

POSITION TITLE: \_\_\_\_\_

DATE APPLICATION FILED: \_\_\_\_\_

**DEKALB COUNTY GOVERNMENT  
APPLICATION FORM**

**APPLICANT INFORMATION**

**PLEASE READ THE FOLLOWING BEFORE COMPLETING YOUR APPLICATION. A SEPARATE APPLICATION FORM IS REQUIRED FOR EACH POSITION TITLE.**

**Completing the Application**

Follow all instructions shown on the application. If you need more space for any section, attach additional pages. All applications, including those for promotional and transfer positions, must be completed IN FULL. **Résumés will not be accepted in lieu of the official application or supplemental forms. Résumés may be attached as additional information but will not be used for evaluation purposes.** FAILURE TO GIVE COMPLETE AND DETAILED INFORMATION REGARDING EACH JOB HELD MAY RESULT IN YOUR DISQUALIFICATION. Failure to record both month and year where requested will result in minimum credit. Do not abbreviate terms unless the abbreviations are commonly recognized. Information that you provide on the attached Applicant Profile Survey form is used for statistical reporting purposes and is maintained in this office.

**Advertising Vacancies**

Vacant positions are advertised and posted weekly in the Human Resources Department. Recorded list of vacancies: (404) 371-2331 or visit our web site at <http://www.co.dekalb.ga.us>. Applications are accepted only for positions that are currently being advertised.

**Job Requirements**

Please review the education, experience, and other special requirements listed in the Job Vacancy Announcement for the jobs that interest you before applying. These are minimum standards that all applicants **must** meet in order to be considered for employment.

**Employment Policy**

It is our policy that employment decisions are made on the basis of merit and fitness for the position. We are an Equal Opportunity Employer. All employees are required to provide proof of identity and authorization of employability at time of employment.

**Nepotism Policy**

DeKalb County's nepotism policy does not permit the employment of relatives of County employees in the classified service within the same department if they are in a direct or indirect supervisor/subordinate relationship. If you have a relative working for DeKalb County Government, you are required to disclose their name(s) and the department in which they are employed on the application form submitted for hire, promotion, transfer or demotion. Failure to do so shall be grounds for disciplinary action or disqualification as applicable. Additional information about the County's nepotism policy is available upon request.

## Applicant Procedure

### Vacant Positions:

1. A completed DeKalb County application must be received by the established closing date as stated on the Job Vacancy Announcement. A Job Vacancy Announcement marked INDEFINITE may be discontinued at any time. Materials relevant to the application process will **NOT BE ACCEPTED** via FAX. Photocopies of applications **are** accepted. Be sure they are legible.
2. If the position requires a test, you will be notified as to the date, time, and place to appear.
3. Every application received by the established closing date is reviewed for minimum qualifications and competitiveness by the Human Resources Department staff. Should you meet the requirements for the position, your name will be placed on a register of eligible candidates and referred to the hiring department. If a register containing your name is depleted before its normal life span, you will be notified by mail.
4. After receipt of your application, you will receive a written notification regarding your application status. Responses may take from 4-6 weeks depending on the volume of applications received and the screening process involved for a particular job classification. Please do not call prior to this timeframe as this will delay processing.

### Interviews:

1. The hiring departments will schedule and conduct interviews with applicants who show an interest and whose qualifications best match the job requirements. Persons selected for interviews will be notified either by the Human Resources Department or the hiring department.
2. After the interviews, the hiring department makes a selection and returns all applications to the Human Resources Department. The Human Resources Department notifies the selected candidate. Those candidates who are interviewed but not selected are also informed of the hiring department's decision.

Should you have a **change of address or phone number**, please notify us accordingly.

DeKalb County Human Resources Department  
Administration Building  
1300 Commerce Drive, Room 100  
Decatur, Georgia 30030  
(404) 371-2332

### Physical Exam And Background Check:

All offers of employment are contingent upon successful completion of a physical examination and background verification.

NOTE: Resumes, letters of reference, etc., submitted with the application become property of DeKalb County and cannot be returned. All materials submitted are subject to the Open Records Act.



DEKALB COUNTY GOVERNMENT

Human Resources Department
1300 Commerce Drive, Suite 100
Decatur, Georgia 30030

APPLICATION FOR EMPLOYMENT

View Current Opportunities at the DeKalb County
Web Site: http://www.co.dekalb.ga.us
Job Opportunities Line: (404) 371-2331

DeKalb County Government is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (except where physical/mental requirements constitute a bona fide occupational qualification).

Personal Data
Name: Soc. Sec. No.:
Address:
Daytime Telephone Evening Telephone E-mail Address:
Job Title for which you are applying: Are you willing to work shift work (Nights, holidays, weekends, etc.)? Yes No
Job Number: Type of employment you are seeking Full Time Part Time Temporary Any
General Information
Are you at least 18 years of age? Are you able to perform all the duties listed in the job announcement? Yes No If no, please explain:
Are you legally eligible to be employed in the United States? (All employees are required to provide proof of identity & eligibility)
Have you ever been employed with DeKalb County Government? Last Dates of Employment: (from to
Department in which you were last employed
Title of last position held with DeKalb County
Do you have any relatives employed by DeKalb County Government? Relative's Name: Relationship: Department where employed:
Do you have a financial interest in a business or enterprise engaged in business with DeKalb County or do you own a business or have a second job which you expect to keep if hired for the position you are seeking with DeKalb County Government? Yes No If yes, provide details:
Have you ever been fired or forced to resign by an employer? Yes No If yes, provide details:
Do you advocate, or have you ever advocated, or are you now, or have you ever been, a member of any organization that advocated the overthrow of the government of the United States, the State of Georgia, or any political subdivision thereof by force or violence? Yes No
If yes, please explain (attach additional sheets if necessary):
Have you ever been in the U.S. military? Service/Branch: Dates of Service: Entered: Discharged: Type of Discharge (honorable, general, etc):
Formal Education
Are you a high school graduate? Yes No If you are not a high school graduate, do you have a GED? Yes No
If you have no High School Diploma or G.E.D., how many years of school did you complete? 1 2 3 4 5 6 7 8 9 10 11 12
High School Name or GED Institution: Location (City/State):
College/University Name and Location Number of Years Completed Dates Attended From To Degree Earned Type of Degree (AA, BA, MS, etc) Major Course of Study

## Education & Training

Related College Subjects / Individual Courses	Number of Credit Hours Completed		Related College Subjects / Individual Courses	Number of Credit Hours Completed	
	Semester	Quarter		Semester	Quarter

List other training (e.g. trade school, armed forces, on-the-job, etc), work-related skills (foreign language, public speaking, etc) and other qualifications, recognition, or accomplishments. Include type of coursework or accomplishment, dates, and date certificate was awarded.

## Computer/Data Entry/Keyboarding Skills

Word Processing	Spreadsheet	Database	Graphics	Electronic Mail	Enterprise Resource Systems
Microsoft Word	Excel	Microsoft Access	PowerPoint	Outlook	PeopleSoft
Wordperfect	Other: _____	Other: _____	Adobe	Other: _____	KRONOS
Other: _____			Other: _____		Oracle Financials
					Other: _____

## Licenses/Certifications

### Driver License Information.

Do you have a valid driver's license?	What State?	Type/Class	Driver's license no.	Date of expiration:
Yes      No				
Do you have a commercial driver's license?	What State?	Type/Class	Driver's license no.	Date of expiration:
Yes      No				

Have you incurred any traffic charges within the last three (3) years? Do not include parking tickets.      Yes      No  
 If Yes, give date(s) and types of charges:

**Other Licenses/Certifications.** List your licenses/certificates (e.g. Professional Engineer, Water Plant Operator, Pilot, Electrician, etc.), the State or other name of Licensing Authority & Expiration Date.

## Work History

Describe your work history for at least the past ten years beginning with your current or most recent job. Include military and/or volunteer experience. If you held multiple jobs with the same employer, describe each job separately. Begin with your related primary duties and continue listing until you reach the least important or least time-consuming duties. **Failure to give complete information regarding each job held may result in your disqualification. If you have had more than 5 employers in the past 10 years, please attach additional sheets with the same information requested below for these additional employers.** A resume may be attached *only* as additional information and will not be accepted in lieu of completing each part of this section.

<b>May we contact your current employer?</b>		Yes      No
Organization/Firm Name	Street Address	City      State      Zip Code
From Mo/Yr /	To Mo/Yr (or current) /	Telephone (   )      Supervisor's Name and Phone Number (   )
Starting Salary	Ending Salary	Reason For Leaving
Official Job Title:		Paid Employment      Full-time      Part-time      Seasonal/Temporary Unpaid Experience      # of Employees Directly Supervised: _____      How Long _____
Describe Specific Job Duties:		

Organization/Firm Name		Street Address		City	State	Zip Code
From Mo/Yr /	To Mo/Yr /	Telephone ( )	Supervisor's Name and Phone Number ( )			
Starting Salary	Ending Salary	Reason For Leaving				

Official Job Title:		Paid Employment Unpaid Experience	Full-time # of Employees Directly Supervised: _____	Part-time	Seasonal/Temporary How Long _____
Describe Specific Job Duties:					

Organization/Firm Name		Street Address		City	State	Zip Code
From Mo/Yr /	To Mo/Yr /	Telephone ( )	Supervisor's Name and Phone ( )			
Starting Salary	Ending Salary	Reason For Leaving				

Official Job Title:		Paid Employment Unpaid Experience	Full-time # of Employees Directly Supervised: _____	Part-time	Seasonal/Temporary How Long _____
Describe Specific Job Duties:					

Organization/Firm Name		Street Address		City	State	Zip Code
From Mo/Yr /	To Mo/Yr /	Telephone ( )	Supervisor's Name and Phone ( )			
Starting Salary	Ending Salary	Reason For Leaving				

Official Job Title:		Paid Employment Unpaid Experience	Full-time # of Employees Directly Supervised: _____	Part-time	Seasonal/Temporary How Long _____
Describe Specific Job Duties:					

Organization/Firm Name		Street Address		City	State	Zip Code
From Mo/Yr /	To Mo/Yr /	Telephone ( )	Supervisor's Name and Phone Number ( )			
Starting Salary	Ending Salary	Reason For Leaving				

Official Job Title:		Paid Employment Unpaid Experience	Full-time # of Employees Directly Supervised: _____	Part-time	Seasonal/Temporary How Long _____
Describe Specific Job Duties:					

### Work References

List the name, job title, and contact information for three (3) persons who have knowledge of your qualifications for the position(s) for which you are applying.

Name	Business or Home Address and Phone #	Occupation or Title

**All applicants must sign the application at the bottom of each of the next 2 pages.**

## Public Safety Positions

*Public safety positions have requirements and demands unique from most other positions in DeKalb County. Please read the following information carefully to determine if you wish to apply for a public safety position.*

**Background.** The backgrounds of applicants for public safety positions (Police and Fire/Rescue) are checked through the Georgia Crime Information Center and the National Crime Information Center. Previous tickets, misdemeanor arrests and/or convictions will be evaluated on an individual basis and do not necessarily eliminate you from further consideration of employment. An extensive background examination will include personal and employment reference checks, inquiries into your personal behavior including a review of any past drug or alcohol abuse, and military record (if applicable). A physical, drug screen, polygraph, and psychological (police only) exam are also required. For Police Officers, POST certification guidelines specify any convictions of theft, violation of controlled substance laws, sexual offenses, or three or more misdemeanors in the immediate past five years (to include reckless driving, DUI, homicide by vehicle, serious injury by vehicle, fleeing/attempting to elude a police officer, or impersonating a law enforcement officer) are grounds for disqualification.

**Training.** All persons hired as sworn Fire/Rescue personnel or Police, including those with previous experience, are placed in a training academy. Police also have an on-the-job field training program. These academies are both physically and mentally demanding. You will be required to take multiple written exams of which a predetermined number of test failures result in termination of employment. You will also be required to pass a pre-employment physical agility test to gain entrance into the academy and must pass a post academy physical agility test to graduate from the academy.

**Shift Work.** DeKalb County Fire/Rescue personnel are required to work shift work (For example you may be on a 24/48 shift at their assigned station working from 7:00 a.m. one day to 7:00 a.m. the next day and then you would be off until 7:00 a.m. 2 days [48 hours] later.) DeKalb Police Officers are required to work rotating shifts and have rotating days off. Police Officers are also subject to assignment at any precinct within DeKalb County.

**Duties.** Police Officers and Fire/Rescue personnel perform a variety of tasks beyond law enforcement and/or responding to fires such as rendering first aid at emergency scenes and responding to automobile accidents or other emergencies where life and property are in jeopardy or where hazardous chemicals may be present.

**Environment.** If employed, you will be required to work outdoors in all kinds of weather. You will be required to work in hot and humid conditions, outside, inside, as well as other unpleasant environments/conditions. Fire/Rescue personnel are also required to work at heights and in confined spaces. Police will spend shifts patrolling in a squad car by him/herself.

**Regulations/Discipline.** The DeKalb County Police Department and DeKalb County Fire/Rescue Department operate under a very strict disciplinary program. Breaking rules or regulations cannot, and will not, be tolerated and may result in disciplinary measures.

**Police Requirements.** Police officers frequently are involved in dangerous and violent situations such as attempting to resolve domestic disputes, intervening at on-going burglaries, and chasing fleeing felons. You may be put into the position of taking another human being's life. Additionally, Police officers stay abreast of the latest changes in the law and in departmental policy in order to correctly conduct their duties. This is a continual process and requires much motivation and initiative on the officer's part.

**Fire/Rescue Requirements.** Fire/Rescue personnel are required to use Self Contained Breathing Apparatus (full face masks with air tanks carried on the back). Equipment used at emergencies to which Fire/Rescue personnel respond can weigh 50 lbs. or more.

**Resignation.** If a police recruit voluntarily or involuntarily resigns during the training program due to academic, disciplinary, or other reasons as determined by the department, the recruit cannot be considered for the position of Police Officer for a period of two years.

**Please answer the following questions when applying for a Public Safety position:**

Police Officer:	Are you a citizen of the United States?	Yes	No	Are you claiming Veteran's Preference?
	Will you be at least 20 years old within 90 days?	Yes	No	
Fire/Rescue Personnel, 911 Operator:	Are you at least 18 years old?	Yes	No	Yes      No
911 Operator:	Are you a citizen of the United States?	Yes	No	

Are you certified as an EMT or Paramedic?    Yes    No    Certification #: \_\_\_\_\_ State: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Do you have previous Fire/Rescue experience?    Yes    No    Do you have a degree in Fire Science?    Yes    No

Are you currently POST certified as a Peace Officer in the State of Georgia?    Yes    No  
If Yes: Certification #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Have you taken and passed the GA POST Entrance Exam since 1991?    Yes    No  
If Yes: list Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Have you taken and passed the Police Officer Written Exam with DeKalb County in the last two years?    Yes    No  
If Yes give Date: \_\_\_\_\_

Do you have a commercial helicopter rating/license?    Yes    No    If Yes please list total number of flight hours: \_\_\_\_\_

### Applicant Signature (All Applicants must sign below, including Public Safety applicants)

I certify that the information given by me in this application is true and complete to the best of my knowledge. ***I understand that any false information, misrepresentation, or concealment of fact on this application or any attachment is sufficient grounds for my application to be rejected or, if employed, my employment terminated.*** I understand and agree that the County or any of its authorized agents may verify all information furnished in this application. I further understand that I may be removed from consideration or terminated in the event a medical examination given by the county discloses information on me that is considered disqualifying. I understand that submission of this application in no way assures me a position and that no County representative has the authority to enter into any employment agreement except the Director of Human Resources. If applying for a Public Safety position I understand the job requirements, tests, and working conditions and agree to these conditions.

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant (Required)

\_\_\_\_\_  
Date

## Authorization for Release of Information

**Authorization.** I hereby authorize DeKalb County Government and/or any of their authorized agents to gather any of the following information regarding: all records including criminal, credit, driving, drug, and/or education; written or verbal information from previous employers; any other pertinent information relating to the function of my job or the jobs for which I am applying. I also authorize DeKalb County Government and/or any of their authorized agents to gather this information at anytime during my employment with DeKalb County Government. I hereby authorize all individuals and organizations named or referred to in this application, any third party background information providers, and any law enforcement organization to give the DeKalb County Government all information relative to my employment, education and character, and hereby release such individuals, organizations, and DeKalb County from any liability for any claim or damage which may result.

**Privacy.** I understand that there is no invasion of privacy by using the information contained in this employment application. I hereby release DeKalb County Government, former employers, other references, and any of their authorized agents from liability. I agree to hold harmless DeKalb County Government if information supplied by third parties is incomplete, inaccurate and/or contains discrepancies and I understand I will be given a reasonable time in which to dispute any information found in the background investigation report if I so choose. I understand that the information I have provided is subject to public disclosure under the Georgia Open Records Act.

**Personal Information.** The personal identification information contained in this employment application will be used only for valid employment verification and background checks and is asked for legitimate nondiscriminatory reasons. **The personal identification information on this page and contained in the Applicant Profile Survey is removed and handled separately from the other employment-related information on the application when your application is reviewed for job eligibility.** This personal information is used to verify the validity of the information you provided on the employment application, is used to track general hiring statistics, and is used to report applicant demographics to the Equal Employment Opportunity Commission and other Federal and State agencies. Information about sex and race, included in the Applicant Profile Survey, is voluntary and choosing not to respond will not preclude hire or promotion.

**Pleas, convictions, etc.**

Yes                  No

If yes, please list separately the following information for each offense:

Conviction type (Felony/Misdemeanor)	Date:	Location:	Offense:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: Pending charges and/or conviction of a crime will not necessarily disqualify you from employment.

**Name History** (List any previous/other names that are different than your current name)


**Address History** (List address information including number, street, city, state, and zip for all of your previous addresses for the past 7 years)


### Applicant Signature

**All applicants must print their name and sign the authorization for release of information in this block.**

\_\_\_\_\_  
Printed name of applicant

\_\_\_\_\_  
Signature of applicant (Required)

\_\_\_\_\_  
Date

**VOLUNTARY APPLICANT PROFILE SURVEY IDENTIFICATION DESCRIPTIONS**

How did you learn of this employment opportunity?

Job Fair	Walk-in	DeKalb HR Jobs Board Posting	Technical/College/University Career Center
Newspaper	Employee Referral	Job Opportunities Line	Other: _____
Radio	Word of Mouth	DeKalb County Internet Site	
Department of Labor	DeKalb Cable TV Channel	Other Internet Site: _____	

<b>RACE</b>		<b>SEX</b>	<b>POSITION APPLIED FOR:</b> (Show title as stated on vacancy announcement.)
White		Male	
Black		Female	
Hispanic			
Asian/Pacific Islander			
Native American Indian / Alaskan Native			

Definitions

**White** (not of Hispanic origin): All persons having origins in any the original peoples of Europe, North Africa, or the middle East.

**Black** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

**Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the India Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

**Native American Indian / Alaskan Native:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community.

**The personal identification information requested in the Applicant Profile Survey is voluntary and removed and handled separately from the other employment-related information on the application when your application is reviewed for job eligibility.**

If you are using Outlook, Eudora, or another e-mail program installed on your PC, click the "E-mail to HR" button to send the form to DeKalb Human Resources.

If you are using a web-based email such as AOL, Gmail, Hotmail, Yahoo, etc, you must first save the application form to your PC (use the "Save" button). Then, from your web mail window, attach the application form as a file and send to msapplic@co.dekalb.ga.us. Use the "Save" and/or "Print" buttons to keep your own electronic or printed copy.

Print a copy of the completed application form to your default printer.

Some boxes on the form (e.g. Yes/No boxes, etc) will not allow deletion once you've selected an option. The "Reset" button may be used to clear these non-editable fields. **Warning:** Using this button will clear **ALL** check-box type selections you've made in these boxes **throughout the entire form**. The reset button will not clear any information you typed in the text areas of the form.