

**TOLAR POLICE DEPARTMENT  
APPLICATION FOR EMPLOYMENT**

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, State, or federal law. Equal access to employment, services and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization.

Applicant name: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) applied for or type of work desired: \_\_\_\_\_

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

Telephone (home) \_\_\_\_\_ Social Security #: \_\_\_\_\_

Type of employment desired:    \_\_\_ Full-time    \_\_\_ Part-time    \_\_\_ Temporary

Date you will be available to start work: \_\_\_\_\_

Are you able to meet the attendance requirements?	_____ Yes	_____ No
Do you have any objection to working overtime if necessary?	_____ Yes	_____ No
Can you travel if required by this position?	_____ Yes	_____ No
Have you ever been previously employed by our organization?	_____ Yes	_____ No
Can you submit proof of legal employment authorization and identity?	_____ Yes	_____ No
Have you ever been convicted of a crime?	_____ Yes	_____ No

If yes, please explain: \_\_\_\_\_

Driver's license number (if driving is an essential job duty): \_\_\_\_\_ State: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

**Education History**

List school name and location, years completed, course of study, and any degrees earned:

High school: \_\_\_\_\_

College: \_\_\_\_\_

Technical training: \_\_\_\_\_

Other schools or training: \_\_\_\_\_

Transcripts and any in-service certificates shall be supplied upon request.

Initials \_\_\_\_\_

**Employment History**

Please provide all employment information for your past four employers starting with the most recent.

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Immediate supervisor / title:** \_\_\_\_\_

**Dates employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Job summary:** \_\_\_\_\_

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

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Immediate supervisor / title:** \_\_\_\_\_

**Dates employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Job summary:** \_\_\_\_\_

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

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Immediate supervisor / title:** \_\_\_\_\_

**Dates employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Job summary:** \_\_\_\_\_

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

**Employer:** \_\_\_\_\_ **Position held:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Immediate supervisor / title:** \_\_\_\_\_

**Dates employed:** from \_\_\_\_\_ to \_\_\_\_\_ **Salary:** \_\_\_\_\_

**Job summary:** \_\_\_\_\_

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

**Initials** \_\_\_\_\_

**Other Skills and Qualifications**

Summarize any job-related training, skills, licenses, certificates and / or other qualifications:

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Use attachments if necessary.

**Reference:**

List 3 references. Names, telephone numbers and year's known (do not include relatives or employers):

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**Police Academy**

Name of police academy attended? \_\_\_\_\_

Date you graduated? \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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AUTHORIZATION FOR RELEASE OF RECORDS**

I hereby authorize the potential employer to contact, obtain and verify the accuracy of information contained in this application from all-previous employers, educational institutions and references. I also hereby release from any liability the potential employer and its representatives for seeking, gathering and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed when it may discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. According, either the employer or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that persons need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

**I represent and warrant that I have read fully understand the forgoing, and I seek employment under these conditions.**

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_