



# Fort Lawn Police Department

Chief – Donnie Christmas

512 Municipal Drive, Fort Lawn, SC 29714 Phone: (803) 872-4995



## **Application for Employment**

**General instructions:** Type or print information. If a question is not applicable to you, print N/A in that area. Complete the application accurately and completely, including full contact information for past employers and personal references.

**NOTE:** Intentionally misleading or deceptive answers may justify not hiring you or may result in punitive action or dismissal if the inaccuracies are discovered after you are hired.

### **Minimum Requirements**

1. You must be a United States Citizens and reside in South Carolina or be willing to relocate
2. You must be at least 21 years of age to become a Police Officer.
3. You must be in good physical condition. After an offer of employment, and periodically thereafter, Officer's must be able to perform satisfactorily in a job-duty related physical performance test. Job descriptions are available and should be obtained.
4. Weight must be proportionate to height.
5. Candidates for Police Officer must possess a valid SC driver's license. There shall be no suspensions in the prior five years due to a DUI or leaving the scene of an accident.
6. You must have a State High School Diploma or State GED certificate.
7. You must have a satisfactory criminal history check.
8. The following items must be turned in with application:

**A copy of your driver's license**

**A copy of your social security card**

**A copy of your high school diploma or GED**

**A copy of DD214 forms (for military personnel) showing character of service**

**A copy of your birth certificate**

**A copy of your marriage and/or divorce decree(s)**

**A certified copy of your driver history for all out-of-state driver's licenses**

### **Position Applying For:**

☐ Police Officer

☐ Clerical

Other: \_\_\_\_\_ If you are applying for

more than one position, you must turn in an application for each position for which you are applying.

I have read and understand all of the above.

Signature

Date



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## Application for Employment

Applications will be kept on file for one year. Only candidates that have correctly filled out application and included required documentation will receive further contact from this office. If you have questions or concerns about your application please contact this Office. The Fort Lawn Police Department is an Equal Opportunity Employer (EOE).

**Return the completed application to Chief Christmas, Fort Lawn Police Department.**

**\*\*\*All Blanks Must Be Filled-In with Appropriate Answer or N/A for "Non-Applicable"\*\*\***

Have you applied here before? ☐ Yes ☐ No If Yes, When? \_\_\_\_\_

Last Name		Suffix		First Name		Middle Name		Race		Gender	
Telephone Number			Social Security Number			Date of Birth			Email Address		
Aliases, Nicknames, Maiden Name, or Other Changes in Your Name								City or Town & State of Your Birth			
Present Address: Number & Street						City or Town			State & Zip		
Height		Weight		Color of Eyes		Color of Hair		Scars, Tattoos, or Distinguishing Marks			
<b>Spouse and/or Former Spouse(s)</b>											
Spouse Full Name (Including Maiden Name)						City/State Where Married		When		Current or Divorced	
<b>Children &amp; Dependents</b>											
Full Name				Date of Birth				Address			



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Have you ever served in the armed forces? ☐ Yes ☐ No

If Yes, please attach a copy of discharge or separation papers.

**If You Are Currently a Member of a U.S. Reserve, National, or State Guard Organization, Please Complete the Following:**

Grade and Service Number	Branch of Service	Active, Inactive, Standby?	Unit Location

### List All of Your Social Media

Name of Service (Facebook, Twitter, Instagram, etc.)	List Your "Handle" or "User Name"

### Starting with Elementary School Through High School, List the Following:

School	Location	Dates Attended

### List Colleges and Universities Attended

School	Location	Dates Attended

Have You Graduated? ☐ Yes ☐ No

Have You Defaulted on Any Student Loans? ☐ Yes ☐ No

### List Degrees Earned, Major & Minor Subjects, or Other Important Information


### Please Give Information Concerning Other Schools, Training, or Special Qualifications and Skills




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**List All Arrests or Convictions Regardless of Disposition. Include Juvenile Offenses and/or Any Disciplinary Action in the Military.**

Charge	Date	Agency	Disposition

Can You Type?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Words per Minute?	
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**If You Have Ever Filed for Bankruptcy, Give Details, Including Date and Court in Which it Was Filed.**

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Are you now, or have you ever been, a member of any foreign or domestic organization or group of people which shows a policy of advocating 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 the Government of the United States by unconstitutional means? Yes ☐ No ☐

**If Yes, Explain**

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## **Application for Employment**

### **Family & References**

**Please List Family Information. Name of Mother, Father, Any Sisters or Brothers, Foster Parents, Step-Parents, Guardian, Parents-in-Law, and Any Other Person with Whom You Have Lived.**

Relationship	Full Name	Present Address if Living

**Provide All Contact Information for at Least Two References in Each Category.  
Exclude Family & Employers**

#### **Personal:**

Full Name	Address	Phone	Email	Years Known

#### **Co-Workers:**

Full Name	Address	Phone	Email	Years Known



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**Application for Employment**

Have You Ever Been Terminated From a Job? ☐ Yes ☐ No

Have you ever been the subject of a criminal or internal investigation? If yes, list employer and date:

☐ Yes ☐ No

**Please List All Jobs You Have Held in the Last Ten Years, Starting with the Most Recent.**

1.Month/Year to Month/Year	Name of Employer	Name of Supervisor	Phone
Position Held	Address	Salary	Full/Part-Time
2.Month/Year to Month/Year	Name of Employer	Name of Supervisor	Phone
Position Held	Address	Salary	Full/Part-Time
3.Month/Year to Month/Year	Name of Employer	Name of Supervisor	Phone
Position Held	Address	Salary	Full/Part-Time
4.Month/Year to Month/Year	Name of Employer	Name of Supervisor	Phone
Position Held	Address	Salary	Full/Part-Time
5.Month/Year to Month/Year	Name of Employer	Name of Supervisor	Phone
Position Held	Address	Salary	Full/Part-Time

May We Contact You Current Employer? ☐ Yes ☐ No If No, Please Explain Why Not:

Have you currently applied to any other Law Enforcement Agencies? ☐ Yes ☐ No If Yes, Please List Agencies



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Driver's License Number:			
List All Previous Driver's Licenses. (Provide a Certified Driver History for Each Out-of-State License)			
State	D.L. Number	Month/Year to Month/Year	
Are You Currently Taking Any Over-the-Counter Medication or Prescription Medication Which Can Affect Hand-Eye Coordination, Driving Skills, Judgment, Physical or Psychological Actions or Reactions?			
<input type="checkbox"/> Yes <input type="checkbox"/> No		If Yes, Explain Below:	
A History of Illicit Drug Use Does Not Necessarily Preclude You from Employment with This Agency. List All Illegal Substances Used, and/or Any Prescription Medications Obtained Illegally.			
Drug	Date First Used	Date Last Used	Times Used

Are You a U.S. Citizen? ☐ Yes ☐ No ☐ By Birth ☐ or by Naturalization

The following items must be returned with this application. **Only applications with complete documentation will be considered.** NOTE: *It is the applicant's responsibility to make copies prior to submission.*

- A copy of your driver's license
- A copy of your social security card
- A copy of your high school diploma or GED
- A copy of DD214 forms (for military personnel) showing character of service
- A copy of your birth certificate
- A copy of your marriage and/or divorce decree(s)
- A certified copy of your driver history for all out-of-state driver's licenses.

I hereby swear or affirm that there are no willful misrepresentations, falsifications, or omissions on this document. I am aware that should an investigation disclose such willful misrepresentations, falsifications, or omissions, my application will be rejected and I will be disqualified from applying for a fixed period of time for any position in the Fort Lawn Police Department. If, after my acceptance for employment, subsequent investigation should disclose omissions, falsifications, or misrepresentations, it will be just cause for dismissal.

Signature

Date



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### **Law Enforcement Brady/Giglio Interview Questions**

Check the appropriate box:

Are you aware of any pending complaints, investigations, or disciplinary actions against you relating to the performance of your official duties or to any off duty conduct? YES ☐ NO ☐

Are you aware of any allegations or findings by a court or prosecutor that reflect upon your truthfulness or bias, including a finding of lack of candor? YES ☐ NO ☐

Are you aware of any past complaints, investigations, or disciplinary actions against you relating to the performance of your official duties? YES ☐ NO ☐

Have you ever been terminated from a law enforcement job or resigned while an investigation of you was pending? YES ☐ NO ☐

Are you aware of any media reports or other publicity where your name was mentioned in connection with alleged misconduct that occurred while you were on duty or off duty. YES ☐ NO ☐

To your knowledge, have you ever been a party to any civil lawsuit (including divorce) or Bankruptcy action in which your honesty, integrity, credibility, or bias were the subject of a public filing or court order? YES ☐ NO ☐

Do you now have, or have you ever had, a close personal relationship with any of the following persons or associated to a degree of affection or loyalty that could be viewed as undermining your objectivity or improperly influencing your testimony in court: the magistrate or district court judge; defense lawyer or prosecutor; potential victim; witness; defendant; or person closely associated with a defendant in a criminal case? YES ☐ NO ☐

Many people regularly interact on social media such as Facebook, Twitter, Tumblr, Snapchat, and Instagram; blog; or post comments on public internet sites. If you engage in such activity, could any of your posts, blogs, or comments be used to question your credibility, bias, judgment, or competence, or be used in any way to undermine your work? YES ☐ NO ☐





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I, \_\_\_\_\_ permit my present and prior employers to divulge to this organization relevant personal information from the personnel file(s) they possess. I also authorize this organization to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of its choice. I authorize it to make an investigative report whereby information is obtained through personal interviews with neighbors, friends, and others with whom I am acquainted as well as from investigation of information available on social networking sites and the Internet.

I understand and acknowledge that information contained herein may be subject to disclosure under the South Carolina Freedom of Information Act.

I understand and agree that if I should admit to or divulge my involvement in any criminal offenses during the application process such may be reported to the proper jurisdictional authority for investigation and/or prosecution.

I release from liability, agree not to sue, and hold harmless, the Fort Lawn Police Department, Chief Christmas, his Police Officers, agents, assigns, and others similarly situated from any and all liability in any way with the processing of my application even if they should be negligent.

I understand and acknowledge that nothing contained herein creates a contract of employment, express or implied. If I am offered employment with the FLPD and accept same, I further understand and agree all employment with the FLPD is on an at-will basis; either the employee or the FLPD may terminate the employment relationship at any time for any reason. No statement, whether written or verbal, can alter the at-will nature of employment with the FLPD.

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

\_\_\_\_\_  
Date



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**AUTHORIZATION**

I understand and agree that I may be required to take one or more physical examinations or drug tests as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the Town of Fort Lawn and to release the Town of Fort Lawn, its elected officials, officers, agents, or employees from any claim arising in connection with the use of such test(s)

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; falsified statements on this application shall be grounds for dismissal.

I authorize the Town of Fort Lawn to perform background checks of my criminal, credit, or driving records.

I authorize investigation of all statements contained herein, of references and employers listed above to give any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the Town of Fort Lawn from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the Town of Fort Lawn has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized Town of Fort Lawn representative.

This authorization does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws.

\_\_\_\_\_  
Date

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