



# CITY OF FOREST PARK

## DEPARTMENT OF POLICE SERVICES

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### POLICE MANDATE TRAINING

**Police Officer candidates must attend a mandatory Peace Officer Mandate Course as specified by the Georgia Peace Officers Standards and Training Council (P.O.S.T.). Failure to successfully complete this course will be cause for dismissal.**

I have read the above and understand clearly.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

#362 Rev 1-18-07/hjm

## SUPPLEMENTAL INFORMATION FORM

Position: Police Officer

Thank you for your interest in employment with the City of Forest Park. The following questionnaire provides you with information relative to the requirements, duties and demands of the above referenced classification. Read each statement very carefully and then truly assess yourself to determine your suitability for employment in this classification. ANSWER THESE QUESTIONS HONESTLY.

You may provide additional information not specifically requested on the questionnaire that you believe will assist the Personnel Department in evaluating your training and experience. Please attach additional pages if desired. However, the information requested will form the primary basis of your evaluation.

YOU MUST COMPLETE THIS QUESTIONNAIRE  
AND RETURN IT WITH YOUR APPLICATION  
TO RECEIVE FURTHER CONSIDERATION.

### POLICE OFFICER

#### NATURE OF WORK

This is general law enforcement work assigned to incumbents who are performing in the capacity of police trainees.

Work involves assisting certified peace officers in routine patrol work such as responding to emergency calls, citizen complaints and alarms. Duties may also be assigned by higher ranking officers that relate to the watch command station and higher ranking officers in accordance with training and certification requirements as stipulated by the City and the State of Georgia.

This classification is considered to be a "transitional" classification. Under Georgia law, basic certification as a Georgia peace officer is required during the first year (twelve months) of employment. Failure to achieve such certification may result in termination of employment as a police officer with the City.

Name of Applicant: \_\_\_\_\_ SSN: \_\_\_\_\_

POLICE OFFICER

Describe your experience and/or training in each of the following areas. For each area, indicate: 1) Where the experience and/or training was gained and 2) the length of experience and/or training in months or years.

1) Performing routine patrol and traffic control duties.

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2) Checking vehicle and license papers.

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3) Completing standardized reports and maintaining records.

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4) Skill in communicating with a variety of people in stressful and emergency situations.

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5) Ability to gather information and interpret pertinent facts.

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6) Additional Information

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STATEMENT BY APPLICANT - I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statement and answers to questions and that the information I have provided is subject to verification by the City of Forest Park. I am aware that should an investigation disclose any misrepresentation, omission or falsification, my application may be rejected, or if already employed, my employment may be terminated.

\_\_\_\_\_  
Applicants' Signature

\_\_\_\_\_  
Date

*Thank you for your interest in employment with the  
City of Forest Park.*

FOR OFFICE USE ONLY

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\* IMPORTANT \*\*\***

**Selection Process:**

Once an application is received, it is reviewed by the recruiting officer for completeness and compliance with basic minimum standards. The applications passing this review are forwarded to the Operations Commander for scheduling of an initial interview.

Applicants receiving a favorable recommendation during initial interview phase will be scheduled to submit to a Computer Voice Stress Analysis Exam (CVSA). The recruiting officer will then review the application and test results. Applications passing this review will be forwarded to the criminal investigations divisions and assigned to a background investigator for a more thorough review.

If the outcome is favorable, the applicant will be scheduled for an Executive Interview. If the applicant is given a conditional offer of employment, the applicant must pass a psychological and medical exam before starting employment. Applicants for the position of police officer, that are not certified, are required to pass the P.O.S.T. entrance exam prior to their start date.

Provided the application is complete, the processing time is 45 to 90 days.

Applicants that are rejected may reapply after 1 year as long as all minimum departmental requirements are met.

**Application Requirements:**

If you have had a drivers' license in any other state in the last 5 years, you must include a driver's history from that state.

Include the following documents/copies:

Driver's License  
Birth Certificate  
High School Diploma or G.E.D.  
College Diploma and transcripts (if applicable)  
Citizenship Papers (if applicable)

DD214 (Military discharge paperwork)  
Any certificates involving schools or a police academy  
Any other information you feel Pertinent

REMEMBER, fill in all blanks on the application, even if it is "none" or "n/a". Following instructions is imperative. You must have 2 pages notarized, and you must sign the back of the application.

Failure to include the above documents or leaving blanks on the application may result in denial of your application.

Additionally, complete the attached questionnaire and turn it in with your application. I have also attached our Drug Use Disqualification Table for your review. Please use this table to determine if you meet our standards for employment.

**Thank you!**

**Captain Jamie Reynolds**

**404-366-7280 ext 434**

# FOREST PARK POLICE DEPARTMENT

## JOB APPLICANT QUESTIONNAIRE

Complete this form and turn it in to the background investigator. If you answer "yes" to any of the questions, please provide an explanation in the space provided or on a separate piece of paper. (Circle yes or no for each question)

1. Have you ever been fired or asked to leave a job? Yes No \_\_\_\_\_  
\_\_\_\_\_
2. Have you ever stolen any property or currency from an employer? Yes No  
\_\_\_\_\_
3. Have you ever stolen any property valued over \$50 from anyone? Yes No  
\_\_\_\_\_
4. Did you ever commit a crime so serious that, if known, would keep you from being hired by this agency? Yes No \_\_\_\_\_  
\_\_\_\_\_
5. Have you ever used marijuana of any form? Yes No \_\_\_\_\_  
\_\_\_\_\_
6. Have you ever used cocaine in any form before? Yes No \_\_\_\_\_  
\_\_\_\_\_
7. Have you intentionally withheld or altered required information on your employment application? Yes No \_\_\_\_\_  
\_\_\_\_\_
8. Have you ever belonged to an anti-government or subversive group or gang? Yes No  
\_\_\_\_\_