



Chief of Police Tammy W. Hooper Sylva Police Department

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.



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COMPLETING THE APPLICATION FOR EMPLOYMENT

On the following page is a list of minimum requirements for positions within the Sylva Police Department. If you meet the minimum requirements listed for the job you are applying for, please complete the application on the following pages. Ensure that every question is answered.

QUESTIONS

If you have any questions concerning the information required or the selection and hiring process, do not hesitate to contact the Sylva Police Department for assistance via e-mail at hooper@sylvapolice.org and/or bryson@sylvapolice.org.



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All applicants for the position must meet the following minimum requirements. Those who do not meet the minimum requirements will be disqualified from the process.

All positions:

- High school graduate or the equivalent.
- Be of good moral character as determined by a background investigation.
- Must be authorized to work in the United States.
- Must be fingerprinted.
- Must pass a drug screening test.
- Must take a pre-employment written and oral psychological evaluation.
- Must take a pre-employment Certified Voice Stress Analysis examination.
- Must not be a current user of illegal drugs.
- Must make full disclosure of criminal charges and Domestic Violence Orders, both upon application and while employed.
- Must wear protective and/or safety equipment as mandated by OSHA and the Town of Sylva.
- Must not be married to or live in the same residence of an employee at the Sylva Police Department.

In addition to the above, the following are required for:

Police Officer:

- Must be a U.S. citizen.
- Must be at least 21 years of age at time of employment.
- Must be able to work a varied work schedule.
- Must have visual acuity sufficient to safely and efficiently perform the essential job functions.
- Must have a pre-employment medical examination by a licensed physician.
- Must not have been convicted of a felony or have any criminal action pending against you.
- Must have received an honorable discharge or a general discharge under honorable conditions if having served in any branch of the armed forces of the United States.
- Must be vaccinated for Hepatitis B, have provided evidence of immunity or have signed a declination form within 10 days of initial employment.
- Must be certified as a sworn law enforcement officer by the North Carolina Standards and Training Commission.
- Must possess a valid North Carolina driver's license.
- Must not be prohibited by federal or state law from possessing a firearm.
- Must not have had certification as a peace officer permanently revoked in another state.



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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.

Please print or type application. Applications must be completed in full.			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



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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

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



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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"/> Powerpoint <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:
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"/> Ending Salary		Duties:



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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:	



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Ending Salary	
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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			

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.

Signature of Applicant	Date
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