

City of New Albany Police Department
205 Carter Avenue
New Albany, Mississippi 38652
Tel (662) 534-2222 * Fax (662) 534-1037

NEW ALBANY POLICE DEPARTMENT APPLICATION PACKET

Read ALL information carefully and fill out all forms COMPLETELY.

This application for employment will be considered active for a period of time not to exceed 1 year. Any applicant who desires to be considered for employment beyond this time should resubmit another application.

It is your responsibility to provide complete and accurate information and copies of all documents requested. Inaccurate and incomplete information could have an effect on your opportunity for employment with the City. ANY misrepresentation, falsification or omission given on ANY FORM herein is just cause for rejecting your application. It may also disqualify you from making application in the future for positions with the City of New Albany , or your employment with the City may be terminated.

All applications must be notarized before they will be accepted. Review the application to insure that you have completed all sections and provided all information requested. Applications may be scanned and emailed after being notarized to: info@napolice.com

If applicable, copies of the following documents must be turned in for your application to be processed:

1. Driver's License
2. Birth Certificate
3. Social Security Card
4. High School Diploma / GED
5. Military DD 214 member 1 copy and member 4 copy
6. Military Discharge
7. College Diploma
8. Professional Certificates

Any questions should be emailed to: info@napolice.com

Your notarized and completed application with the above applicable listed items should be mailed to: City of New Albany Police Department, 205 Carter Avenue, New Albany, MS 38652 or emailed to: info@napolice.com

MISSION STATEMENT

The mission of the New Albany Police Department is to work in partnership with the community to enhance the quality of life and to provide essential police services effectively and efficiently to the citizens of New Albany.

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Have you previously submitted an application for employment with New Albany Police Department or any other law enforcement agency?

_____ Yes _____ No If yes list what agency, dates of application, and disposition.

Agency	Date	Result

Personal History

Name and phone number of a relative or neighbor, with whom you are in regular contact, where a message can be left for you:

Are you a United States Citizen? _____ Yes _____ No

Birthplace: _____
City
State
County
Country

List any maiden name or any other names that you have ever used, including all married names or nicknames, etc.

Have you ever had your name changed? _____ Yes _____ No If yes, please provide documentation.

Family

Marital Status: _____ Single _____ Married _____ Divorced _____ Separated _____ Widowed

Full name of present spouse	Maiden name	Age	Date of Birth

Present employment of spouse, address (city / state), phone number

Full name of former spouse(s)	Maiden name	Age	Date of Birth

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References

Please submit **THREE (3)** references, responsible adults of reputable standing in their community, well known by you for at least **THREE YEARS**. References CANNOT be relatives, current or former employers or current or former supervisors.

1. Name _____ Years known _____
Home Address _____
City _____ State _____ Zip _____
Home Phone () _____ Business Phone () _____
Business Name _____ Job Title _____
Business Address _____
Best time to contact: Day __ Night __ Time: _____ Day of Week _____ Pager _____

2. Name _____ Years known _____
Home Address _____
City _____ State _____ Zip _____
Home Phone () _____ Business Phone () _____
Business Name _____ Job Title _____
City _____ State _____ Zip _____
Best time to contact: Day __ Night __ Time: _____ Day of Week _____ Pager _____

3. Name _____ Years known _____
Home Address _____
City _____ State _____ Zip _____
Home Phone () _____ Business Phone () _____
Business Name _____ Job Title _____
City _____ State _____ Zip _____
Best time to contact: Day __ Night __ Time: _____ Day of Week _____ Pager _____

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Residence

Chronologically list **ALL** residences in the past **TEN (10)** years, regardless of the time you resided there beginning with your present address. If in military service, list dates, branch and duty stations, unless you resided off base. List addresses while attending school if away from home. Note, when living with parents please indicate with an asterisk (*).

From Month/Year	To Month/Year	Complete Address	County	State	Zip

Education

High School / GED

Name	Location	Dates Attended	Year Graduated	Credits / Degree
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College / University

Name	Location	Dates Attended	Year Graduated	Credits / Degree
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Name	Location	Dates Attended	Year Graduated	Credits / Degree
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Graduate School

Name	Location	Dates Attended	Year Graduated	Credits / Degree
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Trade, business, or other schools

Name	Location	Dates Attended	Year Graduated	Credits / Degree
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Name	Location	Dates Attended	Year Graduated	Credits / Degree
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Employment Termination

Have you ever been dismissed, fired or asked to resign from any employment or position you have held knowing that you would be fired or terminated if you did not resign?

_____ Yes _____ No If yes, then explain on a of 8 ½” x 11” sheet of paper.

List any job that you have held from which you have been terminated:

Company name	Address	Employment Dates
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Position	Supervisor	Phone Number
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Explain: _____

If needed, additional information may be attached and submitted on 8 ½” x 11” sheet of paper

Employment

May we contact your present employer? _____ Yes _____ No

Are you on layoff, subject to recall? _____ Yes _____ No

Are you currently a certified law enforcement officer in the state of Mississippi?

_____ Yes _____ No If yes, list certificate number and include copy of your certificate.

B.L.E.O.S.T. professional certificate number _____

Are you now, or have you ever been a certified law enforcement officer in any other state?

_____ Yes _____ No If yes, list information below:

State	Agency/Position Held	Dates	P.O.S.T. certificate number
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List **entire** employment history, including part-time, temporary and seasonal – regardless of time employed. Begin with your present employment or most recent job and work backwards. If unemployed, list dates of unemployment. If needed, additional information may be attached and submitted on 8 ½” x 11” sheet of paper.

Please list all area codes and zip codes – make sure that all addresses and phone numbers are complete and correct.

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Make copies of this form as needed to document employment.

Employer _____ Dates of employment _____ - _____

Street Address _____

City _____ State _____ Zip _____

Phone Number () _____ Supervisor _____

Position _____ Work Duties _____ Rate of pay _____

Reason for leaving (explain in detail) _____

Employer _____ Dates of employment _____ - _____

Street Address _____

City _____ State _____ Zip _____

Phone Number () _____ Supervisor _____

Position _____ Work Duties _____ Rate of pay _____

Reason for leaving (explain in detail) _____

Employer _____ Dates of employment _____ - _____

Street Address _____

City _____ State _____ Zip _____

Phone Number () _____ Supervisor _____

Position _____ Work Duties _____ Rate of pay _____

Reason for leaving (explain in detail) _____

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Medical

As terms of your employment you will be required to drug screen tests and physical examinations as terms of your employment with the City of New Albany?

_____ Yes _____ No

Military Record

Have you ever been on active duty in the Armed Forces of the United States? _____ Yes _____ No

If yes: Branch of Military Service _____

Type of Discharge _____ If other than Honorable, please explain: _____

Other than Honorable discharge does not automatically preclude you from employment. All factors will be considered. If needed, additional information may be attached and submitted on 8 1/2" x 11" sheet of paper.

Dates of Active Duty (Month, Day, Year): From _____ to _____

Are you a member of the Active Guard or Reserves (AR or ANG)? _____ Yes _____ No

If yes, list branch and unit: _____

Can you provide a drill schedule at least three months out? _____ Yes _____ No

Did you ever have any type of disciplinary taken against you while in the military (this includes Article 15 and Captain's Mast, etc.) _____ Yes _____ No

**** If you received any of the following, you **MUST** attach a separate sheet of 8 1/2" x 11" paper, with an explanation of the discharge circumstances:

1. Early Out.
2. Any discharge other than honorable.
Note: an uncharacterized discharge, accompanied by a letter from the applicant's commanding officer stating that the applicant is currently serving in the reserves and is in "good standing" will be acceptable.
3. Completed less than a regular tour of duty.

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Court Record

A criminal conviction will not necessarily be a bar to employment. All factors will be considered.

Have you ever been convicted of, entered a guilty plea, or plea of nolo contendere to any felony?
This includes felony traffic convictions.

_____ Yes _____ No

Have you ever been convicted of, entered a guilty plea, or plea of nolo contendere to any misdemeanor?
This includes misdemeanor citations and traffic convictions.

_____ Yes _____ No

If you checked yes above to either question, to help us evaluate your application, please describe the nature of each crime (felony and misdemeanor) including those as a juvenile and your subsequent rehabilitation.
(List any additional convictions on a separate 8 ½” x 11” sheet of paper)

Charge	Date	City	County	State	Agency
Court of Jurisdiction			Disposition of charge		

Charge	Date	City	County	State	Agency
Court of Jurisdiction			Disposition of charge		

Are you currently subject to any protective order, temporary protective order, restraining order, temporary restraining order, or any other court order? _____ Yes _____ No

*** For **any of the previous**, submit a written statement regarding the circumstances and disposition on a separate piece of 8 ½” x 11” paper. If more than one incident, please use only one piece of paper for each incident.

Please provide copies of the reports, citations, affidavits, court orders, and dispositions pertaining to any of the above incidents.

Drivers License

List all drivers license(s), current and previous, held in any other state.

Name	Dates Held	State	Number

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Law Enforcement / Communications

Describe any specialized training, skills or qualifications you possess: (attach certificates, etc. if applicable)

Are you APCO, EMD, or NCIC Terminal Operator Certified? _____ Yes _____ No
(attach copies of certificates)

Have you ever been involved in any civil lawsuit involving your position as a Law Enforcement Officer /
Communications Officer?

_____ Yes _____ No If yes, please explain (use separate 8 1/2" x 11" sheet of paper, if necessary)

Have you ever received any disciplinary actions during your employment as a Law Enforcement Officer /
Communications Officer?

_____ Yes _____ No If yes please explain: (use separate 8 1/2" x 11" sheet of paper, if necessary)

Have you ever been in a work related automobile accident during your employment as a Law
Enforcement/Communication Officer? _____ Yes _____ No

If yes, please explain: (use separate 8 1/2" x 11" sheet of paper, if necessary) _____

Are you presently involved or have knowledge that you might become involved in a criminal proceeding or
civil lawsuit?

_____ Yes _____ No If yes, please explain (use separate 8 1/2" x 11" sheet of paper, if necessary):

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Miscellaneous

Are there any special considerations you might request regarding employment?

_____ Yes _____ No If yes, please explain _____

Are you prevented from lawfully becoming employed in this country because of your Visa or Immigration Status?

_____ Yes _____ No

Do you read or write any language other than English? _____ Yes _____ No

If yes, please list: _____

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Statement to Applicant

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Upon employment by the Mayor and Board of Aldermen, the prospective employee will be required to submit and pass a drug screen and a physical examination at a facility designated by the City of New Albany as part of a conditional offer of employment. Should the prospective employee fail to meet any component of this conditional offer of employment, then said conditional offer of employment is null and void. Should the prospective employee meet all of the components of this conditional offer and begin employment with the City, then such prospective employee shall be deemed an employee of the City, with all rights and benefits of a City employee and subject to the policies of the City from and after the first date of employment.

Applicant's Statement

I certify that answers given herein are true, correct and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand false or misleading information or information sought which I have omitted on this application or in any interview(s) may result in my discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

A notary MUST notarize this form before your application will be accepted. YOU MUST SIGN THIS FORM IN FRONT OF THE NOTARY.

Signature of Applicant

Date Signed

Witness my signature this the _____ day of _____, _____.

Signature of Notary

(SEAL)

