



SENOIA POLICE DEPARTMENT  
505 Howard Road  
P.O. Box 310  
Senoia, GA 30276  
770-599-3256

### APPLICATION SELECTION INFORMATION SHEET

Attached is the City of Senoia Employment Application form, which you are required to complete. To further consideration, it is important, PRIOR to submitting your application, that the following documents are contained therein:

1. Copy of Birth Certificate
2. Copy of High School Diploma or Equivalency
3. College Transcripts and Copy of Diploma (if applicable)
4. Copy of Specialized Training Certificates (if any)
5. Signed Criminal History Consent Form
6. Notarized Pre-Employment Background Authorization Form

It should be understood by the applicant, that the mere act of submitting an application does not constitute a guarantee of employment. Should you have any questions or concerns regarding the hiring procedures, please refer to the Senoia Standard Operating Procedure referencing the hiring guidelines, which is attached in the application packet.

All applications submitted **MUST** be completed in its entirety to be considered for employment. Should any documentation be omitted, the application will automatically be disqualified.



# SENOIA POLICE DEPARTMENT

505 HOWARD ROAD • SENOIA, GA 30276  
 TELEPHONE (770) 599.3256 • FAX (770) 599.8329

## CRIMINAL HISTORY CONSENT FORM

<b>Full Name</b> Please Print							
<b>Aliases</b> (Include Maiden Name)							
<b>Social Security #</b>		<b>DOB</b>		<b>Race</b>		<b>Sex</b>	
<b>Street Address</b>							
<b>City</b>		<b>State</b>		<b>Zip</b>			
<b>Employment With:</b> (Circle If Applicable)	Criminal Justice (Sworn) [Z]			Criminal Justice (Non-Sworn) [J]			
<b>To Be Disseminated To</b>	Senolia Police Department						
<p><b>STATEWIDE CRIMINAL HISTORY REQUEST</b></p> <p>I hereby request and authorize the Senolia Police Department to receive a statewide criminal history pertaining to me, from the files of the Georgia Criminal Information Center (GCIC). This history should reflect any reportable offenses from all local and state criminal justice agencies in Georgia.</p>							
<b>Signature</b>				<b>Date</b>			

<b>FOR OFFICIAL USE ONLY</b>			
<p>A check of statewide criminal history files was conducted and revealed that the above-named individual has no record <input type="checkbox"/> / the attached record <input type="checkbox"/> of _____ pages. However, this does not preclude the existence of a criminal record or additional records within Coweta County, the State of Georgia, or the United States. The recipient of this form is advised this report is based solely on the files of GCIC, that all offenses are not required to be reported to GCIC, and that the dissemination of certain protected criminal history information to individuals and employers is forbidden by law.</p>			
<b>Search Conducted By</b>			<b>Date</b>



**Senoia Police Department**  
**Pre-Employment Background Authorization Form**

I, \_\_\_\_\_, do hereby authorize the Senoia Police Department to review my personnel file(s) pertaining to my previous and/or current employment. The Senoia Police Department gives notice that the purpose of reviewing employee files is to complete a background investigation as part of the employment process with the City of Senoia. Any information obtained from the employee files will be retained with the applicant's packet, which is secured within the office of the Clerk of Court.

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

\_\_\_\_\_  
Date

State of Georgia  
County of \_\_\_\_\_

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature  
My Commission Expires: \_\_\_\_\_



**Job Title:** Public Safety Clerk

**Job Summary:** This position assists the Command Staff and the Court Clerk with various administrative duties related to the functions of the Police Department and Municipal Court.

**Major Duties:**

- Files all police reports and citations for court
- Receives and responds to public inquiries on the telephone and in-person
- Receives payments for citations and other miscellaneous receipts
- Processes house watch requests
- Responds to requests for reports or other records
- Processes departmental mail
- May assist the Court Clerk with court procedures
- Performs other duties as assigned

**Knowledge Required:**

- Knowledge of or ability to learn city ordinances, policies and procedures, municipal court procedures, and terminology
- Skill in using a variety of computer programs and modern office equipment for administrative functions
- Ability to perform basic mathematical functions
- Ability to organize, retrieve, and dispose of records as required by law
- Excellent customer service skills
- Effective written and oral communication skills
- Ability to obtain certifications, if required
- Ability to work well with others
- Ability to establish and maintain effective working relationships with departmental personnel, other City personnel, and the public

**Supervisory Controls:** The work of this position is performed under the direct supervision of the Court Clerk.

**Guidelines:** Guidelines include City Ordinances, City and Departmental Safety Manuals, as well as Policies and Procedures.

**Complexity:** The work consists of a variety of administrative and clerical duties.

**Personal Contacts:** Contacts are typically with co-workers, public safety and court officials, council members, vendors, attorneys, and the general public.

**Physical Demands/Environment:** This work is typically performed in an indoor office sitting at a desk, with occasional bending and lifting

**Supervisory and Management Responsibility:** None

**Minimum Qualifications:** High School Diploma or Equivalent

D. CIVILIAN EMPLOYEES

1. When there is an opening for a civilian position within the Senoia Police Department the City's Human Resource office will be notified. Recruiting, advertisement, and hiring will be conducted according to the Personnel Policy for City of Senoia.
2. A committee comprised of no less than two persons should be developed.
3. The committee will meet to review all submitted applications. During this review the committee should look at the accuracy with which the application was completed, work history (including length of stay at jobs, reason for leaving etc.), and needed skills including computer and customer service skills.
4. From this review the committee should select those applications that they feel meet the standards listed above and meet the minimum skills listed in the job description. Those selected shall be called for an oral interview.
5. The interview board will consist of the committee. The board will ask the applicant questions regarding work history, experience working in a law enforcement environment, computer knowledge, customer service experience etc. The board will give the applicant an overview of the work that is involved with the job and benefits provided by the City. Each board member will be given an additional list of pre-approved standard questions that they will ask the applicant. The oral interview will also consist of a skills test. The test will consist of items such as requiring the applicant to complete a memo, find all of the mistakes within a document, and complete a timed typing exercise. These items will be graded uniformly by the board members. Upon completion of all of the interviews, the board will convene to rank the group in order of preference. Those selected will be given background packets to complete. Backgrounds on candidates for non-sworn positions will be conducted in the same manner as those done for sworn positions. Upon completion of the background checks, the board will reconvene to review the applicants and rank them again in order of preference. The board will submit a memorandum to the Chief of Police indicating how the applicants rank.
6. Civilian records (of those hired and not hired) will be maintained with the same security as sworn personnel. Selection materials will also be stored in a secure area when not being used and will be disposed of in a manner that prevents disclosure of the information.
7. Candidates will be kept informed of the status of their application during the process and candidates not selected for positions will be notified.
8. The Chief of Police will review each applicant's file and the list comprised by the oral interview board. The Chief will then select applicants to personally interview.

9. The Chief of Police will at his discretion offer conditional employment to any applicant presented after the completion of the procedures above.