

# TUNICA POLICE DEPARTMENT

EQUAL OPPORTUNITY EMPLOYER



## Employment Application

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

We consider applications for all positions without regard to race, color, sex, natural origin, marital or veteran status, the presence of non-job related medical condition or disability, or any other legally protected status.

This application for employment will be considered active for a period not to exceed 120 days. Any applicant who desires to be considered for employment beyond this time should resubmit another application.

**This application must be handwritten! DO NOT TYPE! PLEASE PRINT! If this application is NOT LEGIBLE, it WILL NOT be accepted.**

In order to be hired as a police officer recruit you must be: 21 years of age, Posses a high school diploma or GED, Good driving record, valid license, Social Security Card, NO felony convictions or any other convictions/conditions that would prevent the carrying of a firearm.

Certified Police Officer by the State of Mississippi: \_\_\_ Yes \_\_\_ No \_\_\_ Not certified (attached certificate)

Certified by another state: \_\_\_ Yes \_\_\_ No what state: \_\_\_\_\_ (attach certificate)

Last name	First	Middle	Social Security Number
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Are you 21 years of age or older? \_\_\_ Yes \_\_\_ No

Are you prohibited from carrying a firearm or ammunition for any reason? \_\_\_ Yes \_\_\_ No If yes, explain: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
(If less than 7 years list most recent address below)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Do have a valid driver's license? \_\_\_ Yes \_\_\_ No license number: \_\_\_\_\_ State issued: \_\_\_\_\_

Are you related to anyone employed by the Town of Tunica? \_\_\_ Yes \_\_\_ No If yes, state name and the department where they work. \_\_\_\_\_

Have you previously submitted an application for employment with the Town of Tunica Police Department or any other law enforcement agency? \_\_\_ Yes \_\_\_ No If yes, list what agency, dates of application, and disposition.

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Are you prevented from lawfully becoming employed in the United States? \_\_Yes \_\_ No

("In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.")

Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work and educational record? \_\_ Yes \_\_ No If yes, please explain: \_\_\_\_\_

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### PERSONAL REFERENCES

Give **THREE (3)** references that are responsible adults of reputable standing in their community that you have known well for at least **THREE YEARS. REFERENCES CANNOT BE RELATIVES, CURRENT OR FORMER EMPLOYERS OR CURRENT OR FORMER SUPERVISORS.**

1. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Years known: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

3. Name: \_\_\_\_\_ Years Known: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

## RECORD OF EDUCATION

(UPON BEING HIRED PROVIDE CERTIFIED COPIES OF SCHOOL TRANSCRIPTS)

SCHOOL	Name and address	Course Of Study	years completed	Did you Graduate		Diploma or Degree
				Yes	No	
HIGH SCHOOL  GED						
COLLEGE/ UNIVERSITY						
GRADUATE SCHOOL						
TRADE/ BUSINESS						

## EMPLOYMENT TERMINATION

Have you ever been dismissed, fired or asked to resign from any place of employment or position you have held knowing that you were under investigation or would be fired or terminated if you did not resign?    \_\_\_ Yes\*    \_\_\_ No

**\*If yes, please explain in detail on an additional sheet of paper and attach to application, failure to do so will result in your application not being processed**

## EMPLOYMENT HISTORY

(If more than three attach additional history)

Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Duties: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

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**EMPLOYMENT HISTORY CONTINUED**

Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Duties: \_\_\_\_\_

\_\_\_\_\_ Rate of Pay: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

**LAW ENFORCEMENT**

Describe any specialized skills, training, instructor certifications etc. (attach any and all certificates of training)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever attended a police academy and failed to graduate?  Yes  No

If yes, explain and list which academy: \_\_\_\_\_

\_\_\_\_\_

State any additional information you feel that may be helpful \_\_\_\_\_

\_\_\_\_\_

## PHYSICAL

Describe your general health:  poor  fair  average  good  excellent

Do you have any conditions which may limit your ability to perform the duties of a police officer?  Yes  No If yes, describe specific work limitations: \_\_\_\_\_

Are you currently or have you ever been treated for a mental illness?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever been disciplined for violating company policies about the use of alcohol and tobacco products?  Yes  No If yes, explain: \_\_\_\_\_

Do you use illicit drugs?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever used illicit drugs?  Yes  No If yes, explain: \_\_\_\_\_

## MILITARY RECORD

(Attach copy of DD214 member 1 & member 4)

Have you ever been on active duty in the Armed Forces of the United States?  Yes  No If yes, Branch of Military Services \_\_\_\_\_ list education/training or job related experience as it relates to law enforcement: \_\_\_\_\_

Are you a member of the Active Guard or Reserves?  Yes  No If yes, list branch and unit: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Can you provide a drill schedule at least three months out?  Yes  No

Did you ever have any type of disciplinary action taken against you while in the military? (this includes Article 15 and Captain's Mast etc.)  Yes  No If yes, explain: \_\_\_\_\_

## COURT RECORD

Have you ever been convicted of a domestic violence?  Yes  No

Have you ever been bonded?  Yes  No

Are you presently involved or have knowledge that you might become involved in a criminal proceeding or civil lawsuits?

Yes  No If yes, explain: \_\_\_\_\_

Are you currently subject to any protective order, temporary protective order, restraining order, temporary restraining order, or any other order?  Yes  No If yes, explain: \_\_\_\_\_

Have you ever pled "guilty" or "nolo contendere" (no contest) or been convicted of a felony?  Yes  No If yes, provide dates and details below. (ANSWERING "YES" DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT)

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Charge	Date	City	County	State	Disposition
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Charge	Date	City	County	State	Disposition
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Charge	Date	City	County	State	Disposition
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Charge	Date	City	County	State	Disposition
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Charge	Date	City	County	State	Disposition
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Charge	Date	City	County	State	Disposition
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Charge	Date	City	County	State	Disposition
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## MISCELLANEOUS

Are you willing to submit to a drug screen test, physical, polygraph, and or psychological examination as terms of your employment with the Town of Tunica Police Department?  Yes  No (this is a requirement upon being hired)

Are there any special considerations you might request regarding employment?  Yes  No If yes, explain: \_\_\_\_\_

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Have you ever submitted to a polygraph examination or drug screen?  Yes  No If yes, explain: \_\_\_\_\_

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Do you read or write any language other than English?  Yes  No If Yes, please list: \_\_\_\_\_

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Do you have other responsibilities that may interfere with your ability to meet the requirements of the job?

Yes  No If yes, explain: \_\_\_\_\_

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Do you have general knowledge of computer operation; i.e. windows 7 or greater, word processing etc.?  Yes  No

If yes, list experience obtained: \_\_\_\_\_

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## APPLICANT'S STATEMENT

I certify that answers given in this application are true, correct and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationships with this organization are of an "At Will" nature, which means that the employer may discharge the employee without cause. It is further understood that this "At Will" employment relationship may not be changed by any written document or conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that any false or misleading information given in my application or interview(s) may result in my discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I also understand the components of the conditional offer of employment and if requested I hereby agree to a polygraph and or psychological examination.

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Signature of Applicant

Date

**TUNICA POLICE DEPARTMENT**  
**AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION**

I, \_\_\_\_\_ am an applicant for a position with the Town of Tunica, Mississippi. The City needs to investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history is disclosed to the Town of Tunica. I hereby authorize any representative of the Town of Tunica bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Town of Tunica, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Town of Tunica to consider in determining my suitability for employment. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be. I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigation and discipline, including any files which are deemed to be confidential, and/or sealed. I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, as the custodian of such records of organization, including its officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Town of Tunica regardless of any agreement I may have made with you previously to the contrary. The organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested. For and in consideration of the Town of Tunica's acceptance and processing of my application for employment, I agree to hold the Town of Tunica, its agents and employees

Initial here: \_\_\_\_\_



harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Town of Tunica. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities. I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Town of Tunica in conjunction with employment procedures. A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

This waiver is valid for a period of one (1) year from the date of my signature. Should there be any questions as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Current Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Work Telephone: \_\_\_\_\_

# **TUNICA POLICE DEPARTMENT**

## **EMPLOYMENT PREREQUISITES SWORN LAW ENFORCEMENT PERSONNEL**

Applicants must meet the following prerequisite guidelines prior to being considered for employment:

- Legally eligible to work in the United States
- Be at least twenty one (21) years of age at time of application.
- Have a high school diploma or GED
- Be able to provide a Social Security Card.
- Have no felony convictions or conditions that prevent the carrying of a firearm and ammunition.
- Have a valid driver's license and be able to obtain a State of Mississippi license if from out of state.
- Successful completion of a comprehensive background investigation
- Successful completion of a written examination.
- Successfully complete an oral interview board and interview with the Chief of Police.
- Successful completion of a psychological and polygraph examination.
- Successfully complete a physical and drug screening by licensed physician.
- Be of good moral character as evidence among other things by not having a conviction or a plea of guilty or nolo contendere for a felony or for a misdemeanor involving moral turpitude. Moral turpitude is defined as any conduct or pattern contrary to justice, honesty, honor, modesty or good morals that tend to disrupt, diminish or otherwise jeopardize public trust and fidelity in law enforcement.
- No obvious piercing of body parts with the exception of female applicants who may have traditional ear lobe piercings.

## **POLICE OFFICER JOB DIMENSIONS**

**Communications Skills-** Ability to express one's self clearly in writing and speech; ability to read with good comprehension; ability to write a report which accurately describes details of an incident; ability to speak clearly to make one's self understood.

**Problem Solving Ability-** Knowing how to size up a situation, identify problems and make logical decisions; knowing when to take action and what type of action is appropriate; using good judgment in making decisions; ability to see similarities and differences between many situations.

**Learning Ability-** Ability to comprehend and retain a good deal of factual information; ability to recall information pertaining to laws, statutes, codes, ordinances, rules and regulations; ability to learn and apply what is learned; capability of learning factual material which is required of a law enforcement officer.

**Judgment Under Pressure-** Applying good common sense in dealing with pressure situations; capability of making sound decisions in critical situations; using good judgment in dealing with potentially volatile situations; ability to make effective, logical decisions under pressure.

**Observational Skills-** Mental alertness; good observation skills; memory for details; alertness to signals which indicate that something is wrong; inquisitive senses when something is wrong; able to sense when things are not satisfactory.

**Confront Problems-** Ability to be assertive in critical situations; will not back away; willingness to approach people who are behaving suspiciously to investigate; having courage to confront potentially dangerous situations.

**Interest in People-** Wanting to understand people and to work with them; having an active interest in working with people; exhibiting fairness in dealing with the public without regard to race, ethnicity or economic level; having a public service orientation; wanting to help people.

**Interpersonal Sensitivity-** Resolving problems in such a way that shows sensitivity for the feelings of those involved; having empathy while working with people; effective in dealing with people without arousing antagonism; understanding the motives of people and how they will react.

**Desire for Self Improvement-** Desire to seek the knowledge needed to be a competent law enforcement officer; seeing one's self as being responsible for learning the job and a willingness to put in time needed to stay up to date; having a high degree of interest and self drive in wanting to improve skills and knowledge; caring about one's competence as a law enforcement officer; wanting to improve one's skills.

**Appearance-** Demeanor as determined by physical appearance, grooming and personal care; having personal and professional pride in one's demeanor and appearance; professional bearing as determined by neatness and overall grooming.

**Dependability-** Having the habit of submitting reports on time, not malingering on calls; well motivated; dependable; follow through on assignments; takes the extra effort to be accurate in all details of work; willingness to turn in the hours needed to complete the job.

**Physical Ability-** Showing the endurance required to do the job; measuring up to the physical demands of police work; having good physical coordination, stamina and agility; being physically able to perform the duties of the job.

**Integrity-** Refusing to yield to the temptations of bribes, gratuities, payoffs; refusing to tolerate unethical or illegal conduct on the part of other law enforcement personnel; showing strong moral character and integrity in dealing with the public; being honest.

**Operation of a Motor Vehicle-** Ability to possess a valid State of Mississippi driver's license; ability to drive safely; ability to control a motor vehicle at high speeds; ability to operate a motor vehicle in all types of weather conditions.

**Credibility as a Witness in a Court of Law-** Ability to give testimony in a court of law without being subjected to impeachment; displaying honesty and veracity.