

# ***Employment Application***



# ***POLICE***

Completed applications should be submitted via:

Email – [dleclair@gardencitypolice.org](mailto:dleclair@gardencitypolice.org)

Fax – 208-472-2985

Mail – 301 E. 50<sup>th</sup> Street, Garden City, ID 83714

***Committed to S.E.R.V.I.C.E***

***Safety, Excellence, Respect, Valor, Integrity, Community, Empathy***



**POLICE**  
**APPLICATION FOR EMPLOYMENT**

The City of Garden City is committed to ensuring equal opportunities to all individuals. If you need an accommodation to participate in the application process, please contact our Human Resources at (208) 472-2900.  
TDD Relay Service: US WEST 1-800-377-3529 or 7-1-1

**GENERAL INFORMATION**

Position You Are Applying For (Check all that apply):				Today's Date	
<input type="checkbox"/> Police Officer <input type="checkbox"/> Lateral Police Officer <input type="checkbox"/> Clerical/Records <input type="checkbox"/> Public Safety Aide <input type="checkbox"/> Fulltime <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal Other: _____					
Last Name	First Name			Middle Name	
Mailing Address		City		State	Zip Code
Home Phone Number	Message Phone or Cellular			Email Address	
<b>Available to Work:</b>					
<b>If the position requires, do you have a valid driver's license?</b>					
<b>Are you legally eligible for employment in the U.S.?</b>					
Name(s) of friend(s) or relative(s) currently employed by the City of Garden City:					

<b>MILITARY SERVICE:</b> Military Service Record- DD214 must accompany application for military record to be considered when testing is required. Were you in the U.S. Armed Forces?	
If yes, what Branch? _____	Date of Discharge: _____

**EMPLOYMENT HISTORY** - Please begin with your most recent position and continue with all past employment during the last ten (10) years. Please attach additional sheets as necessary.

Check here if you would like us to notify you prior to contacting your current employer.

Current or Most Recent Employer's Name		Phone Number	
Physical Address of Employer		City, State and Zip Code	
Position Held	Dates of Employment		Last Wage/Salary
Reason for Leaving		Last Supervisor's Name	

Employer's Name		Phone Number	
Physical Address of Employer		City, State and Zip Code	
Position Held	Dates of Employment		Last Wage/Salary
Reason for Leaving		Last Supervisor's Name	

Thank you for your interest in the City of Garden City. Your application will be considered without regard to age, race, religion, color, national origin, non-job related disability, veteran status, or any other basis prohibited by local, state or federal law.

**Garden City Police      301 East 50<sup>th</sup> Street      Garden City, Idaho 83714      (208) 472-2950**

**Fax: (208) 472-2985**

**Web Address: [www.gardencitypolice.org](http://www.gardencitypolice.org)**

**EMPLOYMENT HISTORY - Continued:**

Employer's Name		Phone Number	
Physical Address of Employer		City, State and Zip Code	
Position Held	Dates of Employment		Last Wage/Salary
Reason for Leaving		Last Supervisor's Name	

Employer's Name		Phone Number	
Physical Address of Employer		City, State and Zip Code	
Position Held	Dates of Employment		Last Wage/Salary
Reason for Leaving		Last Supervisor's Name	

Employer's Name		Phone Number	
Physical Address of Employer		City, State and Zip Code	
Position Held	Dates of Employment		Last Wage/Salary
Reason for Leaving		Last Supervisor's Name	

Employer's Name		Phone Number	
Physical Address of Employer		City, State and Zip Code	
Position Held	Dates of Employment		Last Wage/Salary
Reason for Leaving		Last Supervisor's Name	

**EDUCATIONAL INFORMATION**

High School Name and Location (City and State)		High School Diploma or GED	
		<input type="checkbox"/> YES <input type="checkbox"/> No	
College Name, Location (City and State)		Major	Degree Attained
College Name, Location (City and State)		Major	Degree Attained
Other (Vo-Tech, Graduate School, Etc.)		Major	Degree Attained

**SKILLS**

<input type="checkbox"/> 10- KEY <input type="checkbox"/> OFFICE MACHINES <input type="checkbox"/> SOFTWARE (PLEASE LIST): _____			
Typing Speed	Foreign Languages	Other skills related to the job for which you have applied	
Typing Speed	Foreign Languages	Other skills related to the job for which you have applied	



## **PROFESSIONAL REFERENCES**

1. Name of Person	Telephone Number	Relationship
2. Name of Person	Telephone Number	Relationship
3. Name of Person	Telephone Number	Relationship

## **PERSONAL REFERENCES**

1. Name of Person	Telephone Number	Relationship
2. Name of Person	Telephone Number	Relationship
3. Name of Person	Telephone Number	Relationship

**CRIMINAL INFORMATION** — You are applying to a Law Enforcement agency that has very strict guidelines regarding security clearances and all members of the organization have access to privileged and sensitive information. A background investigation will be conducted on all members of the organization regardless of the position applied for in this application.

Have you ever been convicted of, or plead guilty to, a Felony offense? This answer must include pleading "No Contest" to an offense as well as offenses of military service convictions?  YES  No

As an adult, have you ever been convicted of, or plead guilty to, a Misdemeanor offense involving Domestic Battery, Theft or Deception. This answer must include pleading "No Contest" to an offense as well as offenses of military service convictions?  YES  No

If you answered YES to either, please explain (use additional paper sheets as needed)

## **WAIVER**

I hereby authorize the City of Garden City to thoroughly investigate my references, work records, education, criminal records, and other matters related to my suitability for employment or volunteerism. I further authorize my current and former employers to fully disclose to the City of Garden City any and all letters, reports, evaluations, and other material or information pertaining to my employment with them, without first giving me notice of such disclosure. In addition, I also hereby forever release the City of Garden City, my current and former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that the City of Garden City is a drug/alcohol free workplace, and that if I am offered employment or a volunteer position, the offer will be contingent on my passing a pre-employment drug test and background check.

I understand that nothing contained in the application or conveyed to me during any interview which may be granted is intended to create an employment contract, implied or explicit, between the City of Garden City and myself. I further understand that if I am employed, my employment relationship with the City of Garden City is strictly voluntary and at our mutual will.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers I have given are true and correct to the best of my knowledge. I understand that any omission or misleading information on this application or on any documents used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

My Signature below certifies that I have read and understand this complete page, and agree to the terms and conditions set forth.

## **SIGNATURE**

Applicant's Signature	Date of Signature
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## LAW ENFORCEMENT QUESTIONNAIRE

DEAR LAW ENFORCEMENT APPLICANT:

**YOU ARE APPLYING TO ONE OF THE FINEST LAW ENFORCEMENT ORGANIZATIONS IN THE STATE OF IDAHO. AS A MEMBER OF THIS AGENCY YOU WILL BE WORKING WITH SOME OF THE MOST DEDICATED AND ETHICAL WOMEN AND MEN IN THE PROFESSION TODAY.**

**ALL MEMBERS OF THE ORGANIZATION, REGARDLESS OF THE POSITION FOR WHICH YOU ARE APPLYING, ARE REQUIRED TO MEET MINIMUM STANDARDS AND SECURITY CLEARANCES. THEREFORE, APPLICANTS SEEKING EMPLOYMENT OR VOLUNTEERISM IN THE GARDEN CITY POLICE DEPARTMENT MUST COMPLETE THIS SECURITY QUESTIONNAIRE.**

**PLEASE COMPLETE THE QUESTIONNAIRE AND SUBMIT WITH YOUR APPLICATION FOR EMPLOYMENT. REFUSAL OR FAILURE TO COMPLETE THE QUESTIONNAIRE OR ANY PORTION OF THE QUESTIONNAIRE, AS WELL AS INTENTIONAL OMISSION OR MISREPRESENTATION OF FACTS SHALL CONSTITUTE AN AUTOMATIC DISQUALIFICATION.**

Name		Position Applied for			
1. Are you at least 18 years of age; or 20.9 years of age for Police officers?	2. Are you a U.S. citizen, or able to lawfully work in the U.S. by hire date?	3. Have you completed high school, or have an accepted equivalency?	4. Have you been convicted of a felony act of violence since age 14?		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
5. Do you have any general misdemeanor convictions within the past 3 years?	6. Do you have any felony criminal convictions as an adult (since 18 years of age)?	7. Have you committed a D.U.I. offense in the past 3 years; or 2 D.U.I. convictions since age 17?	8. Have you used soft drugs (marijuana, pharmacy-prescription drugs, etc.) in the past 1 year?		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		
9. Have you used hard drugs (Methamphetamine, LSD, Cocaine, Heroin, etc.) in the past 5 years?	10. Have you been dishonorably discharged from any of the U.S. Armed Forces?	11. Do you have an Idaho Operator's License, or the ability to obtain one by date of appointment?	12. Are you a citizen of strong moral and accepted character traits?		
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Your Signature	Today's Date
X	



# VOLUNTARY AFFIRMATIVE ACTION INFORMATION

The City of Garden City considers all qualified applicants for employment, and makes all employment-related decisions without regard to race, color, religion, sex, national origin, age, veteran status, or disability.

Please answer the questions below to assist the City of Garden City in complying with federal and state Equal Employment Opportunity and Affirmative Action requirements. Your answers to these questions are completely voluntary, and failure to answer the questions will have no impact on the hiring decision.

This pre-employment form will be kept in a confidential file separate from the Application for Employment.

Thank you for your assistance.

Name	Date
Position Applied For	
Gender  <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	<b>How did you learn about the job</b>  <input type="checkbox"/> Ad – Idaho Statesman <input type="checkbox"/> Job Service <input type="checkbox"/> Friend <input type="checkbox"/> Ad – Media <input type="checkbox"/> Internet <input type="checkbox"/> Walk-In <input type="checkbox"/> Public Safety Testing.Com <input type="checkbox"/> Friend <input type="checkbox"/> Career Fair  Other _____

## \* AFFIRMATIVE ACTION VOLUNTARY SURVEY \*

Government agencies require periodic reports of the sex, ethnicity, disabled and veteran status of applicants. This data is for analysis and affirmative action only. YOU ARE NOT REQUIRED TO GIVE THIS INFORMATION. SUBMISSION OF THIS INFORMATION IS VOLUNTARY.

Please check your applicable race or ethnic category(s) as defined in government terms:

- AMERICAN INDIAN OR ALASKAN NATIVE:** A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- ASIAN:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, The Philippines, Thailand, and Vietnam
- BLACK OR AFRICAN AMERICAN:** A person having origins in any of the Black racial groups of Africa.
- HISPANIC OR LATINO:** A person of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin.
- WHITE:** A person of origins in any of the peoples of Europe, North Africa, or the Middle East.

Please check any applicable category(ies):

- VIETNAM ERA VETERAN:** Republic of Vietnam service between February 28, 1961 and May 5, 1975, or military service between August 5, 1964 and May 7, 1975.
- DISABLED VETERAN:** Receives Military Disability.
- OTHER ELIGIBLE VETERAN:** Active duty service member receiving campaign or expeditionary badge.  
Date of Service: \_\_\_\_\_

*You may elect to detach and submit to the Office of Human Resources, City of Garden City, independent of the Application for Employment.*

Thank you for your interest in the City of Garden City. Your application will be considered without regard to age, race, religion, color, national origin, non-job related disability, veteran status, or any other basis prohibited by local, state or federal law.

**City of Garden City      6015 Glenwood Street      Garden City, Idaho 83714      (208) 472-2900**  
**Fax: (208) 472-2998      Web Address: [www.gardencityidaho.org](http://www.gardencityidaho.org)**