



# Swansea Police Department Employment Application

## APPLICANT INFORMATION

Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City/State		Zip		Marital Status	
Phone		E-mail Address			
Date Available		Social Security No.		Drivers License#	
Position Applied for					
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Would you be willing to take a polygraph, drug or urine test if required?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been convicted of a crime?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Do you have any physical problems that would preclude you doing certain tasks?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
Have you ever received Workman's Compensation benefits?					

## EDUCATION

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

## REFERENCES

*Please list three professional references.*

Full Name		Relationship
Company		Phone (     )
Address		
Full Name		Relationship
Company		Phone (     )
Address		
Full Name		Relationship
Company		Phone (     )
Address		

**PREVIOUS EMPLOYMENT**

Company				Phone ( )	
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company				Phone ( )	
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Company				Phone ( )	
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>					

**MILITARY SERVICE**

Branch		From		To	
Rank at Discharge			Type of Discharge		
If other than honorable, explain					

**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature		Date	
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The following documents are required in order for your application to be processed:

- ✓ Copy of Birth Certificate
- ✓ Copy of Social Security Card
- ✓ Copy of High School Diploma or GED
- ✓ Copy of a valid S.C. Driver's License
- ✓ Certified ten year driving record (You must provide a copy of your driving record from every
- ✓ State you have been licensed to drive in within the past ten years.)
- ✓ Credit report
- ✓ Copy of form DD-214 (if a veteran)
- ✓ Copies of other documents which may be applicable to employment (Certifications, training documents, diplomas, etc.)

You will be contacted within several days of the submission of your application. If your application is satisfactory, you will be given a date and time to attend applicant testing.

Following testing, applicants are placed in an applicant pool along with others who have successfully completed the applicant process to that point. The most qualified applicants are then chosen to continue in the process. If rejected, an applicant may reapply one year after being turned down for employment.

The pre-employment selection process at the Department consists of the following:

- ✓ Driving record review
- ✓ Criminal record review
- ✓ Credit history review
- ✓ Psychological screening
- ✓ Initial interview
- ✓ Polygraph examination
- ✓ Background investigation
- ✓ Pre-employment physical examination and completion of a health history questionnaire
- ✓ Pre-employment drug test

After completion of these steps, you may be offered conditional employment with the department