

**CONFIDENTIAL**

**APPLICANT PERSONAL HISTORY QUESTIONNAIRE  
CITY OF JACKSONVILLE**



<b>FOR HUMAN RESOURCES USE ONLY</b>	
Date Application Turned In:	_____
Test Cycle Scheduled For:	_____
Application Deadline:	_____
Position Applied For:	_____

**AN EQUAL OPPORTUNITY EMPLOYER**

Please fill out this application to the best of your ability. We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

**VERIFICATION OF INFORMATION**

The information requested on this questionnaire will be used for reference by those who will be considering your application for employment or training with the JACKSONVILLE POLICE DEPARTMENT. An extensive background investigation will be conducted into your personal history. Applicants for the position of Police Officer will be required to take a physical exam, and oral board exam and drug screening.

Any FALSE, MISLEADING OR INCOMPLETE information substituted for accurate information will be grounds to disqualify you from further consideration in the application process with the Jacksonville Police Department.

I confirm that I have read and understand the above and that all statements and documents presented to the Jacksonville Police Department are true, correct and made in good faith.

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Applicant Printed Name

\_\_\_\_\_  
Telephone Number

1. USE BLACK OR BLUE INK ONLY. Complete this form in your own handwriting or printing.
2. Be certain that your answers are legible.
3. Read each question carefully before answering.
4. Be certain that each question is answered COMPLETELY and CORRECTLY. Submit all documents as requested. If a question does not apply to you, write N/A (Not Applicable) in the space. Do not leave any blank spaces.
5. Additional space is provided at the end of this packet for any answers that require clarification or further explanation. All entries will have a space to specify which question you are relating the explanation to.

## JACKSONVILLE POLICE DEPARTMENT INSTRUCTIONS & NOTICES FOR JPD APPLICATION PACKET

Please read the following, making sure to follow ALL instructions completely. Failure to provide requested documents or to follow these instructions may disqualify you from completing the background. Do not omit, falsify, or misrepresent the truth on any required or requested forms, and documents. All forms should be complete and thorough, and in your own handwriting, using blue or black ink on forms.

**REQUIRED DOCUMENTS:** (Bring originals with application and copies will be made at the police department)

- High School Diploma (if applicable)
- College Diploma (if applicable)
- GED Certificate and Transcripts (if applicable)

Prior military applicants must complete the online SF180 Request Pertaining to Military Records. Go to <http://www.archives.gov/veterans/military-service-records/>. Click on "Submit Your Request Online" and fill out the form. Request the UNDELETED form. Place the name and address of the person it should be mailed to as listed below\*. Print off the signature pages and bring in the signed signature page with your completed application.

Some application documents **MUST BE NOTARIZED**. This can be done at the Jacksonville Police Department. You are not required to have it notarized prior to turning it in, although, you can choose to do so. Do not sign forms until you are in the presence of a notary.

If you cannot provide a copy of any of these documents, you must write a Letter of Excuse pertaining to each document missing, explaining the circumstances and the name, address, and phone number of person(s) who can be contacted to follow up on each document. Also, an approximated time frame for when the document will be available, if at all.

The department may contact you at times to clarify information, or ask additional questions to help in the decision making process; therefore, if you change address, phone numbers, or employment status, these must be reported immediately to the background investigator.

\*Send requested documents from above to the Jacksonville Police Department, Attn: Lt. L. Dean Scroggins, 1400 Marshall Road, Jacksonville, AR 72076. Phone 501-533-6419, Fax 501-982-3020

I have read this form and understand what has been requested, and what is required to be considered for a pre-employment background investigation by the Jacksonville Police Department.

**Applicant Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

# Jacksonville Police Department Grooming Notice

Jacksonville Police Department Directive 10-1 states, in part, the following about tattoos and piercings/body modifications. As of January 1, 2014, any visible tattoo on the face, head, or neck and any piercing/body modification, to include but not limited to as determined by the Chief of Police, those listed is an automatic disqualification for employment.

- Tattoos: Maintaining a professional appearance is critically important to fostering public trust and confidence in law enforcement, and exceeding the standards of the profession. The following shall be adhered to:
  1. Uniformed employees shall report their existing tattoos visible in a short sleeve uniform shirt or uniformed bicycle shorts. This shall be done via their chain of command to the Chief of Police, describing the tattoos and their location on the body.
  2. Non-uniformed employees shall report their existing tattoos that are visible when wearing short sleeved shirts or capris. This shall be done via their chain of command to the Chief of Police, describing the tattoos and their location on the body.
  3. No employee shall exhibit any tattoo that is likely to be seen as gang related, racist, sexist, obscene, or vulgar.
  4. No employee shall obtain any new tattoos that would be visible to the public while on duty or work related functions without written permission from the Chief of Police. A written request will be submitted via the employee's chain of command.
  5. No face, head, or neck tattoos will be visible while on duty or during work related functions. The tattoos will be completely covered without exception. This may be done by clothing, bandage, or makeup that will not, in itself, be unprofessional in appearance.
  6. No person applying for a position with the Department from the date of this directive will be considered for hire if they have tattoos located on their face, head, or neck.
- Piercings and Body Modifications:
  1. Facial piercings of the nose, lip, eyebrows, tongue, or another part of the face or neck is unacceptable for all employees. An exception will be a female officer may wear One (1) pair of stud earrings in the lower ear lobe(s), and non-sworn females may wear professional looking pierced earrings.
  2. Body modifications that are visible while on duty or during work related functions are prohibited. Body modifications are defined as any intentional body mutilation, scarring, or branding and include, but are not limited to, the following:
    - a. A split, forked tongue;
    - b. Foreign objects inserted under the skin to create a design, effect, or pattern;
    - c. Scarification;
    - d. Enlarged or stretched out holes in the earlobes (other than normal piercing holes) and dermal punching.

**Applicant Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



# City of Jacksonville

## Application for Employment Equal Opportunity Employer

#1 Municipal Dr. Jacksonville, Arkansas 72076 (501)982-4671 FAX (501)982-4670

We consider application for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Previous Names Used	Last Name	First	Middle
Address		City	State Zip
If not a resident at current residence for 2 years, give previous address and phone number:			
Home Number	Cell	Work	Email
Drivers License # and State	How did you hear about this position?	Type of employment? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal	
Position Applied For:			Date:
Have you ever been convicted of a felony? (A past criminal history does not necessarily disqualify an applicant from employment.) <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, describe fully:			

Available for work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Desired salary: \$\_\_\_\_\_

Are you legally eligible for employment in the U.S.?  YES  NO

\*\*If offered employment, you will be required to provide documentation to verify eligibility.

Have you ever been employed with the City of Jacksonville before?  YES  NO

If so, when? \_\_\_\_\_

Are you at least 16 years of age?  YES  NO

Are you at least 20 ½ years of age? **(Police and Fire only)**  YES  NO

Do you have any friends or relatives who work for the City of Jacksonville?  YES  NO

If YES, name and relationship \_\_\_\_\_

Are you currently employed?  YES  NO

May we contact your present employer:  YES  NO

In case of an emergency, who should we contact?

Name: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ Relation: \_\_\_\_\_

### EDUCATION

School	Name and City/State	Course of Study	From Mo / Yr	To Mo / Yr	Diploma / Degree
High School					
College					
College					
Other (Specify)					

**WORK EXPERIENCE** (Must be completed even if you supply us with a resume)

Employer	Dates Employed		Job Duties
Address	From	To	
Phone Number			
Job Title	Pay Rate / Salary		
Supervisor			May we contact: <input type="checkbox"/> YES <input type="checkbox"/> NO
Reason for Leaving	Were you fired? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Employer	Dates Employed		Job Duties
Address	From	To	
Phone Number			
Job Title	Pay Rate / Salary		
Supervisor			May we contact: <input type="checkbox"/> YES <input type="checkbox"/> NO
Reason for Leaving	Were you fired? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Employer	Dates Employed		Job Duties
Address	From	To	
Phone Number			
Job Title	Pay Rate / Salary		
Supervisor			May we contact: <input type="checkbox"/> YES <input type="checkbox"/> NO
Reason for Leaving	Were you fired? <input type="checkbox"/> YES <input type="checkbox"/> NO		

Comments: (Include explanation of any gaps in employment)


Describe any specialized training, apprenticeship and skills.


**ADDITIONAL INFORMATION**

Other Qualifications *(Summarize special job-related skills and qualifications acquired from employment or other experience)*


**PERSONAL / PROFESSIONAL REFERENCES** *(DO NOT INCLUDE FAMILY MEMBERS OR PAST SUPERVISORS)*

Name	Phone Number	Occupation	Years Acquainted
1.			
2.			
3.			

**APPLICANT'S STATEMENT**

I certify that answers given herein, and any attached resume, are true and complete. Any false, misleading or incomplete information furnished by me regarding this application may result in the rejection of this application or if employed, dismissal. I understand that in consideration of my employment, I agree to conform to the rules and regulations of the City of Jacksonville, and further agree that my employment and compensation are at the will of the City of Jacksonville and can be terminated, with or without cause, and with or without notice, at anytime at the option of the City of Jacksonville or myself. I understand and agree that these terms can only be modified in writing and signed by the Human Resources Director of the City of Jacksonville. No supervisor, representative, agent, or other employee of the City of Jacksonville has now or has had in the past the authority to enter into any agreement for employment for a specified period of time, or to make any agreement which is contrary to or in modification of the above terms, nor can any policies or practices of the City of Jacksonville, either written or oral, modify the above terms.

I understand and agree to take any physical examination, including drug testing; all such tests will be administered in compliance with the Americans with Disabilities Act.

I understand and hereby authorize persons, school, companies, employers and/or their representatives to furnish verification to the City of Jacksonville, any and all information set forth in this application and/or attached resume. In addition, I hereby agree to hold harmless and to release from all liability all said persons, schools, companies, employers and/or their representatives from any and all claims that have or which may arise, against any and/or all of them, including the City of Jacksonville, as a result of them furnishing information to the City of Jacksonville. I authorize the City of Jacksonville, should they employ me, to release employment references, if my employment becomes terminated for any reason. I also authorize the City of Jacksonville to conduct credit, police, criminal and driving record inquiries, or any other employment related inquiries in compliance with the provisions of the Fair Credit Reporting Act, 15 U.S.C Section 1681, et. seq. I understand that the decision for my continued employment and to hire me and will be subject to the results of these inquiries.

I understand this application will be active until this position applied for is filled. After that time, if I wish to be considered for employment, I must re-apply.

**A PRE-EMPLOYMENT DRUG SCREEN AND BACKGROUND CHECK WILL BE CONDUCTED UPON JOB OFFER.**

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND AND AGREE WITH THE ABOVE STATEMENT.

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

\_\_\_\_\_  
Date



*“Soaring Higher”*

**CITY OF JACKSONVILLE  
CODE ENFORCEMENT OFFICER  
Job Description**

**Exempt:** No  
**Department:** Police Department  
**Reports To:** Chief of Police  
**Location:** Police Department  
**Date Prepared:** September 14, 2009  
**Date Revised:** November 21, 2013

**GENERAL DESCRIPTION OF POSITION**

Inspects existing residential buildings, commercial buildings, to determine compliance with City ordinance standards. Performs field inspections and enforces municipal code provisions and land use laws pertaining to public welfare, safety, public nuisance, property maintenance and structure design; explains regulations relating to municipal code provisions including zoning, land use, planning, design review, and related codes to the public; and performs related work as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Patrols assigned neighborhoods and proactively looks for code violations. This duty is performed daily, about 40% of the time.
2. Writes search warrants if they are unable to obtain permission from owners and tenants to enter dwellings. This duty is performed monthly, about 15% of the time.
3. Examines visually all areas to determine compliance with ordinance standards for heating, air conditioning, plumbing electrical, and structural. This duty is performed monthly, about 10% of the time.
4. Measures dwelling units and rooms to determine compliance with ordinance space requirements. This duty is performed annually, about 10% of the time.
5. Inspects premises for overall cleanliness, adequate disposal of garbage and rubbish, mowing, and for signs of vermin infestation. This duty is performed daily, about 30% of the time.
6. Prepares forms and letters advising property owners and tenants of possible violations and time allowed for correcting deficiencies. This duty is performed weekly, about 25% of the time.
7. Consults file of violation reports and revisit dwellings at periodic intervals to verify correction of violations by property owners and tenants. This duty is performed weekly, about 40% of the time.
8. Explains minimum requirements of housing standards ordinance to property owners, building contractors, and other interested parties. This duty is performed weekly, about 35% of the time.
9. Regular attendance at usual place of work is required,. This duty is performed daily, about 30% of the time.
10. Perform any other related duties as required or assigned.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION AND EXPERIENCE**

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 12 to 18 months related experience and/or training. Or equivalent combination of education and experience.

**RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT**

Annual Budget Authority: \$304,158  
Funds, Property & Equipment Responsibility: \$304,350

**SUPERVISORY RESPONSIBILITIES**

Departments supervised by this position include 0. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees;

planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

**COMMUNICATION SKILLS**

Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

**CRITICAL THINKING SKILLS**

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

**SUPERVISION RECEIVED**

Under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to supervisor.

**PLANNING**

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing basically the same type of work.

**DECISION MAKING**

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

**MENTAL DEMAND**

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

**ANALYTICAL ABILITY / PROBLEM SOLVING**

Moderately structured. Fairly broad activities using moderately structured procedures with only generally guided supervision. Interpolation of learned things in somewhat varied situations.

**USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS**

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

**ACCURACY**

Probable errors would not likely be detected until they reached another department, office or patron, and would then require considerable time and effort to correct the situation. Frequently, possibility of error that would affect the organization's prestige and relationship with the public to a limited extent, but where succeeding operations or supervision would normally preclude the possibility of a serious situation arising as a result of the error or decision.

**PUBLIC CONTACT**

Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

**EMPLOYEE CONTACT**

Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems which necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.

**REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS**

If not certified through the International Code Council (ICC) then selected employee must be willing to obtain certification according to schedule set forth by Chief of Police and as training becomes available.

**PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS**

Obtain certification through ICC within 12 months of employment

**SOFTWARE SKILLS REQUIRED**

Intermediate: Spreadsheet, Word Processing/Typing

Basic: 10-Key, Alphanumeric Data Entry, Contact Management, Database, Other

**ADDITIONAL INFORMATION**

Not indicated.

**PHYSICAL ACTIVITIES**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to stand, walk, talk or hear; and frequently required to sit, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl; occasionally required to climb or balance, taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; depth perception; and ability to adjust focus.

**ENVIRONMENTAL CONDITIONS**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is regularly exposed to fumes or airborne particles, outdoor weather conditions; frequently exposed to wet or humid conditions; and occasionally exposed to work in high, precarious places, toxic or caustic chemicals, risk of electrical shock. The noise level in the work environment is usually moderate.

CITY OF JACKSONVILLE  
Job Description for CODE ENFORCEMENT OFFICER

Printed 01/24/2014 at 12:25 PM  
DBCompensation System - www.dbsquared.biz

**RECEIPT OF JOB DESCRIPTION**

I have received a copy of this job description on \_\_\_\_\_ and certify that I can perform the essential functions of this position with or without reasonable accommodation.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date