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105 Summer Street Canton, NC 28716 | 828-648-2376

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## **CANTON POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT**

The Canton Police Department welcomes you as an applicant for employment. Your application will be considered with others for the position you applied for. It is the policy and intent of the Town of Canton and the Canton Police Department to provide Equal Employment Opportunity to all persons. This policy prohibits discrimination on the base of race, color, sex, national origin, political affiliation, place of residence, marital status, sexual preference, status regarding public assistance, or disability and is consistent with the Department's policy of hiring a well-qualified person to maintain the high standards of public service required of all employees. This policy applies to all phases of regular full time or part time employment. All information contained in or connected with this application will be considered personal and confidential and will be used only in conjunction with your possible employment with the Canton Police Department. Please furnish complete information as outlined in this application. Applicants are encouraged to attach additional informational materials which they believe will qualify them for the position applied for (resume, CV, qualifications, etc.).

### **PLEASE PRINT IN BLACK INK OR TYPE ALL INFORMATION**

Position applying for: \_\_\_\_\_

Name (last, first, middle): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Social Security Number: \_\_\_\_\_ Driver License Number: \_\_\_\_\_ State: \_\_\_\_\_

Are you 21 years of age or older? \_\_\_\_\_ Are you a U.S. Citizen? \_\_\_\_\_

Are you a currently sworn/recently separated North Carolina Certified Law Enforcement Officer? \_\_\_\_\_

If applying for a sworn position and not currently sworn/recently separated, BLET graduation year: \_\_\_\_\_

List any training or qualifications specific to the position you are applying for: \_\_\_\_\_

\_\_\_\_\_

Why are you interested in this position? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand I may be required to successfully complete a physical and psychological evaluation and drug screen, as well as other testing as required by law as a condition of employment. I agree to consent to such tests at such time as they are scheduled. I release the Town of Canton, the Canton Police Department, and their employees from any claim arising in connection with such test(s). Initial: \_\_\_\_\_

**MILITARY SERVICE**

Have you previously served in the United States Armed Forces? \_\_\_\_\_

If yes, Branch of Service: \_\_\_\_\_ Discharge Date: \_\_\_\_\_ Type: \_\_\_\_\_

Last Rank: \_\_\_\_\_ Current National Guard/ Reserve Requirement: \_\_\_\_\_

Date Obligation Ends: \_\_\_\_\_

**EDUCATION**

SCHOOL	YEARS ATTENDED	NAME OF SCHOOL	CITY, STATE	COURSE OF STUDY	GRADUATION DATE
HIGH					
COLLEGE					
OTHER					
OTHER					

**WORK HISTORY (MOST RECENT FIRST)**

EMPLOYER:	EMPLOYMENT DATES:
ADDRESS:	PHONE NUMBER:
JOB TITLE:	SUPERVISOR NAME:
PRINCIPAL RESPONSIBILITIES:	

EMPLOYER:	EMPLOYMENT DATES:
ADDRESS:	PHONE NUMBER:
JOB TITLE:	SUPERVISOR NAME:
PRINCIPAL RESPONSIBILITIES:	

EMPLOYER:	EMPLOYMENT DATES:
ADDRESS:	PHONE NUMBER:
JOB TITLE:	SUPERVISOR NAME:
PRINCIPAL RESPONSIBILITIES:	

EMPLOYER:	EMPLOYMENT DATES:
ADDRESS:	PHONE NUMBER:
JOB TITLE:	SUPERVISOR NAME:
PRINCIPAL RESPONSIBILITIES:	

**REFERENCES:**

NAME	ADDRESS	TELEPHONE	TYPE

**CONVICTION INFORMATION:**

Have you ever been convicted of a felony, a crime for which the punishment could have been imprisonment for more than two years, a crime or unlawful act defined as a "Class B misdemeanor" within the five-year period prior to the date of application for employment, four or more crimes or unlawful acts defined as "Class B misdemeanors" regardless of the date of conviction or four or more crimes or unlawful acts defined as "Class A misdemeanors"? YES \_\_\_\_\_ NO \_\_\_\_\_ INITIAL \_\_\_\_\_

The Canton Police Department has the right to verify information provided in this application. Any misrepresentation in this application, or subsequent background investigation, which may be discovered now or in the future may result in dismissal/ termination. If selected to proceed in the hiring process, I understand I will be required to complete a personal history statement (NC Form F-3), a personal history release, and comply with any other requirements pertaining to a law enforcement officer/ Telecommunicator or civilian employee background investigation.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## **Police Officer Minimum Job Requirements**

- Must have successfully completed North Carolina Basic Law Enforcement Training and passed the state exam within the previous twelve (12) months; or
- Must be a currently employed/sworn or recently separated North Carolina certified law enforcement officer
- Must be at least twenty-one (21) years of age
- Must be a U.S. Citizen
- Must have a High School Diploma or GED; college preferred
- Must have a valid North Carolina Driver's License
- Must live within 30 minutes travel time of the Town of Canton Municipal Limits or be willing to relocate upon hiring.
- Must not have committed, been charged with or convicted of any Felony offense; or
- Any crime for which the punishment could have been imprisonment for more than two years; or
- Any crime or unlawful act defined as a "Class B misdemeanor" within the five-year period prior to the date of application for employment; or
- Four or more crimes or unlawful acts defined as "Class B misdemeanors" regardless of the date of conviction; or
- Four or more crimes or unlawful acts defined as "Class A misdemeanors" except the applicant may be employed if the last conviction occurred more than two years prior to the date of application for employment.
- Must successfully complete panel and oral interviews
- Must pass a psychological and physical examination as well as a drug screen test
- Must be able to work flexible hours