



*"Honor, Pride, Dignity"*

P.O. Box 729 120 W. McKinley Ave Haughton, La 71037  
TEL: (318) 949-6666 FAX: (318) 949-6030

**Haughton Police Department**



## HAUGHTON POLICE DEPARTMENT

### Employment Application

Haughton Police Department does not discriminate in hiring or employment on the basis of race, color, religion, creed, sex, national origin, handicap, veteran status, or on the basis of age in the case of persons forty years old or over. No question in this application is intended to secure information to be used for discriminatory purposes.

All job offers are contingent upon the successful completion of a background process, which may include a police records check and a medical examination which includes a drug screening.

#### DO NOT WRITE IN THIS BLOCK

DRIVERS LICENSE CHECK: \_\_\_\_\_

CRIMINAL HISTORY CHECK: \_\_\_\_\_

BACKGROUND CHECK: \_\_\_\_\_

WARRANT CHECK: \_\_\_\_\_

OFFICER SIGNATURE: \_\_\_\_\_

CHIEF SIGNATURE: \_\_\_\_\_

PHOTO  
MUST  
BE  
ATTACHED  
HERE

Instructions: Write or print clearly. Answer ALL questions. If a question is not applicable, mark it (X). ALL applicants must complete their own application. Do not use typewriter.

#### Applicant Information

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

Maiden name of female applicant: \_\_\_\_\_

Other names and/or nicknames: \_\_\_\_\_

Residence  
Address:

\_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Mailing  
Address:

\_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: **(home)** \_\_\_\_\_ **(cell)** \_\_\_\_\_ Email \_\_\_\_\_



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Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_  
 Driver's License #: \_\_\_\_\_ State and Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Restrictions: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO   
 Are you under 18 years of age? YES  NO  Are you over 60 years of age? YES  NO   
 (Answer only if applying for public safety position)  
 Are you related to anyone working for Town of Haughton? YES  NO  If yes, Name: \_\_\_\_\_  
 Relationship: \_\_\_\_\_  
 Have you ever worked for the Town of Haughton? YES  NO  If yes, when? \_\_\_\_\_  
 Have you ever been convicted of a felony? YES  NO  If yes, when and where? \_\_\_\_\_

Explain: \_\_\_\_\_

### Education

Grammar School: \_\_\_\_\_ Date Entered: \_\_\_\_\_  
 Junior High School: \_\_\_\_\_ Date Entered: \_\_\_\_\_

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_  
 Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
 Subjects: \_\_\_\_\_ Subjects: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

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

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Scholastic Disciplinary Action taken against me: \_\_\_\_\_

Professional Licenses or Certifications: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



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Social/Fraternal/Civic Memberships: \_\_\_\_\_

Other Job Related Training: \_\_\_\_\_

Professional Memberships: \_\_\_\_\_

### References

Please list three reputable citizens who have known you during the last 5 years. DO NOT list relatives or former employers.

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

### Relatives

Father: \_\_\_\_\_  
Name Address Age Employer

Mother: \_\_\_\_\_  
Name Address Age Employer

Brother: \_\_\_\_\_  
Name Address Age Employer

Brother: \_\_\_\_\_  
Name Address Age Employer

Sister: \_\_\_\_\_  
Name Address Age Employer

Sister: \_\_\_\_\_  
Name Address Age Employer

Wife: \_\_\_\_\_  
Name Address Age Employer



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Husband: \_\_\_\_\_  
Name Address Age Employer

Son: \_\_\_\_\_  
Name Address Age Employer

Son: \_\_\_\_\_  
Name Address Age Employer

Daughter: \_\_\_\_\_  
Name Address Age Employer

Daughter: \_\_\_\_\_  
Name Address Age Employer

**Residence Record**

*Please list all places you have resided during the last 2 years.*

Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for move: \_\_\_\_\_

Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for move: \_\_\_\_\_

Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for move: \_\_\_\_\_

Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for move: \_\_\_\_\_

Address: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for move: \_\_\_\_\_

**Health**

Do you suffer from any physical or mental disability that would prevent you from performing your job duties in a safe and efficient manner? YES NO

I  have  have not been treated or confined for a mental disorder.

If have, explain: \_\_\_\_\_

**Legal**

*Please list your traffic violations during the past 3 years.*

Violation: \_\_\_\_\_ Date: \_\_\_\_\_

Violation: \_\_\_\_\_ Date: \_\_\_\_\_

Violation: \_\_\_\_\_ Date: \_\_\_\_\_

I  have  have not been arrested for any offense.



POLICE CHIEF  
Todd Gibson

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If have, explain: \_\_\_\_\_

I  have  have not been convicted for any offense.

If have, explain: \_\_\_\_\_

I  have  have not been a defendant in a court action.

If have, explain: \_\_\_\_\_

**Miscellaneous Information**

Special abilities which may be of value to the police department are:

- Firearms
- Karate
- Automotive
- Construction
- Artwork
- Legal
- Photography
- Identification
- Music
- Aviation
- Accounting
- Foreign Language
- Other \_\_\_\_\_

**Previous Employment**

Please list employment record for the last 10 years beginning with your last (or present) job and working backward.

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO



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Company: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Job Title: \_\_\_\_\_ Starting Salary:\$ \_\_\_\_\_ Ending Salary:\$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Date at Discharge: \_\_\_\_\_ Service Number: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

I certify that:

- I do not drink excessively;
- I do not use illegal drugs, controlled substances, designer drugs, or any other substance which may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen, or cannabinoid, and I do not use unauthorized prescription drugs.

*I HEREBY AUTHORIZE a review and full disclosure of all information of record concerning myself to the Haughton Police Department related to educational background, medical, alcohol, drug abuse and psychological treatment and/or consolation, employment and pre-employment records, including background reports, efficiency ratings, and any other facts relating to my suitability for employment.*

*I UNDERSTAND that any information obtained by a personal history background investigation will be considered in determining my suitability for employment by the Haughton Police Department. I understand and agree that as an applicant for employment and during the course of my employment with the Haughton Police Department, I am subject to and may be tested in the following manner: Psychological tests, polygraph tests, physical fitness tests, honesty tests, and drug screens.*

*I HEREBY RELIEVE, RELEASE AND HOLD HARMLESS THE Police Chief, his agents, and the individuals and/or agencies or institutions who supply requested information from any liability or damage which may result from furnishing the information requested above.*



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## **Haughton Police Department**



*I UNDERSTAND that the Haughton Police Department is responsible for enforcing the laws concerning the possession, use and distribution of controlled dangerous substances (C.D.S. – drugs) and alcoholic beverages and that the use, possession, concealment, transportation, promotion or sale of the following items or substances by any employee is strictly prohibited on or off duty: (1) illegal drugs, controlled substances (including trace amounts), designer drugs, or any other substance which may have the effect on the human body of being a narcotic, depressant, stimulant, hallucinogen or cannabinoid (herein called "drugs"); (2) unauthorized alcoholic beverages; (3) unauthorized items-drug paraphernalia; and (4) unauthorized prescription drugs. Use includes being on duty, or reporting for duty, with any detectable quantity of the above in the employee's system.*

*I WILL comply with the above policy and consent to testing for the presence of the above substances in my body as a part of the pre-employment processing, when I am considered for transfer or promotion, and at other times considered appropriate by the Police Chief.*

*I FURTHER UNDERSTAND AND AGREE that I have not been offered an employment contract or employment for any specified period of time, and that my employment can be terminated by the Police Chief or his designee at any time with or without cause, and with or without notice. I also understand that I may terminate my employment at any time, with or without cause, upon giving proper notice.*

*I CERTIFY that this application contains no willful misrepresentations of false statements, and I know of no legal or moral prohibitions against my employment by the Haughton Police Department.*

*IT IS FURTHER AGREED that in the event I am employed, information concerning such employment may be released to any future prospective employers.*

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