

615/237-3225 (Tel.)  
615/237-3378 (Fax)

### Employment Application

## Police Department City of Watertown, Tennessee 160 A. South Statesville Ave. Watertown, TN 37184

To the Applicant:

The City of Watertown is pleased that you are interested in submitting an application for employment. Please complete all questions and sections of the application by typing or printing and return completed application to the city's administrative offices. For new employees, current federal law (the Immigration Reform and Control Act of 1986) requires verification of documents which establish employment authorization and identity. This can be done easily at the time of interview by presentation of the Social Security card and driver's license; other documents may be substituted if necessary. The social security number is used solely for verifying employment data.

#### IMPORTANT INSTRUCTIONS

1. Type or print all answers.
2. Provide all information that is relevant to this position.
3. This application will be used for qualifying applicants for current and future vacancies.
4. Any updated or new educational information subject to verification.

Position Applying for: \_\_\_\_\_

Received Date: \_\_\_\_\_

Interview Date: \_\_\_\_\_

Citizenship:

Are you authorized to work in the United States:  Yes  No?

Name: Last			First		Middle Initial		Social Security #	
Address (Street Name and Number) Apt #						Email Address:		
City		State		Zip Code		Date of Birth:		
Drivers License: Do you currently have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No						Telephone Numbers:		
If yes, driver's license number _____ Class: _____						Home: _____		
State: _____ Expiration Date: _____ Endorsement: _____						Daytime: _____		
Have you ever had your driver's license suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No						Alternate: _____		
The failure to have a driver's license will not always be considered grounds for disqualification. but will be weighed relative to the position sought.								

#### Equal Employment Opportunity Information

Watertown Government is committed to equal employment opportunities and strives to have a work force that reflects the community we serve. To measure recruiting and to file statistical reports, which are periodically required, we request that you provide the following information.

Sex:  Female  Male

Race:  American Indian/Native Alaskan

Asian/Pacific Islander

Black

Hispanic/Latino

White

Other \_\_\_\_\_

Veteran:  Vietnam Era  Disabled Veteran  Date(s) Served: \_\_\_\_\_

Are you able to perform the tasks for the job for which you are applying with, or without a reasonable accommodation? \_\_\_\_\_

**Education**

	Name & Address Of School	Course Of Study	Years Completed & Credit Hours	Diploma/Degree Date Awarded
Elementary School				
High School				
Undergraduate School				
Graduate Professional				
Other (Specify)				

Are you a CERTIFIED Tennessee Law Enforcement Officer?  No  Yes

If yes, give Certification Number \_\_\_\_\_ and date of certification \_\_\_\_\_

Are you a certified police officer in another state?  No  Yes

If yes, give State \_\_\_\_\_, Certification Number \_\_\_\_\_ and date of certification \_\_\_\_\_

Are you a Certified Police Dispatcher?  No  Yes

Describe any specialized training, apprenticeship, skills or other certifications.

**Specialized Skills – Check Skills/Equipment Operated**

Other (list):

- |                                     |  |       |       |
|-------------------------------------|--|-------|-------|
| <input type="checkbox"/> PC         | <input type="checkbox"/> Excel/Lotus 1-2-3     | _____ | _____ |
| <input type="checkbox"/> E-mail     | <input type="checkbox"/> Word/WordPerfect      | _____ | _____ |
| <input type="checkbox"/> Typewriter | <input type="checkbox"/> Microsoft Power Point | _____ | _____ |

List any profession you are licensed to practice, giving data on which license was issued and the state for which is was received.

**Employment Experience: May we contact your present employer?**  No  Yes

Start with your last or present job. Include any job related military assignments and volunteer activities. Ask for additional forms if more space is needed or use a blank sheet of paper.

Employer:	Job Title: Name of Supervisor:	Date Employed (Mo/Yr) From: To:
Address:	Phone: ( )	Starting Salary Ending Salary \$ Per \$ Per
Total # of employees Supervised by you	Reason for Leaving:	
Specific Job Duties:		
Equipment/Computer Software Used:		

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Total # of employees Supervised by you	Reason for Leaving:	
Specific Job Duties:		
Equipment/Computer Software Used:		

Employer:	Job Title: Name of Supervisor:	Date Employed (Mo/Yr) From: To:
Address:	Phone: ( )	Starting Salary Ending Salary \$ Per \$ Per
Total # of employees Supervised by you	Reason for Leaving:	
Specific Job Duties:		
Equipment/Computer Software Used:		

Have you ever been employed with the City of Watertown before?  No  Yes, give date \_\_\_\_\_

Are you currently employed?  No  Yes  
If yes, may we contact your present employer?  No  Yes

Are you prevented from lawfully becoming employed in this country?  
Because of VISA or Immigration status?  No  Yes

On what date would you be available for work? \_\_\_\_\_

Are you available to work:  Full-time  Part-time  Shift work  Temporary

Do you have any relatives employed with the City of Watertown?  No  Yes

**Note all states where you have resided, this includes military duty stations assigned.**

\_\_\_\_\_  
\*Are you claiming veteran's preference for military service during a period of war or conflict?  No  Yes  
If yes, Form 214 with type of discharge must be provided.

\*Have you ever been convicted for violation of the law other than minor traffic offenses?  No  Yes

\* Have you been convicted of a felony within the last 7 years?  No  Yes  
If yes, state the nature of the offense(s), city, state and disposition:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
NOTE: A conviction record will not always be considered grounds for disqualification, but will be weighed relative to the position being sought.

\*Have you ever been discharged or forced to resign from employment?  No  Yes  
NOTE: Do not include business closures or general layoffs.

**References/Neighbors *Include phone numbers*      *MUST HAVE NO LESS THAN 3***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note any nicknames, maiden or marriage names you have been known by:**

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**Note to the Applicant**

DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED OR UNDERSTAND ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the essential functions involved in the job or occupation for which you have applied with or without reasonable accommodation?  No  Yes

**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING**

This Application is but one part of the employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. As you complete this application, please bear in mind the following:

- We reserve the right to check all information for accuracy and completeness.
- All applications for employment are a matter of public record.
- A pre-employment or post-employment physical exam, psychological exam, polygraph test and/or drug screening may be required.
- A background investigation may be required.

**Applicant Statement**

- I. I hereby affirm that the information I have provided in this application, employment history, and the accompanying resume, if any, is true and complete to the best of my knowledge. I understand that any falsified, misrepresented, incomplete or omitted information may disqualify me from consideration for employment or result in dismissal from employment.
- II. I understand that nothing contained in this employment application, or in granting an interview, is intended to create an express or implied employment between Watertown Police Department and myself. No promises regarding employment or duration of employment have been made to me.
- III. I understand that any offer of employment will be conditional on successful completion of a number of requirements, including a health assessment, verification of credentials and experience, and similar screenings required for the position. I understand that drug and/or alcohol tests are required for appointment to health and safety related positions, and for CDL holders who may drive in the course of employment. The results of the above screenings or assessments will be released to the department coordinator and may be a factor in determining my suitability for the position for which I have applied.
- IV. I authorize the Watertown Police Department or its representatives to investigate and verify any and all of the information contained in the employment application, and to conduct a criminal background investigation. I also authorize all previous employers, schools, organizations and individuals listed herein to verify any and all information I have provided and to give additional information in response to reference questions intended to determine my suitability for employment.
- V. I understand that in compliance with Tennessee State Law all applications are subject to Public Disclosure.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Requirements to be a Patrolman**

- 1. Be at least 21 years old
- 2. Have obtained a high school diploma or equivalent
- 3. Have never been convicted of a criminal activity
- 4. Have a good driving record
- 5. Be in good physical shape able to perform duties as As a police officer
- 6. Be POST certified (if by another state, be able to pass POST exam)
- 7. **IF NOT POST certified, be able to pass a 10 Week police academy and sign a two year Contract from the date of graduation.**
- 8. Pass a physical and psychological exam
- 9. Pass a 90-day probation period

**Requirements to be a Police Dispatcher**

- 1. Be at least 18 years old
- 2. Have a minimum of 3 years employment service
- 3. Have a good driving record
- 4. Have never been convicted of a criminal activity
- 5. Be able to pass the "TIES" exam within 30 days of hire
- 6. Pass a psychological exam
- 7. Pass a 90-day probation period

**Documents to be submitted with application**

- 1. Copy of driver's license
- 2. Copy of Social Security Card
- 3. Copy of high school diploma or G.E.D.
- 4. Copy of birth certificate
- 5. Copy of all Military records: DD-214, DD-215, etc.

**Authorization of Background Investigation**

I understand that the City of Watertown, Tennessee may make a routine inquiry to obtain applicable information concerning my character, general reputation, personal characteristics, and mode of living and prior criminal record, if any.

I hereby authorize the City of Watertown, Tennessee to obtain the above described information. I further authorize any law enforcement agency, educational institution, government agency, court, or any other organization, institution or person that has any such information to give this information to the City of Watertown, Tennessee upon inquiry.

A photocopy of this authorization shall be as valid as the original.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Applicant's Name Printed

**All applications are kept on file for six (6) months.**

**Please do not attach any forms / papers to applications. If you are called in for interview, you will be asked to bring them with you.**