



Sparta Police Department

Application for Civilian Employment

It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

Personal Data			
Name (last, first, middle)			
Street Address and/or Mailing Address		City	State ZIP
Home Telephone Number	Cellular Telephone Number	Business Telephone Number	Social Security Number

Position Information		
Position Applying For:	Start Date	Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been convicted of a felony? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Qualifications				
Please list any education or training that you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.				
	School Name/Address	Subjects Studied	Number of Years Attended	Degree
High School				
College				
Other				

Special Skills	
List any special skills or work-related experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)	

References				
Please list three professional references not related to you, with full name, address, phone number, relationship and number of years acquainted. If you don't have three professional references, you may list personal, unrelated references.				
Name	Address/City/State	Phone Number	Relationship	Years Acquainted

Work History		
Start with your current or most recent employer and work back. Use a separate sheet if necessary. Please include paid and unpaid positions.		
Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
Address/City/State/ZIP		
Duties:		
Reason for leaving	Starting Pay	Ending Pay

May we contact your current employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
Address/City/State/ZIP		
Duties:		
Reason for leaving	Starting Pay	Ending Pay

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
Address/City/State/ZIP		
Duties:		
Reason for leaving	Starting Pay	Ending Pay

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
Address/City/State/ZIP		
Duties:		
Reason for leaving	Starting Pay	Ending Pay

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions, or misrepresentations may result in dismissal. I authorize the Sparta Police Department to make an investigation of any of the facts set forth in this application and release the Sparta Police Department from any liability. The Sparta Police Department may contact any listed references on this application.

I acknowledge and understand that the Sparta Police Department is an "at will" employer for civilian employees. Therefore, any civilian employee (regular, temporary, or other type of category employee) may resign at any time, just as the Sparta Police Department may terminate the employment relationship with the civilian employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date