

# Chapel Hill Police Department

119 North Horton Parkway  
Chapel Hill, TN 37034  
P.O. Box 157  
(931) 364-4136



## **Application for Employment**

The Chapel Hill Police Department is an equal opportunity employer, dedicated to a place of nondiscrimination in employment on any basis including age, sex, color, race, creed, national origin, religious

# Chapel Hill Police Department

## Application

persuasion, marital status, political belief, military service, or disability that does not prohibit performance of essential job functions.

Application for position of: \_\_\_\_\_

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

**GENERAL  
INSTRUCTIONS  
USE BLACK INK  
ONLY**

Typewrite or print answer to every question. If question does not apply to you, so state with N/A. If space available is insufficient, use a separate sheet and identify each answer with the number of the referenced block. **DO NOT MISSTATE OR OMIT** material facts since the statements made herein are subject to verification to determine your qualifications for employment.

1. LAST NAME

FIRST NAME

MIDDLE NAME

2. ALIAS(ES), NICKNAME (S), OTHER CHANGES IN NAME

3. SOCIAL SECURITY NO.

4. PRESENT RESIDENCE ADDRESS

CITY

STATE

ZIP CODE

5. HOME PHONE

6. CELL PHONE:

7. WORK PHONE:

8. E-MAIL ADDRESSES:

9. TATTOOS, BRANDING MARKS, PIERCINGS:

If necessary, best time to call you is:

Cell / Home / Work

May we contact you at work? Yes / No

If yes, what is the best time to call: \_\_\_\_\_

Have you submitted an application here before? Yes / No

If yes, give date (s): \_\_\_\_\_

Have you ever been employed here before? Yes / No

If yes, give dates: From \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Is this application a request for reemployment following an extended military leave of absence from the county?

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.

Are you legally eligible to work in the United States? Yes / No

Are you a U.S. Citizen: Yes / No

# Chapel Hill Police Department Application

**10. MILITARY RECORD:**

Have you ever served in the U.S. Armed Forces?    Yes / No  
 Branch of Service: \_\_\_\_\_ Serial No/SSN: \_\_\_\_\_  
 Dates of Service: \_\_\_\_\_ to \_\_\_\_\_  
 Was your release an honorable discharge?    Yes / No

A. While in the military service were you ever convicted for an offense in a trial by deck court or by summary, special or general court-martial?    Yes / No

If yes, give date, place, law enforcing authority or type of court or court-martial, charge and action taken for each incident, using separate sheet to record this information.

B. Are you presently a member of U.S. Reserve or National or State Guard organization?    Yes / No  
 If yes, Complete the following:

GRADE AND SERVICE NO./SSN:	SERVICE AND COMPONENT
ORGANIZATION AND STATE OR UNIT AND LOCATION	

INDICATE RESERVE OBLIGATION IF ANY:

**SELECTIVE SERVICE:**

SELECTIVE SERVICE NO.	LAST CLASSIFICATION	DATE CLASSIFIED
-----------------------	---------------------	-----------------

LOCAL BOARD	ADDRESS
-------------	---------

**11. EDUCATION:**

A. List all elementary, junior high and high schools attended.

NAME	LOCATION	GRADUATED	
		YES	NO

B. List information below for all colleges or universities attended.

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	CREDIT HOURS OR SEMESTERS COMPLETED	DEGREE REC'D

Major and Minor College Course:

Were you ever dismissed from school, or subject to any disciplinary action, including scholastic probation?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

School \_\_\_\_\_ Date: \_\_\_\_\_ Type of action: \_\_\_\_\_

# Chapel Hill Police Department

## Application

C. Other schools or training (trade, vocational, business or military). Give for each the name and location of school, dates attended, subjects studied, certificate and any other pertinent data.

---

12. FOREIGN LANGUAGE: Enter foreign language and your aptitude by circling your appropriate knowledge level under each category.

LANGUAGE	READING	SPEAKING	UNDERSTANDING	WRITING
_____	EXC./GOOD/FAIR	EXC./GOOD/FAIR	EXC./GOOD/FAIR	EXC./GOOD/FAIR
_____	EXC./GOOD/FAIR	EXC./GOOD/FAIR	EXC./GOOD/FAIR	EXC./GOOD/FAIR
_____	EXC./GOOD/FAIR	EXC./GOOD/FAIR	EXC./GOOD/FAIR	EXC./GOOD/FAIR
_____	EXC./GOOD/FAIR	EXC./GOOD/FAIR	EXC./GOOD/FAIR	EXC./GOOD/FAIR

13. SPECIAL QUALIFICATION AND SKILLS:

A. Indicate type of special license such as pilot, radio operator, etc., showing license authority, when the license was first issued and date current license expires: (except vehicle operator's license).

---



---

B. Special skills you possess and machines and equipment you can use (for example: short wave radio, comptometer, key punch, turret lathe, transcribing machines, scientific or professional devices).

---



---

C. Approximate number of words per minute: Typing \_\_\_\_\_ Shorthand \_\_\_\_\_

---

D. Special qualifications not covered in application (for example: patents or inventions, public speaking and publications, membership in professional or scientific societies, honors or fellowships received).

---

14. VEHICLE OPERATOR'S LICENSE (Driver's, Chauffeur's, etc.) Give the following information concerning any vehicle operator's license you have or now hold:

KIND OF LICENSE & LICENSE NUMBER	PLACE OF ISSUE	DATE OF EXPIRATION	RESTRICTIONS
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever been denied issuance of a license or have you ever had a license suspended or revoked? Yes / No Explain fully \_\_\_\_\_

Have you ever had automobile insurance withdrawn or revoked or have you ever been refused auto insurance? Yes / No If yes, give details, include reasons, names of companies, dates, etc. \_\_\_\_\_

Give name and address of the insurance company with whom you now have automobile insurance. \_\_\_\_\_

Policy Coverage: \_\_\_\_\_

List all traffic accidents in which you were a driver. Indicate whether the accident was chargeable or non-chargeable, and the approximate date and location.

---



---

# Chapel Hill Police Department

## Application

15. CONVICTION AND LITIGATION: (Show all convictions including juvenile and traffic, excluding parking tickets). Arrests and convictions are not an absolute bar to employment. However, pursuant to state law, applicants with a felony conviction will not be eligible for deputy positions.

- A. Have you ever been arrested for any reason? Yes / No
- B. Have you ever been convicted of, pled guilty to, or pled no contest to a felony? Yes / No
- C. Have you ever been convicted of, pled guilty to, or pled no contest to a misdemeanor? Yes / No
- D. Have you ever been convicted of a traffic offense, excluding parking violations? Yes / No
- E. Have you or ever been involved in any CIVIL Court action? Yes / No
- F. Have you ever had a civil order placed against you ? (Order of protection, restraining order, injunction against harassment.) Yes / No
- G. Have the police been called to your residence for any reason in the past 10 years? Yes / No

If the answer to any of the above questions is yes, list explanation below. Include date of incident, place of incident, brief explanation of incident, and final outcome of incident (court action).

---

---

---

### 16. SUBVERSIVE ORGANIZATIONS

- A. Are you now or have you ever advocated the overthrow of our constitutional form of government, or adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or sought to alter the form of government of the United State by unconstitutional means? Yes / No
- B. Are you now or have you ever been a member of an organization that advocates the overthrow of our constitutional form of government or approves the commission of acts of force (other than in self-defense or defense of others) or violence ? Yes / No
- C. Are you now or have you ever been associated with any gang, club or other organization that is or has been involved in any illegal conspiracy, drug trafficking, or other unlawful activity or criminal act. Yes / No  
[TCA 40-35-121. Criminal Gang Offenses—Enhanced punishment—Procedure.  
(a) As used in this section, unless the context otherwise requires:  
(1) “Criminal Gang” means a formal or informal ongoing organization, association, or group  
Consisting of three (3) or more persons that has:  
(a) As one (1) of its activities the commission of criminal acts; and  
(b) Two (2) or more members who, individually or collectively, engage in or have engaged in a pattern of criminal gang activity ]

**If yes to any of the answers above, describe the circumstances in detail on a separate sheet and attach to application.**

### 17. EQUAL TREATMENT

The Chapel Hill Police Department is dedicated to maintaining a work environment without discrimination on any basis including, age, sex, color, race, creed, national origin, religious, marital status, political belief, military service, or disability. As an employee of the Chapel Hill Police Department, you would interact with other employees, inmates and arrestees, and the general public. Is there any reason that you would be unable to refrain from unfavorable treatment toward an individual on any prohibited basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political beliefs, or disability?

Yes / No (if yes, please include an explanation on a separate sheet of paper and attach)



# Chapel Hill Police Department Application

21. PREA: The Prison Rape Elimination Act (PREA) requires that all applicants for employment with Chapel Hill Police Department answer the following questions:

- A. Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes / No
- B. Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes / No
- C. Have you ever been civilly or administratively adjudicated to have engaged in the activity described above in subsection B? Yes / No

**If you answered yes to any of these questions, please provide an explanation on a separate sheet of paper.**

22. EMPLOYMENT:

- A. Have you ever been discharged, asked to resign, laid-off, or put on inactive status for cause, or subjected to disciplinary action while in any position (Except Military)?  
Yes / No
- B. Have you ever resigned (Quit) after being informed your employer intended to discharge you for any reason?  
Yes / No

**If you answered yes to either question, please attach a separate sheet of paper explaining the reason, and including the name of the agency, the location of agency, and the date of your departure.**

C. At this time do you agree to allow Chapel Hill Police Department to contact present employers? Yes / No

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

# Chapel Hill Police Department Application

23. EMPLOYMENT CONTINUED: Start with **present** employer and work backwards for the past 10 years. Include all part-time, temporary, and/or seasonal employment. During periods of unemployment or attending school, indicate this where appropriate. Insure that there are **no gaps**. If more space is needed, include extra sheets of paper with your information on it.

**List complete addresses (number, street, city, state and zip code) and telephone numbers with area codes.**

Employer #1	Telephone #	Dates Employed:
Street Address	City State	Salary (Starting)
Starting job title/ final job title		Salary (Final)
Immediate supervisor and title (for most recent position held)		
Why did you leave?		
Summarize the type of work performed and job responsibilities		
What did you like most about your position?		
What were the things you liked least about the position?		
Employer #2	Telephone #	Dates Employed:
Street Address	City State	Salary (Starting)
Starting job title/ final job title		Salary (Final)
Immediate supervisor and title (for most recent position held)		
Why did you leave?		
Summarize the type of work performed and job responsibilities		
What did you like most about your position?		
What were the things you liked least about the position?		

# Chapel Hill Police Department Application

**24. EMPLOYMENT CONTINUED**

**List complete address (number, street, city, state, and zip code) and telephone numbers with area codes.**

Employer #3	Telephone #	Dates Employed:
Street Address	City State	Salary (Starting)
Starting job title/ final job title		Salary (Final)
Immediate supervisor and title (for most recent position held)		
Why did you leave?		
Summarize the type of work performed and job responsibilities		
What did you like most about your position?		
What were the things you liked least about the position?		
Employer #4	Telephone #	Dates Employed:
Street Address	City State	Salary (Starting)
Starting job title/ final job title		Salary (Final)
Immediate supervisor and title (for most recent position held)		
Why did you leave?		
Summarize the type of work performed and job responsibilities		
What did you like most about your position?		
What were the things you liked least about the position?		

# Chapel Hill Police Department Application

**Read each of the following statements carefully. You must place your initials at the end of each statement indicating that you have read and understand each statement. If you do not understand one of the statements, ask for an explanation prior to initialing.**

25. I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made by me above are true and complete to the best of my knowledge and belief and are made in good faith.

\_\_\_\_\_  
(INITIAL)

26. I agree and consent in advance to being immediately disqualified and/or discharged if any of the above information contains any misrepresentations or falsifications or if any material information has been omitted.

\_\_\_\_\_  
(INITIAL)

27. I further verify that the initials noted above are my initials and made by me. I also verify that I have read and understand each of the statements listed above.

\_\_\_\_\_  
(INITIAL)

## Notary Acknowledgments

### Acknowledgment of Individual

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_, to me known to be the person (or person's) described here in and who executed the foregoing instrument, and acknowledged that such person (or person's) executed the same as such (or person's) free act and deed.

\_\_\_\_\_  
Notary Public

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

Commission Expires:  
\_\_\_\_\_

# Chapel Hill Police Department Application

## General Instructions:

The remaining pages of this application will be checked for completeness when the application is received but will only be substantively reviewed if you are moved forward in the hiring process following a review of your application, a review of your driving history and criminal history, and an initial interview. Please complete this page, the Pre-Employment Drug History Questionnaire, the Personal Inquiry Waiver and the Prior Residential Addresses Form and submit them with your application.

**This information is obtained to determine your suitability to work at the Chapel Hill Police Department. Do not mistake or omit any facts since the statements made herein are subject to verification. If any misrepresentations are found, you will be permanently disqualified.**

Please attach copies of the following documents, if applicable. **Failure to do so may result in delay of the hiring process or possible disqualification.**

1. Social Security Card – **Required**
2. Birth Certificate-Certified Copy - **Required**
3. Driver's License - **Required**
4. High School Diploma/G.E.D. Certificate - **Required**
5. College Diploma—If Applicable
6. Military Discharge Papers (DD-214 or NGB-22) - If Applicable
7. Documentation of Name Changes (Via Marriage, Divorce, ETC.) - If Applicable
8. P.O.S.T. Certification (If prior law enforcement) - If Applicable
9. Credit Report (obtained within the past 6 months) **WHOLE REPORT, Not just the score—Required**

Applicant Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

**PLEASE REMEMBER THERE ARE TWO PLACES FOR NOTARY PUBLIC SIGNATURES. THEY ARE BOTH TO BE SIGNED OR YOUR APPLICATION WILL BE RENDERED INCOMPLETE.**

# Chapel Hill Police Department

## Application

28. RESIDENCES: List all residences for the past 10 years beginning with your present address and including the dates you lived at each place.

ADDRESS (street, city, county, state)	FROM	TO

29. MARRIAGES: Please list the names of your current spouse and all former spouses, if applicable, and provide the requested information.

NAME OF SPOUSE	PLACE OF MARRIAGE	DATE OF MARRIAGE
REASON FOR END OF MARRIAGE (death, divorce, annulment, separation)		DATE ENDED
SPOUSE'S CURRENT ADDRESS		TELEPHONE NUMBER

NAME OF SPOUSE	PLACE OF MARRIAGE	DATE OF MARRIAGE
REASON FOR END OF MARRIAGE (death, divorce, annulment, separation)		DATE ENDED
SPOUSE'S CURRENT ADDRESS		TELEPHONE NUMBER

NAME OF SPOUSE	PLACE OF MARRIAGE	DATE OF MARRIAGE
REASON FOR END OF MARRIAGE (death, divorce, annulment, separation)		DATE ENDED
SPOUSE'S CURRENT ADDRESS		TELEPHONE NUMBER

30. PARENTS: Please provide the following information about your parents:

NAME	ADDRESS	TELEPHONE NUMBER

27. FINANCIAL INFORMATION: Are you currently overdue or behind on payments for child support or student loans? Yes / No

# Chapel Hill Police Department

## Application

### Pre-Employment Drug History Questionnaire

Directions:

- A. Type or print answers in the desired block or section. Use black ink only.
- B. This information will be kept confidential and will only be reviewed by authorized personnel.
- C. If you are currently taking or have taken in the past any scheduled medications/narcotic prescribed by a licensed Physician, respond "NO" to the referenced question. If you have taken any scheduled medication/narcotic illegally or without a prescription, respond "YES" to the question.
- D. Any person who has used a Scheduled I controlled substance is not eligible to work at the Chapel Hill Police Department. A Schedule I drug is described as a drug that has a high risk of addiction or dependency and no legitimate medical use. Some of these drugs include Heroin, LSD, and mescaline.

Drug Category	Ever Used Yes/No	Total of Times Used	Injection Drug Use Yes/No	Date Last Used
<b>Stimulants:</b> Methamphetamine-speed, cocaine, ice, crank, crack-cocaine, etc.				
<b>Amphetamines/Other Stimulants:</b> Ritalin, Benzedrine, Dexedrine, etc.				
<b>Benzodiazepines/ Tranquilizers:</b> Valium, Xanax, Diazepam, "Roofies" etc.				
Heroin				
<b>Sedatives/Hypnotics/ Barbiturates:</b> Quaalude, Amytal, Phenobarbital, etc.				
Street or illicit Methadone				
<b>Other Opioids:</b> Tylenol #2 / #3, Percocet, Opium, Morphine, Demerol, Dilaudid, Lortab, etc.				
<b>Hallucinogens:</b> LSD, PCP, MDA, DAT, peyote, mushrooms, ecstasy (MDMA), nitrous oxide, etc.				
<b>Inhalants:</b> Glue, gasoline, aerosols, paint, paint thinners, etc.				
Marijuana				
Anabolic steroids				
<b>Others:(Specify)</b> _____ _____				

Applicant Name: \_\_\_\_\_ DOB: \_\_\_\_\_ SSN: \_\_\_\_\_

The above referenced questions are answered honestly and as accurately to the best of my knowledge. I understand that any misrepresentations, exclusions or falsifications will permanently disqualify me from gaining employment. My signature below signifies that I have answered all questions truthfully and to the best of my recollection.

Applicant Signature: \_\_\_\_\_

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



# Chapel Hill Police Department Application

## TOWN OF CHAPEL HILL GENERAL JOB DESCRIPTION

### POLICE OFFICER

#### DEFINITION:

The police officer is responsible for protection of the life and property of the citizens of the Town of Chapel Hill. This police officer is under the direct supervision of the ranking Officer. The police officer is expected to perform his or her duties according to the Tennessee State laws, Town ordinances and the policies and procedures of the Chapel Hill Police Department. Instructions to the police officer are somewhat general but many aspects of the work follow standardized guidelines. However, the police officer is frequently required to use independent judgement in order to complete tasks.

#### EQUIPMENT/JOB LOCATION:

- The police officer will operate a variety of equipment including firearms, radio and communicating equipment, police vehicles, radar, drug test kit, computer, fingerprinting, and emergency equipment.
- The demands of this position can be stressful both mentally and physically. The police officer may be required to run, jump, bend, climb, crawl, squat, lift, and carry heavy objects.
- The police officer will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions and hazardous or extremely dangerous situations.

#### ESSENTIAL FUNCTIONS OF THE JOB:

- Must be able to fire a weapon accurately and qualify with a 75% minimum POST requirement or better on primary weapon qualifications.
- Patrols by foot or motor vehicle, the streets of the Town of Chapel Hill, places of business, and residential districts enforcing the Town of Chapel Hill ordinances and the State of Tennessee laws.
- Investigate accidents involving person or property, reports probable cause of accidents, and pursues appropriate course of action.
- Investigate suspected crimes, report findings, or assist the investigating officer in the investigation, and arrests of suspected individuals.
- Testifies in court or legal proceedings.
- Issues written citations and tickets.
- Makes written or computer generated accident reports.
- Operates and maintains all law enforcement equipment and report breakdowns to ranking officer.
- Assist with training activities.
- Must be able to defend himself / herself and others with and without the use of deadly force.
- Must have ability to react quickly and calmly in emergency situations and to determine proper course of action.

# Chapel Hill Police Department

## Application

- Must make arrests when necessary.
- Must understand and enforce laws and ordinances.
- Must exert themselves physically for short periods of time, such as running and lifting.
- Keep records and make reports.
- Work traffic during parades, ball games, school traffic, funerals, streetlight repairs, road repairs, etc.
- Assists other departments or agencies with law enforcement activities.
- May perform emergency first aid.
- May provide animal control services.
- Deal with citizens' complaints.
- Answer dispatched calls.
- Any other task asked by a supervisor.

### REQUIRED KNOWLEDGE AND ABILITIES:

- Ability to ascertain facts by personal contact, observation, and the examination of records.
- Ability to explain and interpret pertinent provisions of laws, ordinances, and regulations.
- Ability to enforce laws firmly, tactfully, and with respect for the rights of others.
- Ability to learn to operate all law enforcement equipment required in the performance of required duties.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain an effective working relationship with the public and other employees.
- Knowledge of the court system and presentation of evidence in court proceedings.
- Knowledge of Town ordinances and Tennessee State laws.
- Knowledge of geographic area of the Town of Chapel Hill and Marshall County.

### QUALIFICATIONS:

- Must be at least 21 years of age.
- Must be a high school graduate or equivalent.
- Must be a citizen of the U.S.
- Must not have been convicted of a felony or any crime involving moral turpitude.
- Must have his or her fingerprints in file with the Tennessee Bureau of Investigations.
- Must pass a medical examination by a licensed physician.
- Must pass a drug screen.
- Must have a good moral character as determined by investigation.
- Must be free of all apparent mental disorders according to the Minimum Standards POST law (TCA 38-112-106).
- Must complete the Basic Police School at the Tennessee Law Enforcement Training Academy.
- Must possess a valid Tennessee operator's license.
- Must meet minimum standards POST law (38-112-106).

X \_\_\_\_\_

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