

**BATESBURG-LEESVILLE POLICE DEPARTMENT  
EMPLOYMENT APPLICATION INFORMATION**

We appreciate your interest in employment with the Batesburg-Leesville Police Department. All applicants must complete a Batesburg-Leesville Police Department application. Applications can be obtained at the Batesburg-Leesville Town Hall at 120 West Church Street, Batesburg-Leesville, South Carolina; or online at: <https://www.batesburg-leesville.org>.

Please complete the application accurately and completely, especially concerning past employers and reference information (giving FULL addresses, telephone numbers, etc.). The Department accepts applications on a continual basis. Completed applications can be turned in at the Batesburg-Leesville Town Hall, during regular operating hours. Completed applications may also be mailed to the Batesburg-Leesville Town Hall at the following address:

The Town of Batesburg-Leesville  
ATTN: Human Resources  
PO Box 2329  
Batesburg-Leesville, SC 29070

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the positions of Police Officer, Dispatcher / Correctional Officer, and Clerical or other positions are outlined separately below:

**Minimum requirements for all positions**

- Must have a high school diploma or GED.
- Must have a clear criminal history.
- Must be authorized to work in the United States.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Results of all pre-employment tests and interviews must meet standards, which must be available or provided upon request.
- Past employment record must be satisfactory.
- Must be able to pass a pre-employment drug screen. Medical examination results must show that you are capable of performing all of the essential functions of the job for which you are applying, with reasonable accommodation.

**Additional requirements for POLICE OFFICER**

- Must be at least 21 years-of-age and a United States citizen. *Prefer ONE OR MORE OF THE FOLLOWING CRITERIA:*
  - Be certified by the South Carolina Criminal Justice Academy (LE Class 1),
  - Possess a college degree (Bachelors or higher),
  - Be a certified law enforcement officer from another state,
  - Have prior military police experience.

**Additional Requirements for  
CORRECTIONAL OFFICER**

- Must be at least 18 years-of-age.
- Must be a United States citizen.

**Additional Requirements for  
Clerical and other positions**

- Depends upon the standards of the position.

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 (*This can be obtained from companies such as Equifax, Experian, etc. These are listed at the bottom of this page.*)
- 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 weeks of the submission of your application. If your application is satisfactory, you may be given a date and time to attend applicant testing. Following testing, if offered, 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 Police Department may consist of the following:

- Driving record review
- Criminal record review
- Credit history review
- Psychological screening
- Initial interview
- Polygraph examination
- A Thorough Background investigation
- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug test
- Any other requirement determined necessary by the Police Department or the Chief of Police

This process generally takes eight to ten weeks or longer to complete. Any questions may be directed to the Batesburg-Leesville Police Department office at (803) 532-4408.

Qualified applicants and employees are treated without regard to race, religion, sex, national origin, age, marital status, or disability.

***The Batesburg-Leesville Police Department is an Equal Opportunity Employer.***

#### Major Credit Reporting Agencies

Equifax (www.equifax.com or 1-800-685-1111)  
Experian (www.experian.com or 1-888-397-3742)  
Trans Union (www.transunion.com or 1-800-888-4213)

These are the three major credit reporting agencies. There are other credit reporting agencies-- you are not limited to these three. You can also obtain a **free** credit report, **once per year**, from [www.annualcreditreport.com](http://www.annualcreditreport.com).

## **65 H9 G6 I F ; ! @ 9 G J = @ @ ' D C @ 7 9 DEPARTMENT BENEFITS INFORMATION**

The Town of Batesburg-Leesville Department provides law enforcement services for the Town of Batesburg-Leesville. The Town of Batesburg-Leesville is approximately 8.3 square miles in size and is located in both Lexington and Saluda Counties. The following is some information about the department that you might find beneficial:

### **STARTING SALARIES**

DISPATCHER/CORRECTIONAL OFFICER	Depends upon Qualifications
PATROL OFFICER	Depends upon Qualifications

The Chief of Police can recommend an increase in the starting salaries for those individuals with higher qualifications (certified officers, college degree, prior work experience, etc.)

### **WORK SCHEDULES**

Employees (Patrol Officer, Dispatcher/Correctional Officer) work the following schedule:

12 hour shifts - 6am-6pm or 6pm-6am

2 days on, 2 days off; 3 days on, 2 days off; 2 days on, 3 days off; (this cycle then repeats). Patrol Officers and Dispatcher/Correctional Officers may be subject to working a permanent shift or rotating shift (days or nights).

### **ANNUAL LEAVE AND SICK LEAVE**

Annual and sick leave is accrued at varying rates depending upon the employee's years of service with the Town of Batesburg-Leesville.

### **HEALTH AND DENTAL INSURANCE**

The Town of Batesburg-Leesville Department provides medical and dental insurance for its employees at a reasonable cost. Employees who wish to cover members of their family may do so through payroll deductions.

### **LIFE INSURANCE**

The police department provides life insurance for its employees. Basic coverage is provided at no cost to the employee. Additional coverage on the employee or his or her dependents is available and can be paid for through payroll deduction.

### **TYPES OF RETIREMENT SYSTEMS**

All full time employees of the town participate in the South Carolina Retirement System or the South Carolina Police Officer's Retirement System.

### **WORKER'S COMPENSATION**

The Batesburg-Leesville Police Department operates under and is subject to the Workers' Compensation Act of South Carolina.

### **OVERTIME**

Employees who are eligible for overtime are paid overtime at the rate of one and one-half (1½) times his or her regular rate of pay for time worked. Overtime will be calculated at any hours worked over eighty-six (86) or eighty (80) in a two week pay period for non-exempt, sworn or non-sworn personnel depending upon the classification of the employee.

## **DIRECT DEPOSIT**

Employees are paid by a bi-weekly direct payroll deposit system. Employees will receive a pay statement indicating gross pay, net pay, and deductions.

## **DEFERRED COMPENSATION**

Employees are eligible to participate in the South Carolina Deferred Compensation Plan, 401K or 457. The amount deposited is determined by the employee and participation is optional. This is a tax-deferred savings program and is handled automatically by payroll deduction.

## **VEHICLES**

At the discretion of the Chief of Police, employees in designated positions are authorized to be assigned a department vehicle on a twenty-four-hour, seven day-a-week basis. Take-home vehicles are only available to personnel living within the limits as designated by the policies of the Town of Batesburg-Leesville and the Batesburg-Leesville Police Department.

## **EQUIPMENT**

Department personnel receive equipment (uniforms, firearms, etc.) that is necessary for the position for which they are hired.

## **JOB DESCRIPTION**

### **Patrol Officer**

#### GENERAL STATEMENT OF JOB

Performs assigned duties of the position for the Batesburg-Leesville Police Department and responds to calls for service; enforces all local, federal and state laws relating to public safety and welfare. Works under stressful, high-risk conditions.

#### ESSENTIAL JOB FUNCTIONS

- Enforces all local, federal and state laws relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.
- Performs routine patrol duties, including but not limited to patrolling assigned areas within the Town of Batesburg-Leesville, responding to emergency calls and/or calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summonses, as well as transporting prisoners and mental patients.
- Assists with criminal investigations. Interviews witnesses, complainants, and victims; gathers physical evidence and preserves it for court; provides case follow-up as needed.
- Prepares cases for prosecution; provides court testimony as necessary.
- Participates in special operations as assigned.
- Provides courtroom security as assigned.
- Maintains assigned equipment and vehicles.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Batesburg-Leesville Police Department and the community.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms.
- Prepares various documents including incident reports, accident reports, investigative reports, pursuit reports, warrants, subpoenas, and other supporting documentation.
- Refers to policy and procedure manuals, codes, regulations, laws, maps, statutes, and training manuals.
- Operates/uses a variety of police equipment, which may include a police vehicle, firearms, Datamaster, traffic radar; operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, radio equipment, telephones, audio recorder, video recorder, fax machine, and copier.

#### JOB SPECIFICATIONS AND QUALIFICATIONS

##### Knowledge:

- Policies, procedures and methods of the Batesburg-Leesville Police Department and the Town of Batesburg-Leesville;
- Structure, functions and inter-relationships of state and local law enforcement agencies;
- Up-to-date law enforcement procedures;
- Firearms, automotive, radio and other law enforcement equipment;
- Legal rights of accused persons and law enforcement;
- Criminal behavior and methods of operation;
- Civil process;
- Other Town departments to communicate with their representatives as necessary in carrying out duties and responsibilities;
- Layout of local roads and of the locations and characteristics of the various neighborhoods;
- Standard tools, materials and practices of the trade;
- Occupational hazards and safety precautions of the trade.

##### Skills:

- Operation and care of firearms;
- Comprehension, interpretation and application of regulations, procedures and related information;
- Basic mathematics;
- Reacting quickly to emergency situations;
- Written and verbal communication via in-person, phone and email contact.

##### Education/Experience:

- High School diploma or equivalent, with no experience required.

##### Licensing and Certifications:

- Valid South Carolina Driver's License;
- Class I Law Enforcement Certification from the South Carolina Criminal Justice Academy

##### Working Conditions / Physical Requirements:

- Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Positions in this class typically require talking, hearing, seeing, touching, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, and lifting. Positions in this class may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, and vibrations.

## **JOB DESCRIPTION**

### **Dispatcher/Correctional Officer**

#### GENERAL STATEMENT OF JOB

Provides for the safety of staff and inmates and the security of the detention facility; supervises inmate activities, and performs related corrections work as assigned.

#### ESSENTIAL JOB FUNCTIONS

- Maintains the security and safety of the Batesburg-Leesville Detention Facility, inmates and staff through implementation of established policies and procedures.
- Receives and dispatches radio communications pertaining to emergency services and the daily operations of the Batesburg-Leesville Police Department.
- Maintains written records of telephone communications as to date, time, name of caller, and nature of business on all calls made from the departmental telephones.
- Monitors jail access and egress.
- Monitors security cameras, alarm systems, automated locking systems and other specialized security equipment.
- Monitors facility to ensure security; inspects locking and security devices and doors for proper working condition.
- Performs initial classification of all new inmates; conducts NCIC background checks on new inmates.
- Supervises meals, visitation, movement within the facility, and medical attention; conducts head counts regularly.
- Maintains key and equipment control within their area of responsibility.
- Ensures that inmates are provided with appropriate sanitary conditions, clothing and supplies; administers first aid and/or CPR as required.
- Routinely searches inmates, cells, kitchen and other inmate-accessible areas for contraband and other safety and security hazards.
- Observes and maintains orderly conduct among inmate population; responds to emergency situations on jail property; Facilitates the investigation of incidents, crimes, disputes, abuse of drugs, etc., among inmates.

#### JOB SPECIFICATIONS AND QUALIFICATIONS

##### Knowledge:

- Methods, organization, and operation of the Batesburg-Leesville Detention Facility;
- Structure, functions, and inter-relationships of state and local law enforcement agencies and detention facilities;
- Methods of detention and incarceration;
- Restraining devices, radio, and other law enforcement and security equipment;
- State and federal law, departmental and town policies, and state and federal standards pertaining to corrections.

##### Skills:

- Comprehending, interpreting, and applying regulations, laws, and detention methods and techniques;
- Written and verbal communication via in-person, phone, and email contact;
- Utilizing taser equipment and restraining devices;
- Reacting calmly in emergency and stressful situations.

##### Education/Experience:

- High School diploma or equivalent, with no experience required.

##### Licensing and Certifications:

- Class II Basic Jail Certification from the South Carolina Criminal Justice Academy;
- Valid South Carolina driver's license;
- Telecommunications;
- NCIC Certification;
- CPR and First Aid certifications, as required.

##### Working Conditions / Physical Requirements:

- Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, and lifting. Positions in this class may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, and vibrations.

*This page was intentionally left blank.*

*Applicant may keep all previous pages.*

*It is only necessary to submit all pages after this point.*



## ***BATESBURG-LEESVILLE POLICE DEPARTMENT***

### **APPLICATION FOR EMPLOYMENT**

**120 West Church Street, Suite A  
P.O. Box 2329  
Batesburg-Leesville, South Carolina 29072  
Telephone: (803) 532-4601**

**Darren Amick, Chief of Police**

***AN EQUAL OPPORTUNITY EMPLOYER***





**BATESBURG-LEESVILLE POLICE DEPARTMENT**  
**Applicant Waiver**

I, \_\_\_\_\_, permit my present and prior employers to divulge to the Batesburg-Leesville Police Department any and all relevant information from my personnel file(s) that they possess. I also authorize the Batesburg-Leesville Police Department to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of its choosing. I further authorize the Batesburg-Leesville Police Department to conduct a full and complete investigation of my employment background and personal history and to create an investigative report whereby information is obtained through personal interviews with neighbors, friends, current and former employers, and others with whom I am now or have been acquainted. I fully understand that this pre-employment investigation is being conducted for the purposes of ensuring that I possess the knowledge, skills, and abilities necessary for the position to which I have applied, and that this investigation will include, but may not be limited to, matters pertaining to my personal history, illegal drug history, criminal misconduct, domestic violence, and any other matters that the Batesburg-Leesville Police Department may deem pertinent to my possible employment in a law enforcement setting.

Recognizing all of the above, I hereby consent to the Batesburg-Leesville Police Department conducting the aforesaid employment background investigation and further consent to BLPD disclosing the findings and results of this comprehensive investigation to my current employer, as indicated above, as BLPD deems appropriate. I understand that this disclosure may result in adverse consequences for me in my current job, including, but not limited to, termination from employment, negative reference for future employment, and possible criminal prosecution.

I understand and acknowledge that information contained within my employment application materials or any resultant pre-employment investigation reports or records may be subject to disclosure under the South Carolina Freedom of Information Act.

I release from liability, agree not to sue, and hold harmless, the Batesburg-Leesville Police Department, Chief of Police Darren Amick, his officers, agents, assigns, and others similarly situated from any and all liability in any way with the processing of my application even if they should be negligent.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

***(Note: Digital signatures are not accepted. Please print and manually sign document.)***



# Batesburg-Leesville Police Department

Batesburg-Leesville, South Carolina

## APPLICATION FOR EMPLOYMENT

*An Equal Opportunity Employer*

**Address:** Batesburg-Leesville Police Dept.  
660 W. Columbia Ave.  
Batesburg-Leesville, SC 29006

**Mailing Address:** Town of Batesburg-Leesville  
PO Box 2329  
Batesburg-Leesville, SC 29070  
**Phone:** (803) 532-4601  
**Fax:** (803) 532-8453

**Phone:** (803) 532-4408

**INSTRUCTIONS:** Please PRINT LEGIBLY or TYPE. Incomplete applications WILL NOT be processed.

**NOTE:** Filing an application does not imply that you will be interviewed or hired – only that you will be considered for vacancies based upon the stated occupation preference you identify, when vacancies exist. If you are offered employment, you will be subject to a physical examination and/or drug test, the results of which must satisfactorily indicate that you can perform all essential job functions with reasonable accommodation. All statements are subject to verification and any incorrect statements or omissions may bar or remove you from employment. Truthful statements to any item requested will not necessarily exclude you from employment.

### POSITION APPLYING FOR

Police Officer ☐

Dispatcher/Corrections Officer ☐

Other ☐

(Please specify name of posted position for which you want to be considered. Due to the high volume of applications received, applications without a specific position listed will not be considered.)

### APPLICATION DATE

\_\_\_\_\_  
Month / Day / Year

### APPLICANT INFORMATION

**Full Name:** \_\_\_\_\_  
First Middle Last

**Address:** \_\_\_\_\_  
Complete Street Address

\_\_\_\_\_  
City State Zip County

**Telephone:** Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell (Other): \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## APPLICANT INFORMATION (Continued...)

Have you ever worked under another name? If so, please give name:

First

Middle

Last

Are you a United States Citizen? Yes ☐ No ☐

If No, give Visa number: \_\_\_\_\_

Immigration number: \_\_\_\_\_

Do you possess a driver's license? Yes ☐ No ☐ If Yes, from which state? \_\_\_\_\_

If yes, give Driver's License number: \_\_\_\_\_

Date you would be available to start work? \_\_\_\_\_

Would you work: Full Time? ☐ Part Time? ☐ Day and Night shift? ☐

Have you ever maintained any online social networking site(s) (MySpace, Facebook, etc.)? Yes ☐ No ☐

If Yes, list the service, web address, and/or user ID for each site:

---

---

## EDUCATION AND TRAINING

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes ☐ No ☐ Degree: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes ☐ No ☐ Degree: \_\_\_\_\_

## EDUCATION AND TRAINING (Continued...)

Other: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes ☐ No ☐ Degree: \_\_\_\_\_

If you did not graduate from high school, have you passed the General Educational Development (GED) test?

Yes ☐ No ☐ If Yes, when and where did you complete the GED?

\_\_\_\_\_

Indicate languages you speak, read, and/or write: \_\_\_\_\_

\_\_\_\_\_

List any professional license(s) you hold: \_\_\_\_\_

\_\_\_\_\_

List scholarships, academic honors, awards you have received:

\_\_\_\_\_

List training, skills, and/or experience you have that, in your opinion, would be particularly useful in the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you type? Yes ☐ No ☐ If so, how many words-per-minute \_\_\_\_\_

List any equipment, office machines, and/or software you can operate:

\_\_\_\_\_

## EMPLOYMENT HISTORY

*Beginning with the most recent, list all present and past employment. Correct addresses and telephone numbers **MUST BE PROVIDED** in order to process your application.*

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes ☐ No ☐ If No, please explain why. \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes ☐ No ☐ If No, please explain why. \_\_\_\_\_

\_\_\_\_\_

### EMPLOYMENT HISTORY (Continued...)

**Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.**

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes ☐ No ☐ If No, please explain why.

\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes ☐ No ☐ If No, please explain why.

\_\_\_\_\_

### EMPLOYMENT HISTORY (Continued...)

Correct addresses and telephone numbers **MUST BE PROVIDED** in order to process your application.

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes ☐ No ☐ If No, please explain why. \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes ☐ No ☐ If No, please explain why. \_\_\_\_\_

\_\_\_\_\_

## REFERENCES

Complete addresses and telephone numbers **MUST** be provided.

### CO-WORKERS / FORMER CO-WORKERS

Name: \_\_\_\_\_

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

Telephone:      Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone:      Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone:      Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_



## REFERENCES *(Continued...)*

Complete addresses and telephone numbers **MUST** be provided.

### PERSONAL REFERENCES *(No relatives or former employers.)*

Name: \_\_\_\_\_

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

Telephone:      Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone:      Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone:      Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

## REFERENCES *(Continued...)*

Complete addresses and telephone numbers **MUST** be provided.

### NEIGHBORS

Name: \_\_\_\_\_

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

Telephone:      Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone:      Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

Name: \_\_\_\_\_

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

Telephone:      Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

## APPLICANT BIOGRAPHICAL INFORMATION

Full Name: \_\_\_\_\_  
First Middle Last

Have you ever gone by a different name? Yes ☐ No ☐ If Yes, indicate name below:

\_\_\_\_\_

Has your name been legally changed? Yes ☐ No ☐ If Yes, indicate former name below:

\_\_\_\_\_

Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Has your date of birth ever been changed on a legal document? Yes ☐ No ☐ If Yes, explain:

\_\_\_\_\_

Current Address: \_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_

List all of your previous addresses: *(If additional space is needed, use a separate sheet of paper.)*

Number Street City State Zip

Number Street City State Zip

Number Street City State Zip

Number Street City State Zip

Number Street City State Zip

Number Street City State Zip

**APPLICANT BIOGRAPHICAL INFORMATION (Continued...)**

**Your Father's Name:** \_\_\_\_\_

**Your Mother's Name:** \_\_\_\_\_

**Your Marital Status:**    **Single** ☐                      **Engaged** ☐                      **Divorced** ☐  
    **Married** ☐                      **Separated** ☐                      **Widowed** ☐

**If Married:**

Name of spouse: \_\_\_\_\_

First	Middle	Last	Maiden

**Spouse's Occupation:** \_\_\_\_\_

**Spouse's Employer:** \_\_\_\_\_

**If Divorced, Separated, or Widowed:**

**Name of Former Spouse:** \_\_\_\_\_

First	Middle	Last	Maiden

### If Engaged:

**Name of Fiancé(e):** \_\_\_\_\_  

First
Middle
Last
Maiden

**Do you have any children?**    Yes ☐    No ☐    If Yes, indicate below:

**Name:** \_\_\_\_\_ **Date-of-Birth:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date-of-Birth:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date-of-Birth:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date-of-Birth:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Date-of-Birth:** \_\_\_\_\_

## MILITARY SERVICE

If applicable, are you registered with Selective Service? Yes ☐ No ☐

Have you ever served in the military? Yes ☐ No ☐ If No, skip the rest of this section.

Branch: \_\_\_\_\_

Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

Highest Rank / Grade: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Date and Location of your last Discharge: \_\_\_\_\_

List all Medals and Decorations awarded to you during your military service:

---

---

If you are presently a member of the National Guard or any military reserve, indicate the unit, location, and describe your obligation:

---

---

Have you ever been court-martialed or subject to disciplinary action to include non-judicial punishment (i.e. Article 15, Captain's Mast, etc.) while serving as a member of the Armed Forces?

Yes                      No                      If Yes, explain:

---

---

## APPLICANT PERSONAL HISTORY

Have you ever illegally possessed, used, and/or sold any amount of the following drugs or substances?

Marijuana  
Cocaine  
Hashish  
LSD  
Hallucinogens

Opium  
Heroin  
Speed  
Quaaludes  
Inhalants

Steroids  
PCP  
Ecstasy  
Methamphetamine

Crack  
Amphetamines  
Barbiturates  
Morphine

Yes ☐ No ☐

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used:

---

---

---

Other than those listed, are there any other drugs or substances that you have illegally possessed, used, and/or sold to include prescription medications that were not prescribed to you?

Yes ☐ No ☐

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used:

---

---

---

Do you drink alcoholic beverages?

Yes ☐ No ☐

If Yes, indicate how much and how often:

---

Do you use any form of tobacco?

Yes ☐ No ☐

If Yes, indicate form:

---

**APPLICANT PERSONAL HISTORY (Continued...)**

How many individuals do you support financially? \_\_\_\_\_

Indicate any income other than your current salary, including your spouse's salary, if applicable:

\_\_\_\_\_

Total amount of your present debt: \_\_\_\_\_

Have you ever been named in a lawsuit either as a plaintiff or a defendant? Yes ☐ No ☐

If Yes, explain in detail: \_\_\_\_\_

\_\_\_\_\_

Have you ever been engaged in a private business? Yes ☐ No ☐

If Yes, indicate the name and nature of the business, as well as the capacity of your affiliation:

\_\_\_\_\_

\_\_\_\_\_

Are you currently in default on any student or education loan? Yes ☐ No ☐

If Yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated (fired) or asked to resign from a job? Yes ☐ No ☐

If Yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT PERSONAL HISTORY (Continued...)**

Would you object to wearing a uniform? Yes ☐ No ☐

Would you object to working overtime? Yes ☐ No ☐

Would you object to working regular shifts? Yes ☐ No ☐

Would you object to working rotating shifts? Yes ☐ No ☐

Would you object to working holidays? Yes ☐ No ☐

Would you object to being away from home for long periods of time due to official duties? Yes ☐ No ☐

If Yes, explain: \_\_\_\_\_

Have you ever been arrested by law enforcement? Yes ☐ No ☐ If Yes, indicate the following:

Offense Charged: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Disposition: \_\_\_\_\_

Offense Charged: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Disposition: \_\_\_\_\_

Offense Charged: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Disposition: \_\_\_\_\_

Have you ever been convicted of a felony? Yes ☐ No ☐

If Yes, give details: \_\_\_\_\_

\_\_\_\_\_



**APPLICANT PERSONAL HISTORY (Continued...)**

Have you ever been placed on probation? Yes ☐ No ☐

If Yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever stolen anything? Yes ☐ No ☐ If Yes, explain:

\_\_\_\_\_

Have you ever been subject to a restraining order? Yes ☐ No ☐

If Yes, explain in detail: \_\_\_\_\_

\_\_\_\_\_

Do you possess a valid South Carolina driver's license? Yes ☐ No ☐

If Yes, indicate driver's license number: \_\_\_\_\_

Do you possess a driver's license issued by another state? Yes ☐ No ☐

If Yes, indicate: State: \_\_\_\_\_ Driver's license number: \_\_\_\_\_

Has your driver's license ever been suspended or revoked? Yes ☐ No ☐

If Yes, explain: \_\_\_\_\_

\_\_\_\_\_

Are your driving privileges restricted? Yes ☐ No ☐

If Yes, give details: \_\_\_\_\_

\_\_\_\_\_

Are you attempting to conceal any information regarding your background? Yes ☐ No ☐

## APPLICANT PERSONAL HISTORY *(Continued...)*

You will find a job description included with this application which details the position you are applying for (Police Officer, Correctional Officer.) After reading the job description, answer the following questions.

After training, could you perform the essential job functions of the position that you are applying for?

Yes ☐ No ☐

If No, explain: \_\_\_\_\_

\_\_\_\_\_

If No, what, if any, reasonable accommodations could be made so that you could perform the essential job functions?

\_\_\_\_\_

\_\_\_\_\_

## DISCLAIMER

I hereby certify that all statements on this form are true and complete and that any misstatement or omission will subject me to disqualification or dismissal.

This, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

## STATISTICAL INFORMATION

The information collected in this section is used for statistical purposes only and in no way has any bearing on the processing or outcome of the employment application. This data will be kept in a confidential file.

Application Date: \_\_\_\_\_  
Month / Day / Year

Full Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Complete Street Address

\_\_\_\_\_  
City State Zip County

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell (Other): \_\_\_\_\_

Position Applied For: Police Officer ☐ Correctional Officer / Dispatcher ☐  
Other ☐ Specify: \_\_\_\_\_  
(please specify name of posted position for which you want to be considered)

Social Security Number: \_\_\_\_\_

Date-of-Birth: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Are you a Wartime Veteran? Yes ☐ No ☐

Are you a Disabled Veteran? Yes ☐ No ☐

How did you hear about our agency? Advertisement ☐ Job Service ☐ Employment Agency ☐

Town Employee ☐ Specify: \_\_\_\_\_

BLPD Recruiter ☐ Specify: \_\_\_\_\_

Career Fair ☐ Specify: \_\_\_\_\_

Other ☐ Specify: \_\_\_\_\_