



CITY OF PERRY

POLICE DEPARTMENT

Phone: 850-584-5121 – Fax: 850-584-7322

211 S. Washington St. Perry, FL. 32347

APPLICATION FOR NON-SWORN POLICE DEPARTMENT STAFF EMPLOYMENT

The City of Perry is a drug free workplace and an equal opportunity employer.

Personal Data

Full Name: _____
(Last) (Middle) (First)

Present Address: _____
Street Number City State Zip Code

Primary Phone () Business() Other

Age Date of Birth Social Security Number

Driver's License #: State Expires

Height Hair Color Eye Color Race Gender

Have you ever had your name changed? YES NO

If you answered YES to the previous question answer the following:

a) Previous Name

b) Date and Location of name Change

c) Reason for Change

Citizenship Data

1. Are you a Citizen of the United States? YES ☐ NO ☐

2. Are you a naturalized citizen? YES ☐ NO ☐

3. If not a United States Citizen do you have right to work authorization? ☐ YES ☐ NO

If you answered yes to question NUMBER 2 answer the following:

Naturalization Date: _____

Location _____

Number _____

Residency

List all addresses that you have lived at for the last five (5) years. Do not list Post Office boxes as a residence address:

Address	City	State	Zip
Length of Residency?			

Address	City	State	Zip
Length of Residency?			

EMPLOYMENT REFERENCES

List Chronologically the last 3 Employments - Include Part Time Employments:

1	EMPLOYER NAME				
	DATES OF EMPLOYMENT	SALARY	POSITION HELD	NAME OF SUPERVISOR	REASON FOR LEAVING
	Full Address			Phone Number:	

2	EMPLOYER NAME				
	DATES OF EMPLOYMENT	SALARY	POSITION HELD	NAME OF SUPERVISOR	REASON FOR LEAVING
	Full Address			Phone Number:	

3	EMPLOYER NAME				
	DATES OF EMPLOYMENT	SALARY	POSITION HELD	NAME OF SUPERVISOR	REASON FOR LEAVING
	Full Address			Phone Number:	

REFERENCES

List 3 personal references (not relatives) who are responsible adults of reputable standing in their communities, such as head of households, property owners, business or professional male or female, who have known you well during the last 5 years.

Complete Name		Home Address – include city state & zip code	
First, Middle, Last			
Years Known	Occupation	Phone Numbers (Home – Mobile- Work)	
		Other Contact Info: Email, Etc..	

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First, Middle, Last			
Years Known	Occupation	Phone Numbers (Home – Mobile- Work)	
		Other Contact Info: Email, Etc..	

Court Record

Have you ever been given a ticket or paid a fine for any traffic violation? ----- ☐ Yes ☐ No

Have you ever been charged with any criminal violations? ----- ☐ Yes ☐ No

Have you ever been arrested by police? ----- ☐ Yes ☐ No

Have you ever been convicted of a felony or misdemeanor? ----- ☐ Yes ☐ No

Have you used or possessed within the last 5 years any controlled substance? ----- ☐ Yes ☐ No
 (Such as Cocaine, Crack Cocaine, meth, heroin, or other illegal substances)

List and Citations , Notices to Appear below			
Date	Place	Charge	Disposition

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If convicted, has your record been expunged? ----- ☐ Yes ☐ No

Has your license ever been suspended or revoked? ----- ☐ Yes ☐ No

Have you ever been considered a subject/suspect of any criminal investigation? - ☐ Yes ☐ No

Are you now or have you ever been involved in a civil lawsuit of any kind? ----- ☐ Yes ☐ No

DISQUALIFIERS

AUTOMATIC DISQUALIFIERS

All employees of the Perry Police Department have access to sensitive information to include criminal justice information. Any of the offenses or circumstances outlined directly below are a disqualifier for employment. The Perry Police Department will not consider the application of any individual who:

1. Has been convicted of any offense that would be a felony if committed in Florida.
2. Has been convicted of any offense that would be considered an offense of moral turpitude, perjury or untruthfulness.
3. Has used any illegal drugs within the last one year.
4. Has sold marijuana or other illegal drugs within the last two years.
5. Has falsified his or her application, including the omission of required information.

I have read and understand the above disqualifiers. Please consider my application for employment with the Perry Police Department.

Signature _____ **Date** _____

Documents to include

As Part of the application process for the City Of Perry Police Department Copies of the following should be attached to the completed application:

Required Documents

All applicants must submit a copy of the following documents:

1. Birth certificate
2. Social Security Card
3. High School Transcript
4. Proof of Name Change (If Applicable)
5. Driver's License
6. Naturalization Papers (If Applicable)

Note: Federal law prohibits copying of naturalization papers. The actual papers must be presented at the time of application.

Any other documentation that may reflect special job qualifications should be submitted with the required documents listed above.

Perry Police Department

Authorization for Release of Personal Information

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Perry Police Department, whether the said records are of a public, private or confidential nature.

The Perry Police Department's acquisition, retention, and sharing of information related to your employment application is generally authorized under 28 C.F.R. section 20.33 and F.S.S. 943.053(3) (a) and Chapter 119. The purpose of this information is to conduct a complete background investigation pertaining to your fitness to serve as an employee of the Perry Police Department.

The background investigation may include inquiries pertaining to your employment, education, medical history, credit history and any other information relevant to your character and reputation. By signing this form, you are acknowledging that you have received notice and have provided consent for the Perry Police Department to use this information to conduct such a background investigation, which may include the searching of N-Dex, criminal justice databases, private databases and public databases.

I authorize any employee or representative of the Perry Police Department to obtain information regarding my qualification and fitness to serve as an employee of the Perry Police Department. I understand that N-Dex is an electronic repository of information from federal, state, local, tribal, and regional criminal justice entities. This national information sharing system permits users to search and analyze data from the entire criminal justice cycle, including crime incident and investigation reports; arrests, booking, and incarceration reports; and probation and parole information. This release is executed with full knowledge, understanding, and consent that any information discovered in N-Dex may be used for the official purpose of conducting a complete employment background investigation. I also understand that any information found in N-Dex will not be disclosed to any other person or agency unless authorized and consistent with applicable law. I release the City of Perry, the Perry Police Department and its employees from any liability or damage that may result from the use of information obtained from N-Dex. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

The intent of this authorization is to give my consent for full and complete disclosure of the records of the educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private, practitioners, and the U.S. Veteran's Administration, employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had any interest.

I understand that the City of Perry Police Department will consider any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization in determining my suitability for employment.

A copy of this release for will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

SIGNATURE: _____ DATE: _____

Sworn to me this _____ Day of _____, 20____

Notary _____

My Commission Expires _____

Personally Known ☐ or Type of Identification Produced _____

FOR OFFICIAL USE ONLY

Mandatory Checks	Satisfactory	Unsatisfactory	Investigative Findings
FCIC Record	<input type="checkbox"/>	<input type="checkbox"/>	_____
NCIC Record	<input type="checkbox"/>	<input type="checkbox"/>	_____
Local Law Check	<input type="checkbox"/>	<input type="checkbox"/>	_____
N-DEX / RLex	<input type="checkbox"/>	<input type="checkbox"/>	_____

Signature of Background Investigator: _____

Date: _____