

The Villa Rica Police Department

Will Accept

Employment Applications

Every

Tuesday

From 9:00 a.m. – 10 a.m.

And On

Thursday

From 2:00 p.m. – 3:00 p.m.

## CHECKLIST

Please make sure you have all the following required information and/or documents with you before you begin to fill out an application for employment. The application for employment is not to leave the facility and an incomplete application will not be considered.

\_\_\_\_\_ Current Driver's License

\_\_\_\_\_ Copy of DD-214, if applicable

\_\_\_\_\_ Proof of Educational Status (High School Diploma or GED Certificate)

\_\_\_\_\_ Police Academy Certificate, if applicable

\_\_\_\_\_ Copy of all Police Certificates, if applicable

\_\_\_\_\_ References: Complete, full names, addresses, and current phone number of five (5) non-relatives and non-employer references. Incomplete or invalid information is grounds for rejection of application.

\_\_\_\_\_ Names, address, and amount owed to all creditors.

\_\_\_\_\_ Any citations you have received. Provide date, location and disposition.

\_\_\_\_\_ List any accidents you have been involved in (include those in which you were a passenger) Provide date, location and disposition.

\_\_\_\_\_ Complete Work History, Dates, Location, Supervisor, Reason for leaving.

\_\_\_\_\_ List all addresses for past 10 years.

\_\_\_\_\_ Be prepared to write a full 8 ½ x 11 page about yourself.