



Human Resources

11 North 3rd Street • Jacksonville Beach, FL 32250

www.COJB.jobs personnel@jaxbchfl.net 904-247-6263

Equal Opportunity Employer, Veterans Preference, Drug Free Workplace

APPLICATION FOR CIVILIAN POLICE EMPLOYMENT

The City of Jacksonville Beach is an Equal Opportunity Employer and prohibits discrimination based on age, sex, race, religion, ethnicity, marital status and/or disability.

The employment selection process consists of two major stages:

Stage 1 consists of the following:

- Complete a City of Jacksonville Beach Civilian Police Application Package and return to the Human Resources, City of Jacksonville Beach (All candidates).
- Take and pass testing administered by Human Resources
- Pass a structured oral review board (All candidates).

At this point in the selection process, you will be contacted by a member of the Police Department who will make a Conditional Job Offer if everything is satisfactory. If you indicate no further interest, your application and attached documents will be returned to the Personnel Department for disposal in accordance with existing regulations. On acceptance of this Conditional Offer, you will be asked to meet with a Departmental representative at a mutually agreed upon date and time to complete documentation allowing the Department to proceed to Stage 2.

Stage 2 consists of the following:

- Accept Conditional Job Offer (Required to continue processing)
- Pass a comprehensive background investigation, which includes the following:
 - Criminal history check
 - Driver's license check
 - Credit history report
 - Interview with personal references
 - Check of past and present employment history
 - Neighborhood check
 - Military record check (If applicable)
 - Process fingerprints
 - CVSA (Computer Voice Stress Analyzer)
 - Psychological test
 - Medical examination
 - Drug screen
 - Chief of Police Interview(s)

The processing of an applicant is a detailed and lengthy process which may require two to six months to complete. The length of time required to complete applicant processing is dependent upon the availability of information and documentation.

JACKSONVILLE BEACH POLICE DEPARTMENT

119.08 PERSONAL GROOMING / EQUIPMENT / APPAREL (Ref. 41.3.4) (Ref. 22.2.5) (Revised 08/2006)

E. Tattoos and Body Ornamentation (Revised 10/2009)

1. Effective June 8, 2005, employees are prohibited from acquiring any tattoo or body ornamentation on any part of the body where the tattoo/ornamentation would be visible while in uniform or in plainclothes.
2. Employees working in an undercover capacity may be exempted from keeping a tattoo or body ornamentation covered, with approval of the Division Commander for operational needs.
3. Applicants for employment in the police department will not be automatically rejected for visible tattoos/body ornamentations, except as noted. An applicant for employment will be rejected for consideration for employment if tattoo(s)/body ornamentation(s) are garish or excessive in number, style, or size; or are located anywhere on the neck, face or head. In addition, tattoos/body ornamentations must not depict, describe, or otherwise refer in any manner to the following: **(Revised 10/2009)**
 - a. Sexual conduct, acts, organs, or preferences;
 - b. Intolerance of, or discrimination against, any race, religion, gender, or national origin; and
 - c. Association with organizations or groups which advocate hate, intolerance, or discrimination.



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APPLICATION FOR CIVILIAN POLICE EMPLOYMENT

PLEASE NOTE: * Complete all areas of the application, please print clearly, type or fill out using this ADOBE form—application must be signed by hand. * Under Florida Law, employment applications are open for public inspection * False statements may cause rejection of the application or if employed, termination of employment. *Application must be completed in full and signed or it will not be processed and will be returned. Information on resumes will not be accepted in place of a full & complete response to each area on this application, if a section does not apply place N/A in place of information. *Altered applications will not be accepted* **Applicant must be a United States Citizen to qualify for employment with the COJB police department.**

WARNING READ THE FOLLOWING STATEMENT CAREFULLY

Applicants are cautioned to answer every question truthfully, completely and without evasion. Applicants are further warned that there must be no willful misrepresentation in falsification of or willful omission to any question(s) or answer(s) in this application. All information provided within this application is subject to verification through a variety of screening procedures. Any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the **City of Jacksonville Beach** or termination of employment with the **City of Jacksonville Beach**.

I certify that my signature below is proof that I have read and understand the above warning.

Applicant Printed Name _____

Position(s) applied for _____

Applicant signature _____

Date _____

Please read and answer the following questions. A “Yes” answer to any of the questions will be an *automatic disqualifier* from consideration for any position in the Jacksonville Beach Police Department. (Excluding Tattoos)

Any felony *arrest* Yes No

Any misdemeanor conviction involving moral character, perjury or false statements Yes No

Any misdemeanor or criminal traffic conviction in the last five years Yes No

Any DUI arrest in the last seven years Yes No

A refusal to submit to a chemical test for DUI in the last seven years Yes No

The sale of any controlled substance, ever Yes No

"Controlled substance" means any substance named or described in Schedules I-V of Florida Statute. [893.03](#).

This includes, but is not limited to, the following: Cannabis, Morphine, Codeine, Cocaine, Heroin, “designer drugs”, Methamphetamine, etc.

The use of or experimentation with marijuana within the last 24 months Yes No

The use of or experimentation with any other illegal drugs in the last 10 years, including, but not limited to, the following: **Cocaine, Heroin, LSD, Hashish, Mescaline, P.C.P., Opium, Peyote, P.C.H., designer drugs or any of their derivatives, etc.** Yes No

If you have **any** tattoos please state how many _____ Approximate size(s) _____

Provide a **detailed** description of each tattoo; including size (inches), location, color and if words/names include the spelling; attach an additional sheet as necessary to describe all tattoos

PERSONAL INFORMATION

POSITION(S) APPLIED FOR

- Communications Officer (911 Dispatcher)
 Records Specialist
 Secretary

 (Other)
- Animal Control Officer
 Property & Evidence Technician
 Full time
 Part Time

Are there any days or hours you are unable to work? Yes No If yes, please list them:

Last Name:	First Name:	Full Middle Name:
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Street Address:	City:	State:	Zip code:
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Mailing address, if different:	Phone number:	Secondary phone number:
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Social Security Number-Last 6 only XXX-	Drivers License Number	Email Address
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How long have you lived at your current address? _____ years _____ months

Have you ever served in any branch of the U.S. Military, Reserve, National Guard or Coast Guard?

Yes No If yes, fill in below

Branch of service	Date of enlistment	Date and place of separation
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Type of Separation	Highest rank attained	Service Medals, Awards, Ribbons etc...
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Was any formal disciplinary action taken against you? Yes No If yes, please explain.

Under Florida law, certain individuals may be eligible for "Veteran's Preference" for employment purposes. Please read the VETERAN'S PREFERENCE INFORMATION SHEET then answer the following questions: Are you claiming Veteran's Preference? Yes No Have you attached a copy of your DD-214(s)? Yes No **Documentation (DD214) substantiating your claim MUST BE FURNISHED AT THE TIME OF APPLICATION IN ORDER TO BE ELIGIBLE**

Have you ever been arrested, charged, or received a notice or summons to appear for any criminal violation? (this including charges as a juvenile and charges which may have been sealed or expunged; attach additional sheets as needed) Yes No If yes, describe incident and attach documentation: _____

Have you ever been a defendant in a civil action for intentional tort(s) (e.g. assault, battery, intentional infliction of emotional distress), or an unlawful employment practices (e.g. sexual or racial harassment?) (this includes charges as a juvenile and charges which may have been sealed or expunged; attach additional sheets as needed) Yes No If yes, describe incident and attach documentation: _____

Do you have any relatives currently employed by the City of Jacksonville Beach? Yes No

If yes, please list information below:

Name	Department	Relationship to applicant:
Name	Department	Relationship to applicant:

Do you have a High School Diploma or GED? Yes No

Did you graduate from college? Yes No

EMPLOYMENT HISTORY

Begin with your present or most recent employer and list ALL previous employment in chronological order for the past ten (10) years, to include; military, full-time, part-time, temporary and/or volunteer—if the company is no longer in business please state this. Dates must include full month and year. A resume may be attached as a supplement; however all information requested on this form is required to be completed.

1. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

2. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

3. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

4. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

5. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

If unemployed for a period of 30 days or more list dates of unemployment and reason

From ____/____/____ to ____/____/____ Reason unemployed _____

From ____/____/____ to ____/____/____ Reason unemployed _____

EMPLOYMENT HISTORY, CONTINUED

Begin with your present or most recent employer and list ALL previous employment in chronological order for the past ten (10) years, to include; military, full-time, part-time, temporary and/or volunteer—if the company is no longer in business please state this. Dates must include full month and year. A resume may be attached as a supplement; however all information requested on this form is required to be completed.

6. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

7. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

8. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

9. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

10. Employer		Street address, City, State, Zip		From:	To:
Position	Salary	Supervisor name		Supervisor phone number	
Description of duties			Reason for leaving		

If unemployed for a period of 30 days or more list dates of unemployment and reason

From ____ / ____ / ____ **to** ____ / ____ / ____ **Reason unemployed** _____

From ____ / ____ / ____ **to** ____ / ____ / ____ **Reason unemployed** _____

List any other names that you go by, this includes: “nick names”, abbreviated names (i.e. Jonathan/John, Melissa/Missy), former last names either by adoption, name change or marriage.

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Please note this application will not be processed if all required information is not submitted. Also, application must be printed legibly by applicant, typed or filled out using this ADOBE form and signed by hand.
Return completed application to Human Resources, not the Police Department.

I hereby certify that all the information given on this application is true and correct to the best of my knowledge and I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the **City of Jacksonville Beach** or termination of employment with the **City of Jacksonville Beach**. Inquiry as to past employment or on the job performance may be conducted and all past and current employers **MAY** **MAY NOT** be contacted. I release the **City of Jacksonville Beach** and any past or current employers and other individuals contacted from any liability for release of information regarding my employment.

I certify that my signature below is proof that I have read and understand the above information

Applicant Printed Name

Applicant signature

Date

Applications of municipalities are considered public documents according to Florida Statutes and are open to public inspection upon request. Applications will remain active for 6 months.

The City of Jacksonville Beach is an Equal Opportunity Employer and prohibits discrimination based on age, sex, race, religion, ethnicity, marital status and/or disability.

“The processing of an applicant is a detailed and lengthy process which may require two to six months to complete. The length of time required to complete applicant processing is dependent upon the availability of information and documentation.”

Updated 01/21/2010

VETERAN'S PREFERENCE INFORMATION SHEET

The City of Jacksonville Beach, in accordance with Chapter 295 of the Florida Statutes dealing with Veteran's Preference, provides preference in employment and retention to those veterans and spouses of veterans who fall in the categories as identified below: To receive preference, a veteran must have been discharged or released from active duty in the Armed Forces under honorable conditions (i.e., with an honorable or general discharge). As defined in 5 U.S.C. 2101(2), "Armed Forces" means the Army, Navy, Air Force, Marine Corps and Coast Guard. The veteran must also be eligible under one of the preference categories below:

- 1) Honorably discharged disabled Veteran who has a service-connected, compensable disability;
- 2) Honorably discharged Veteran who has received ANY armed forces Expeditionary Medal to include The Global War on Terrorism Expeditionary Medal
- 3) The spouse of a totally disabled Veteran, who because of this disability cannot qualify for employment;
- 4) The spouse of any person missing in action, captured in the line of duty or forcibly detained;
- 5) A Veteran of any way who served on active duty during a wartime era; and who was discharged under honorable conditions. A "wartime veteran" is defined by Florida Statutes as any veteran who served at least one day during a wartime period. Wartime periods are outlined as follows:
 - (a) **World War II:** December 7, 1941 to December 31, 1946
 - (b) **Korean Conflict:** June 27, 1950 to January 31, 1955
 - (c) **Vietnam Era:** August 5, 1964 to May 7, 1975
 - (d) **Persian Gulf War:** August 2, 1990, to January 2, 1992
 - (e) **Operation Enduring Freedom** - October 7, 2001 to date to be determined
 - (f) **Operation Iraqi Freedom** - March 19, 2003 to date to be determined
- 7) The un-remarried widow or widower of a Veteran who died of a service connected disability.

Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference in appointment unless they are disabled veterans. (This does not apply to Reservists who will not begin drawing military retired pay until age 60.)

Preference in employment and retention may be given only to eligible persons who are described in the section(s) above and who are residents of this state.

If you qualify for the Veteran's Preference, the City of Jacksonville Beach will give you special consideration during the employment selection process. The City of Jacksonville Beach shall give preference to and shall hire a person entitled to Veteran's Preference ahead of other equally qualified applicants.

Should the position for which you are applying be filled by someone who does not qualify for Veteran's Preference and should you feel that proper consideration of the Veteran's Preference law has not been provided to you by the City of Jacksonville Beach or that the City of Jacksonville Beach has not complied with the Veteran's Preference rules, please notify the City of Jacksonville Beach, Personnel Department (904) 247-6263

You also have the right to initiate an investigation by the Florida Division of Veteran's Affairs. You may do so by notifying the, Florida Department of Veterans' Affairs (FDVA) 11351 Ulmerton Road, Suite 311-K Largo, FL 33778-1630 within 21 calendar days from the date you received notice that you were not selected for the position.



**AUTHORITY FOR RELEASE
OF INFORMATION
(Background Investigation Waiver)**



**CJSTC
58**

Florida Department of Law Enforcement

Incorporated by reference in Rule 11B-27.0022(2)(b), F.A.C.

TO: Concerned Person or Authorized
Representative of Any Organization
Institution or Repository of Records

APPLICANTS NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NUMBER (Optional): _____

EMPLOYING AGENCY REQUESTING BACKGROUND INFORMATION: City of Jacksonville Beach, Jacksonville Beach Florida

I hereby authorize any employee or authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my employment records including, but not limited to, achievement, attendance, personal history, disciplinary records, medical records, credit records, and criminal history records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the requesting agency. Consent is granted for the agency to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A photocopy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or photocopies from my military personnel and related medical records, including a photocopy of my DD 214, Report of Separation, to: City of Jacksonville Beach Police Department

768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former employees states: An employer who discloses information about a former employee's job performance to a prospective employer of the former employee upon request of the prospective employer or of the former employee is presumed to be acting in good faith and, unless lack of good faith is shown by clear and convincing evidence, is immune from civil liability for such disclosure of its consequences. For the purposes of this section, the presumption of good faith is rebutted upon a showing that the information disclosed by the former employer was knowingly false or deliberately misleading, was rendered with malicious purpose, or violated any civil right of the former employee protected under chapter 760. *Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.*

Applicant's Signature

Date

Applicant's Address

AFFIDAVIT

STATE OF: _____

COUNTY OF: _____

Before me personally appeared _____ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn and subscribed in my presence this _____ day of _____, 20____. My commission

Expires on _____, 20____. Personally known _____ -or-

Produced identification _____ Notary Public: _____

Type of identification produced: _____

VOLUNTARY INFORMATION

Completion of this form is *OPTIONAL*. The following information will be used for Equal Employment Statistical information and identification purposes only. This form will be detached and not processed/provided with the application form. It would be helpful if you provided the following information.

Name: _____

Position applied for: _____

Ethnic Background:

- White Black Hispanic Asian/Pacific Islander
 American Indian/Alaskan Native Other (please specify) _____

Sex: Male Female Date of Birth: _____

REFERRAL SOURCE

Please indicate how you became aware of this job

- Florida Times Union Newspaper Florida Times Union website
 Beaches Leader Newspaper Beaches Leader website
 City of Jacksonville Beach website e-mail
 Walk-in Job posting, Location: _____
 e-mail School posting Name of school: _____
 Job Fair, location: _____ Other (please explain) _____
 Internet Site, name: _____
 City of Jacksonville Beach employee, Name: _____

Shift Scheduling for **Public Safety Communications Officers (911 dispatcher)**

- | | | |
|---|----------------|-----------|
| A | Tuesday—Friday | 0700-1700 |
| B | Friday—Monday | 1700-0300 |
| C | Tuesday—Friday | 2100-0700 |
| D | Friday—Monday | 0700-1700 |
| E | Tuesday—Friday | 1700-0300 |
| F | Friday—Monday | 2100-0700 |

When changing shifts from A to B shift you work Tuesday, Wednesday, Thursday, Friday, then off on Saturday & Sunday, returning on Monday, then off on Tuesday, Wednesday, Thursday, returning on Friday to begin the Friday through Monday shift.

When changing shifts from B to C shift you work Friday, Saturday, Sunday, off on Monday & returning on Tuesday to begin the Tuesday through Friday shift. Shifts change approximately every six (6) weeks; **all shifts are a requirement for the position.**

Basic List of Moral Character Offenses

316.193	Driving Under the Influence
316.1935	Fleeing or Attempting to Elude an Officer
409.325	Public Assistance Fraud
784.011	Assault
784.03	Battery
784.048	Stalking
784.05(2)	Culpable Negligence with Injury
790.01(1)	Carrying a Concealed Weapon
790.1	Improper Exhibition of a Weapon/Firearm
790.27	Possession of Sale of Firearm with Altered Serial Number
794.027	Failure to Report Sexual Battery
796.07	Prostitution/Lewdness
800.02	Unnatural and Lascivious Act
800.03	Exposure of Sexual Organs
806.101	False Alarms of Fires
806.13	Criminal Mischief
810.08	Trespass in a Structure of Conveyance
812.014(d)	Petit Theft
812.015	Retail Theft
812.14	Theft of utilities/Cable Services
817.235	Removing or Altering Property Identification Marks
817.39	Distribution of Fictitious Controlled Substance
817.49	False Report of a Crime
817.563	Sale of Counterfeit Controlled substance
817.565	Fraudulent urine Drug Test
827.04(2)(3)	Child Abuse
827.05	Negligent Treatment of Children
827.06	Persistent Nonsupport of a Child/Spouse
828.122	Fighting or Baiting Animals
831.3	Prescription Fraud
831.31(l)(B)	Manufacture of Counterfeit Controlled Substance
832.05(2)(4)	Passing Worthless Checks
837.012	Perjury not in Official Proceedings
837.05	False Report to Law Enforcement
837.06	False Official Statements
839.2	Refusal to Serve Arrest Warrant
843.02	Resisting an Officer With/Without Violence
843.06	Refusal to Aid Law Enforcement Officer

843.085	Unlawful use of Police Badges or Other Indicia of Authority
847.011(1)(2)	Pornography Offenses
856.021	Loitering or Prowling
870.01	Affrays and Riots
876.17	Burning a Cross in a Public Place
876.18	Burning a Cross on Property of Another
893.13(1)(a)3(1) (d)1(1)(g) (2)(a)(2)(b)	Controlled Substance Violations
914.22(2)	Witness Tampering
844.35(3)	Malicious Battery on a Prison Inmate
944.35(7)(a)	False Reports Concerning
944.36	Permitting Inmates to Escape
944.37	Acceptance of unauthorized Compensation from an Inmate
944.38	Dealing or Battering with Prisoners
944.39	Visiting under False Pretenses
944.47	Contraband
Rule 11B-27	Sex with an Inmate, Detainee, Probationer, Parolee, or Community Controlled