



## APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with the Sylva Police Department. The application process is a key component in ensuring that we meet your expectations as an employer and that your personality, skills, and work ethic meet our expectations of employees of our agency. We are committed to maintaining high ethical standards always stressing honesty and integrity.

The Sylva Police Department utilizes an employment selection and hiring process that is structured to ensure that prospective employees possess requisite knowledge, skills, abilities, and acceptable character traits. The purpose of the selection process is to produce effective and respected members of the Police Department by hiring qualified individuals. It is the policy of the Police Department to recruit, hire, train and promote employees without discrimination because of age, national origin, physical disability, political affiliation, race, religion, or sex.

The selection and hiring process includes many steps and can take up to four months to complete. This process is designed to fully examine each applicant's abilities and interest in employment with the Police Department. During the course of the hiring process, you will be asked to answer many questions and provide a lot of detailed information about your life. We expect you to be truthful and maintain a high level of integrity at all times. **If you provide false information or engage in deception during any part of the process, you will be eliminated from further consideration immediately.**

## SUBMITTING YOUR APPLICATION FOR EMPLOYMENT

Upon receipt of your completed application, the Sylva Police Department will review your application and available positions. You will receive written notification (via regular mail or e-mail) advising you of the status of your application. If at any point a decision is made to decline your request for hire and/or a position is not currently available, you will be notified in writing (via regular mail or e-mail) of this decision. The Sylva Police Department reserves the right to modify the employment recruitment and selection process at any time without prior notice.

## CONSEQUENCES OF FALSIFICATION, MISSING DEADLINES AND/OR APPOINTMENTS

**ANY** misrepresentation, falsification or omissions provided on **ANY FORM** during the selection and hiring process is just cause for rejecting your application. It will also disqualify you from submitting an application in the future for positions with the Sylva Police Department. In addition, missing a deadline or confirmed appointment during the selection and hiring process may cause you to be removed from the selection process.



## APPLICATION FOR EMPLOYMENT

Answer each question on this form. If additional information must be submitted in relationship to a specific question, please submit this information on additional sheet(s). Please do not submit your resume or any additional paperwork at this time. Resumes are required at the next step in the process. Honesty is the most important part of the applicant's selection process. There will be a thorough background investigation conducted to verify all information. Be honest in all responses.

<b>Please print or type application.</b> <b>Applications must be completed in full.</b>			Date of Application	
	Last Name	First Name	Middle Name	
Mailing Address		City	State	Zip
County of Residence	Phone (where you can be reached) (   )		Alternate Phone	
E-mail Address				

### Availability

Are you currently or have you ever been an employee of the Town of Sylva local government?

Yes   No

If yes, date(s), department & position.

Do you currently reside in the same residence as, or are you married or related to, any person now working for the Sylva Police Department?   Yes   No

If yes, provide name and their relationship to you.

At the time of this application, are you over 21 years of age?   Yes   No

If hired, can you provide written evidence that you are authorized to work in the U.S.?   Yes   No

Are you willing to accept a salary within the advertised normal starting salary range?   Yes   No

Apart from absences for religious observances, check conditions that you are willing to accept.

Occasional:   ☐ night work   ☐ weekend work   ☐ overtime   ☐ rotating shifts   ☐ "on-call"  
Regular:   ☐ night work   ☐ weekend work   ☐ overtime   ☐ rotating shifts   ☐ "on-call"  
Frequent:   ☐ night work   ☐ weekend work   ☐ overtime   ☐ rotating shifts   ☐ "on-call"

Are you able to perform all the duties of the job that you have applied for?   Yes   No



Have you ever been convicted of a felony? If YES, please explain. NOTE: A conviction will not necessarily exclude you from employment. Factors such as age at time of offense, rehabilitation efforts, length of time since the offense, and nature of the crime will be taken into consideration.

☐ Yes ☐ No

Federal law requires males age 18 through 25 to register with the Federal government to comply with the Military Selective Service Act. North Carolina G.S. 143B-421.1 prohibits local governments from employing any males who have not complied with the federal Selective Service Registration regulations. If this requirement pertains to you, have complied with the Federal Law?

☐ Yes ☐ No ☐ Not Applicable

Have you had disciplinary action taken against you in the past 12 months? ☐ Yes ☐ No  
If YES, please explain. (A YES will not automatically disqualify you.)

Have you ever been dismissed or forced to resign from any job held? ☐ Yes ☐ No  
Were you dismissed or forced to resign for disciplinary reasons? ☐ Yes ☐ No  
If YES to any above, explain. (A YES will not automatically disqualify you.)

### Education

Check box of highest completed: ☐ High school graduate ☐ GED ☐ AA ☐ BS ☐ Masters ☐ Other

School Type	School Name/City/State	Graduated	Degree (if applicable)
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
GED		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Military Service

Are you a veteran? ☐ Yes ☐ No

If yes, date of entry into active service	Date of Separation from Active Service	Type of Separation
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### Training and Certifications:

NC Basic Law Enforcement Officer Certified ☐ Yes ☐ No If yes, is it active with another agency? ☐ Yes ☐ No

NC DCI Certified ☐ Yes ☐ No



**Special training programs and seminars you have completed in the last five (5) years (List):**

**Skills**

NC Driver's License Number	List any previous states you have had a driver's license in
Foreign Language (specify)	
Computer Skills: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Power point <input type="checkbox"/> Access <input type="checkbox"/> Other (specify):	
Other relevant skills:	

**Work History (Use additional sheets if necessary)**

Current or Last Employer		City/State	
Job Title	Supervisor Name	Telephone Number	
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Ending Salary		Duties:	
Previous Employer		City/State	
Job Title	Supervisor Name	Job Title	
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Ending Salary		Duties:	

Previous Employer		City/State	
Job Title	Supervisor Name	Job Title	
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Ending Salary		Duties:	



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Previous Employer		City/State	
Job Title	Supervisor Name		Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)		Reason for Leaving
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Duties	
Ending Salary			

Previous Employer		City/State	
Job Title	Supervisor Name		Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)		Reason for Leaving
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Duties:	
Ending Salary			

Previous Employer		City/State	
Job Title	Supervisor Name		Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)		Reason for Leaving
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>		Duties:	
Ending Salary			

Previous Employer		City/State	
Job Title	Supervisor Name		Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)		Reason for Leaving



Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:
Ending Salary	

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, my application may be rejected, or if already employed, my employment may be terminated.

I further acknowledge that any or all information provided by me is subject to verification and I hereby authorize the Sylva Police Department to conduct a personal background investigation of me including any current or prior criminal arrests, convictions, criminal history, credit history, and driving history.

By my signature below, I authorize the Sylva Police Department to contact my current and/or former employers, as well as schools or other educational institutions that I may have attended, and obtain any information about my qualifications for employment including current or prior work history, scholastic ratings and records, and any other information they may have regarding me, whether or not it is in their records.

I also authorize my current and/or former employers and educational institutions to release any information requested by the Sylva Police Department.

<b>Signature of Applicant</b>	<b>Date</b>
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SUPPLEMENT TO TOWN OF SYLVA  
EMPLOYMENT APPLICATION

The Town of Sylva is an Equal Opportunity Employer. Please complete this form in order for us to comply with the reporting requirement for the Equal Employment Opportunity Commission. This form will be separate from your employment application. Other than the information you provide in Section I, the information on this form will not be used in any way in our selection process or for any personnel action following employment. It will be maintained in personnel files which must be kept confidential under State law. Public disclosure of this information without your consent would be a violation of state general statutes.

I. Position Applied For: \_\_\_\_\_

Name: \_\_\_\_\_

Last

First

Middle

Date of Application: \_\_\_\_\_

II. Sex:      (Please circle)              Male              Female

**INVITATION TO SELF-IDENTIFY**

PLEASE ANSWER THE FOLLOWING QUESTION

What is your race/ethnicity? Please circle the **one bold title** that describes the race/ethnicity category with which you primarily identify.

**Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

**White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American:** a person having origins in any of the black racial groups of Africa.

**Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

**Two or More Races:** a person who primarily identifies with two or more of the above race/ethnicity categories.

**DRUG SCREENING**

All *FINAL* applicants must pass a drug screening process. Further information will be provided at the appropriate time in the employment process.

**SELECTIVE SERVICE REGISTRATION**

If male and age 18 to 26, have you registered for Selective Service?

(Please circle)

Yes

No

If not, you will have 30 days to comply if selected for a position as required by Federal law.

**CERTIFICATION**

I certify that I have read and understand the information contained on this form, complied with the instructions provided, and have done so truthfully to the best of my knowledge.

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Signature

Date

An Equal Opportunity/Affirmative Action Employer