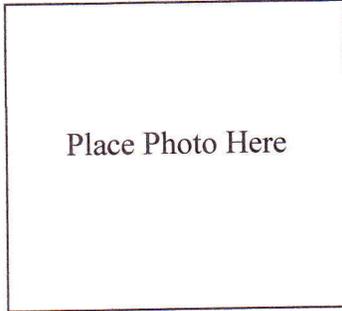




City of Florida City Police Department
404 West Palm Drive
Florida City, FL 33034-0570
(305) 247-8223



Employment Application & Background Information



Applicant's Name: _____ D.O.B. _____

SS #: _____ Primary Contact #: _____

- Position Applying For: Patrol Officer
 Certified Non-Certified
 Communications Officer
 Police Records Technician
 Secretary/Clerk
 Other: _____

Application Date: _____ ID Assigned: _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

The City of Florida City Police Department is an equal opportunity employer (EOE), and, in accordance with applicable Federal and State laws does not unlawfully discriminate on the basis of race, color, religion, national origin, disability, age, gender or other legally protected status or classification.

It is the policy of the City of Florida City Police Department to provide equal employment opportunity (EEO) for all applicants and employees. This EEO policy applies to all areas of employment including recruitment, hiring, training, promotion, compensation, benefits, transfer and other terms and conditions of employment.

The minimum age for police officer applicants is 21 years of age. The minimum age for all other positions is 18 years of age. Under Florida law, police officers and communications officers must be citizens of the United States.

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This employment application is not an offer of employment, or a contract for employment. The completion of this application or any other instrument does not stand as an agreement, or promise to hire the applicant, and any statement to the contrary by any unauthorized employee is void. The Chief of Police is the ONLY person authorized to make an offer of employment. This application will be held on file in accordance with current Florida law. Applicants will be given consideration for open positions only.

Instructions for Completing this Application

- (1) Print or type. **USE ONLY BLACK INK.**
- (2) Complete all questions.
- (3) Any questions not pertaining to you individually, list as "N/A" for Not Applicable.
- (4) If more writing space is needed throughout this application form, you may write your answers on paper and attach them to the application. Be sure to clearly identify the question number you are referring to.
- (5) The Affidavit of Applicant and Authorization for Release of Personal and Criminal History Record Information on the following pages must be signed ONLY in the presence of a Notary Public.
- (6) **If specific portions of this application are not notarized, the application will not be processed.**
- (7) Attach copies* of the following:
 - a. Birth Certificate (naturalized U.S. citizens must also attach copy of naturalization papers; persons legally permitted employment in the United States must also attach copies of such permits)
 - b. High School Diploma or G.E.D. Certificate
 - c. All post-secondary (college, vocational school, etc.) diplomas and transcripts
 - d. If you were in the military, documentation of military training/experience and a DD-214
 - e. Peace Officer Certification Certificate and Diploma from police academy
 - f. Police training certificates/training records
 - g. Driver's License
 - h. Marriage License (if applicable)
 - i. Proof of Vehicular Insurance (if applicable)
 - j. Social Security Card

* If some of these documents are not readily obtainable, you may omit attaching them, if you explain the reason they cannot be attached. Xerox copies of all documents are acceptable for application submission purposes, but original/certified copies are required if an offer of employment is made and accepted.

Affidavit of Applicant

As the Applicant, I state that I understand and/or certify the following:

1. That if I do not wish to answer a question in the application process, I may do so, however my application will not be processed.
2. Exclusive of the aforementioned statement, all information, which is recorded in the application process, will be used only for identification and/or in relation to consideration of qualification of the applicant for employment.
3. That I have read and understand all questions and instructions in this application and that my answers during the application process are factual and complete to the best of my knowledge and belief.
4. That truthful and complete responses in the application process are required.
5. That discovery of intentional omissions or incorrect answers may be a basis for the termination of the application process, and may result in criminal prosecution for the offense of False Statements under Florida law section 837.06, a misdemeanor punishable by a maximum fine of \$1,000 or imprisonment for not less than one (1) or more than five (5) years, or both; and/or for the offense of Perjury (False Swearing) under Florida code section 837.011, a felony punishable by a maximum fine of \$1,000 or imprisonment for not less than one (1) or more than five (5) years, or both.
6. That falsification during the application process by an individual hired may result in termination of employment with this Agency.
7. That the City of Florida City Police Department operates within the scope of a Standard Operation Procedures (SOP) Manual and that if an offer of employment is made and accepted, the applicant agrees to work in accordance with the policies and procedures of this manual.
8. That all information provided will be verified by written request, interview, testing, psychological test, physical agility testing, medical exam, drug screening, polygraph exam or computer verification of drivers/criminal history and drivers license status; that the present and all former employers will be contacted for information to determine qualifications for employment with this Agency.
9. That if I am offered employment with the City of Florida City Police Department, and if I accept such employment, that I will be initially employed as a probationary employee for a period of twelve calendar months from date of hire. I understand that if I am not available to work during the probationary period due to illness, injury, or other reason, my probationary period may be extended beyond 12 months from date of hire. I understand that my work performance will be evaluated, and if such work performance is not in keeping with agency standards, I will be provided written notification of my failure to achieve agency work performance standards. I also understand that I will be provided with training to assist me in reaching those standards of work performance. However, I understand completely and fully that if I fail to meet departmental standards, I can be terminated from employment.

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10. That my work performance will be evaluated during my probationary period; and if I have not obtained Agency standards of work performance, that my employment with the City of Florida City Police Department will be terminated. I understand that upon such termination all such salary and other compensations will also be terminated. I further understand that upon termination that I must return all property issued to me by the City of Florida City Police Department, or make suitable restitution for the same. I understand that I do not have a right to appeal termination unless such termination is illegal.
11. That in the event I achieve Agency work performance standards at the end of my probationary period that I will be classified as a regular employee. I also understand that as a regular employee, should my work performance fall below Agency standards, that I might be terminated.
12. After successful completion of my probation period, that I may be terminated for any good and sufficient cause; to include, but not limited to criminal activity or violation of Department policies and procedures. I understand that I have appeal rights as provided in the City of Florida City Police Department's Standard Operating Procedures manual. However, I completely and fully understand that as a probationary employee, I may be terminated at any time and for any or no reason, and have no rights of appeal, unless such termination is illegal.
13. That should I not successfully complete my probationary period for any reason, I agree to pay the City of Florida City, within 30 days of employment termination, a minimum of \$500.00 and a maximum of \$1,000.00 (based on job assignment and uniform/equipment requirements) as liquidated damages in recognition for all expenses incurred by the City of Florida City as part of the hiring and employment process.
14. That I fully understand once I become a regular employee if for any reason I leave within six (6) months of receiving my yearly clothing allowance (two pants and two shirts) I agree to pay the City of Florida City, by way of payroll deduction, the entire cost of said uniforms.
15. That I fully and completely relieve the City of Florida City and all its employees from any responsibility from the incursion of any debts or expenses from any law enforcement training from my present employer, and any and all former employers.
16. That I understand that: (a) federal law 18 U.S.C. 922 prohibits persons who have been convicted of a domestic violence related crime from access to, possession, shipment, or transportation of firearms or ammunition; and (b) that most jobs at the Florida City Police Department may involve contact with firearms or ammunition and thus are covered under this federal law; and (c) that all applicants and employees are required to submit to a review of their criminal history record prior to employment and as a condition of continued employment, and (d) that I give my consent for such criminal history record checks to be made now and at any point during any such employment.

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17. That I understand and acknowledge that if any information presented in this application changes between the time I submit the application and any conditional offer of employment is made, that I must advise the Florida City Police Department of those changes in writing.
18. That I will receive a Security Identification Card while the City of Florida City employs me. In the event I lose/misplace this card, I will be responsible to reimburse the city \$10.00 per occasion.

SIGN THIS ONLY IN THE PRESENCE OF THE NOTARY PUBLIC AND UNDER OATH

Applicant's Signature

Date

Before me personally appeared the above said person who says that he/she executed the above Affidavit Of Applicant of his/her own free will and accord, with full knowledge of the purpose therefore.

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

Notary Public's Signature
Place Commission information and Seal:

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City of Florida City Police Department
 404 West Palm Drive
 Florida City, FL 33034-0570
 Compliance Office - (305) 247-8223



**Authorization for Release of Personal Information
 and Criminal History Record Information**

I, _____, do hereby authorize the

 (print your name)
 review and full disclosure of all records concerning myself to any duly authorized agent(s) of the City of Florida
 City Florida 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 educational
 institutions; financial or credit institutions; including records of commercial or retail credit agencies (including
 credit reports and/or ratings); and other financial statements wherever filed; medical and psychiatric treatment
 and/or consultation; including hospitals, clinics, private practitioners, and the United States Veterans
 Administration; employment and pre-employment records, including internal investigations, reports, background
 reports, polygraph exam results, performance appraisal, efficiency or fit-for-duty reports, complaints, or grievances
 filed by or against me; and the records, recollections of attorneys' at law, or 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; and any
 other document or article of information deemed pertinent for the purposes of assessing my suitability for
 employment.

I understand that any information obtained by a personal history background investigation, which is developed
 directly or indirectly-in whole or in part, upon this release authorization will be considered in determining my
 suitability as a candidate for employment or other service by the City of Florida City Police Department. I also
 certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving
 this; and hereby specifically release them from any liability which may be incurred as a result of furnishing such
 information.

I hereby authorize the Florida City Police Department to receive any criminal history record information and driver's
 history information pertaining to me, which may be in the files of any criminal justice agency, to include Florida,
 and National Crime Information Center files. This authorization shall remain in effect from now through any period
 of employment or other service to the City of Florida City and I understand that such on-going consent is a condition
 of employment or other service to the City of Florida City.

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

Applicant's Printed Name: _____

Other Names I have been known by: _____

Race: _____ Sex: _____ Date of Birth: _____ SSN: _____

Address: _____

SIGN THIS ONLY IN THE PRESENCE OF THE NOTARY PUBLIC AND UNDER OATH

Applicant's Signature: _____

Sworn to me and subscribed in my presence, this _____ day of _____, 20_____.

 Notary Public's Signature
 Place Commission information and Seal:

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Section A : Job Task

A-1 Each position has a job description. You must read the job description to comply with the application process.

Are you capable of performing the duties and tasks in the job description for the position for which you have applied? Yes No

Interview, psychological testing, medical examination, physical agility testing, and/or other forms of testing to determine your ability to perform the tasks directly related to the position for which you have applied will verify this.

These tests will be performed in accordance with current departmental requirements for all candidates being considered for employment.

A-2 Positions of Patrol Officer and Communications Officer require employees to work shifts. Shift work includes working a 24-hour a day clock, weekends, and holidays. Clerical positions may require clerks to work courts, which are held in the evening hours. Do you object to working shifts, holidays, weekends, or non-daytime hours? No Yes

If any yes, explain: _____

A-3 If employed by this Agency, do you agree to work rotating shift assignments based on the needs of the Agency? Yes No

A-4 Do you object to adherence to following policies, procedures and directives of your supervisors? Yes No If yes, explain:

Section B : Personal Information

B-1 Name: (Print)

FIRST

MIDDLE

LAST

Other Names You Have Used or Have Been Known By:

B-2 Sex: _____ Race: _____ Date of Birth: _____ Blood Type: _____

Eye Color: _____ Hair Color: _____ Height: _____ Weight: _____

B-3 Social Security Number: _____

B-4 Home Address: _____

Number

Street

Apt No.

City

State

ZIP

B-5 Phone Numbers (with Area Codes):

Home _____ Business _____
Pager _____ Other _____

B-6 Are you a citizen of the United States, or legally authorized to work in the United States?
Yes ___ No ___ (* Police Officers and Communications Operator **MUST** be a U.S. citizen,
pursuant to OCGA 35-8-8.)

B-7 Are you being paid, urged, or coerced by any person or organization to work for this Agency?
Yes ___ No ___

If yes, explain: _____

B-8 How did you find out about this position?

B-9 Are you a fugitive from justice? Yes ___ No ___ If yes, where? _____

B-10 Are you now, or have you ever been, a member of any foreign or domestic organization,
association, movement, group or combination of persons which has adopted or shows a policy of
advocating or approving the commission of acts of force or violence to deny other persons their
rights under the Constitution of the United States, or which seeks to alter the form of government
of the United States by unconstitutional means? Yes ___ No ___ If yes, explain:

B-11 Have you ever been fingerprinted? Yes ___ No ___ If yes, give details below:

<u>Agency Fingerprinted By</u>	<u>Date</u>	<u>Purpose</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

B-12 List the city and state you were born in, and each city and state in which you resided, were employed, attended school, or were stationed in the military service.

<u>City</u>	<u>State</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Section C : Work History

C-1 List all jobs you have held in the last ten (10) years. Start with your present or most recent job first. If you need more space, you may attach additional sheets. Include Military Service in proper time sequences and temporary or part-time jobs no matter how little time was involved. This information will be verified by background investigation. If you do not authorize contact to your present employer, your application will not be processed. You **MUST** provide complete addresses of employers.

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

If you need space to list additional employers, you may make copies of this page.

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

From _____ To _____ Business Phone: _____

Name of Employer: _____

Street Address: _____

City, State & ZIP: _____

Your Title: _____

Specific Job Duties: _____

Name & Title of Supervisor: _____

Number of people you supervised: _____ Salary: \$ _____ per _____

Reason for Leaving: _____

C-2 Have you ever been bonded? Yes ___ No ___

If yes, for what purpose? _____

C-3 Have you ever been asked to resign or have been terminated from a job in the last ten (10) years?
Yes ___ No ___ If yes, explain:

Section D: Military Service

For all of the following questions, military service includes active duty, reserve duty and National Guard service.

D-1 List periods of all military service:

<u>From</u>	<u>To</u>	<u>Rank Held</u>	<u>Assignment</u>	<u>Branch</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D-2 Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast or company punishment, or any other disciplinary action while in military service? Yes ___ No ___ If yes, explain:

D-3 Did you ever commit any criminal act while in the military service? Yes ___ No ___ If yes, explain:

Section E : Education/Training

E-1 High School Graduate or G.E.D.? Yes ___ No ___

If G.E.D., issuing authority: _____

* You must attach copy of H.S. Diploma or G.E.D.

E-2 Indicate below the schools you have attended, location (city and state), your degree and/or major area, and the number and type (quarter hours, semester hours, clock hours) of credits earned.

College/Vocational Schools

Name of School: _____

City & State: _____

Major Area: _____ Degree?: _____

Number & Type of Credits Earned: _____

Name of School: _____

City & State: _____

Major Area: _____ Degree?: _____

Number & Type of Credits Earned: _____

Name of School: _____

City & State: _____

Major Area: _____ Degree?: _____

Number & Type of Credits Earned: _____

Name of School: _____

City & State: _____

Major Area: _____ Degree?: _____

Number & Type of Credits Earned: _____

E-3 List any specific or technical skills and abilities, including speaking foreign languages:

E-4 Typing Skills?: Yes ____ No ____ Words per minute: _____

E-5 Computer Skills?: Yes ____ No ____ If yes, then list programs and computer hardware you are familiar with. Indicate your level of experience and knowledge.

E-6 Military Training/Experience: List relevant military training and experience below:

E-7 Have you ever been expelled or suspended from any school, or were you ever disciplined by any school official? Yes ____ No ____ If yes, explain:

Section G: Criminal Activity

It is important that you answer each of the following questions factually and truthfully. Applicant acknowledges that this will be verified with an extensive background investigation including Florida/National Crime Information Center and local checks.

G-1 Have you ever **committed** any criminal offense(s)? Yes ___ No ___ If yes, explain:

G-2 Have you ever been **arrested** for any criminal offense(s)? Yes ___ No ___ If yes, explain:

G-3 Have you ever been **convicted** of any criminal offense(s)? Yes ___ No ___ If yes, explain:

G-4 Have you ever been placed on **probation or parole**? Yes ___ No ___ If yes, explain:

G-5 Do you have any illegal gambling debts? Yes ___ No ___ If yes, explain:

G-6 Have you ever stolen money to gamble? Yes ___ No ___ If yes, explain:

G-7 Did you ever work for an illegal gambler or someone you knew to be involved in criminal gambling activity? Yes ___ No ___ If yes, explain:

Section H: Traffic History

H-1 Do you have a driver's license? Yes ___ No ___ If yes, then give the following details:

Name on License: _____

License Number: _____

License State: _____

Expiration Date: _____

List any restrictions: _____

H-2 Have you ever possessed an operator's license issued by any state other than Florida?

Yes ___ No ___ If yes, then:

State: _____ Expiration Date: _____

Name on License: _____

License Number: _____

H-8 List below **all** traffic citations you have been issued. This will be verified by computer check.

Location (State & City): _____

Approximate Date: _____

Nature of Violation: _____

Penalty/Disposition: _____

Location (State & City): _____

Approximate Date: _____

Nature of Violation: _____

Penalty/Disposition: _____

Location (State & City): _____

Approximate Date: _____

Nature of Violation: _____

Penalty/Disposition: _____

Section I: Alcohol/Drug Use

This section deals with alcohol and drug use and abuse. Answer each question truthfully.

- I-1 Have you ever been terminated because of alcohol consumption or illegal drug abuse?
Yes ___ No ___
- I-2 Have you ever been disciplined by an employer because of your alcohol consumption habits or illegal drug abuse? Yes ___ No ___
- I-3 In the past, have you ever called in sick on a job because of drunkenness or because of illegal drug abuse? Yes ___ No ___
- I-4 During the last ten (10) years, approximately how many times have you used alcohol during working hours? (This would include during lunch or coffee breaks, as well as while actually working.) Circle the approximate number:

0 5 10 15 20 25 50 75 100 200 300 400

- I-5 In your lifetime, approximately how many times have you used marijuana or other illegal drugs?

Marijuana ___ 5 15 25 50 75 100 200 300+

Other Illegal Drugs ___ 5 15 25 50 75 100 200 300+

List any illegal drugs (including marijuana) you have ever taken, and the last time you used it:

- I-6 Have you ever been arrested because of illegal alcohol consumption or illegal drugs? (including DUI) Yes ___ No ___ If yes, explain. Include when, where, and disposition of case:

- I-7 Have you ever sold, or possessed with intent to distribute, any illegal drugs (including marijuana)?
Yes ___ No ___ If yes, explain:

- I-9 Have you ever reported to work under the influence of alcohol or illegal drugs (including marijuana)? Yes ___ No ___ If yes, explain:

Section J: Personal References

J-1 List five (5) personal references that have known you for at least 5 years and can provide information relating to your employability. These personal references cannot duplicate business references.

(1) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone () _____
Relationship to Applicant: _____

(2) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone () _____
Relationship to Applicant: _____

(3) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone () _____
Relationship to Applicant: _____

(4) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone () _____
Relationship to Applicant: _____

(5) Name: _____
Home Address: _____

Home Phone: () _____
Work Phone () _____
Relationship to Applicant: _____

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