

CITY OF ORANGEBURG

DEPARTMENT OF PUBLIC SAFETY

EMPLOYMENT APPLICATION

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

The City of Orangeburg Department of Public Safety is an equal opportunity employer and does not discriminate on the basis of race, sex, age, national origin, religion, sexual orientation, or physical ability (except where physical requirements constitute a bona fide occupational qualification).

ORANGEBURG DEPARTMENT OF PUBLIC SAFETY - RECRUITING OFFICE

THINGS YOU SHOULD KNOW

- C Applications will be accepted between 8:00 a.m. and 5:00 p.m. Monday through Friday at the Law Enforcement Complex located at 1520 Ellis Avenue in Orangeburg, South Carolina. Applications can also be mailed to the department at P.O. Box 1425 Orangeburg, SC 29116.
- C Applications must be filled out completely. If a space does not apply to you, please indicate with a N/A. **DO NOT LEAVE BLANK SPACES.**
- C All work and social reference addresses requested must be complete with street number or P.O. Box number, city, state, and correct zip code. It is your responsibility to provide this information. Department of Public Safety personnel will not collect this information for you. If this information or any portion of the application is not completed, your application will be considered incomplete.
- C **All required documents and information must be provided with your application.** Photocopies of documents will not be made by Department of Public Safety personnel.
- C All questions will be answered truthfully and with explanations when appropriate.
- C If you have any questions concerning the hiring process, you should direct them to one of the department's Training Staff. Do not rely on information from other sources.
- C Appropriate business attire is required on all interviews and meeting associated with the hiring process. All applicants appearing for interviews wearing casual clothing will be sent home.
- C All applicants must appear for interviews and appointments related to the hiring process on time. Tardiness will not be accepted and your application will not be processed.
- C No children are allowed at interviews, testing or other meetings required during the hiring process.
- C **The application process normally takes about four to six weeks. Be patient and do not call the Training Office to check on your application's progress. You will be called or notified by mail when appropriate.**

APPLICATION INSTRUCTION SHEET

The applicant must complete the enclosed forms accurately, legibly, and completely; no blank spaces should be left. **PRINT ANSWERS** to questions with a **BLACK BALL POINT PEN OR USE A TYPEWRITER**. It is to your advantage to be absolutely truthful in answering all questions on this application and during any interviews you might be granted. A false statement or omission of requested information is grounds for automatic rejection from the hiring process or termination after employment. Do not omit explanations however minor you may think the incident was or unimportant the information may be.

The completed application and required documents must be returned to the Orangeburg Department of Public Safety at the following address:

Orangeburg Department of Public Safety
Attention: Training Office
P.O. Box 1425
Orangeburg, SC 29116

CAREER INFORMATION

The Department of Public Safety accepts applications for one of four entry level positions. These positions are as follows:

1. Public Safety Officer
2. Communications Operator
3. Public Safety Technician
4. Animal / Litter Control Officer

When completing this application, be sure you list the position you are applying for on the Employment Waiver® page of the application.

Each of these positions requires certain documents to be submitted with the application. The next several pages contain descriptions of each of these positions and the necessary documents that must be submitted.

Locate the position you are applying for and make sure you submit the required documents for that position with the application.

These documents are required to begin the employment process and **must be** submitted with your application. If the necessary documents are not submitted with your application, it will be considered incomplete and you **will not** be contacted by agency personnel to ask for these documents.

PUBLIC SAFETY OFFICER - CAREER INFORMATION

The City of Orangeburg, South Carolina utilizes a fully implemented Public Safety Department to provide law enforcement and fire suppression services for its jurisdiction. All entry level employees will be fully trained and required to perform both the duties of a police officer and a fire fighter. The Department of Public Safety provides 24 hour coverage of its jurisdiction working in 12 hour shifts. All entry level employees are required to work the 12 hour shifts which rotate from days to nights every 14 days.

Minimum Starting Salary: \$ 23,000 (Annually)

Benefits: The City of Orangeburg provides paid benefits for its employees to include: medical insurance, dental insurance, hospitalization, worker-s compensation, \$10,000 life insurance, and officers participate in the SC Police Officer-s Retirement Fund.

Minimum Requirements:

United States Citizen	Successfully pass Nelson-Denny Reading Exam
At least 21 Years Old	Veterans must have an Honorable Discharge
Valid SC Driver-s License	Good Driving History
High School Diploma or GED	Good Moral Character
Good Physical Condition	No Criminal Record

Application Process: All persons interested in becoming a Public Safety Officer must go through the following process:

1. Application is completed and submitted to the department.
2. Criminal history and driver-s history are checked.
3. Applicant is scheduled to take the Nelson-Denny Reading Test and a physical fitness test.
4. Interview with the Division Command Staff.
5. Background investigation is completed.
6. If recommended by Division Command Staff, the Director-s Office will schedule an interview for employment with the Director of Public Safety.
7. If offered a position, a medical exam, drug screening and psychological evaluation will be performed.

Required Documents:

1. A copy of your High School Diploma or GED Certificate
2. A copy of your College Degree or transcripts with college credit indicated
3. A copy of your valid South Carolina Driver-s License
4. A copy of your DD-214 if you served in the armed forces
5. Name change documents (i.e. marriage license, court order, etc.)
6. Citizenship papers (if applicable)
7. A copy of your Social Security card
8. Certified copy of your driving history covering the last five years. **This must be the original certified copy provided to you by the highway department. If you had a driver-s license in another state within the last five years, you must provide a certified copy of your driving history from that state also.**

PUBLIC SAFETY TECHNICIAN - CAREER INFORMATION

The City of Orangeburg, South Carolina utilizes a fully implemented Public Safety Department to provide law enforcement and fire suppression services for its jurisdiction. To support this function, the Department employs Public Safety Technicians to perform a variety of duties. These include, but are not limited to, typing, computer operation, filing, telephone servicing, data entry, and other general office responsibilities. All entry level employees will be fully trained and required to perform their duties in a professional manner. This position is normally scheduled to work Monday through Friday from 8:00 a.m. to 5:00 p.m..

Minimum Starting Salary: \$15,000 (Annually)

Benefits: The City of Orangeburg provides paid benefits for its employees to include: medical insurance, dental insurance, hospitalization, worker's compensation, \$10,000 life insurance, and employees participate in the South Carolina State Retirement Program.

Minimum Requirements:

United States Citizen	High School Diploma or GED
At least 18 Years Old	Valid SC Driver's License
Good Moral Character	No Criminal Record

Application Process: All persons interested in becoming a Public Safety Technician must go through the following process:

1. Application is completed and submitted to the department.
2. Criminal history is checked.
3. Interview with the Bureau Supervisor.
4. Background investigation is completed.
5. Interview with Division Commander.
6. Interview with the Director of Public Safety.
7. If offered a position, a medical exam, drug screening will be performed.

Required Documents:

1. A copy of your High School Diploma or GED Certificate
2. A copy of your College Degree or transcripts with college credit indicated
3. A copy of your valid South Carolina Driver's License
4. A copy of your DD-214 if you served in the armed forces
5. Name change documents (i.e. marriage license, court order, etc.)
6. Citizenship papers (if applicable)
7. A copy of your Social Security card

COMMUNICATIONS OPERATOR - CAREER INFORMATION

The City of Orangeburg, South Carolina utilizes a fully implemented Public Safety Department to provide law enforcement and fire suppression services for its jurisdiction. These services are accomplished through the use of Enhanced 911 service and radio communications. Communications Operators are required to perform a variety of duties to include, but not limited to, computer operation of the agency's Computer Aided Dispatch system, filing, telephone answering and information gathering, data entry, radio transmitting, and other responsibilities as described by the position's job description. All entry level employees will be fully trained and required to perform their duties in a professional manner. The Department of Public Safety provides 24 hour coverage of its jurisdiction working in 12 hour shifts. All entry level employees are required to work the 12 hour shifts which rotate from days to nights every 14 days.

Minimum Starting Salary: \$16,700 (Annually)

Benefits: The City of Orangeburg provides paid benefits for its employees to include: medical insurance, dental insurance, hospitalization, worker's compensation, \$10,000 life insurance, and employees participate in the South Carolina State Retirement Program.

Minimum Requirements:

United States Citizen	High School Diploma or GED
At least 18 Years Old	Valid SC Driver's License
Good Moral Character	No Criminal Record

Application Process: All persons interested in becoming a Public Safety Technician must go through the following process:

7. Application is completed and submitted to the department.
8. Criminal history is checked.
9. Interview with the Bureau Supervisor.
10. Background investigation is completed.
11. Interview with Division Commander.
12. Interview with the Director of Public Safety.
7. If offered a position, a medical exam, drug screening will be performed.

Required Documents:

8. A copy of your High School Diploma or GED Certificate
9. A copy of your College Degree or transcripts with college credit indicated
10. A copy of your valid South Carolina Driver's License
11. A copy of your DD-214 if you served in the armed forces
12. Name change documents (i.e. marriage license, court order, etc.)
13. Citizenship papers (if applicable)
14. A copy of your Social Security card

ANIMAL / LITTER CONTROL OFFICER - CAREER INFORMATION

The City of Orangeburg, South Carolina provides for animal control and specific litter control enforcement through the Department of Public Safety. To fulfil this requirement, the Department employs an Animal / Litter Control Officer. All entry level employees in this position will be fully trained and required to perform their duties in a professional manner. The duties of this position include, but are not limited to, picking up stray animals, capturing stray and feral animals, enforcing animal control and cruelty laws, and enforcing litter regulations. This position normally requires the employee to work Monday through Friday from 8:00 a.m. to 5:00 p.m.. The Animal / Litter Control Officer is subject to call in the event a specific animal complaint cannot be resolved otherwise.

Minimum Starting Salary: \$ 17,000 (Annually)

Benefits: The City of Orangeburg provides paid benefits for its employees to include: medical insurance, dental insurance, hospitalization, workers compensation, \$10,000 life insurance, and officers participate in the SC State Retirement Program.

Minimum Requirements:

United States Citizen	No Criminal Record
At least 21 Years Old	Veterans must have an Honorable Discharge
Valid SC Driver's License	Good Driving History
High School Diploma or GED	Good Moral Character

Application Process: All persons interested in becoming a Public Safety Officer must go through the following process:

1. Application is completed and submitted to the department.
2. Criminal history and driver's history are checked.
3. Interview with the Division Command Staff.
4. Background investigation is completed.
7. If recommended by Division Command Staff, the Director's Office will schedule an interview for employment with the Director of Public Safety.
8. If offered a position, a medical exam and drug screening will be performed.

Required Documents:

1. A copy of your High School Diploma or GED Certificate
2. A copy of your College Degree or transcripts with college credit indicated
3. A copy of your valid South Carolina Driver's License
4. A copy of your DD-214 if you served in the armed forces
5. Name change documents (i.e. marriage license, court order, etc.)
6. Citizenship papers (if applicable)
7. A copy of your Social Security card
8. Certified copy of your driving history covering the last five years. **This must be the original certified copy provided to you by the highway department. If you had a driver's license in another state within the last five years, you must provide a certified copy of your driving history from that state also.**

ORANGEBURG DEPT. OF PUBLIC SAFETY APPLICATION FOR EMPLOYMENT

EMPLOYMENT WAIVER

I, _____, hereby acknowledge and affirm that I fully understand that my employment with the Orangeburg Department of public Safety is contingent upon the results of the department's investigation of my background and my completing all required employment exams in a satisfactory manner.

Furthermore, I fully understand that if this investigation reveals any information that would prohibit my continued employment with this department or if I cannot successfully complete the courses of study to be certified by the South Carolina Criminal Justice Academy and the South Carolina Fire Academy, my appointment to this position is subject to immediate termination.

I, _____, without any coercion, voluntarily agree to execute this waiver.

Signed: _____ SSN: _____ \ \ _____

Position Applied For: _____

Witness Signature: _____

PERSONAL DATA

Full Name: _____
 Last First Middle (Maiden)

Current Address: _____
 Street # and Name or Route Number City State Zip Code

Date of Birth: _____ Age: _____ Social Security Number: _____ / _____ / _____
 (M/D/Y)

Race: " White Sex: " Male Height: _____ Weight: _____
 " Black " Female
 " Native American
 " Hispanic
 " Asian
 " Other

Current Telephone Numbers: Home: (____) _____
 Work: (____) _____
 Pager: (____) _____

Where were you born? _____
 City State Country

Length of Continuous Residency in South Carolina? Years/Months: _____

Are you a U.S. Citizen? " Yes " No

If No, are you a permanent resident? " Yes " No

Are you: Natural Born " Need Certified Copy of your birth certificate from the state in which you were born.
 Naturalized " Need original Naturalization Papers.

Have you ever used another name or had your name changed? " Yes " No

Note: This includes, but is not limited to, Maiden Names, Former Married Names, Adopted Names, Nicknames, etc. If yes, fill in the information in the table below.

Previous Name	Date of Change	Location of Change	Reason

Marital Status? " Single " Married " Divorced " Separated

How many children do you have? _____ Do they live with you? " Yes " No

EDUCATION

Circle the highest grade you have completed:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 Other: _____

If you received a GED Certificate, complete the following information:

Name of School: _____

Complete Mailing Address: _____

Year GED Obtained: _____ State in which GED was obtained: _____

If you graduated from high school, complete the following information:

Name of High School: _____

Street Number and Name: _____

City: _____ State: _____ Zip Code: _____

Date Graduated: _____ Grade Point Average: _____

List any degrees that you have received: Such as A.A., A.A.S., B.S., M.P.A., etc...

Type of Degree	Major and Minor Area of Study	Year Received	University / Institution Name
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Type of Degree	Major and Minor Area of Study	Year Received	University / Institution Name
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Type of Degree	Major and Minor Area of Study	Year Received	University / Institution Name
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Type of Degree	Major and Minor Area of Study	Year Received	University / Institution Name
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Since high school, have you ever been expelled or suspended from any school or been disciplined by any school official? " Yes " No If yes, explain:

Note: Applicant must provide a copy of his/her High School Diploma or GED Certificate with this application.

EDUCATION

List any colleges, universities, vocational schools, graduate schools that you have attended:

Name of School	Complete Address (Include Street Number, Name, City, State and Zip Code)	Date Attended (From)	To	Major Course of Study	Graduate? Y or N

Note any technical skills that you have acquired and the extent of your proficiency:

Computers: " Data processing (Proficiency) - " Some Knowledge " Functional " Expert
" Desktop Publishing (Proficiency) - " Some Knowledge " Functional " Expert

Types of software used: _____

Typing: _____ wpm

List any foreign languages that you have learned and the extent of your proficiency:

Language: _____ (Proficiency) - " Some " Moderate " Fluent

Language: _____ (Proficiency) - " Some " Moderate " Fluent

List any other specialized training:

CHARACTER REFERENCES

List the names of three (3) persons who have known you for five (5) years or more and are not related to you by blood or marriage. Examples of character references include family doctor, dentist, family lawyer, teacher, and others who can attest to your character, but who are not considered social acquaintances. All persons contacted will be asked to appraise your character, ability, experience, personality and other qualities. Do not leave blank spaces.

Character Reference No 1:

Name	Relationship		
Street Number and Name	City	State	Zip Code
Occupation	Employer	Employer-s Telephone Number	
Home Phone Number	Length of Time You Have Known Reference		

Character Reference No 2:

Name	Relationship		
Street Number and Name	City	State	Zip Code
Occupation	Employer	Employer-s Telephone Number	
Home Phone Number	Length of Time You Have Known Reference		

Character Reference No 3:

Name	Relationship		
Street Number and Name	City	State	Zip Code
Occupation	Employer	Employer-s Telephone Number	
Home Phone Number	Length of Time You Have Known Reference		

EMPLOYMENT HISTORY

In The table below, list all jobs you have worked since the age of 16. **LIST JOBS IN DESCENDING ORDER BEGINNING WITH YOUR CURRENT OR MOST RECENT JOB.** Include military, volunteer experience, self-employment, internships, periods of unemployment, **ANY** part-time work, and **ANY** full-time work. For any gap due to unemployment, write **Unemployed®** in the space provided for **ORGANIZATION** and explain your means of support (i.e., spouses income, unemployment benefits, parents, etc.). **FAILURE TO PROPERLY COMPLETE THE EMPLOYMENT SECTION MAY RESULT IN YOUR DISQUALIFICATION.** A resume may be attached only as additional information. You **MUST** complete this section.

JOB 1

Organization Name: _____	Dates Employed: From _____	To: _____	
Organization Address: _____	_____	_____	_____
Street Name and Number		City	State Zip Code
Telephone Number: (____) _____	Supervisor-s Name: _____		
Job Title: _____	Total Length of Employment (Years and Months): _____		
Description of Duties: _____			

Reason for Leaving: " Terminated " Lay Off " Resigned " End of Assignment			
Explain Reason for Leaving: _____			

JOB 2

Organization Name: _____	Dates Employed: From _____	To: _____	
Organization Address: _____	_____	_____	_____
Street Name and Number		City	State Zip Code
Telephone Number: (____) _____	Supervisor-s Name: _____		
Job Title: _____	Total Length of Employment (Years and Months): _____		
Description of Duties: _____			

Reason for Leaving: " Terminated " Lay Off " Resigned " End of Assignment			
Explain Reason for Leaving: _____			

EMPLOYMENT HISTORY (CONTINUED)

JOB 3

Organization Name: _____	Dates Employed: From _____	To: _____	
Organization Address: _____	_____	_____	_____
Street Name and Number	City	State	Zip Code
Telephone Number: (____) _____	Supervisor's Name: _____		
Job Title: _____	Total Length of Employment (Years and Months): _____		
Description of Duties: _____			
Reason for Leaving: " Terminated	" Lay Off	" Resigned	" End of Assignment
Explain Reason for Leaving: _____			

JOB 4

Organization Name: _____	Dates Employed: From _____	To: _____	
Organization Address: _____	_____	_____	_____
Street Name and Number	City	State	Zip Code
Telephone Number: (____) _____	Supervisor's Name: _____		
Job Title: _____	Total Length of Employment (Years and Months): _____		
Description of Duties: _____			
Reason for Leaving: " Terminated	" Lay Off	" Resigned	" End of Assignment
Explain Reason for Leaving: _____			

EMPLOYMENT HISTORY (CONTINUED)

JOB 5

Organization Name: _____	Dates Employed: From _____	To: _____	
Organization Address: _____	_____	_____	_____
Street Name and Number	City	State	Zip Code
Telephone Number: (____) _____	Supervisor's Name: _____		
Job Title: _____	Total Length of Employment (Years and Months): _____		
Description of Duties: _____			

Reason for Leaving: " Terminated " Lay Off " Resigned " End of Assignment			
Explain Reason for Leaving: _____			

JOB 6

Organization Name: _____	Dates Employed: From _____	To: _____	
Organization Address: _____	_____	_____	_____
Street Name and Number	City	State	Zip Code
Telephone Number: (____) _____	Supervisor's Name: _____		
Job Title: _____	Total Length of Employment (Years and Months): _____		
Description of Duties: _____			

Reason for Leaving: " Terminated " Lay Off " Resigned " End of Assignment			
Explain Reason for Leaving: _____			

EMPLOYMENT HISTORY (CONTINUED)

JOB 7

Organization Name: _____	Dates Employed: From _____	To: _____	
Organization Address: _____	_____	_____	_____
Street Name and Number	City	State	Zip Code
Telephone Number: (____) _____	Supervisor's Name: _____		
Job Title: _____	Total Length of Employment (Years and Months): _____		
Description of Duties: _____			
Reason for Leaving: " Terminated	" Lay Off	" Resigned	" End of Assignment
Explain Reason for Leaving: _____			

JOB 8

Organization Name: _____	Dates Employed: From _____	To: _____	
Organization Address: _____	_____	_____	_____
Street Name and Number	City	State	Zip Code
Telephone Number: (____) _____	Supervisor's Name: _____		
Job Title: _____	Total Length of Employment (Years and Months): _____		
Description of Duties: _____			
Reason for Leaving: " Terminated	" Lay Off	" Resigned	" End of Assignment
Explain Reason for Leaving: _____			

If you need additional space, please use a separate piece of paper and provide all necessary information.

MILITARY SERVICE

Have you ever attempted to enlist in any branch of the United States Armed Forces? This includes Reserves, National Guard, or Coast Guard.

" Yes " No If yes, what branch: _____

Have you ever served in any branch of the United States Armed Forces? This can also include Reserves, National Guard, or Coast Guard.

" Yes " No If yes, what branch: _____

Have you ever served in any branch of a foreign military?

" Yes " No If yes, what branch: _____

Applicants who have served in the military, complete the following:

<i><u>Branch of Service</u></i>	<i><u>Enlisted Period</u></i>	<i><u>Highest Rank Obtained</u></i>	<i><u>Service Number</u></i>

Have you ever been the subject of a court martial, tried on charges, or subject of an Article 15, company punishment, OR ANY disciplinary action while a member of any branch of the armed forces?

" Yes " No If yes, fill in the information below:

<i><u>Type of Disciplinary Action</u></i>	<i><u>Branch of Service</u></i>	<i><u>Date of Action</u></i>	<i><u>Disposition</u></i>

APPLICATION QUESTIONNAIRE

Instructions: If you answer Ayes® to questions 5 - 19, you must fully explain your response on the explanation sheet provided. Remember to indicate the question number you are referencing when responding to these questions on the explanation sheet. All explanations must be detailed and accurate. Failure to disclose any information or omit relevant facts will constitute a deliberate attempt to mislead the department and your application will not be processed.

	Yes	No
1. Will you consent to a rigid physical fitness examination?	___	___
2. Will you submit to a medical examination?	___	___
3. Will you consent to a thorough background investigation?	___	___
4. Will you be able to work 12 hour shifts?	___	___
5. Have you ever been rejected for employment, for any reason, by any law enforcement agency? If yes, what agency and why?	___	___
6. Have you ever been terminated or asked to resign from any job?	___	___
7. Have you ever been physically arrested either as an adult or juvenile?	___	___
8. Have you ever appeared in ANY court as a defendant on criminal charges?	___	___
9. Have you ever been detained by law enforcement, or the subject of an investigation?	___	___
10. Have you ever received a traffic citation? If yes, how many and for what.	___	___
11. Have you ever used, tried, or ingested marijuana?	___	___
12. Have you ever used, tried, or ingested cocaine?	___	___
13. Have you ever used, tried, or ingested any other illegal narcotic?	___	___
14. Do you drink alcoholic beverages? If yes, state how often.	___	___
15. Have you ever or are your currently using steroids?	___	___
16. Has your driver's license ever been suspended? If yes, explain in detail the reasons surrounding the suspension.	___	___
17. Have you ever filed bankruptcy?	___	___
18. Have you ever had automobile insurance withdrawn or revoked?	___	___
19. Are you aware of any information, in addition to that specifically addressed in this application, which may be relevant to an investigation into your eligibility for appointment to the position for which you have applied?	___	___

SWORN STATEMENT

I HEREBY SWEAR AND AFFIRM THAT ALL STATEMENTS MADE IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT ANY MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS OF MATERIAL FACTS WILL SUBJECT ME TO DISQUALIFICATION AND TERMINATION FROM THE HIRING PROCESS.

APPLICANT-S FULL NAME (PRINT)

INVESTIGATOR-S SIGNATURE

SIGNATURE OF APPLICANT

DATE

APPLICANT-S SOCIAL SECURITY NUMBER

NOTARY PUBLIC

My commission expires: _____