



A NICE PLACE TO VISIT,
A GREAT PLACE TO LIVE!

Terry Police Department

To: ALL APPLICANTS

From: Chief of Police

Re: Application Requirements

As an applicant for the position of police officer with the Terry Police Department, you will need to complete the attached package of documents. Additionally, you will need to bring the following items with you to your interview:

- Valid Driver's License.
- Social Security Card.
- Copy of High School Diploma or Equivalent.
- Application for Minimum Standards Certificate Acquisition
- Any other training records that you would like us to consider.

We appreciate you applying with our department and look forward to getting to know you. Please remember to complete this packet in-full prior to your arrival. Good luck.

315 West Cunningham Avenue, Terry, MS, 39170



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Terry Police Department Instructions

Note: Read these instructions carefully before proceeding...

These instructions are provided as a guide to assist you in properly completing your Personal History Statement (PHS). It is essential that the information be accurate in all aspects. It will be used as a basis for a thorough background investigation which will determine your eligibility for employment with this department.

1. Avoid errors by reading the directions carefully before making entries on each form. Be sure your information is correct and in chronological sequence before you begin.
2. Your PHS should be printed legibly in ink. Answer all questions fully, to the best of your ability.
3. If a question is not applicable to you, enter "N/A" in the space provided.
4. You are responsible for obtaining correct addresses. If you are not sure of an address, check it personally.
5. If there is insufficient space on the form for you to include all information required, attach additional sheets of paper to the PHS. Be sure to reference the relevant section and question number before containing your answer.
6. An accurate and complete form will help expedite your investigation. On the other hand, deliberate omissions or falsifications may result in disqualification.



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Terry Police Department Agreement:

I hereby certify that the answers and statements in the foregoing Personal History Statement are true and correct without consequential omissions of any kind. I hereby agree that any falsifications contained in this information shall be considered good and sufficient cause for rejection of this application and/or discharge from any employment resulting thereof. I understand that a complete background check will be conducted as a condition of this employment. I authorize the aforementioned companies, public institution(s), and/or person(s) to give information concerning me or my employment whether or not it is on these records. I hereby release said companies, institutions, and/or persons from all liability for any damages whatsoever from issuing this information.

As a part of this investigative process, I will submit the following documents:

- Proof of U.S. Citizenship (or right to work), proof of age, verification of identity, social security card, and discharge certificate (DD214, if applicable).
- I will accept employment for a temporary period depending upon my ability to satisfy the requirements of this agency, the Law Enforcement Officer Training Program (Section 45-6-1 to 45-6-17 of the Mississippi Code as amended), and the Board of Law Enforcement Standards and Training.
- If employed on either a temporary or permanent basis, I agree to abide by all lawful orders, rules, policies and regulations of the agency now in force or, that may hereafter be established.

ONLY SIGNED APPLICATIONS ARE CONSIDERED VALID

Signature

Date

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Application Identification – Information provided in this section is used for identification purposes.

1. Name: _____

2. Address: _____
Street Address

_____ City State Zip Code

3. Phone #: _____ DOB: _____

4. SSN: _____ Driver's License #: _____ DL State: _____

5. Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

6. U.S. Citizen? Yes No

7. Scars, tattoos, or distinguishing marks _____

Residences- List all addresses where you have lived during the past 10 years, beginning with your current address.

From	To	Address



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Work History – Beginning with your present or most recent employer, list all employment held for the past ten years, including part-time, temporary, seasonal, or businesses owned.

Include all periods of unemployment with an explanation. Attach extra pages if necessary. Please indicate if you are fearful that your present would be in jeopardy if inquiries are made.

1) From _____ To _____ Employer _____
 Address _____
 Phone Number _____ Job Title _____
 Duties _____

 Supervisor _____ Name of Co-Worker _____
 Reason for Leaving _____

2) From _____ To _____ Employer _____
 Address _____
 Phone Number _____ Job Title _____
 Duties _____

 Supervisor _____ Name of Co-Worker _____
 Reason for Leaving _____

3) From _____ To _____ Employer _____
 Address _____



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Phone Number _____ Job Title _____

Duties _____

Supervisor _____ Name of Co-Worker _____

Reason for Leaving _____

4) From _____ To _____ Employer _____

Address _____

Phone Number _____ Job Title _____

Duties _____

Supervisor _____ Name of Co-Worker _____

Reason for Leaving _____

5) From _____ To _____ Employer _____

Address _____

Phone Number _____ Job Title _____

Duties _____

Supervisor _____ Name of Co-Worker _____

Reason for Leaving _____



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Military Record

- 1) Have you served in the U.S. Armed Services? _____ Yes _____ No
(Including National Guard)
- 2) Dates of Service: From _____ To _____ Rank _____
- 3) Branch of Service _____ Unit _____ Type of Discharge _____
- 4) Were you ever disciplined while in the military (include court-martials, Captain's masts, company punishment, or article-15, etc.) _____ Yes _____ No

Charge	Agency	Date	Disposition

If you received a discharge other than honorable please provide details _____



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Educational History

School or College	City & State	Dates Attended	Graduated	Major

List any law enforcement training attended. Give name and dates of any courses.

List other schools attended (trade, vocational, business, etc.) give name and address of school, dates attended, course of study, certificate, and any other pertinent information.



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Convictions, Arrests, Detentions, and Litigation

1) Have you ever been convicted, arrested, detained, or summoned into court outside your official capacity?

Yes ____ No ____ If yes, complete the following (List juvenile as well as adult occurrences).

Crime Charged	City & State	Date	Disposition

2) Have you ever been involved as a party in civil litigation?

Yes ____ No ____ If yes, give details.

Traffic Record

1) Has your driver's license ever been suspended or revoked? _____ Yes _____ No

2) Have had any citations within the last five years? _____ Yes _____ No. If yes, explain _____

3) With what company do you have auto insurance? _____ Policy Number _____

4) Describe in a brief narrative any traffic accidents in which you have been a party to within the last three years _____
