



## City of Dunwoody

41 Perimeter Center East, Suite 250  
Dunwoody, GA 30346  
Phone: 678.382.6700 • Fax: 770.396.4705  
www.dunwoodyga.gov

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### Police Department Employment Application

The City of Dunwoody is an equal opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, national origin, marital or veteran status, age, disability, prior EEO activity, or genetic information.

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Name (Last, First, Middle)	Address (Street, Apt. #)
City, State, Zip Code	Home telephone
Alternate telephone	Email address
Position for which you are applying	Salary desired
Is salary negotiable?	

**Instructions:** You must complete this application even if a resume is attached. Type or print in ink. Please answer all questions completely and accurately. If more space is needed, attach additional sheets referring to an applicable section of the application.

This application will be considered active for six (6) months.

The applicant must complete the enclosed forms accurately, legibly, and completely. Do not leave any blank spaces. It is to your advantage to **be absolutely truthful** in answering all questions on your application and during all interviews. A false statement or the omission of requested information is grounds for automatic rejection before appointment or termination after employment. Often, an applicant is suspended from the hiring process due to falsification or omission of information that otherwise would not have disqualified them. If you answer "yes" to a question, you need to be complete in explaining the circumstances. Do not omit an explanation because you think the incident was minor and/or of no importance.

The following documents, along with this employment application, are **required to begin the application process**. They **must be returned in one sealed envelope, separate from but attached to your application**. If you submit your application electronically, these documents **must be scanned along with your application**, and they will be printed and placed in a sealed envelope prior to review of your application packet by the Background Investigator:

- A copy of your high school diploma, certified transcripts, or G.E.D. certificate
- A copy of your birth certificate from the Bureau of Vital Statistics
- A copy of your current valid driver's license
- A copy of your social security card <sup>1</sup>
- DD214 Form, showing an honorable discharge (if applicable)
- Sealed certified college transcripts (if applicable)
- Name change documents – i.e., marriage license, court order, etc. (if applicable)
- Citizenship papers (if applicable) <sup>2</sup>

The completed application and required documents must be returned to the City of Dunwoody Human Resources Department:

**City of Dunwoody  
Human Resources Department  
41 Perimeter Center East, Suite 250  
Dunwoody, Georgia 30346  
jobs@dunwoodyga.gov**

Upon submission, your application will be reviewed for completeness. **If your application is incomplete, it will not be considered.** Applicants whose materials are complete, and who meet minimum requirements, will be processed. A successful applicant will undergo a thorough background check, a polygraph examination, a medical evaluation/drug and alcohol screen, a psychological evaluation, an interview before the Oral Interview Board, a physical agility test, and an interview with the Chief of Police.

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<sup>1</sup> In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. Your Social Security Number will be used to help verify your identity and the information contained on your application, to facilitate the necessary background check, and to ensure that proper records are maintained. Should you be hired, disclosure of your Social Security Number will be required.

<sup>2</sup> This is required for applications for sworn law enforcement positions only. Examples include birth certificate, passport, certificate of citizenship, certificate of naturalization, etc.

**Please answer the following questions:**

Are you at least 21 years of age?

- Yes
- No

Do you have a driver's license?

- Yes  
State \_\_\_\_\_ License No: \_\_\_\_\_ Expiration date: \_\_\_\_\_ Class: \_\_\_\_\_
- No

Are you currently GA P.O.S.T. Peace Officer certified?

- Yes
- No

Are you currently up to date with GA P.O.S.T. training hours as of the date of this application?

- Yes
- No

Are you in good standing with GA P.O.S.T.?

- Yes
- No

Are you now or have you ever been employed by the City of Dunwoody?

- Yes
- No  
If yes, when and in what capacity? \_\_\_\_\_

Have you ever applied for employment with the City of Dunwoody?

- Yes
- No  
If yes, please give date. \_\_\_\_\_

Are any members of your family or any relative, by blood or marriage, employed by the City of Dunwoody?

- Yes
- No  
If yes, give name, relationship and department where employed: \_\_\_\_\_  
\_\_\_\_\_

Have you ever served on active duty with U.S. Armed Forces?

- Yes
- No  
If yes, what branch? \_\_\_\_\_  
Date entered active duty: \_\_\_\_\_  
Date discharged/separated: \_\_\_\_\_  
Final rank: \_\_\_\_\_  
Type of discharge: \_\_\_\_\_

List any other names under which you have ever worked, applied for work, or attended school:

\_\_\_\_\_

Employment desired: \_\_\_\_\_

- Full-Time Only
- Part-Time Only
- Full- or Part-Time

If you are not available for work now, enter the earliest date you could begin work (mo./day/yr.):

\_\_\_\_\_

If offered employment, will you be able to provide proof of identity/authorization to work in the U.S.?

- Yes
- No

**Computer Skills:**

- Word
- Excel
- Outlook
- Power Point
- Other \_\_\_\_\_

**General Computer Knowledge:**

- Basic
- Intermediate
- Advanced

**Education:**

Name of High School	Address (City, State, Zip)		Did You Graduate? Yes No			
If you did not graduate from high school, do you have a G.E.D. equivalent? Yes No Date received:			Is the G.E.D. Military or Civilian?			
College/University Name/Address (City, State, Zip)	Dates Attended (Mo./Yr.)		Credit Hours Earned		Did You Graduate?	Type of Degree
	From	To	Qtr.	Sem.		
					Yes No	
					Yes No	
					Yes No	

Business, Trade, Technical Schools and other Training	Dates Attended (Mo./Yr.)		Hours Per Week	Certificates Received	Subject Taken
	From	To			

List the name of any profession (Engineering, Law, etc.) that you are licensed to practice.	Date Issued/Date Expires	Issuing Agency	License Number

**Employment History:**

**Complete the entire section in detail. Do not use "see resume."** List chronologically all employment for the last ten (10) years including current, part-time, and volunteer employment. All time must be accounted for. Please indicate dates of unemployment for any length of time not employed. Please attach a separate sheet of paper for additional employment history, if necessary. You must complete addresses with zip code and telephone numbers for all employers. Failure to give complete information regarding each job held could result in disqualification.

Name of Present or Last Employer:		
Address:		
Job Title:	Beginning Salary:	Ending Salary:
From: Month Year	To: Month Year	
Supervisor's Name:		Phone Number:
Duties & Responsibilities:		
Reason for Leaving:		

Employer Name:		
Address:		
Job Title:	Beginning Salary:	Ending Salary:
From: Month Year	To: Month Year	
Supervisor's Name:		Phone Number:
Duties & Responsibilities:		
Reason for Leaving:		

Employer Name:		
Address:		
Job Title:	Beginning Salary:	Ending Salary:
From: Month Year	To: Month Year	
Supervisor's Name:		Phone Number:
Duties & Responsibilities:		
Reason for Leaving:		

May we contact your current employer for a reference?

- Yes
- No
- Not Applicable

Have you ever been suspended, dismissed or asked to resign from any job?

- Yes
- No

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

Have you had any disciplinary action, to include verbal, written warnings, reprimands, suspensions or counselings, taken against you for any employment or position you have held?

- Yes
- No

If yes, please provide details or documents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you resigned or left a job by mutual agreement for any reason?

- Yes
- No

If yes, please provide details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied to or worked with any law enforcement agencies?

- Yes
- No

If yes, please provide details or documents: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you own a business or are you a partner or corporate officer in any business or organization not listed previously as a current or former employer?

- Yes
- No

If yes, please provide name and address of business, corporation, or organization and describe your relationship or position: \_\_\_\_\_  
\_\_\_\_\_

Have you ever performed paid or unpaid services for a law enforcement agency not listed as an employer, to include extra duty details and auxiliary?

- Yes
- No

If yes, please provide name and address of business, corporation, or organization and describe your relationship or position: \_\_\_\_\_  
\_\_\_\_\_

**Personal References:**

(A) Give two (2) personal references (not relatives, former or present employers, fellow employees or school teachers) who are responsible adults of reputable standing in the community, such as property owners or business/professional men or women, who have known you well for the past five (5) years. If retired, give former occupation. Provide complete mailing addresses and phone numbers.

Complete Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:
Occupation:	# of Years Acquainted:
E-mail Address:	

Complete Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:
Occupation:	# of Years Acquainted:
E-mail Address:	

(B) Give one (1) professional reference. If retired, give former occupation. Provide complete mailing addresses and phone numbers.

Complete Name:	Relationship:
Home Address:	Home Phone:
Business Address:	Business Phone:
Occupation:	# of Years Acquainted:
E-mail Address:	

If you require special accommodations for testing, interviewing or any portion of the application or employment process, please contact the City of Dunwoody Human Resources Department. Any request for special accommodations should be made, if at all possible, at the time your appointment is scheduled. If any accommodation is requested, the applicant must provide verification from an appropriate professional.

**DISCLOSURE OF PROCUREMENT OF CONSUMER REPORT  
AND/OR INVESTIGATIVE CONSUMER REPORT**

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY:

PLEASE BE ADVISED that the City of Dunwoody ("the End User") may obtain information about you from a Consumer Reporting Agency in order to evaluate your eligibility for employment purposes. Thus, you may be the subject of a Consumer Report or an Investigative Consumer Report, which may include information about your character, general reputation, personal characteristics, and mode of living, and which can involve personal interviews with sources such as your neighbors, friends, associates, or others. These reports may include employment history and reference checks, criminal and civil litigation history information, motor vehicle records and moving violation reports ("driving records"), sex offender status reports, education verification, professional licensure verification, drug testing, Social Security Verification, and information concerning workers' compensation claims. Workers' compensation claims information will only be requested after a conditional offer of employment has been made. Credit history will only be requested in compliance with applicable federal and/or state laws. The scope of the Authorization will be all-encompassing, allowing the End User to obtain all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment without further notice, to the extent permitted by law. As a result, you should carefully consider whether to authorize the procurement of a report.

PLEASE BE FURTHER ADVISED that it is the End User who determines the nature and scope of any consumer report, and you have the right, upon written request to the End User and made within a reasonable time after receipt of this notice, to obtain a complete and accurate disclosure of the nature and scope of any such report. Furthermore, you have the right to request from the End User a written summary of the rights of a consumer prepared pursuant to the Fair Credit Reporting Act, 15 U.S.C. § 1681g(c).

FINALLY, PLEASE BE ADVISED that the Consumer Report and/or Investigative Consumer Report will be prepared by Employment Screening Services, Inc., 2500 Southlake Drive Birmingham, AL 35244, USA, toll-free 866.859.0143, [www.es2.com](http://www.es2.com), or its subcontractor.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT HE/SHE HAS READ THE FOREGOING DISCLOSURE.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
APPLICANT'S NAME IN BLOCK LETTERS

**AUTHORIZATION**



I HEREBY AUTHORIZE the City of Dunwoody (the "End User") and ESS or ESS's subcontractor(s) to obtain "consumer reports" and/or "investigative consumer reports" at any time after receipt of this Authorization and, if I am hired, throughout my employment. To this end, I hereby authorize, without reservation, any person or entity, law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ESS, 2500 Southlake Park, Birmingham, AL 35244, toll free 866.859.0143, [www.es2.com](http://www.es2.com), or another outside organization acting on behalf of ESS. The term "background information" includes, but is not limited to, employment history, reference checks, criminal and civil litigation history information, motor vehicle records, moving violation reports, sex offender status information, credit reports, education verification, professional licensure verification, drug testing, information related to my Social Security number, and information concerning workers' compensation claims. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of the Disclosure of Procurement of Consumer Report and/or Investigative Consumer Report. I understand I can view ESS's Privacy Policy on its website, [www.es2.com](http://www.es2.com).

\_\_\_\_\_  
Signature of Employee or Prospective Employee

\_\_\_\_\_  
Date

IF THE EMPLOYEE OR PROSPECTIVE EMPLOYEE IS A MINOR CHILD UNDER THE AGE OF EIGHTEEN YEARS:

I am the parent or legal guardian of the minor child who signed hereinabove; having read the foregoing Authorization, and in my capacity as the minor's parent or legal guardian, I hereby authorize and consent to the obtaining of "consumer reports" and "investigative consumer reports" at any time after receipt of this Authorization and, if the minor is hired, throughout the minor's employment.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

**APPLICANT INFORMATION: TO BE COMPLETED BY APPLICANT: PLEASE USE BLACK INK**

<b><u>The following is for identification purposes only to perform the background check and will not be used for any other purpose.</u></b>			
Print: Last Name	First Name	Middle Initial	
Date of Birth	Social Security Number <sup>3</sup>	Driver's License Number	State
Current Address:	City	State	Zip Code
Previous Address (Past 7 Years):	City	State	Zip Code
Previous Address (Past 7 Years):	City	State	Zip Code
Alias Names (Other names I have been known by):			
Degree Obtained	Year Graduated	Name of School	City and State of School
Last Name Used at Time of Graduation			

<sup>3</sup> In accordance with the Federal Privacy Act of 1974, disclosure of your Social Security Number is voluntary. Your Social Security Number will be used to help verify your identity and the information contained on your application, to facilitate the necessary background check, and to ensure that proper records are maintained. Should you be hired, disclosure of your Social Security Number will be required

**Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- your file contains inaccurate information as a result of fraud;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act, 1921

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

CONTACT:

a. Consumer Financial Protection Bureau  
1700 G Street NW  
Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center  
PO Box 1200  
Minneapolis, MN 55480

c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

d. National Credit Union Administration  
Officer of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings  
Aviation Consumer Protection Division  
Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Office of Proceedings, Surface Transportation Board  
Department of Transportation  
395 E Street S.W.  
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access  
United States Small Business Administration  
409 Third Street, SW, 8<sup>th</sup> Floor  
Washington, DC 20416

Securities and Exchange Commission  
100 F St NE  
Washington, DC 20549

Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357