Bolivar Police Department

211 West Jackson Street
Bolivar, Tennessee 38008

Michael Jones
Chief of Police

Telephone: 731-658-4284
Fax: 731-658-4725

Dear Applicant:

Thank you for your interest in joining the Bolivar Police Department as a police officer.

This application packet contains important information regarding the minimum qualifications and selection process. Please review all materials carefully and complete the application in its entirety before submitting it.

Our selection process is designed to identify qualified individuals who are committed to professionalism, integrity, and service to our community. Applications are generally processed within 30 days, although processing times may vary.

The City of Bolivar is an Equal Opportunity Employer. All qualified applicants will receive consideration in accordance with applicable law.

We appreciate your interest in serving the City of Bolivar and wish you success throughout the selection process.

Sincerely,

Michael Jones

Chief Mike Jones
Bolivar Police Department

POLICE OFFICER APPLICATION

Thank you for your interest in the Bolivar Police Department. Complete this form legibly and truthfully. Write N/A when a question does not apply; attach numbered sheets as needed. Account for all employment and other activity over the past 10 years. Information provided may be verified. Do not disclose medical or disability information before a conditional offer of employment.

Application checklist

Submit: ☐ Completed, dated application ☐ Signed background authorization ☐ Birth certificate copy ☐ Driver license copy (show original for identification) ☐ High school diploma/GED and transcript copies ☐ DD214, DD215, and NGB-22 discharge records, if applicable ☐ Military reserve good-standing letter, if applicable.

Missing items may delay or prevent processing. Applicants may request an accommodation in the hiring process at 731-658-4284. The City of Bolivar is an equal opportunity employer and considers reasonable accommodations for qualified applicants.

1 Position and contact information

Position applied for:

Date:

Name (last, first, middle)	
Other names used (including nicknames)	
Street address / city / state / ZIP	
Phone(s) and best contact hours	Email
Date of birth	Social Security number (voluntary; for identity/records verification)

Employment requested: ☐ Full time ☐ Part time ☐ Seasonal

Available days/hours

Previously applied to the City of Bolivar? ☐ Yes ☐ No

Previously employed by the City of Bolivar? ☐ Yes ☐ No

If previously employed: position and dates
Identification (if needed for records verification): Height: Weight: Hair: Eyes:
Distinguishing marks

2 Minimum qualification information

Complete the following for eligibility review;

Are you age 18 or older? ☐ Yes ☐ No

Do you possess a high school diploma or GED? ☐ Yes ☐ No

Can you provide documentation of U.S. citizenship? ☐ Yes ☐ No

Do you currently possess a valid Tennessee driver's license? ☐ Yes ☐ No

Tennessee driver license number and expiration _____

Name on license _____

3 Relatives and personal references

Provide contact details for parent(s), spouse/former spouse(s), siblings and other close relatives when applicable. Use a separate sheet if needed.

Relationship/name	Address (city, state, ZIP)	Phone

List 3-5 nonrelative references who know your qualifications; exclude former employers.

Name	Address (city, state, ZIP)	Phone/years known

4 Education

Highest completed: ☐ High school ☐ GED ☐ 2-year degree ☐ 4-year degree ☐ Other: _____

School/location	Dates attended	Degree/certificate	School contact (optional)

Ever suspended or expelled from a school? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Explanation, if applicable _____

5 Employment and activity history — past 10 years

Begin with the most recent. Include all full-time, part-time, temporary and volunteer positions; record military service and unemployment so there are no gaps. Attach additional numbered copies of this table as needed.

Employment/activity entry 1

Employer / address OR military / unemployment	From–to (mo/yr)	Position and status (FT/PT/volunteer)	Supervisor / phone / coworker(s)	Reason for leaving

Employment/activity entry 2

Employer / address OR military / unemployment	From–to (mo/yr)	Position and status (FT/PT/volunteer)	Supervisor / phone / coworker(s)	Reason for leaving

Employment/activity entry 3

Employer / address OR military / unemployment	From–to (mo/yr)	Position and status (FT/PT/volunteer)	Supervisor / phone / coworker(s)	Reason for leaving

Employment/activity entry 4

Employer / address OR military / unemployment	From–to (mo/yr)	Position and status (FT/PT/volunteer)	Supervisor / phone / coworker(s)	Reason for leaving

Would contacting your current employer cause a problem? ☐ Yes ☐ No

If yes, explain and state when contact is appropriate _____

Ever fired or asked to resign? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Ever applied for another position requiring police powers? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Any extended work absence other than earned vacation? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

6 Military service

Have you served in the armed forces, National Guard or reserves? ☐ Yes ☐ No

Currently serving in the National Guard or reserves? ☐ Yes ☐ No

Branch / service dates / service number (if applicable) _____

Type of discharge _____

Ever subject to military judicial or nonjudicial disciplinary action? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

List military supervisors or colleagues who can provide references, if applicable:

Name / relationship	Address or email	Phone	Years known

Selective Service registration, if applicable:

Number _____ Date _____ Registration address _____

7 Financial history

Information is requested for background evaluation. Financial obligations alone do not establish suitability; provide truthful details of any relevant payment history.

Applicant monthly income _____

Other monthly income (describe) _____

List current financial liabilities / accounts, if applicable (additional sheet permitted).

Creditor / firm	Address	Nature of obligation

Ever filed for bankruptcy? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Have accounts or bills been referred to collections? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Have you had property repossessed? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Have your wages been garnished? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Have you been delinquent on taxes? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Additional explanations / attached sheet reference: _____

8 Legal background

Provide the approximate date, agency/court, disposition and circumstances for each Yes response. Attach additional sheets if needed. Report all events covered by the question, even if a subsequent review is required to determine their relevance.

Ever convicted of a felony? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Ever pleaded guilty or nolo contendere to, or been convicted of, a misdemeanor under federal/state law or municipal ordinance? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Ever placed on adult court probation? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Ever required to appear in juvenile court for an act that would have been a crime if committed by an adult? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Ever reported to law enforcement as a missing person or runaway? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Ever been a plaintiff or defendant in civil court action? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Legal history detail

Question / date	Agency or court / location	Circumstances / disposition

9 Driving history

Other states that issued you a driver license / name on license _____

Ever refused a driver license by a state? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Ever had a license suspended, revoked or placed on negligent-operator probation? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Current automobile liability insurance (if applicable):

Company	Address	Policy number	Expiration

Traffic citations within the past five years (exclude parking citations):

Violation	City / state	Approx. date	Fine / license action

Involved as a driver in any collision in the past five years? ☐ Yes ☐ No

Date / location	Injury?	Investigating agency / report?	Brief circumstances

Anything else to explain about your driving history _____

10 Other background information

Ever refused insurance for a reason other than nonpayment? ☐ Yes ☐ No If yes, explain (dates, locations, circumstances) below or attach a sheet.

Ever applied for a permit to carry a concealed weapon? ☐ Yes ☐ No

If yes: permit granted? / date / agency / stated purpose _____

11 Applicant certification and background authorization

I certify that my answers and supporting documents are true and complete to the best of my knowledge. I understand that material misstatements or omissions may result in rejection of my application, withdrawal of an employment offer, or termination if hired. The department may verify statements and investigate job-related background information, subject to applicable law.

I authorize the City of Bolivar and Bolivar Police Department, through their authorized representatives, to request and review information relevant to my application from former employers, references, educational institutions, military records custodians, government and law-enforcement agencies, and appropriate financial or driving-record sources, to the extent legally permissible. I authorize those sources to provide responsive information in accordance with applicable law. A copy of this signed authorization may be accepted where legally permissible. This authorization is valid for one year from the date signed, unless revoked or limited by applicable law.

I understand that medical inquiries and examinations, including any required psychological assessment, are handled at the appropriate stage of the hiring process and not through pre-offer disclosures on this application. I understand that applicable retention and public-records requirements will govern records held by the City; this form does not promise confidentiality or waive legal rights beyond what applicable law permits.

I understand that additional selection steps may include interviews, examinations, job-related testing, fingerprinting, and background verification. If employed, I agree to comply with applicable City and departmental policies, including lawful testing requirements.

Applicant signature _____

Date _____

Printed name _____