

Application for Employment

167 Maud Ave
Mendenhall, MS 39114
(601)847-2641 fax (601)847-6628

The City of Mendenhall is an equal opportunity employer



The City of Mendenhall accepts application for employment with the Mendenhall Police Department without regard to race, color, religion, creed, national origin, disability, marital status, veteran status, sexual orientation or any other legally protected status.

IMPORTANT: This application must be returned to the Mendenhall Police Department. Any application not returned to the Police Department will be rejected.

Print clearly in **BLACK INK ONLY**. Answer each question fully and accurately. Incomplete applications will be rejected. All information on your application is subject to verification.

Any misrepresentations, deceit, or omissions on your application could result in automatic disqualification. All sections of this application are applicable to you regardless of the position you are applying for.

If you have any questions regarding the information on this application please contact the Mendenhall Police Department at 601-847-2641

POSITION APPLIED FOR:

_____ Police Officer

_____ I am currently a certified Police Officer

If Certified, Location _____

Date _____

_____ Communication Officer

_____ I am currently a certified Communications Officer

PERSONAL INFORMATION:

Last Name	First Name	Middle Name
SSN	DOB	Drivers License Number / Class
Current Address	City	State, Zip code

Contact

Home Number	Cell Phone	Alternate Number
Email		

List all addresses for the last five (5) years you had while attending school and military assignments. Include Landlord's name and contact number

Address	Dates	Landlord	Contact number

EDUCATION

High School		Address	
Highest grade finished	Dates attended		Type of diploma
College		Address	
Number of credit hours	Dates attended		Degree/Certification
College		Address	
Number of credit hours	Dates attended		Degree/Certification
Graduate/Professional or trade school		Address	
Highest grade finished	Dates attended		Degree/Certification

MILITARY SERVICE

Have you ever served in the Armed Forces of the United States? ___Yes ___No		Branch	Reserve Status
Rank/Grade	Dates served		Type of discharge
Are you currently a member of the National Guard? ___Yes ___No			

<u>Describe any job training that you received while serving in the U.S. Military:</u>

<u>While serving in the military, were you disciplined, court martialed or received company punishment?</u>
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COURT RECORDS

Have you ever been arrested, detained, charged or convicted of a misdemeanor or a felony offense?

Yes No If yes, explain below

Date of Incident/Arrest	Agency	Charge	Disposition
<p>Explanation</p> <hr/> <hr/> <hr/> <hr/>			

Have you ever been part of any civil or chancery action in any other court Yes No If yes , explain below

Date	Court	Action	Disposition
<p>Explanation</p> <hr/> <hr/> <hr/> <hr/>			

Have you ever been convicted of domestic violence or a crime against family Yes No

If Yes, Where _____ Date _____ Disposition _____

EMPLOYMENT RECORD: Give a complete job history and explain significant gaps in employment. Begin with your present or last position.

Employer	Phone Number
Address	
Job title	Supervisor
Reason for Leaving	
Date of Hire	Ending Date
Were you ever disciplined, counseled, warned, discharged or asked to resign because of job performance or for violating company rules ? _____ Yes _____ No - If yes please explain	

Employer	Phone Number
Address	
Job title	Supervisor
Reason for Leaving	
Date of Hire	Ending Date
Were you ever disciplined, counseled, warned, discharged or asked to resign because of job performance or for violating company rules ? _____ Yes _____ No - If yes please explain	

IF MORE SPACE IS REQUIRED, PRINT THIS PAGE AS NEEDED.

LAW ENFORCEMENT EXPERIENCE and WORK HISTORY

Current certifications: – **CHECK ALL THAT APPLY** (Do not include private security experience)

<input type="checkbox"/>	Basic Patrol Certified	<input type="checkbox"/>	Law Enforcement Supervision	<input type="checkbox"/>	First Responder/EMT
<input type="checkbox"/>	Advanced Patrol Operations	<input type="checkbox"/>	Homicide Investigations	<input type="checkbox"/>	Crime Scene Inv.
<input type="checkbox"/>	Firearms Instructor	<input type="checkbox"/>	Criminal Investigations	<input type="checkbox"/>	DUI Enforcement
<input type="checkbox"/>	Narcotics Investigations	<input type="checkbox"/>	Radar	<input type="checkbox"/>	Less Than Lethal Weapons
<input type="checkbox"/>	First Aid	<input type="checkbox"/>	Initializer	<input type="checkbox"/>	
<input type="checkbox"/>	DUI / SFST	<input type="checkbox"/>	Traffic Accident Investigation	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

<input type="checkbox"/>	Patrol	<input type="checkbox"/>	Specialty Unit	<input type="checkbox"/>	Investigations	<input type="checkbox"/>	Supervisory	<input type="checkbox"/>	Other (explain)
Explanation : _____ _____ _____ _____ _____ _____									

PROFESSIONAL REFERENCES: Please PRINT Clearly.

Name	Address	Phone	Length of Acquaintance

PERSONAL REFERENCES: Please PRINT Clearly.

Give the names of personal references from non-relatives, whom you have known at least three (3) years, and would know you occupational qualifications.

Name	Address	Phone	Length of Acquaintance

APPLICANT'S STATEMENT

I certify that all the answers given within this application are true and complete to the best of my knowledge.

In the event of employment I understand that any false or misleading information given in my application or interview(s) may result in my immediate discharge from any position that I might hold.

In the event of my employment, I understand that I am required to abide by all rules , regulations, and policies and procedures of the City of Mendenhall .

Printed Name of Application

Date

Signature of Applicant

REQUIRED DOCUMENTATION:

1. Copy of high school diploma, GED or high school transcripts
 2. Copy of college degree or college transcripts
 3. Copy of current valid driver's license
 4. A recent photo of yourself (affixed below)
 5. Copy of DD-214 with discharge (if military service)
 6. Copies of all certifications relatable to this position
 7. Did you supply all information required in this application?
 8. Certified copy of your birth certificate
 9. Any additional documentation
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Attach Color photo here

Mendenhall Police Department
167 Maud avenue
Mendenhall, Ms 39114
601-847-2641

Employment Application Instructions.

IMPORTANT INFORMATION!

PLEASE READ BEFORE RETURNING.

Read **ALL** instructions carefully and answer all questions. If the question does not pertain to you put **N/A** in the line item. All questions must be answered or have N/A in the line item.

Make copies of the requested documents **Before** you return your application. We will not make copies when you drop off application.

All **ITEMS** required on page seven (7) of application are required before application will be processed or considered for employment. Any missing items will result in your application **NOT** being considered or processed.

Page nine (9) of application must be filled out, signed and notarized prior to returning application, A notary is at the Mendenhall City Hall.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ (Printed Name) Applicant, by this my signature, authorize the Mendenhall Police Department or it's agent to furnish and to provide fill and complete all or any professional, medical, personal, and employment information hereby requested by the undersigned, or to any representative, attorney, investigator, from the Mendenhall Police Department as the result of the undersigned applying for the position of Police Officer or Dispatcher (Full Time or Part-Time Position). Said application occurring on the _____ day of _____ 20_____.

This authorization also includes examination of all records of the following:
Past Employment, Medical Records, Financial Records, (Including Financial Statements, Credit Reports and or Bankruptcy Filings), References both Professional and Personal references including opinions which will aid in the investigation of the employment application. By the execution of this Release to the Mendenhall Police Department, I hereby hold the Mendenhall Police Department, The City of Mendenhall and or it's investigator or agent completing background check, harmless in the obtaining of the above listed records or information for employment purpose.

_____ Applicant.

State of Mississippi

County of _____

Personally appeared before me, the undersigned authority in and for said county and state the within named person who being by me duly identified as said person signed the Authorization Release of Information as notarized by me below.

My Commission Expires:

Print Name: _____

SEAL

NOTARY PUBLIC