**


	Yes	No
Have you <b>ever</b> had a Peace Officer certification suspended or revoked by the Georgia P.O.S.T. Council or appropriate peace officer certification agency in any other state?		
Have you <b>ever</b> been barred from testifying in court?		
Have you <b>ever</b> received any type of sanction such as probation, public reprimand, etc. from the Georgia P.O.S.T. Council or other peace officer certification agency in any state?		
Have you <b>ever</b> been asked to leave employment by a law enforcement agency?		
Have you worked for more than 2 law enforcement agencies within the past 8 years?		

**Please check Yes or No below.**

	<b>Yes</b>	<b>No</b>
Do you object to wearing a uniform in accordance with department policy?		
Are you able and willing to work varying shifts, hours, and holidays as assigned without complaint?		
Are you currently on "layoff" status or subject to recall from another job?		
After reviewing a job description, is there any reason you feel you would not be able to perform all the required duties as outlined?		

**CLOSING ATTESTATIONS (Check yes or no):**

	<b>Yes</b>	<b>No</b>
Have you listed all disciplinary and/or corrective actions taken by any previous employer against you (this includes verbal or written counseling's, write-ups, suspensions with or without pay, loss of privileges, probation, public reprimands, terminations of employment, revocations of permits/licenses/certifications, etc.)?		
Have you willfully withheld any information asked for in this application?		
Have you been truthful to the best of your knowledge in all your responses?		

**Did a City of Cartersville employee refer you? If so, please provide their name? \_\_\_\_\_**

The City of Cartersville is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected status.

# The Hiring Process

If we decide to process your application further, some or all of the following events will occur (not necessarily in the order listed):

1. An interview will be scheduled with the Cartersville Police Department Command Staff. After the interview, the recruiter will contact you to advise whether you will proceed with the hiring process.
2. An additional background questionnaire will be required, and a thorough background investigation will be conducted. If the result is favorable, you may be asked to proceed.
3. You will have a polygraph examination conducted.
4. If the Chief of Police makes a conditional offer of employment, you must successfully pass and complete the following: drug screen, physical exam, physical agility test, and psychological exam.
5. During the process, we may ask you to show us any personal social media pages you have on the Internet. Do you agree or disagree to do so? **Initial one:** Agree \_\_\_\_\_ Disagree \_\_\_\_\_
6. If you are not a Georgia P.O.S.T. Certified Peace Officer, you must take the Accuplacer Exam at a local technical college. The exam is used as the entrance exam for the Police Academy. If you have ever taken the Accuplacer exam, it is NOT necessary to retake it. However, you must include a copy of your scores with this application. If you have ever taken the ACT/SAT, you may submit those scores in place of the Accuplacer scores.

**THE AGENCY RESERVES THE RIGHT TO TERMINATE THE HIRING PROCESS AT ANY TIME FOR ANY REASON.**

**I HAVE READ THIS HIRING PROCESS AND UNDERSTAND THE REQUIREMENTS SET FORTH HEREIN.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

If at any time during the process you have questions, please contact:

**Captain Greg Sparacio**

**Recruiting Officer**

**770-607-6216**

**[Sparacio110@cartersvillepolice.com](mailto:Sparacio110@cartersvillepolice.com)**