



# GRAMERCY POLICE DEPARTMENT EMPLOYMENT APPLICATION

## GRAMERCY POLICE DEPARTMENT EMPLOYMENT APPLICATION

Please provide the items below when returning this application. Items 1 – 4 are mandatory and should be copies not originals.

1. COPY OF BIRTH CERTIFICATE
2. COPY OF HIGH SCHOOL DIPLOMA OR EQUIVALENCY CERTIFICATE ISSUED BY THE STATE DEPARTMENT OF EDUCATION
3. COPY OF YOUR SOCIAL SECURITY CARD
4. COPY OF YOUR DRIVER'S LICENSE WITH PHOTO
5. COPY OF TRANSCRIPT OF COLLEGE CREDITS OR DIPLOMA
6. COPY OF MILITARY DISCHARGE PAPERS (DD214)
7. COPY OF CERTIFICATES FROM ANY ADDITIONAL SCHOOLS

Please return the completed application and required attachments to the Gramercy Police Department at the following address

**Mailing Address:**

111 E. Main Street  
Gramercy, La 70052

**Physical Address:**

Police Station  
111 E. Main Street  
Gramercy, La 70052

**OR**

Town Hall  
120 N. Montz  
Gramercy, La 70052

The selection process outlined below should help you understand what is involved in the selection of new employees for the Gramercy Police Department.

- Completed applications with required attachments must be submitted.
- A thorough background check of every applicant is completed (usually requiring 2-3 weeks).
- As job openings become available, applicants with the best credentials, work experiences, and backgrounds may be selected for an interview.
- Those applicants selected will be scheduled for a psychological exam.
- Upon passing the psychological exam, the applicants are recommended to the Town of Gramercy Board of Alderpersons for approval
- Upon approval by the Board of Alderpersons, an applicate will scheduled for a medical exam and drug test.
- All applications are considered active for one calendar year and may be updated by the applicant as desired.
- Applicants may reapply after one year or may apply for additional positions during the active period of the Application.

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Position applying for \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_

Name \_\_\_\_\_  
Last Name First Name (Maiden) Middle Name

Present Address: \_\_\_\_\_  
Street City State Zip Code

Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Other Phone # \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

High School Graduate Yes \_\_\_\_\_ No \_\_\_\_\_ GED Yes \_\_\_\_\_ No \_\_\_\_\_

Post-Secondary Education \_\_\_\_\_

Special skills and abilities \_\_\_\_\_

- 1.** Employment history: List all jobs held in the past ten (10) years, regardless of length of time employed. Start with your present employer. Attach additional sheet if necessary.

FROM	NAME OF EMPLOYER	YOUR JOB TITLE	NAME OF SUPERVISOR
TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
REASON FOR SEPARATION:			

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FROM	NAME OF EMPLOYER	YOUR JOB TITLE	NAME OF SUPERVISOR
TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
REASON FOR SEPARATION:			

FROM	NAME OF EMPLOYER	YOUR JOB TITLE	NAME OF SUPERVISOR
TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
REASON FOR SEPARATION:			

2. Explain in your own handwriting why you want to be employed by the Gramercy Police Department.

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3. List all relatives employed by the Gramercy Police Department or Town of Gramercy

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FULL NAME	RELATIONSHIP	DEPARTMENT

4. Character references: List three (3) persons (not employers or relatives) who know you well enough to give current or former information about you.

NAME	OCCUPATION	ADDRESS/ STREET, CITY, STATE	HOME PHONE	BUSINESS PHONE

5. Are you trained on office machines, computers, or software? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

6. Have you ever applied for a position with the Gramercy Police Department or Town of Gramercy?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain \_\_\_\_\_

7. Have you ever been terminated from any job or position? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

8. Have you ever received a traffic citation or been involved in a traffic accident?

List City – State – Agency

Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, explain \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, explain \_\_\_\_\_

Yes \_\_\_\_\_ No \_\_\_\_\_ if yes, explain \_\_\_\_\_

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9. Have you ever been arrested or convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

10. List all misdemeanor arrests and / or convictions below:

DATE	CHARGE(S):	DETAINING OR ARRESTING DEPARTMENT	PENALTY

11. Have you ever had charges expunged from your record? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

12. Have you ever been convicted of the crime of domestic violence? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, explain: \_\_\_\_\_

13. Do you hold any personal or religious beliefs that would prevent you from taking a human life if it became necessary in the line of duty?

Yes \_\_\_\_\_ No \_\_\_\_\_

14. Have you ever served in any branch of the United States Armed Forces or other military organization?

Present draft classification: \_\_\_\_\_

YES	NO	ORGANIZATION	ENLISTMENT DATE	DISCHARGE DATE	TYPE	RANK

15. Certain deputies may be required to attend the Regional Law Enforcement Academy. This training is extensive, intense, and requires total commitment by the trainee. Will you obey all rules, regulations of the Academy?

Yes \_\_\_\_\_ No \_\_\_\_\_ NA ( Post Certified ) \_\_\_\_\_

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**16.** Are you a United States Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

By Birth? Yes \_\_\_\_\_ No \_\_\_\_\_ Naturalized? Yes \_\_\_\_\_ No \_\_\_\_\_

**17.** I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason and the Gramercy Police Department retains the same rights.

\_\_\_\_\_ **Initial**

**18.** If your position requires you to attend the Regional Law Enforcement Training Academy, you must pass the Entry Level Policy for Physical training for the Physical Fitness Testing based on Louisiana P.O.S.T. council.

\_\_\_\_\_ **Initial**

**19.** I declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment.

\_\_\_\_\_ **Initial**

**20.** I, \_\_\_\_\_, do hereby grant my permission to all present and former employers, health service providers, references, and law enforcement agencies to release to the Gramercy Police Department and its officers all verbal and written information in their possession that pertains to me.

**21.** I, \_\_\_\_\_, do hereby certify that a photocopy of this document shall serve as an original for the purpose of releasing information to the Gramercy Police Department and its administrative officers.

**22.** I, \_\_\_\_\_, do hereby understand that this document is an application only and that the completion hereof does not imply or state a condition of future employment.

**23.** TO BE COMPLETED BY APPLICANT:

The Civil Rights Act of 1963, the Civil Rights Act of 1967, and The Americans with Disabilities Act of 1990 prohibit discrimination in employment based on: Race, Color, Religion, Sex, National Origin, Age, and Disabilities.

I, \_\_\_\_\_, have applied for employment with the Gramercy Police Department. I understand that completion of the application process requires that a personal background check be made by the Gramercy Police Department. I hereby authorize Gramercy Police Department or its designated agents to investigate my previous record and character to collect any and all information, whether it is of record or not, that may concern my eligibility for employment.

This authorization includes, but is not limited to, criminal history, bank, credit, school, selective service, physical, hospital, health, insurance, or employment records, and releases any person, organization or corporation from any charges or claims for furnishing said information. A copy of this authorization shall be considered as effective and valid as the original. It is my desire for this authorization to be ongoing. It is my intent

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that the Gramercy Police Department be allowed to run periodic checks, at their discretion, during the course of this application and if hired, the life of my employment.

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Signature

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Date

Note: This application will be retained for one (1) year.

Gramercy Police Department is an Equal Opportunity Employer