

NOTE: Please fill out the form online. Then the form must be printed, notarized and mailed in.

**Employment Application Packet
Montevallo Police Department
541 Main Street
Montevallo, AL 35115
(205) 665-1264**

The Montevallo Police Department is an Equal Opportunity Employer

Thank you for your interest in a position with the Montevallo Police Department. Read through the entire application and make sure you complete every question in black ink in your hand-writing. Write "no," "none.," Or "N/A." after each question that does not apply to you. Make sure all information is correct, and the required forms and documentation are attached. **Failure to complete this application packet as instructed or providing false information will result in the disqualification of the application.** All information that you provide may be verified through a background investigation and polygraph. **Failure to complete, sign and notarize the Authorization to Release Information form and Background Investigation form will result in disqualification.**

Application packets must be mailed or hand-delivered to:

**Chief Jeremy Littleton
Montevallo Police Department
541 Main Street
Montevallo, AL 35115**

Copies will not be accepted

Requirements

All individuals applying for employment with the Montevallo Police Department must meet the following conditions:

- Minimum age of 21 for the position of Police Officer. Minimum age of 18 for the position of Dispatcher
- A valid driver's license
- Applicants applying for APOSTC certified positions shall be required to meet State Minimum Standards for Law Enforcement Officers
- High School diploma or GED certificate
- Honorable or uncharacterized discharge from a military branch (if applicable)
- Medical examination, drug screen, and other testing required upon offer of employment

Please Note: The following documents are required to begin the application process.

- A copy of your high school diploma, certified transcripts, or G.E.D. certificate
- A copy of your current, valid Driver's License
- A copy of your current resume

The following documents are also required, IF they apply to you, and must also be included with your completed application:

- DD214 Form, Member 4 - Showing an HONORABLE discharge from the Armed Forces, if you are a Veteran
- A copy of your college diploma
- Name change documents (e.g. Marriage License, Court Order, etc.)
- A copy of bankruptcy discharge papers
- APOSTC Certificate

The Montevallo Police Department has a policy related to tattoos and body art. Applicants considering employment are to be aware that this policy will have a direct impact on eligibility for hiring.

Tattoos or body art displaying the following are prohibited at all times:

- Racism
- Sexism or Sexually Suggestive or Explicit
- Obscenity or Profane
- Gang or Drug Related
- Undermining City or Department Values
- Political in Nature

Tattoos or body art on the following body areas are prohibited at all times:

- Neck
- Head
- Face
- Ears
- Hands and Fingers

Officers hired are prohibited from having tattoos visible on arms below the elbow or anywhere on their legs while on duty, and shall be covered at all times.

Montevallo Police Department Employment Application

Personal History

Date _____

 First Middle Maiden Last

 Date of Birth Place of Birth County State Country

Position applied for () Police () Dispatch () Reserve Officer () Full-Time () Part-Time

Do you have a valid Alabama driver's license? () Yes () No

 Driver's License Number State Social Security Number

List all other names that you have used such as former names, aliases or nicknames

Name Used	Reason	Dates: From	Dates: To

 Current Physical Residence City County State Zip Code

 How long have you lived there?

List all previous addresses through the past ten years

Address	City	State	Dates

Telephone Number Home Cell Work Other

E-mail Address

Have you ever been employed by any local, state, or federal government jurisdiction(s)?

() Yes () No If yes, list jurisdiction(s):

Have you ever served in the armed forces or any reserve component of the United States or of any state? () Yes () No If yes, list your branch of service, dates, rank and rating:

If yes, have you ever received a discharge, release, or separation from such forces which was other than honorable? () Yes () No If yes, explain fully:

Education/Training

High School

(A copy of your high school diploma, transcripts, or GED must be submitted)

High School Name and Location	Years Completed	Did You Graduate?	Type of Diploma

College/University

(A copy of your college diploma or transcripts must be submitted)

College/University Name and Location	Years Completed	Did You Graduate?	Type of Diploma

Are you currently working toward a college degree? () Yes () No

If yes, which type? () Associates () Bachelor () Graduate () Other

When do you expect to receive it? _____

Are you fluent in any other language besides English? () Yes () No

If yes, please list: _____

Are you a current or past POST certified law enforcement officer? () Yes () No

Academy Attended _____ Date Attended _____

What state did you obtain your POST certification in? _____

Post certification number _____

Are you NCIC certified? () Yes () No

Use this space to provide any additional training or positions held relevant to the position for which you are applying:

List any volunteer work

Dates	Hours Per Week	Description of Work

Have you ever performed paid or unpaid services for a law enforcement agency not listed as an employer to include extra duty detail and auxiliary or reserves? () Yes () No If "yes," please provide name and department or agency and describe your relationship or position.

Employment History

Have you ever been discharged or requested to resign from any position? () Yes () No

If "yes," explain:

Employer	Date	Explanation

List all periods of unemployment:

Employer	Date	Explanation

List and describe all of your employment experience in chronological order. Start with your current or most recent employer and work back. Include summer, part-time, and temporary employment. For any length of time not employed, indicate the date of unemployment. Attach a separate sheet of paper for additional work history if needed.

May we contact your current employer? () Yes () No

Employer _____ Supervisor _____

Address _____ Phone Number _____

Starting Salary _____ () Hourly () Weekly Ending Salary _____ () Hourly () Weekly

Title _____ Eligible for re-hire? () Yes () No () (Unknown)

Duties _____

Dates: From _____ To _____ Reason for leaving _____

Employer _____ Supervisor _____

Address _____ Phone Number _____

Starting Salary _____ () Hourly () Weekly Ending Salary _____ () Hourly () Weekly

Title _____ Eligible for re-hire? () Yes () No () (Unknown)

Duties _____

Dates: From _____ To _____ Reason for leaving _____

Employer _____ Supervisor _____

Address _____ Phone Number _____

Starting Salary _____ () Hourly () Weekly Ending Salary _____ () Hourly () Weekly

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Dates: From _____ To _____ Reason for leaving _____

Starting Salary _____ () Hourly () Weekly Ending Salary _____ () Hourly () Weekly

Employer _____ Supervisor _____

Address _____ Phone Number _____

Starting Salary _____ () Hourly () Weekly Ending Salary _____ () Hourly () Weekly

Title _____ Eligible for re-hire? () Yes () No () (Unknown)

Duties _____

Dates: From _____ To _____ Reason for leaving _____

Starting Salary _____ () Hourly () Weekly Ending Salary _____ () Hourly () Weekly

List any additional paid work experience

Dates	Hours per Week	Employer	Job Title	Salary

Personal References

List three references (not relatives, former or present employers, fellow employees, or school teachers) who are responsible adults of reputable standing in their communities, such as property owners, business or professional people who have known you well for the past five years.

Name	Address	Phone Number	Relationship

Driving History

Have you had a driver's license in any other state(s)? () Yes () No If yes, list:

Name	State	License Number

Have you ever had restrictions placed on your license? () Yes () No (If "yes," explain below)

Have you ever received a traffic citation? () Yes () No (If "yes," explain below)

Have you ever been denied issuance of a license or have you ever had your license suspended or revoked? () Yes () No (If "yes," explain below. Include the reason for the denying agency)

Have you ever had automobile insurance refused, withdrawn, or revoked? () Yes () No (If "yes," explain below)

Arrest History/Court Date

1. Have you ever been arrested, charged, or received a summons to appear for any criminal violation?

() Yes () No

2. Have you ever been charged or convicted of a misdemeanor? () Yes () No

3. Have you ever been charged or convicted of a felony? () Yes () No

4. To your knowledge, has any member of your immediate family ever been charged or convicted of a misdemeanor or felony? () Yes () No

5. Have you or your spouse ever been a plaintiff or defendant in a court action? () Yes () No

6. Have you ever been detained by any law enforcement officer for investigation purposes or have you ever been the subject of or a suspect in a criminal investigation? () Yes () No

7. Have you ever been fingerprinted for any reason (arrest, job application, military, etc.)? () Yes () No

8. Have you or your spouse ever been the subject of a Department of Human Resources investigation? () Yes () No

9. Do you have any pending criminal charges (felony, misdemeanor, traffic)? () Yes () No

If you answered "yes" to any of the questions above, explain in this section. Use additional sheets if needed.

Location/Department	Charge	Your Plea	Charge Date	Disposition

Personal History Questionnaire

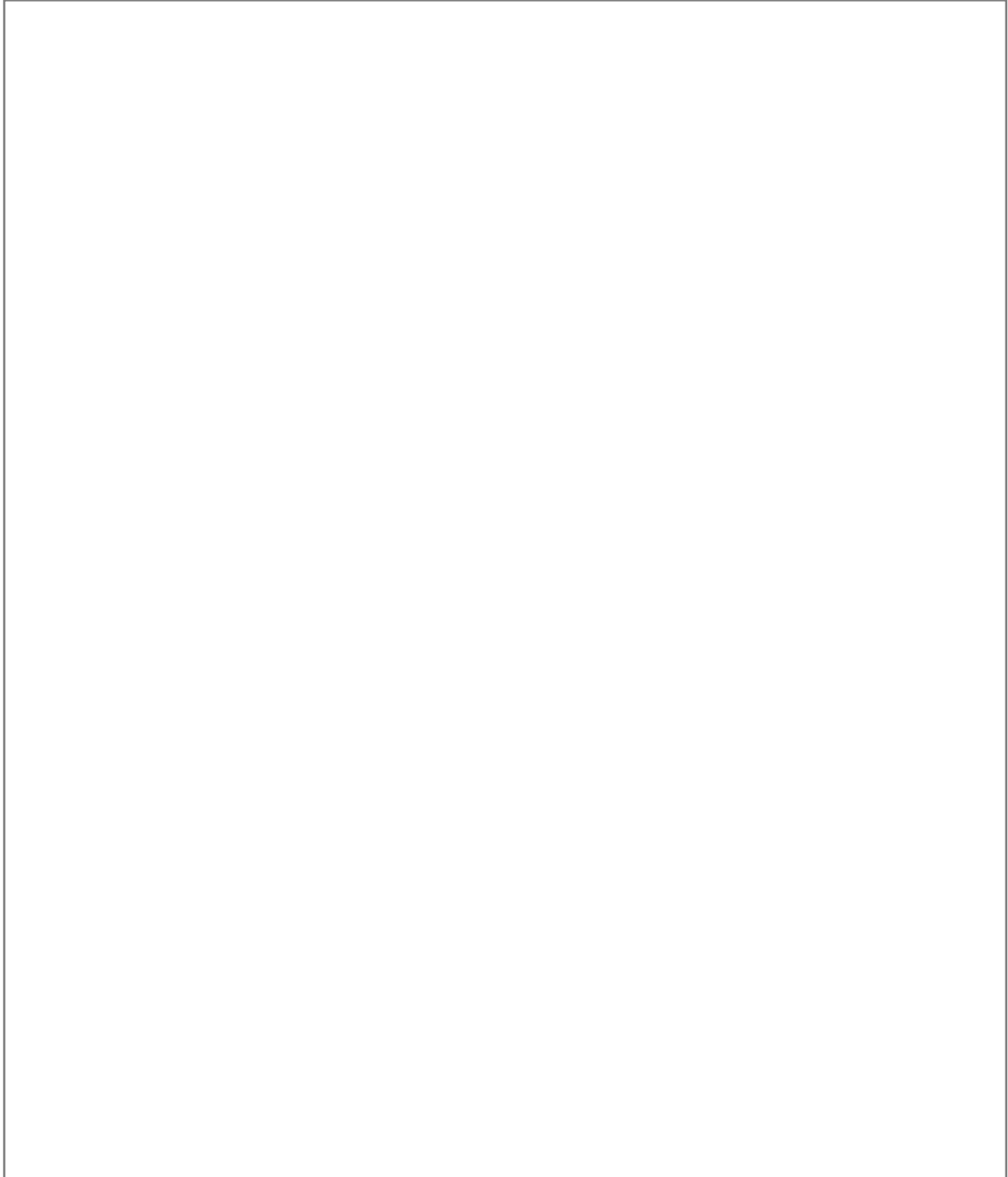
If you answer yes to any of the following questions a further explanation of your reply is required, use the attached sheet labeled "Personal History Explanation" and reference the question number giving a detailed explanation to include dates. Each question must be answered.

1. Have you ever purchased an alcoholic beverage for a minor? () Yes () No
2. Have you ever been denied a permit or had the right to carry a concealed weapon revoked?
() Yes () No
3. Have you ever obstructed, lied, or presented a false or altered identification to a law enforcement officer? () Yes () No
4. Have you ever committed or been involved in any undetected crime of any type? () Yes () No
5. Have you ever committed perjury, made a false statement or affirmation, or falsified an employment application? () Yes () No
6. Have you ever forced anyone to engage in any type of sexual activity with you? () Yes () No
7. Have you ever intentionally viewed, downloaded, or possessed materials containing sexually explicit pictures of minors? () Yes () No
8. Have you ever done anything to harm, insult, or frighten another person because of that person's race, sexual preference, nationality, or religion? () Yes () No
9. Do you have any unpaid citations or summons against you at this time? () Yes () No
10. Do you have any outstanding warrants at this time? () Yes () No
11. Do you have any type of civil process or litigation pending at this time? () Yes () No
12. Have you ever released confidential documents or information without your employer's consent?
() Yes () No
13. Is there any reason you cannot accept shift work, including nights, weekends, and holidays?
() Yes () No
14. Have you ever had any property repossessed? () Yes () No
15. Have you ever been evicted? () Yes () No
16. Have you ever failed to pay a traffic citation or any other fine? () Yes () No
17. Have you ever been discharged, asked to resign, or laid off from employment? () Yes () No

Personal History Questionnaire Continued

18. Have you ever been subjected to disciplinary actions from an employer? (Including verbal or written warnings, reprimands, counseling, or suspensions? () Yes () No
19. Have you ever been interviewed by an employer's internal affairs, quality control, loss prevention, or another disciplinary unit? () Yes () No
20. Have you ever stolen or been accused of stealing anything from an employer? () Yes () No
21. Have you ever, by word of mouth or in writing, advised or taught the doctrine that the government of the United States of America or any state, or of any political subdivision thereof should be overthrown by force, violence, or any unlawful means? () Yes () No
22. Are you now or have you ever been a member of any subversive organization that is directed toward the undermining and overthrow of the government of the United States? () Yes () No
23. Have you ever knowingly paid, contributed, collected, or solicited any money or dues for or on behalf of any subversive organization? () Yes () No
24. Do you belong to any group or hold any belief, which would prevent you from vowing allegiance to the flag or the Constitution of the United States of America? () Yes () No
25. Have you ever resigned or left a job by agreement for any reason? () Yes () No
26. Are you now or do you anticipate being related by blood or marriage to anyone now employed by the Montevallo Police Department? () Yes () No
27. Have you ever stolen anything from a relative? () Yes () No
28. Have you ever committed or have you been accused of committing an act of domestic violence? () Yes () No
29. Have you ever committed or been accused of committing any act of violence against anyone? () Yes () No
30. Are you aware of any information about yourself or any person with whom you are or have been closely associated with who might tend to reflect unfavorably on your reputation, morals, character, or ability? () Yes () No
31. Have you ever walked away from a job without giving proper notice or resignation? () Yes () No

Personal History Explanation

A large, empty rectangular box with a thin black border, intended for the applicant to write a personal history explanation. The box occupies most of the page's vertical space below the section header.

Applicant Statement and Authorization to Release Information

I hereby certify that all answers to the above questions are true and correct. I understand that any misstatement of material facts contained in this application will cause forfeiture upon my part of all rights to any employment subject to the jurisdiction of the Montevallo Police Department. I understand that this application and all papers in connection with the examination shall be confidential records of the Montevallo Police Department subject to the inspection of the appointing authority as provided by the rules and regulations and to my personal review.

I, _____ am an applicant for employment with the Montevallo Police Department. To process my application, certain information must be available to the department. This information is for my benefit. This release is valid for two years from its date. All information will be held confidential.

I hereby authorize, request, and direct educational institutions; my references; my employers (past and present); financial institutions of any kind; credit bureau or consumer reporting organization; and all governmental agencies and instrumentalities (Local, State, Federal, or Foreign) wherever said individuals or organizations are situated, to release to the Montevallo Police Department or any representative thereof, any document, information, record, or file that is deemed material to the processing of my application for employment. Said information could be furnished if the request, therefore, is made in person or writing.

Further, I hereby release you, as the custodian of such records and all of said individuals and organizations, including its officer, employees, or 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.

Further, I appoint the Montevallo Police Department Chief of Police or his representative as my agent and attorney-in-fact for the sole purpose of collecting information for processing my application and direct that he be permitted to inspect all of said files and information and be allowed to make copies thereof at his discretion. This request can be treated as if I were making this request in person. Should there be any question as to the validity of this release, you may contact me as indicated below.

Date _____ Signature of Applicant _____

Address _____ City, State, Zip _____

Phone (home) _____ (work) _____

Affidavit: I, _____ being first duly sworn, depose and say as follows: I am the person who executed the above Authorization: I understand its meaning, intention, and effect, and that the statements therein made are true and correct.

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public _____ My commission expires: _____

Only sign in the presence of a Notary Public

Background Investigation Authorization

I, _____ hereby authorize the Montevallo Police Department, hereinafter referred to as, Employer, and/or its designated agents to procure a consumer report and/or an investigative consumer report on me for the purpose of evaluating me for employment, promotion, reassignment, discipline and/or retention and to make an independent investigation of my background, references, past/present employment, education, credit, motor vehicle records, drug screening records, federal, civil, criminal and police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application, resume, or in other supporting documentation and/or obtaining other information, including personal interviews with those acquainted with me, which may be material to my qualifications.

I understand that the Employer and its designated agents will adhere to applicable state and federal statutes concerning the securing of the information, handling, and release of information obtained in the investigation. I further understand, pursuant to Section 606(b) set forth in the federal Fair Credit Reporting Act, I have the right to request additional disclosures as to the nature and scope of the investigation and will be provided a copy of the consumer rights as defined by the Federal Trade Commission. I also understand if an adverse decision is made, due to the contents of this investigative report, then pursuant to Section 604(b)(3), I will receive a free copy of the report and a summary of my rights as a consumer under the FCRA. The following is my true and complete legal name and all information on this document is true and correct to the best of my knowledge. Any falsification of the facts or omission of material facts under any circumstances found during the investigation or at any time thereafter constitutes the basis for immediate disqualification as a candidate or termination of my employment. I understand that the information requested below is for the sole purpose of gathering information accurately and positive identification and will not be used to discriminate against me in violation of any law. I understand any initial offer will be contingent until all information is obtained and processed and may be subsequently withdrawn based on the results of this investigation. I further understand this signed consent hereby authorizes the Employer, and its designated agents, to conduct necessary, random and periodic background investigations as a requirement of my continued qualifications. Please provide the complete legal name and complete all areas below.

I understand that I have the right to refuse participation in the investigation procedure and that my participation is entirely voluntary. I understand that the completion of this form is condition and requirement of employment with the Montevallo Police Department. I also understand that if I decline to sign this form, I will not be eligible for employment with the Montevallo Police Department.

Print Full Legal Name _____

Social Security Number _____ Date of Birth _____

Signature _____ Date _____