

# Spring Hill Police Department

199 Town Center Parkway, Spring Hill, TN 37174

Title of position applying for (check one):

Police Officer \* POST Certified?  No  Yes State: \_\_\_\_\_ Cert #: \_\_\_\_\_

\*Must be 21 years of age or older

Tele-Communicator \*\* NCIC Certified?  No  Yes EMD Certified?  No  Yes CPR Certified?  No  Yes

\*\*Must be 18 years of age or older

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Address: \_\_\_\_\_  
STREET CITY, STATE ZIP

Home Phone Number: (\_\_\_\_) \_\_\_\_\_ Cell Phone Number: (\_\_\_\_) \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

May we contact you at work?  No  Yes If yes, work number (\_\_\_\_) \_\_\_\_\_ and best time to call \_\_\_\_\_

Are you legally eligible for employment in this country?  No  Yes  
(proof of US Citizenship or immigration status will be required upon employment)

Type of employment desired:  Full Time  Part Time Are you available to work overtime?  No  Yes

Have you been convicted of or pleaded guilty to or entered a plea of nolo contedere to any felony charge?  No  Yes  
(such conviction may be relevant if job related, but may not bar you from employment)

If yes, please explain: \_\_\_\_\_

Do you have a valid driver's license (if required for the job)?  No  Yes D.L. #: \_\_\_\_\_ State: \_\_\_\_\_

Are you related by blood, adoption or marriage to a current employee or official of the City of Spring Hill?  No  Yes

If so, to whom? \_\_\_\_\_ What is your relationship? \_\_\_\_\_

How did you learn about this employment opportunity? \_\_\_\_\_

### Employment History

List your last four (4) employers, starting with the most recent, including military experience. Explain any gaps in comments section below.

Employer (most recent/current)	Telephone	Dates Employed
		_____ to _____
Address	Job Title	Final Hourly Salary/Rate
		\$ _____ per _____
Immediate Supervisor and Title	Reason for Leaving	
Summarize work performed and job responsibilities		May we contact for reference? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Later
Employer	Telephone	Dates Employed
		_____ to _____
Address	Job Title	Final Hourly Salary/Rate
		\$ _____ per _____
Immediate Supervisor and Title	Reason for Leaving	
Summarize work performed and job responsibilities		May we contact for reference? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Later

## Employment History (continued)

Employer	Telephone	Dates Employed
		_____ to _____
Address	Job Title	Final Hourly Salary/Rate
		\$ _____ per _____
Immediate Supervisor and Title	Reason for Leaving	
Summarize work performed and job responsibilities		May we contact for reference? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Later
Employer	Telephone	Dates Employed
		_____ to _____
Address	Job Title	Final Hourly Salary/Rate
		\$ _____ per _____
Immediate Supervisor and Title	Reason for Leaving	
Summarize work performed and job responsibilities		May we contact for reference? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Later

Comments (including any gaps in employment)

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## Skills and Qualification

Summarize special skills and qualifications acquired from employment or experiences that may qualify you to work for the City of Spring Hill Police Department, such as licenses, certifications, etc.

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List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, disability or protected status.)

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## Educational Background

Elementary School Name and Address		
Junior High School Name and Address		
High School Name and Address		
College/University Name and Address	Number of Hours Completed	Degree and Date Completed

# Residential History

List all addresses in which you lived in the past (10) ten years

Street Name	City, State	Zip Code	Dates Lived

Explain any gaps: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **Important**

The City of Spring Hill and Spring Hill Police Department are an equal opportunity employer and does not discriminate on the basis of gender, race, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

The employment application is but one part of the hiring process, which may include an interview, an employment examination or test and a demonstration of an ability to perform the essential functions of the job.

## **Waiver for Release of Information**

I certify that, to the best of my knowledge and belief, all of the information and statements provided by me in this application are true, correct, complete and provided in good faith.

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's services if I have been employed.

I give Spring Hill Police Department the right to investigate all references and to secure additional information about me. I consent to the release of information to the Spring Hill Police Department about my ability and fitness for employment by employers, schools, law enforcement agencies and other individuals and organizations. I hereby release from liability, Spring Hill Police Department and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Spring Hill Police Department does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state or federal law.

I understand that just as I am free to resign at any time, Spring Hill Police Department reserves the right to terminate my employment pursuant to the City's Personnel Rules and Regulations. I understand that no representative of Spring Hill Police Department has the authority to make any assurances to the contrary.

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

Date \_\_\_\_\_

## **NOTICE TO APPLICANTS**

Screening tests for alcohol and illegal drug use and a polygraph examination may be required before hiring and during your employment. The City of Spring Hill is a Drug-Free workplace.

You may attach a "list" of certificates of any courses attended pertinent to the position you have applied. DO NOT submit copies of certificates.

Be prepared to supply the following documents if offered a position: Birth Certificate, High School Diploma/GED, Military Papers, Driver's License, Social Security Card, First Aid/CPR card, Certificates, etc.