

**ATTENTION:**

**FIREFIGHTER APPLICANT**

Please read all materials in this packet and  
complete all necessary forms and  
hand-deliver  
to:

**Human Resources Department  
City Hall  
(Bottom Floor)**

216 East Central Avenue  
Valdosta, GA 31601

No Later Than:

**Friday, January 13, 2017  
5:00 p.m.**

# CITY OF VALDOSTA FIREFIGHTER APPLICANTS CHECKLIST

**(INCOMPLETE PACKET WILL NOT BE ACCEPTED)**

**All required documents must be checked unless it's optional.**

**(Applicant's Full Name)**

**(Home Phone)**

**(Cell Phone)**

REQUIRED DOCUMENTS	CHECK	OFFICE USE ONLY
1. APPLICATION FORM		
2. RESUME		
3. COVER LETTER		
4. VFD FIREFIGHTER HIRING INFORMATION		
5. VFD STANDARD OPERATIONAL GUIDELINES RECEIPT		
6. APPENDIX A – VFD TRAINING AGREEMENT <i>(UNOFFICIAL COPY)</i>		
7. PRACTICE TEST ORDER FORM <i>(OPTIONAL)</i>		
8. PERSONAL INJURY WAIVER		
9. MEDICAL AFFIDAVIT		
10. CRIMINAL HISTORY RECORD INFO CONSENT/INQUIRY FORM		
11. BACKGROUND CHECK FORM		
12. RELEASE OF EMPLOYMENT RECORDS CONSENT		
13. BIRTH CERTIFICATE		
14. SOCIAL SECURITY CARD		
15. DRIVER'S LICENSE		
16. HIGH SCHOOL DIPLOMA, GED CERTIFICATE OR OFFICIAL SEALED TRANSCRIPT		
17. CERTIFICATES <i>(OPTIONAL)</i>		

*In addition to checking the items above, by signing below, you are acknowledging that you have read, understand and agree with the guidelines set forth in the Valdosta Fire Department's Hiring Process.*

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## EDUCATIONAL BACKGROUND:

A High School Diploma or GED, from an accredited school, and valid Driver's License (with the ability to obtain a valid Georgia Driver's License) are a minimum requirement for employment with the City of Valdosta, and any additional requirements identified as qualifications for the position for which you are applying.

School	Name and Location of School (City and State)	Major/Course of Study	Diploma/Degree or Certificate Earned	Did you graduate?	Graduation Date
High School					
University					
College					
Vocational or Trade School					
Other Trainings and/or Courses					

## PROFESSIONAL LICENSES, CERTIFICATIONS OR MEMBERSHIPS:

Please list your areas of highest proficiency, special skills or other items that may contribute to your abilities in performing the above-mentioned position.

Type of License, Licensure, Certificate or Membership Held	Obtained from which City, State, or Governmental Entity	Expiration Date

## BACKGROUND INFORMATION:

Permission is granted, to the City of Valdosta, to conduct an appropriate criminal background check and investigation to solicit information as to my educational and employment history, character and general reputation. Any applicant who refuses to furnish such authorizations and releases as prescribed by the City, and which are necessary to allow a full examination of his or her criminal history shall not be considered for employment. A criminal record will not necessarily exclude you from employment, but will be considered and consistent with any applicable state or federal law. Factors, such as age at the time of the offense, rehabilitation efforts, recency and seriousness of the crime, may be taken into account, including the relationship between the offense and the job for which I have applied. I further understand that this information/data may be captured through a separate supplemental application, process and/or procedure.

## REFERENCES:

### Professional:

(Full Name)	(Occupation)	(Telephone)	(City/State)
(Full Name)	(Occupation)	(Telephone)	(City/State)
(Full Name)	(Occupation)	(Telephone)	(City/State)

### Personal:

(Full Name)	(Occupation)	(Telephone)	(City/State)
(Full Name)	(Occupation)	(Telephone)	(City/State)
(Full Name)	(Occupation)	(Telephone)	(City/State)





## **FIREFIGHTER HIRING INFORMATION**

Firefighter Applicant:

Thank you for your interest in a career with the City of Valdosta Fire Department. If you are successful in your application, you will find yourself part of a rewarding profession. Listed below is a description of the process you will follow to become eligible for employment.

**As part of the application process you are required to complete a City of Valdosta application, produce a copy of your birth certificate, high school diploma or its equivalent, social security card, and a copy of your State of Georgia Driver's License. Preference is given to applicants who have proof of successful completion of NPQ I (National Professional Qualifications Firefighter I) or equivalent as recognized by the Georgia Firefighters Standards and Training Council which must be included in your packet.**

Also, we will conduct a criminal background check and contact the references you submitted on your application. If you are selected for further evaluation, you will be required to take and pass a Physical Performance Test (see attachment) for which you must obtain clearance from your physician to participate and sign an injury waiver; an interview will also be conducted. If an offer of employment is extended, you will be required to pass a pre-employment drug screen and a medical physical performed by a City of Valdosta selected physician. This is paid for by the City of Valdosta if hired; your fingerprints will be taken and submitted to the FBI for identification purposes. In addition, you will have **one calendar year to move within a sixty (60) mile radius of Fire Station 1 (106 South Oak Street, Valdosta, GA) or twenty (20) mile radius of City Hall (216 East Central Avenue, Valdosta, GA if assigned a take-home vehicle,** and obtain State of Georgia Firefighter Certification if necessary.

**Once your employment has begun,** you will take the State of Georgia mandatory physical fitness test. The test will consist of the following:

1. **Stair Climb** – The candidate, given a rolled 50-foot section of 1 ½ or 1 ¾ inch diameter hose and a multi-story structure, shall carry the hose section up one flight of stairs to the second floor and then return to the starting point with the hose. The candidate must use each step while climbing or descending the stairway.
2. **Ladder Extension** – The candidate, given a 24-foot aluminum extension ladder in a securely supported vertical position, must completely extend the fly section (top section) of the ladder. The candidate must then lower the fly section in a controlled fashion to the starting position.
3. **Ventilation Exercise** – Given a fire department axe and standing on level ground with a target (such as a wooden pallet) placed on the ground in front of them, the candidate must strike the target with the axe 20 times. The axe must be brought completely over the shoulder to simulate a chopping motion as if cutting a ventilation hole.
4. **Hose Advance** – The candidate given a charged (75 PSI nozzle pressure) 100 foot 1 ½ or 1 ¾ inch hoseline, shall pick up the nozzle and advance the pressurized hoseline for a distance of 50 feet. After reaching the destination, the candidate shall lay the hose on the ground.
5. **Rescue Drag** – The candidate, given a 165-pound dummy on a level surface, shall drag the dummy a distance of 50 feet.
6. **Ladder Removal/Replacement** – The candidate, given a 14-foot roof ladder placed in a horizontal position at a height of 5 feet and with the ladder rungs in a vertical position, shall lift the entire ladder from its support and place it on the ground then pick the entire ladder up and return it to its original position.

By signing below you are acknowledging that you have read, understand and agree with the guidelines set forth in this letter.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

**ALL INFORMATION MUST BE TURNED INTO THE HUMAN RESOURCES DEPARTMENT AT CITY HALL BEFORE YOUR APPLICATION CAN BE PROCESSED FURTHER.**



Valdosta Fire Department  
City of Valdosta, Georgia  
Standard Operational Guidelines

Subject: Hiring Procedures	Subject #: 103
Effective Date: April 7, 2016	Review Date: April 7, 2016
Fire Chief: Freddie D. Broome	Approved: 
Reference: City of Valdosta Personnel Policies and Procedures Employee Handbook	
Page 1 of 5	

**I. Purpose**

The purpose is to establish a hiring procedure for employment with the City of Valdosta Fire Department. This procedure shall be consistent with the employment guidelines of the City of Valdosta and all applicable federal and state laws.

**II. Scope**

The City of Valdosta and Valdosta Fire Department seek qualified and the best fit personnel for the organization based on individual merit without regard to gender, ethnicity, religion, or any other status protected under Title VII.

**III. Process**

The hiring process will consist of three levels: Human Resources, Evaluation, and Selections.

**IV. Level One – (Human Resources Department)**

1. When a vacancy occurs, the Fire Chief has two options:

**Option 1:** Utilized the current active pool within the past six (6) months of selection. If this option is selected, the Human Resources Department and Evaluation levels are skipped, and the Fire Chief proceeds to the Selection level.

**Option 2:** The Fire Chief must notify the City of Valdosta Human Resources Department to initiate the hiring process. The notice of intent to accept applications shall be made in the legal organ of the City of Valdosta for a minimum of thirty (30) days.



The job announcements may consist of advisement on City's internal job announcements bulletin, in the Valdosta Daily Times Newspaper, on the City and Fire Department's Webpage, local media (news and radio) and external fire service websites. The announcement will consist of an opening and closing date for receipt of applications.

2. To apply for employment with the Valdosta Fire Department, applicants must meet and/or agree to the following requirements:
  - a) Eighteen (18) years of age prior to the established closing date
  - b) Possess a High School Diploma or a General Education Development equivalency (GED)
  - c) Possess a valid Driver's License
  - d) Must live within a 60-mile radius of Fire Station 1 (106 South Oak Street, Valdosta, Georgia) within one (1) year of the appointment date.
  - e) If hired within a classification/position that is assigned a take-home vehicle, the employee must reside within a 20-mile radius of Fire Station 1 (106 South Oak Street, Valdosta Georgia) within one (1) year of the appointment date.
  - f) Sign and agree to the Valdosta Fire Department Training Agreement upon employment **(See Appendix A)**
3. In addition to the Valdosta Fire Department requirements for employment, the Georgia Firefighters Standards and Training Council require the following employment standards:
  - a) No felony conviction within 10 years prior to employment as a Firefighter.
4. At the closing of the application process, the Human Resources Department will ensure the applicants meet the pre-employment requirements and have submitted all necessary documents. All applicants meeting the pre-employment requirements will be notified by the Human Resources Department to commence the Evaluation process.

#### V. **Level Two - (Evaluation)**

The Evaluation level will consist of three events: The National Fire Select Test, The Physical Agility Test and Oral Interviews.

The Human Resource Department will notify all applicants interested in participating in the National Fire Select Test and the Physical Agility Test. The *National Fire Select Test* will be held at a location to be determined and the *Physical Agility Test* will be held at the Valdosta Fire Department Regional Training Center (200 N. Blanchard Street, Valdosta, Georgia). Both tests will be administered on the same day. The National Fire Select Test will be administered first and all candidates who successfully pass will advance to the Physical Agility Test.

Candidates that successfully passed both test will be notified to participate in an oral interview event on at a later date.



### The National Fire Select Test

Candidates will be responsible for paying a one-time test administrative fee of \$15.00. The total amount due must be paid during the check-in process. The following methods of payment will be accepted:

- Cash
- Money Order (Payable to City of Valdosta)
- Cashier's Check (Payable to City of Valdosta)

**\*\*\* Personal checks and/or Debit/Credit Cards will not be accepted \*\*\***

The National Fire Select Test is an entry-level Firefighter written test consisting of 166 items with a maximum time of 2 hours and 30 minutes (2 ½ hrs.). The test is divided into two sections: a **general aptitude test** and a **personality inventory**. The constructs measured by the test included:

- Reading Ability
- Mathematical Reasoning
- Map Reading
- Writing Ability
- Human Relations
  - Interpersonal skills
  - Teamwork
  - Commitment
  - Honesty
  - Integrity
  - Emotional stability
- Reasoning Skills
  - Reasoning
  - Vocabulary
  - Mechanical aptitude
  - Spatial Rotation
- Work Style
  - Critical work styles and behaviors

#### **Practice Test Information (Not mandatory but highly recommended)**

- **NFST Practice Test (Online)**  
Firefighter applicants can test their readiness online at [www.fpsi.com/onlinetests.html](http://www.fpsi.com/onlinetests.html). However, there is a \$15.00 registration fee to take the online practice test.
- **NFST Practice Test (Hard-Copy)**  
Complete the order form and send it in with your **\$7 Money Order**. Fire & Police Select, Inc. will send you a hard copy of the practice test within 5-10 days upon receipt of your order. **(Appendix B)**

**NFST Disqualifying Factors:**

The following items will automatically disqualify candidates from participating in the National Fire Select Test section of the hiring process.

- Not providing one of the following valid photo ID's during check-in
  - Drivers' License
  - Government Issued ID
  - Passport
- Tardiness for your scheduled time (The official time clock will be located on the check-in computer)
  - Candidates must be seated at their assigned station no later than their scheduled time.
  - Candidates entering the parking lot, and/or building at their scheduled time will be considered tardy and will not be admitted into the NFST.
- Non-payment of the \$15.00 Test Administrative Fee

**Physical Agility Test**

Candidates participating in the Physical Agility Test will be required to complete the following stations continuously in chronological order:

- |  |                                    |
|--|------------------------------------|
| ○ Aerial Ladder Climb                    | 10 minutes (maximum)               |
| ○ Ladder Climb with Confined Space Crawl | 1 minute and 30 seconds (maximum)  |
| ○ Stair Climb with High-Rise Hose Hoist  | 1 minute and 45 seconds (maximum)  |
| ○ Forcible Entry Chopping Simulator      | 22 seconds (maximum)               |
| ○ Fire Hose Carry                        | 1 minutes and 30 seconds (maximum) |
| ○ Rescue Drag                            | 1 minutes and 30 seconds (maximum) |
| ○ ½ Mile (Walk and /or Run)              | 6 minutes and 30 seconds (maximum) |

All candidates will complete each station wearing gloves and a rescue helmet, except when participating in the ½ mile (walk and/or run) station. The constructs measured by the test include:

**Station 1**

- Climb a 75 ft. aerial ladder

**Station 2**

- Climb up a flight of stairs, climb a 12 ft. ladder to the top of the building, climb over the railing then crawl through a confined space tube before safely climbing down a 24 ft. ladder.

**Station 3**

- Place a high-rise pack section of 1 ¾ hoseline (with nozzle) over the shoulder and climb 2-flights of stairs. Place the high-rise hose on the landing, immediately hoist a rolled 2 ½" hose up to the third floor, and pull the hose over the railing dropping it on the landing. Once the hose touches the landing, immediately hoist the hose over the railing until it touches the ground. Once the hose



touches the ground, place the high-rise pack over the shoulder and descend down the 2-flights of stairs.

**Station 4**

- Strike a large tractor-size tire with a sledgehammer, moving the tire two (2) ft.

**Station 5**

- Place a charged 1 3/4" hoseline over the shoulder and carry for 125 ft.

**Station 6**

- Lift a 175 lbs. (estimated) rescue mannequin and drag for 100 ft.

**Station 7**

- Walk, run or a combination of both for a total of 1/2 mile without stopping.

**Oral Interviews**

The candidate will participate in an oral interview with a Fire Department panel. The Fire Department panel will consist of an internal team of five (5) members varying from Assistant Chief to Sergeants.

**Oral Interviews Disqualifying Factors**

The following items will automatically disqualify candidates from participating in the Oral Interviews section of the hiring process.

- Not providing one of the following valid photo ID's during check-in
  - Drivers' License
  - Government Issued ID
  - Passport
- Tardiness for your scheduled time (Official time clock will be located on the check-in computer)
  - Candidates must be seated at their assigned station no later than their scheduled time.
  - Candidates entering the parking lot, exiting their cars and/or building at their scheduled time will be considered tardy and will not be admitted into the interview process.

**VI. Level Three - (Selection)**

At the conclusion of the Evaluation Process, The Fire Chief will submit a final list of candidates recommended for hire. The Human Resources Department will contact the candidate to make a conditional employment offer, pending the final satisfactory completion of the background checks, substance screen and pre-employment physicals.



City of Valdosta  
**VALDOSTA FIRE DEPARTMENT**

**Standard Operational Guidelines**

I have read and understood the contents of the Valdosta Fire Department Standard Operational Guidelines.

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Print Name

Signature

Date



106 S. OAK STREET  
VALDOSTA, GA 31601  
TEL: 229-333-1835  
FAX: 229-333-1879  
WWW.VALDOSTACITY.COM/FIRE

## Appendix A

### VALDOSTA FIRE DEPARTMENT TRAINING AGREEMENT

To ensure that the City of Valdosta does not invest time, resources and money training persons as firefighters without receiving their services for a reasonable time thereafter, the following Agreement is made by and between \_\_\_\_\_, (hereinafter "RECRUIT"), and the City of Valdosta, (hereinafter "CITY").

1. CITY agrees to provide RECRUIT with training leading to the possibility of certification by the Georgia Firefighters Standards and Training Council as a certified firefighter.
2. RECRUIT, in consideration of receiving training paid for by CITY, agrees to reimburse CITY a portion of costs incurred by CITY for training of RECRUIT as a Firefighter, if RECRUIT voluntarily terminates his/her employment with the City within (3) three years of being certified as a firefighter in the State of Georgia, except as outlined in Paragraph #3 of this agreement. The amount of reimbursement shall be \$3,000.00 (Three thousand dollars and no/100s) ("Reimbursement Amount"). This amount shall not be reduced in any manner including a pro rata reduction where an employee has worked for a portion of the three years following his/her certification.
3. RECRUIT may not be obligated to pay the Reimbursement Amount in the event that the RECRUIT or CITY terminates his/her employment due to an involuntary military deployment or unforeseeable permanent disability, permanent/catastrophic illness or permanent injury, which disables the RECRUIT and prevents RECRUIT from meeting the current job requirements. Additionally, the RECRUIT shall not be obligated to pay the Reimbursement Amount if his/her employment is terminated at the sole discretion of the CITY other than for the reasons contained in Paragraph 4
4. In accordance with the personnel policies in effect at the time, the failure of the RECRUIT to comply with Valdosta Fire Department, CITY regulations or employment policies and procedures, which leads to termination of RECRUIT, shall be deemed to be a voluntary termination of employment by the RECRUIT and RECRUIT will be subject to requirements established in #2 of this agreement.
5. The Reimbursement Amount, if due under the terms of this Agreement, shall be paid in full not more than thirty (30) days from the termination date. If not paid under the terms of this Agreement, the RECRUIT authorizes the CITY to initiate a collection order and/or garnishment of wages.
6. It is specifically agreed that these sums are not penalties for termination, but are rather to partially reimburse CITY for expenditures to train RECRUIT.

7. This Agreement shall not be construed to be an employment contract and RECRUIT acknowledges the employment relationship existing between RECRUIT and CITY is without fixed duration and is terminable at the will of either party.

**Acceleration Clause:** The RECRUIT agrees that in the event the RECRUIT fails to make any payment due under any payment plan established pursuant to this agreement in a timely manner, all sums due under the payment plan shall become immediately due and payable. Further, the parties agree that such action shall entitle the CITY to pursue legal remedies for the entire balance immediately.

**Consideration:** The parties hereto expressly acknowledge the existence of consideration to support this agreement, the adequacy and sufficiency of which is duly acknowledged.

**Merger Clause:** This document contains the full, complete, and final Agreement of the parties and, upon its execution by the parties, is intended to be a binding contract under the laws of Georgia.

The parties hereto have executed this Agreement in Georgia, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF VALDOSTA

By: \_\_\_\_\_

Fire Chief (or Designee)

\*\*\*\*\*

STATE OF GEORGIA

COUNTY OF LOWNDES

\_\_\_\_\_  
(Recruit Signature)

I, a notary public of said County and State, do certify that \_\_\_\_\_  
appeared before me this day and acknowledged the execution of the foregoing Agreement.

Witness my hand and seal or stamp this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(SEAL)

(Notary Signature)

My commission expires: \_\_\_\_\_

## Appendix B



### **National Fire Select Test™ Practice Test Order Form**

The **National Fire Select Test™** entry-level firefighter written test process consists of seven components: A reading ability component, a basic mathematical skills component, a human relations component, a map reading component, a writing ability component, a reasoning skills component and a personality component.

We have created a Candidate Orientation Guide that will provide invaluable test-taking hints along with descriptions of the National Fire Select Test™ test components and sample test items. In order to obtain this Practice Test, you must complete the order form listed below and include a **\$7.00 MONEY ORDER ONLY** payable to FPSI.

#### **CANDIDATE ORIENTATION GUIDE:**

The National Fire Select Test™ Candidate Orientation Guide consists of general test-taking hints along with 35 questions that are similar to those in the actual Test. The breakdown of practice test items is as follows:

- Five (5) Reading Ability Items
- Five (5) Basic Mathematical Items
- Ten (10) Human Relations Items
- Five (5) Map Reading Items
- Five (5) Writing Ability Items
- Five (5) Reasoning Skills Items

--- To order the **National Fire Select Test™** Candidate Orientation Guide, please send a **\$7.00 MONEY ORDER ONLY** made payable to FPSI and mail it to the address below. --- **NO personal checks or credit cards accepted.**

To order send a \$7.00 **MONEY ORDER ONLY** (*No Personal Checks or Credit Cards Accepted*) made payable to FPSI and mailed to the address below. No walk-ins or phone orders allowed.

Fire & Police Selection, Inc. (FPSI)  
193 Blue Ravine Rd, Ste 270  
Folsom, CA 95630

Yes, please send me the **National Fire Select Test™** Candidate Orientation Guide. Enclosed is my money order for \$7.00.

Send my **National Fire Select Test™** Practice Test to the following address:

Name: \_\_\_\_\_ Street: \_\_\_\_\_ Apt. #: \_\_\_\_\_ City/Town: \_\_\_\_\_  
State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Department Testing With: \_\_\_\_\_

Please ensure that your handwriting is legible as we cannot guarantee shipments to poorly written contact information. Please allow 5-10 business days for delivery.





# City of Valdosta Valdosta Fire Department

## Personal Injury Waiver

As part of the selection process, selected applicants will be required to successfully complete the Physical Performance Test. This test is designed to simulate physical situations that a firefighter is likely to face in the performance of duty. The test contains the following activities:

(See Attachment)

I, \_\_\_\_\_, understand that successful completion of  
(Name of Applicant)

The Physical Performance Test is a requirement for consideration as a Firefighter with the City of Valdosta Fire Department. I hereby express my desire to participate in the Physical Performance Test described in the attachment and understand that there are risks inherent in any physical exercise of this sort. I hereby release the City of Valdosta, the Valdosta Fire Department and their employees of any liability for any injuries that I may sustain as a result of my participation and actions in this test.

Signature (Full Name): \_\_\_\_\_ Date: \_\_\_\_\_

Print (Full Name): \_\_\_\_\_

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Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the Valdosta Police Department Criminal Justice Agency to conduct an inquiry and receive any Georgia criminal history record information pertaining to me which may be contained in the files of any state or local criminal justice agency in Georgia.

Full Name (print):			
Address			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for 90/180/ 90 (circle one) days from date of signature.

I, \_\_\_\_\_ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this company.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Person Authorized to Receive Record: BERNA HEPBURN

Date of inquiry: \_\_\_\_\_ Time of inquiry: \_\_\_\_\_ Operator's initials: \_\_\_\_\_

Purpose Code used: (check one)

<input checked="" type="checkbox"/>	Employment (E) – Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Employment with Mentally Disabled (M) - Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Employment with Elder Care (N) - Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Employment with Children (W) - Provides <i>Georgia</i> Criminal History Record Information
<input type="checkbox"/>	Public Records (P) – Provides <i>Georgia Felony Convictions</i> Only

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Georgia CHRI results available.
<input type="checkbox"/>	Georgia CHRI attached/released.

<input type="checkbox"/>	No NCIC/GCIC Warrant results available.
<input type="checkbox"/>	Possible NCIC/GCIC Warrant. Contact Agency listed below.

Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title \_\_\_\_\_

Date \_\_\_\_\_

REGULAR EMPLOYMENT CRIMINAL HISTORY  
**PURPOSE CODE E**  
 PROSPECTIVE EMPLOYEE'S AWARENESS STATEMENT

**FULL-TIME NEW HIRES**

I, \_\_\_\_\_ (Full Name), authorize the Valdosta Police Department to release any criminal history record the State of Georgia or the Valdosta Police Department might have to the CITY OF VALDOSTA and its' duly authorized agent **BERNA HEPBURN**. I hereby agree that the Valdosta Police Department, the Georgia Crime Information Center, the employees of either agency, or the employees of any other agency of the state shall not be responsible for the accuracy of the information given or have any liability for defamation, invasion of privacy, negligence or any other claim in connection with any dissemination of information pursuant to this records check.

Last	First	MI	Social Security #
------	-------	----	-------------------

Current Address	City	State	Zip Code
-----------------	------	-------	----------

Previous Address	City	State	Zip Code
------------------	------	-------	----------

Date of Birth	City/State of Birth	Sex	Race	Height	Weight	Eyes	Hair
---------------	---------------------	-----	------	--------	--------	------	------

\_\_\_\_\_  
 Signature of Prospective Employee

\_\_\_\_\_  
 Date

The prospective employee must be made aware of any adverse employment decisions made as a result of the criminal history and that the individual may contact the Valdosta Police Department should they wish to contest any part of the criminal history.



# CITY OF VALDOSTA



## CONSENT FOR RELEASE OF EMPLOYMENT RECORDS

I hereby authorize the City of Valdosta to contact past employers to obtain employment records including dates of employment, job performances and eligibility for re-hire.

I certify that any person(s) who may furnish such information concerning me shall not be held liable for giving this information; and I do hereby release said person(s) from any and all liability, which may be incurred as a result of furnishing such information.

If currently working, I authorize the City of Valdosta to contact my current employer regarding employment reference.

Yes

No

I understand that all information obtained shall be considered as confidential, privileged communication and shall not be released to anyone outside the City of Valdosta without my consent.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Name of Applicant (Please PRINT)

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

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

\_\_\_\_\_  
Date

