



Employment Packet

Snellville Police Department

The City of Snellville Police Department requires the following documentation in order to consider you for employment opportunities.

Police Officer Candidates

- Completed Employment Application
- References Form
- Consent for Release of Criminal History (must be notarized)
- General Release for Background Check (must be notarized)
- Credit Check Authorization Form
- A copy of your current POST training record. This record must indicate the status of your Georgia POST certification.
- A copy of your current Georgia Driver's Record (MVR). The record must be current within the last 30 days and is available for the Georgia State Patrol.

Communication Operators and Administrative Staff Candidates

- Completed Employment Application
- References Form
- Consent for Release of Criminal History (must be notarized)
- General Release for Background Check (must be notarized)
- Credit Check Authorization Form

Enclosed with this employment packet is an approximate timeline for the employment process.



Snellville Police Department Employment Process

Completed application packets should be mailed or returned to the:

Personnel Officer
Snellville City Hall
2342 Oak Road
Snellville, Georgia 30078-0844
Monday – Friday: 8:00 am to 5:00 pm

Applications that meet the minimum qualifications will be forwarded to the Staff Services Department at the Snellville Police Department.

Interview Boards will be held on a quarterly basis (or as needed) and all applicants who meet minimum qualifications for any open position will be interviewed.

The top candidates' employment applications from each interview board will be forwarded to the Criminal Investigation Division for a criminal history and background check. *This process takes approximately one month.*

Police Office Candidates:

Candidates who pass the CID background check will interview with the Chief of Police. The Chief of Police or the Personnel Officer will make a job offer to the top candidate. *The job offer is contingent on successful completion of the following procedures. The post offer test phase usually takes 2 weeks*

Physical Examination by City appointed Medical Doctor
Drug Screen
Psychological Examination

After the Snellville Police Department receives confirmation that the applicant has passed all examinations then a final interview may be held with the Chief of Police and start date agreed on.

All Other Candidates:

Candidates who pass the CID background check will interview with the Chief of Police or the Division Commander. The Chief of Police or the Personnel Officer will make a job offer to the top candidate. The job offer is contingent on successful completion of a Drug Screen.

After the Snellville Police Department receives confirmation that the applicant has passed the drug screen a final interview may be scheduled with the Chief of Police and a start date agreed on.



References

Snellville Police Department

Please list three (3) personal references. Immediate family members cannot be listed as references.

Reference 1

Name: _____

Address: _____

Phone Number: _____

Reference 2

Name: _____

Address: _____

Phone Number: _____

Reference 3

Name: _____

Address: _____

Phone Number: _____



Snellville Police Department

2686 Springdale Road • Snellville, Georgia 30039

770-985-3555 • Fax 770-985-3579

Roy Whitehead
CHIEF OF POLICE

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Snellville Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of education institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultations, including hospitals, clinics, private practitioners, and the U. S. Veteran's Administration; employment and pre-employment records, including background reports, polygraph reports and charts; efficiency ratings; complaints or grievances filed by or against me; and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation that is developed directly or indirectly in whole or in part; upon this release authorization will be considered in determining my suitability for employment by the City of Snellville Police Department. I also certify that any person(s) who may furnish or receive such information concerning me shall not be held accountable for the dissemination of this information; and I do hereby release said person(s) from any and all liability that may be incurred.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Notary

Date

Signature: _____

Address: _____

Phone: _____

DOB: _____

S.S.# _____



CONSENT FOR RELEASE OF CRIMINAL HISTORY

I hereby authorize Snellville Police Department to receive any criminal history information pertaining to me that may be in the files of any State or local criminal justice agency within the State of Georgia. I also authorize this information obtained to be released to:

_____.

By signing this consent, I hereby waive any liability against the Snellville Police Department or the City of Snellville for release of this information.

Search Criteria:

_____ Full Name (Printed)

_____ Date of Birth

_____ Social Security Number

_____ Race

_____ Sex

_____ Place of Birth

_____ Signature (Signed in presence of Notary Public)

_____ Notary Public
My commission expires:

Date: _____, 20_____

_____, 20_____

DO NOT WRITE BELOW – TO BE COMPLETED BY G.C.I.C. CERTIFIED FULL THERMINAL OPERATOR.

A criminal history check was made through the Georgia Crime Information Center via computer using the above shown search criteria.

Was a criminal history record found? YES NO
If found, is it attached to this form? YES NO

_____ G.C.I.C Full Terminal Operator

AUTHORIZATION TO CONDUCT BACKGROUND CHECKS

I, _____ Authorize Georgia Polygraph, Inc. (GP, Inc.) to conduct a
(Print: Legal First Name Middle Initial Last Name)

background checks on myself which may include but not limited to the following areas:

- Background Security Interview
- Civil Records Check
- Drug and Alcohol Test
- Employment Reference Checks
- Education Records Check
- Character Reference Checks
- Salary | Wage verification
- Local, State and National Criminal Records Check
- Motor Vehicle Records Check
- Credit Bureau Records Check
- Neighborhood Reference Checks
- Photograph and Fingerprint Identification
- Immigration and Naturalization Service Records
- Use of tele-conferencing | video-conferencing

I do hereby release, absolve, and agree to forever hold harmless Snellville Police Department, their officers, agents, and employees, and GP, Inc., their agent, officers, and employees from any liability resulting either from the background investigation or use of the results and opinions obtained therefrom. This also applies to any and all suites, actions, or causes of actions at law, claim, demand, or liability which I, my successors, assigns, heirs, executors, guardians, or administrators have now or may ever have resulting directly, indirectly, or remotely from said background investigation. I authorize and reference listed above to release any information requested by GP, Inc. I release and forever hold harmless any reference providing information to GP, Inc. I certify that the information contained in the Company application and the GP, Inc. forms is true and correct to the best of my knowledge and I understand any falsification, misrepresentation or omission is grounds for refusal to hire, or if hired, dismissal.

I further expressly authorize GP, Inc. to release all results, oral and written statements, opinions, and other information derived from these background check and interview to Snellville Police Department.

_____	_____ - _____ - _____			
(Print Full Name)	Social Security Number			
_____	_____			
Print Street Address	Date of birth (MM DD YYYY)			
_____	_____			
City	St	Zip Code	Race	Sex
<i>The above information is required to process Criminal History Records Checks.</i>				

This release shall remain in force for the duration of my employment with the City of Snellville.

Signature

Date

A Photostat, or any other copy, of this instrument bearing my signature shall be equally legally valid as the original