ELGIN POLICE OFFICER JOB DESCRIPTION

The Town of Elgin is a Community Oriented Police Department. Some of the duties of an Elgin Police Officer are:

- *Crime Prevention*
- *Public Speaking*
- *Assisting with Neighborhood Watch Programs*
- *Traffic Control*
- *Walking Neighborhood Beats*
- *Criminal Investigations*
- *Working with Juveniles*

The Town of Elgin offers a starting salary of $58,000 - $62,000 per year for a certified Class Officer (determined on experience) with Police Retirement, Accidental Life and Health Insurance. Applications should be completely filled in.

The Town of Elgin will perform a 10 year driver's history and a complete criminal history background check prior to offering an applicant a job. If a position is offered to an applicant, the applicant must present a credit history to The Town of Elgin within 10 days of acceptance by the applicant. The applicant may be required to undergo a psychiatric test and must provide a statement from his/her physician stating the applicant is capable of performing all law enforcement related duties. The applicant must be able to pass a physical fitness test and a drug screening.

Thank you for your interest,
Alan D. Anders
Chief of Police

Are you a South Carolina Certified Law Enforcement Officer? _____

I have read and understand the following requirements for the position of Elgin Police Officer. I agree to all the above terms listed above.

_____
Signature

ELGIN POLICE DEPARTMENT RELEASE OF CRIMINAL HISTORY FORM

STATE OF SOUTH CAROLINA
TOWN OF ELGIN
ELGIN POLICE DEPARTMENT

PLEASE RETURN TO:
Elgin Police Department
P.O. Box 277, 2469 Main St.
Elgin, South Carolina 29045

Date: _____

I, _____ do hereby authorize the above listed Police Department full access to my criminal record and / or work record upon request. I exonerate any, and all members of the personnel department and / or law enforcement division in which the information is held, from any liability resulting in the release of this information.

_____
Print Full Name

_____
Signature

_____
Street Address/ Box Number

_____
City State Zip Code

_____
Birth date Sex

FOR OFFICE USE ONLY
According to the information listed above, our agency:

_____ Found NO criminal record

_____ Found Criminal record (COPY ATTACHED)

_____
Signature of Agency Representative

TOWN OF ELGIN APPLICATION FOR EMPLOYMENT

Date _____

Name _____
Last First Middle

Present _____
Street address / PO Box number

_____/_____
City State Zip Code Phone Number

How long at present address? _____

Are you a United States Citizen? _____

Job Applied for_____

Rate of pay expected _____

Are you willing to work nights? _____ Weekends? _____

Do you have valid driver's license? _____ DL # _____

How will you get to work? _____

Have you ever worked for the Town of Elgin before? _____
If yes, when and what capacity? _____
_____

Do you have any relatives working for the Town of Elgin? _____
If yes, who and what relation? _____
_____

Have you ever been found guilty or plead no contest to any crime other than a minor traffic violation?

_____

If yes, please explain

_____

_____

_____

Give name, address and phone number of three references NOT RELATED to you:

1. _____
2. _____
3. _____

Educational Background:

(List all schools attended, dates and if graduated)

Name of School/Location	Years attended	Graduated?
Grade School		Yes/No
High School		Yes/No
College		Yes/No
Post or Other(s)		Yes/No

Prior Work History

List in order, present or most recent employer first:

_____

Employer Dates
Phone # _____ Supervisor_____
Rate of pay _____ Duties_____
Reason for leaving _____

_____

Employer Dates
Phone # _____ Supervisor_____
Rate of pay _____ Duties_____
Reason for leaving _____

_____

Employer Dates
Phone # _____ Supervisor_____
Rate of pay _____ Duties_____
Reason for leaving _____

_____

Employer Dates
Phone # _____ Supervisor_____
Rate of pay _____ Duties_____
Reason for leaving _____

_____

Employer Dates
Phone # _____ Supervisor_____
Rate of pay _____ Duties_____
Reason for leaving _____

May we contact any of the employers listed above? _____
If not, please indicate employers NOT to contact_____
_____

If hired, when could you start work? _____

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I realize that if I am employed, falsified statements may result in my termination and or criminal charges. The Town of Elgin is hereby authorized to make any investigation of my personal history through any investigative agents of our choice. I also understand that if I am employed, I will be an employee-at-will, which means that I will have the right to terminate my employment at any time, with or without cause, and that the appropriate Elgin Official will have the same right.

_____ _____

Date Signature of Applicant

- ***VERIFY*** *all questions and blanks that apply have been filled in before returning application to the Department. Applications that have NOT been completed may not be considered for a position.*