

CONFIDENTIAL

**APPLICANT PERSONAL HISTORY QUESTIONNAIRE
CITY OF JACKSONVILLE**



FOR HUMAN RESOURCES USE ONLY	
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)

- | | |
|--|--|
| <input type="checkbox"/> High School Diploma (if applicable) | <input type="checkbox"/> College Diploma (if applicable) |
| <input type="checkbox"/> GED Certificate and Transcripts (if applicable) | <input type="checkbox"/> Training Certificates (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? Full-Time Part-Time 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.) YES NO			
If yes, describe fully:			

Available for work: ____/____/____	Desired salary: \$_____
Are you legally eligible for employment in the U.S.?	YES NO
<i>**If offered employment, you will be required to provide documentation to verify eligibility.</i>	
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:	YES	NO
Reason for Leaving			Were you fired?	YES	NO
Employer	Dates Employed		Job Duties		
Address	From	To			
Phone Number					
Job Title	Pay Rate / Salary				
Supervisor			May we contact:	YES	NO
Reason for Leaving			Were you fired?	YES	NO
Employer	Dates Employed		Job Duties		
Address	From	To			
Phone Number					
Job Title	Pay Rate / Salary				
Supervisor			May we contact:	YES	NO
Reason for Leaving			Were you fired?	YES	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
POLICE SUPPORT OFFICE ASSISTANT
Job Description**

Exempt: No
Department: Jacksonville Police Department
Reports To: Support Services Sergeant or Lieutenant
Location: Police Department
Date Prepared: September 10, 2009
Date Revised: September 15, 2014

GENERAL DESCRIPTION OF POSITION

Answer all incoming phone calls and transfer. Greet and help people and the front counter, enter reports into the computer, enter tickets into the computer, separate paperwork, and send to proper divisions, the court or file it in the proper place. Receive and meter all mail. Make copies of reports, receive FOI forms, money for the reports, and take phone messages for police staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answer all incoming phone calls, transfer them or take messages.
2. Enter all reports and traffic tickets into the computer.
3. Separate all paperwork, file, or put it in the proper out box.
4. Assist citizens at the front counter, making copies of reports, receive FOI forms and money for the reports.
5. Receive mail daily from postman and put it in the proper dept mail boxes.
6. Meter outgoing mail and give to the postman.
7. Type letters and other documents as needed or requested by support supervisors.
8. Organize all reports and keep them filed in numerical order.
9. Make copies of reports for officers needing them for court.
10. Make sure all supplies are kept at proper levels and order supplies.
11. Obtain statistics for monthly reports and prepare such reports.
12. Handling FOI requests for public and press on daily releases.
13. Accounting for and securing all money taken in for reports daily.
14. Work cooperatively with peers in a small office environment with little direct supervision.
15. 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

High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc, plus 0 to 6 months related experience or training, or equivalent combination of education and experience.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Funds, Property & Equipment Responsibility:

SUPERVISORY RESPONSIBILITIES

None.

COMMUNICATIONS SKILLS

Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.

SUPERVISION RECEIVED

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

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Repetitive. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

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

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Basic computer and word processing skills using MS Word, MS Excel and various other software programs.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Experience with Southern Software

SOFTWARE SKILLS REQUIRED

Intermediate: Word Processing/Typing

Basic: 10-Key, Database, Other, Presentation/PowerPoint, Spreadsheet

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 continuously required to talk or hear, taste or smell; regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms; frequently required to stand; and occasionally required to walk, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision; and color vision.

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.

The noise level in the work environment is usually moderate.

*CITY OF JACKSONVILLE
Job Description for POLICE SUPPORT OFFICE ASSISTANT*

*Printed 09/15/2014 at 9:50 AM
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