



Calhoun Police Department

To Serve and Protect

Applicant:

The attached employment packet is designed to assist our background investigators in their job of conducting a thorough background check. Your full cooperation will streamline the process. Please be advised, the completion of the attached documents/questionnaires does not guarantee any applicant a position with the City of Calhoun. Please make copies of the packet and distribute one to each person/corporation/agency who/that may provide insight into your work history and job performance.

The packet consists of several cover letters and questionnaires, the first of which is a consent form to your current/former employer. This form must be completed and given to each of your previous employer(s) who/that may be able to provide pertinent/relevant information concerning your work history. Do not omit significant employment.

The next page is a cover-letter identifying you and requesting assistance from your current/former law enforcement (LE) employer(s). This cover-letter is to be used with the "Background Employment Questionnaire (BEQ) - Previous Employment".

The next page is a request for records from your current/former law enforcement employer(s). It references the voluntary consent form above.

The next page is the cover-letter identifying you and requesting assistance from your law enforcement references. This cover-letter and corresponding BEQ ("Background Employment Questionnaire- References (LE)") are to be completed by those with a law enforcement background, others with "LE related" experience (probation, prosecutors, corrections, etc.) may be included.

The next page is the cover-letter identifying you and requesting assistance from your non-law enforcement references. This cover-letter and corresponding BEQ ("Background Employment Questionnaire- References (non-LE)") are to be completed by those outside of the law enforcement career field.

The final pages are a cover-letter identifying you and requesting assistance from previous landlord(s). The cover-letter and corresponding BEQ are to be completed by administrative personnel representing any former place of residence in which rent or lease agreements/contracts (formal or informal), rent or lease payments or any other form of payment for residency occurred.

Attach these completed forms to your application and return the package to Calhoun City Hall. If you are unable to complete and include all of the forms, please state, in writing, your efforts and results to date. If you have any questions concerning this background packet, please contact Maj. Randy Gallman or me at 706-629-1234.

A handwritten signature in cursive script that reads 'James A. Pyle'.

James A. Pyle, Chief of Police
Calhoun Police Department

CALHOUN POLICE DEPARTMENT

AUTHORIZATION TO RELEASE INFORMATION FOR EMPLOYMENT OF PEACE OFFICER CANDIDATES/POLICE DEPARTMENT EMPLOYEES

Agency

As a candidate for a position with the Calhoun Police Department, I am required to furnish information for use in determining my qualifications. For this purpose, I authorize release of any and all information you may have concerning me, including but not limited to, information of a confidential or privileged nature, or any data or materials that have been sealed or agreed to be withheld pursuant to any prior agreement or court proceeding involving disciplinary matters.

I hereby acknowledge that I have been advised that the records or information contained therein may be considered confidential. By signing this form, I hereby authorize the disclosure of all records to which, as an employee, the undersigned would have or did have access.

I hereby release, discharge, and exonerate the agency, their agents, representatives and/or any person furnishing information, from liability arising out of the furnishing and/or inspection of records and/or other TRUTHFUL, even though potentially embarrassing, information.

It is further understood, acknowledged, and agreed to, that any information secured pursuant to this statutorily required background investigation, which would negatively reflect on my fitness for duty, will be forwarded to my current law enforcement employer.

This release shall be binding on my legal representatives, heirs, and assigns.

This release shall expire 120 days from the date signed.

(signature)

(date)

(notary)

(date)

CALHOUN POLICE DEPARTMENT

INFORMED CONSENT RELEASE AND
HOLD HARMLESS FOR CONFIDENTIALITY
OF PRE-EMPLOYMENT BACKGROUND INVESTIGATION DATA

I, _____, fully understand that under Georgia law, individuals must clearly demonstrate their personal, medical, and psychological fitness to serve in the position of a peace officer. I further recognize that an employing agency has both a legal and moral obligation to make every reasonable effort to ensure that any person employed by them as a peace officer will conform to the very highest standards.

I understand that I am authorizing an intensive investigation into all aspects of my personal, medical, and psychological fitness, and that such investigation will include contacting persons and/or organizations who have information relating to my fitness, including if I am or have been a peace officer in Georgia or any other State. I further understand that this background investigation includes a credit check and that negative credit information may be considered as part of this process. I understand that under the law I am entitled to a copy of the credit report (if it causes negative consequences in hiring). I also understand that those persons and/or organizations may feel inhibited, intimidated, or otherwise reticent about furnishing information concerning my fitness unless confidentiality of their information can be guaranteed on a permanent basis. I further recognize that although some of the information contained in this report is a matter of public record, or would otherwise be accessible to me, this information will be inextricably interwoven with other confidential data to which I otherwise would not be privy. I have also been informed that because of this background investigation, either mandated by law, responses from persons contacted, whether solicited or unsolicited, may enjoy absolute privilege under Georgia Law.

Therefore, I exonerate, release, and discharge both my prospective employer, their officers, agents, or assigns, from any claim for damages, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their refusal to make available any and all information contained in this pre-employment investigation declared confidential pursuant to law, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person.

I have had adequate time to review this form, I understand its meaning and purpose and have been furnished a copy of it.

Dated this _____ day of _____, 20 _____, in the County of Gordon, State of Georgia.

(This release is valid for 120 days from the date of signature)

Signature of Candidate

Signature of Witness



Calhoun Police Department

To Serve and Protect

TO: _____ (Previous/Current LE Agency)

RE: Calhoun Police Department Pre-employment Background Check – Questionnaire

Date: _____

To Whom It May Concern:

_____, who was employed by your firm/department from _____ to _____ is a candidate for a position of _____ in this department.

We are asking your assistance in helping to determine his/her qualifications for the position.

Would you please help us by answering the questions on the enclosed questionnaire? Of course, your responses are absolutely privileged under the law.

If you prefer to communicate more directly, please call me, Maj. Randy Gallman, at (706) 602-5753 or email me at rgallman@calnet-ga.net.

Sincerely,

Maj. Randy Gallman
Calhoun Police Department

Calhoun Police Department

Background Employment Questionnaire- Previous Employment

Concerning the application of _____ while employed by _____ . Please provide a contact telephone number, email, days and time(s) convenient to discuss the questionnaire (should questions arise);

1. Why did the candidate leave your employ?
2. Was the candidate punctual and dependable?
Yes ____ No ____ Please explain your answer:
3. Did the candidate have any problems with other employees?
Yes ____ No ____ Please explain your answer:
4. Was the candidate honest and truthful?
Yes ____ No ____ Please explain your answer:
5. Did the candidate have problems following/adhering to policies?
Yes ____ No ____ Please explain your answer:
6. How did the candidate deal with difficult problems or emergencies?
7. Did the candidate have any extended work absences? (Please do not include periods of disability, maternity leave, or legitimate illness)
Yes ____ No ____ Please explain your answer:
8. Would you re-hire or recommend the candidate for re-hire?
Yes ____ No ____ Please explain your answer:
9. Can you think of any reason why the candidate might not be qualified to work in a law enforcement agency?
Yes ____ No ____ Please explain your answer:
10. If you know of other person(s) who may be able to furnish information about the candidate, please provide their contact information.

Please provide any other information about the candidate that you feel might be relevant to the background investigation. (Continue on the back or separate sheet, if necessary)

Please list other personal references we may contact regarding the candidate; name, address, telephone, email. (Continue on back or a separate sheet, if necessary)

Signature: _____ Date: _____

Address: _____



Calhoun Police Department

To Serve and Protect

TO: _____ [Previous/Current LE Agency]

RE: Calhoun Police Department: Pre-employment Background Check -RECORDS

Date: _____

To Whom It May Concern:

_____ who was employed by your agency from _____ to _____ has applied for a position in this department.

We are informed that you may be able to furnish information of value concerning the candidate's qualifications, fitness for duty, and/or job performance. Please assist us by expressing your opinion of this individual and by supplying us with employment information regarding the candidate.

We would appreciate your cooperation in providing the above employment information regarding _____, and we are accompanying this request with a notarized authorization releasing you from civil liability. We would be glad to cover any costs you incur in the copying and furnishing these documents to us. Of course, your responses are absolutely privileged under the law.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Gallman".

Maj. Randy Gallman
Calhoun PD
(706) 602-5753
rgallman@calnet-ga.net



Calhoun Police Department

To Serve and Protect

TO: _____ (Reference- Law Enforcement)

RE: Calhoun Police Department (Pre-employment Background Check)

Date: _____

To Whom It May Concern:

_____ has applied for a position in this department. We are informed that you may be able to furnish information of value concerning the candidate's qualifications. Please assist us by expressing your opinion of this individual and answering the questions on the attached questionnaire. Your responses are absolutely privileged under the law. We rely upon well-informed individuals to assist us in the selection of personnel who are qualified for public service training and who will maintain high standards of performance in law enforcement.

For the purpose of confidentiality, please enclose this questionnaire in a sealed envelope. You can either return it to the applicant or mail it to;

Maj. Randy Gallman
Calhoun PD
200 North Wall Street
Calhoun, Georgia 30701

Or

You may contact me at 706-602-5753 and we will arrange for a time for me to pick it up.

Your cooperation and an early reply in this matter will be appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Randy Gallman".

Maj. Randy Gallman
Calhoun Police Department



Calhoun Police Department

To Serve and Protect

TO: _____ (Previous/Current LE Agency)

RE: Calhoun Police Department Pre-employment Background Check – Questionnaire

Date: _____

To Whom It May Concern:

_____, who was employed by your
firm/department from _____ to _____ is a candidate
for a position of _____ in this department.

We are asking your assistance in helping to determine his/her qualifications for the
position.

Would you please help us by answering the questions on the enclosed questionnaire? Of
course, your responses are absolutely privileged under the law.

If you prefer to communicate more directly, please call me, Maj. Randy Gallman, at (706)
602-5753 or email me at rgallman@calnet-ga.net.

Sincerely,

Maj. Randy Gallman
Calhoun Police Department

Calhoun Police Department

Background Employment Questionnaire-References (LE)

Concerning the application of _____

Please provide a contact telephone number, email, days and time(s) convenient to discuss the Questionnaire (should questions arise); _____

1. How do you know this candidate?
2. How long have you known this candidate?
3. Do you feel the candidate will be effective in a job where helping other people is a key responsibility?
Yes ____ No ____ Please explain your answer:
4. Do you consider the candidate to be an honest person?
Yes ____ No ____ Please explain your answer:
5. How does the candidate deal with difficult problems or emergencies?
6. How well does the candidate keep his/her commitments on time and as agreed?
7. Does the candidate presently engage in illegal drug or alcohol use?
Yes ____ No ____ Please explain your answer:
8. Has the candidate expressed or displayed any bias or prejudice towards others?
Yes ____ No ____ Please explain your answer:
9. Would you trust this candidate with your own personal safety or that of your family?
Yes ____ No ____ Please explain your answer:
10. Please explain your law enforcement experience.

Please provide any other information about the candidate that you feel might be relevant to the background investigation. (Continue on the back or separate sheet, if necessary)

Please list other personal references we may contact regarding the candidate; name, address, telephone, email. (Continue on back or a separate sheet, if necessary)

Calhoun Police Department

Background Employment Questionnaire-References (non-LE)

Concerning the application of _____

Please provide a contact telephone number, email, days and time(s) convenient to discuss the

Questionnaire (should questions arise); _____

1. How do you know this candidate?
2. How long have you known this candidate?
3. Do you feel the candidate will be effective in a job where helping other people is a key responsibility?
Yes ____ No ____ Please explain your answer:
4. Do you consider the candidate to be an honest person?
Yes ____ No ____ Please explain your answer:
5. How does the candidate deal with difficult problems or emergencies?
6. How well does the candidate keep his/her commitments on time and as agreed?
7. Does the candidate presently engage in illegal drug or alcohol use?
Yes ____ No ____ Please explain your answer:
8. Has the candidate expressed or displayed any bias or prejudice towards others?
Yes ____ No ____ Please explain your answer:
9. Would you trust this candidate with your own personal safety or that of your family?
Yes ____ No ____ Please explain your answer:

Please provide any other information about the candidate that you feel might be relevant to the background investigation. (Continue on the back or separate sheet, if necessary)

Please list other personal references we may contact regarding the candidate; name, address, telephone, email. (Continue on back or a separate sheet, if necessary)



Calhoun Police Department

To Serve and Protect

TO: _____ (Landlord/Management)

RE: Calhoun Police Department Pre-employment Background Check

DATE: _____

TO WHOM IT MAY CONCERN:

_____, who was a tenant at _____

From _____ to _____ is a candidate for a

position as a peace officer/other employee in this agency.

We are asking your assistance in helping us to determine his/her qualifications for this position. Please do so by completing the attached questionnaire. Of course, your responses are absolutely privileged under the law.

If you prefer to communicate more directly, please call me, Maj. Randy Gallman, at (706) 602-5753 or email me at rgallman@calnet-ga.net.

Sincerely,

Maj. Randy Gallman
Calhoun Police Department

Calhoun Police Department

Background Employment Questionnaire – Landlord(s)

Concerning the application of _____

Please provide a contact telephone number, email, days and time(s) convenient to discuss the

Questionnaire (should questions arise); _____

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1. How long did you/have you rented to the candidate?
 2. Did you know this candidate other than a tenant? If so, how?
 3. Did the candidate pay his/her rent on-time/as agreed?
Yes ____ No ____ Please explain your answer:
 4. Did the candidate have any problems with other tenants/neighbors?
Yes ____ No ____ Please explain your answer:
 5. Did the candidate leave your property in good/satisfactory condition?
Yes ____ No ____ Please explain your answer:
 6. Would you rent to this candidate again?
 7. Would you recommend the candidate for a position of public trust such as a police officer/employee?

Please provide any other information about the candidate that you feel might be relevant to the background investigation. (Continue on the back or separate sheet, if necessary)

Please list other personal references we may contact regarding the candidate; name, address, telephone, email. (Continue on back or a separate sheet, if necessary)

Signature: _____

Date: _____

Printed name: _____

Address: _____