



DEKALB COUNTY GOVERNMENT

Human Resources Department
1300 Commerce Drive, Suite 100
Decatur, Georgia 30030

APPLICATION FOR EMPLOYMENT

View Current Opportunities at the DeKalb County
Web Site: http://www.co.dekalb.ga.us
Job Opportunities Line: (404) 371-2331

DeKalb County Government is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (except where physical/mental requirements constitute a bona fide occupational qualification).

Application form with sections for: Name, Address, Telephone, Job Title, Employment Type, Age/Eligibility, Previous Employment, Relatives, Financial Interest, Military Service, Education, and College/University details.

Related College Subjects / Individual Courses	Number of Credit Hours Completed		Related College Subjects / Individual Courses	Number of Credit Hours Completed	
	Semester	Quarter		Semester	Quarter

List other training (e.g. trade school, armed forces, on-the-job, etc), work-related skills (foreign language, public speaking, etc) and other qualifications, recognition, or accomplishments. Include type of coursework or accomplishment, dates, and date certificate was awarded.

<u>Word Processing</u>	<u>Spreadsheet</u>	<u>Database</u>	<u>Graphics</u>	<u>Electronic Mail</u>	<u>Enterprise Resource Systems</u>
<input type="checkbox"/> Microsoft Word	<input type="checkbox"/> Excel	<input type="checkbox"/> Microsoft Access	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Outlook	<input type="checkbox"/> PeopleSoft
<input type="checkbox"/> Wordperfect	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____	<input type="checkbox"/> Adobe	<input type="checkbox"/> Other: _____	<input type="checkbox"/> KRONOS
<input type="checkbox"/> Other: _____			<input type="checkbox"/> Other: _____		<input type="checkbox"/> Oracle Financials
					<input type="checkbox"/> Other: _____

Driver License Information.

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	What State?	Type/Class	Driver's license no.	Date of expiration:
Do you have a commercial driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	What State?	Type/Class	Driver's license no.	Date of expiration:

Have you incurred any traffic charges within the last three (3) years? Do not include parking tickets. Yes No
If Yes, give date(s) and types of charges:

Other Licenses/Certifications. List your licenses/certificates (e.g. Professional Engineer, Water Plant Operator, Pilot, Electrician, etc.), the State or other name of Licensing Authority & Expiration Date.

Describe your work history for at least the past ten years beginning with your current or most recent job. Include military and/or volunteer experience. If you held multiple jobs with the same employer, describe each job separately. Begin with your related primary duties and continue listing until you reach the least important or least time-consuming duties. ***Failure to give complete information regarding each job held may result in your disqualification. If you have had more than 5 employers in the past 10 years, please attach additional sheets with the same information requested below for these additional employers.*** A resume may be attached *only* as additional information and will not be accepted in lieu of completing each part of this section.

May we contact your current employer? Yes No

Organization/Firm Name	Street Address	City	State	Zip Code
From Mo/Yr /	To Mo/Yr (or current) /	Telephone ()	Supervisor's Name and Phone Number ()	
Starting Salary	Ending Salary	Reason For Leaving		

Official Job Title: Paid Employment Full-time Part-time Seasonal/Temporary
 Unpaid Experience # of Employees Directly Supervised: _____ How Long _____

Describe Specific Job Duties:

Organization/Firm Name		Street Address		City	State	Zip Code
From Mo/Yr /	To Mo/Yr /	Telephone ()	Supervisor's Name and Phone Number ()			
Starting Salary	Ending Salary	Reason For Leaving				
Official Job Title:		<input type="checkbox"/> Paid Employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Unpaid Experience # of Employees Directly Supervised: _____ How Long _____				
Describe Specific Job Duties:						
Organization/Firm Name		Street Address		City	State	Zip Code
From Mo/Yr /	To Mo/Yr /	Telephone ()	Supervisor's Name and Phone ()			
Starting Salary	Ending Salary	Reason For Leaving				
Official Job Title:		<input type="checkbox"/> Paid Employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Unpaid Experience # of Employees Directly Supervised: _____ How Long _____				
Describe Specific Job Duties:						
Organization/Firm Name		Street Address		City	State	Zip Code
From Mo/Yr /	To Mo/Yr /	Telephone ()	Supervisor's Name and Phone ()			
Starting Salary	Ending Salary	Reason For Leaving				
Official Job Title:		<input type="checkbox"/> Paid Employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Unpaid Experience # of Employees Directly Supervised: _____ How Long _____				
Describe Specific Job Duties:						
Organization/Firm Name		Street Address		City	State	Zip Code
From Mo/Yr /	To Mo/Yr /	Telephone ()	Supervisor's Name and Phone ()			
Starting Salary	Ending Salary	Reason For Leaving				
Official Job Title:		<input type="checkbox"/> Paid Employment <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary <input type="checkbox"/> Unpaid Experience # of Employees Directly Supervised: _____ How Long _____				
Describe Specific Job Duties:						
List the name, job title, and contact information for three (3) persons who have knowledge of your qualifications for the position(s) for which you are applying.						
Name	Business or Home Address and Phone #				Occupation or Title	

All applicants must sign the application at the bottom of each of the next 2 pages.

Public safety positions have requirements and demands unique from most other positions in DeKalb County.
Please read the following information carefully to determine if you wish to apply for a public safety position.

Background. The backgrounds of applicants for public safety positions (Police and Fire/Rescue) are checked through the Georgia Crime Information Center and the National Crime Information Center. Previous tickets, misdemeanor arrests and/or convictions will be evaluated on an individual basis and do not necessarily eliminate you from further consideration of employment. An extensive background examination will include personal and employment reference checks, inquiries into your personal behavior including a review of any past drug or alcohol abuse, and military record (if applicable). A physical, drug screen, polygraph, and psychological (police only) exam are also required. For Police Officers, POST certification guidelines specify any convictions of theft, violation of controlled substance laws, sexual offenses, or three or more misdemeanors in the immediate past five years (to include reckless driving, DUI, homicide by vehicle, serious injury by vehicle, fleeing/attempting to elude a police officer, or impersonating a law enforcement officer) are grounds for disqualification.

Training. All persons hired as sworn Fire/Rescue personnel or Police, including those with previous experience, are placed in a training academy. Police also have an on-the-job field training program. These academies are both physically and mentally demanding. You will be required to take multiple written exams of which a predetermined number of test failures result in termination of employment. You will also be required to pass a pre-employment physical agility test to gain entrance into the academy and must pass a post academy physical agility test to graduate from the academy.

Shift Work. DeKalb County Fire/Rescue personnel are required to work shift work (For example you may be on a 24/48 shift at their assigned station working from 7:00 a.m. one day to 7:00 a.m. the next day and then you would be off until 7:00 a.m. 2 days [48 hours] later.) DeKalb Police Officers are required to work rotating shifts and have rotating days off. Police Officers are also subject to assignment at any precinct within DeKalb County.

Duties. Police Officers and Fire/Rescue personnel perform a variety of tasks beyond law enforcement and/or responding to fires such as rendering first aid at emergency scenes and responding to automobile accidents or other emergencies where life and property are in jeopardy or where hazardous chemicals may be present.

Environment. If employed, you will be required to work outdoors in all kinds of weather. You will be required to work in hot and humid conditions, outside, inside, as well as other unpleasant environments/conditions. Fire/Rescue personnel are also required to work at heights and in confined spaces. Police will spend shifts patrolling in a squad car by him/herself.

Regulations/Discipline. The DeKalb County Police Department and DeKalb County Fire/Rescue Department operate under a very strict disciplinary program. Breaking rules or regulations cannot, and will not, be tolerated and may result in disciplinary measures.

Police Requirements. Police officers frequently are involved in dangerous and violent situations such as attempting to resolve domestic disputes, intervening at on-going burglaries, and chasing fleeing felons. You may be put into the position of taking another human being's life. Additionally, Police officers stay abreast of the latest changes in the law and in departmental policy in order to correctly conduct their duties. This is a continual process and requires much motivation and initiative on the officer's part.

Fire/Rescue Requirements. Fire/Rescue personnel are required to use Self Contained Breathing Apparatus (full face masks with air tanks carried on the back). Equipment used at emergencies to which Fire/Rescue personnel respond can weigh 50 lbs. or more.

Resignation. If a police recruit voluntarily or involuntarily resigns during the training program due to academic, disciplinary, or other reasons as determined by the department, the recruit cannot be considered for the position of Police Officer for a period of two years.

Please answer the following questions when applying for a Public Safety position:

Police Officer:	Are you a citizen of the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you claiming Veteran's Preference?
	Will you be at least 20 years old within 90 days?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Fire/Rescue Personnel, 911 Operator:	Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
911 Operator:	Are you a citizen of the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you certified as an EMT or Paramedic? Yes No Certification #: _____ State: _____ Exp Date: _____

Do you have previous Fire/Rescue experience? Yes No Do you have a degree in Fire Science? Yes No

Are you currently POST certified as a Peace Officer in the State of Georgia? Yes No
 If Yes: Certification #: _____ Exp Date: _____

Have you taken and passed the GA POST Entrance Exam since 1991? Yes No
 If Yes: list Agency: _____ Date: _____

Have you taken and passed the Police Officer Written Exam with DeKalb County in the last two years? Yes No
 If Yes give Date: _____

Do you have a commercial helicopter rating/license? Yes No If Yes please list total number of flight hours: _____

I certify that the information given by me in this application is true and complete to the best of my knowledge. ***I understand that any false information, misrepresentation, or concealment of fact on this application or any attachment is sufficient grounds for my application to be rejected or, if employed, my employment terminated.*** I understand and agree that the County or any of its authorized agents may verify all information furnished in this application. I further understand that I may be removed from consideration or terminated in the event a medical examination given by the county discloses information on me that is considered disqualifying. I understand that submission of this application in no way assures me a position and that no County representative has the authority to enter into any employment agreement except the Director of Human Resources. If applying for a Public Safety position I understand the job requirements, tests, and working conditions and agree to these conditions.

Printed name of applicant _____ Signature of applicant (Required) _____ Date _____

Authorization. I hereby authorize DeKalb County Government and/or any of their authorized agents to gather any of the following information regarding all records including criminal, credit, driving, drug, and/or education; written or verbal information from previous employers; any other pertinent information relating to the function of my job or the jobs for which I am applying. I also authorize DeKalb County Government and/or any of their authorized agents to gather this information at anytime during my employment with DeKalb County Government. I hereby authorize all individuals and organizations named or referred to in this application, any third party background information providers, and any law enforcement organization to give the DeKalb County Government all information relative to my employment, education and character, and hereby release such individuals, organizations, and DeKalb County from any liability for any claim or damage which may result.

Privacy. I understand that there is no invasion of privacy by using the information contained in this employment application. I hereby release DeKalb County Government, former employers, other references, and any of their authorized agents from liability. I agree to hold harmless DeKalb County Government if information supplied by third parties is incomplete, inaccurate and/or contains discrepancies and I understand I will be given a reasonable time in which to dispute any information found in the background investigation report if I so choose. I understand that the information I have provided is subject to public disclosure under the Georgia Open Records Act.

Personal Information. The personal identification information contained in this employment application will be used only for valid employment verification and background checks and is asked for legitimate nondiscriminatory reasons. **The personal identification information on this page and contained in the Applicant Profile Survey is removed and handled separately from the other employment-related information on the application when your application is reviewed for job eligibility.** This personal information is used to verify the validity of the information you provided on the employment application, is used to track general hiring statistics, and is used to report applicant demographics to the Equal Employment Opportunity Commission and other Federal and State agencies. Information about sex and race, included in the Applicant Profile Survey, is voluntary and choosing not to respond will not preclude hire or promotion.

Pleas, convictions, etc.

Have you ever been convicted of a crime against the law or have pending charges, excluding a minor traffic violation or a conviction discharged under Georgia's First Offenders Law? Yes No

If yes, please list separately the following information for each offense:

Conviction type (Felony/Misdemeanor)	Date:	Location:	Offense:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: Pending charges and/or conviction of a crime will not necessarily disqualify you from employment.

Name History (List any previous/other names that are different than your current name)

Address History (List address information including number, street, city, state, and zip for all of your previous addresses for the past 7 years)

All applicants must print their name and sign the authorization for release of information in this block.

Printed name of applicant

Signature of applicant (Required)

Date

VOLUNTARY APPLICANT PROFILE SURVEY IDENTIFICATION DESCRIPTIONS

How did you learn of this employment opportunity?

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Job Fair | <input type="checkbox"/> Walk-in | <input type="checkbox"/> DeKalb HR Jobs Board Posting | <input type="checkbox"/> Technical/College/University Career Center |
| <input type="checkbox"/> Newspaper | <input type="checkbox"/> Employee Referral | <input type="checkbox"/> Job Opportunities Line | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Radio | <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> DeKalb County Internet Site | |
| <input type="checkbox"/> Department of Labor | <input type="checkbox"/> DeKalb Cable TV Channel | <input type="checkbox"/> Other Internet Site: _____ | |

RACE	SEX	POSITION APPLIED FOR: (Show title as stated on vacancy announcement.)
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Native American Indian / Alaskan Native	<input type="checkbox"/> Male <input type="checkbox"/> Female	

Definitions

White (not of Hispanic origin): All persons having origins in any the original peoples of Europe, North Africa, or the middle East.

Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the India Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

Native American Indian / Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community.

The personal identification information requested in the Applicant Profile Survey is voluntary and removed and handled separately from the other employment-related information on the application when your application is reviewed for job eligibility.