### \*\*\*Please read the employment disqualifiers on the last page of this application! These disqualifiers apply only to GBI job vacancies.\*\*\*

### Complete information on searching for jobs with the State of Georgia and an on-line application procedure may be found on the Internet at Careers.ga.gov. Using Careers.ga.gov is the preferred method of applying for these State jobs.

# Daytime Telephone Number E-mail Address

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   | - |   |   |   | - |   |   |   |   |  |       |
| Last Name       | First Name       | Middle Init.   |
| Street or Mailing Address       | Apartment No.       |
| City       | State    | Zip Code       | County      |
| **EMPLOYMENT ELIGIBILITY:** To be employed by the State of Georgia, you must meet certain State and Federal employment eligibility requirements. These include (but are not limited to) United States citizenship or authorization to work in this country, positive rehire status if previously employed by the State, and no felony convictions (for some jobs). Please answer the following questions. |
| 1. Are you a United States citizen?

**[ ]**  YES **[ ]**  NO | 1. Are you an alien authorized to work in the United States?

**[ ]**  YES **[ ]**  NO **[ ]**  N/A | 1. Have you ever been dismissed from anyState of Georgia government position?

**[ ]**  YES **[ ]**  NO**If YES, attach an explanation.** | 1. Have you ever been convicted of a felony?

**[ ]**  YES **[ ]**  NO**If YES, attach an explanation.** |
| **TYPE OF WORK:**  JOB TITLE AND JOB CODE REQUIRED. If you do not know the correct job titles, information is available at the various State of Georgia agency personnel offices, the State Personnel Administration office in Atlanta, the Georgia Department of Labor Career Centers, or on Careers.ga.gov.  |
| Specific Job Title Sought | Job Code | Specific Job Title Sought | Job Code |
| **1.**       |       | **2.**       |       |
|  |
| **EDUCATION:** |
| High School Graduate or Equivalent (GED)? **[ ]** Yes **[ ]** No | Vocational/Business School:      | No. of Months:   | Field of Study:      | Completed: Yes[ ]  No[ ] Date:(Mo/Yr)       |
| **PLEASE LIST EXACT COLLEGE HOURS :** | CREDIT RECEIVED | FIELD/AREA OF CONCENTRATION | TYPE OF DEGREE | DATE DEGREECOMPLETED |
| COLLEGES/UNIVERSITIES | CITY and STATE | Qtr Hrs | Sem Hrs | Major | Hrs | Minor | Hrs | (BA/BS/MA/PhD) |  (Mo./Yr.) |
|       |       |     |     |       |    |       |    |      |       |
|       |       |     |     |       |    |       |    |      |       |
|       |       |     |     |       |    |       |    |      |       |
|  |
| **LANGUAGE SKILLS**: **Check any which apply to you.** **[ ] Multilingual (Specify languages)**        | **[ ]  Sign Language** |
| GEORGIA LICENSES AND CERTIFICATIONS: |
| Type of License/Certificate | License/Certificate Number  | Expiration (Mo./Yr.) | Specialization/Endorsements |
| Current Valid Driver’s License [ ]  Yes [ ]  No  |  |       |       |
| Current Valid Commercial Driver’s License (CDL): Class (Check One): **[ ]**  A **[ ]**  B **[ ]** C |       |       |       |
| Teacher Certified in Georgia: Type of Certificate Held:       |       |       |       |
| Georgia Peace Officer Standards and Training Certificate (POST) |       |       |       |
| Other Professional License/Certificate:       |       |       |       |
| **CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.** I certify that all information on this application is correct. I authorize any agent or employee of the State to verify this information and to release it to anyone who may consider me for appointment. I understand that intentionally providing false information on this form or attachments is a violation of state law. **I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature.** I further certify that either: 1) I have not been convicted of a drug-related criminal offense; or 2) if I have been convicted of a drug-related criminal offense, it has been more than three (3) months since my first conviction, or more than five (5) years since a second or subsequent conviction (O.C.G.A. 45-23 et. Seq.). |
| **Signature:** | **Date:**  |
| **WORK HISTORY:** Describe your work history below beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer but held different jobs describe each separately. Describe in detail the specific duties beginning with your primary duties. If you need more space, print out the supplemental work history page and attach to the application. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration. *You may submit a resume to document your work background.* However, if the resume does not contain all the information requested in the Work History section, please fill in that information on the application. |
| Current or Last Employer:      | Your Job Title:      |
| Address       | From (mo/yr)       | To (mo/yr)       | Hours per Week:   |
| City       | State   | Zip Code       | Check all that apply:**[ ]**  Volunteer **[ ]**  Intern **[ ]**  Paid | Annual Salary      |
| Your Supervisor’s Name and Title       | May We Contact Employer?**[ ]**  YES **[ ]**  NO | Your Supervisor’s Phone Number (     )       |
| Reason for Leaving       | # and types of employees you supervised:      |
| Describe in detail your job duties. |
|       |
|       |
|       |
|       |
| *Related Computer Skills:*      |
|  |
| Employer:      | Your Job Title:      |
| Address       | From (mo/yr)       | To (mo/yr)       | Hours per Week:   |
| City       | State   | Zip Code       | Check all that apply:**[ ]**  Volunteer **[ ]**  Intern **[ ]**  Paid | Annual Salary      |
| Your Supervisor’s Name and Title       | May We Contact Employer?**[ ]**  YES **[ ]**  NO | Your Supervisor’s Phone Number (     )       |
| Reason for Leaving       | # and types of employees you supervised:      |
| Describe in detail your job duties. |
|       |
|       |
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|       |
| *Related Computer Skills :*       |
|  |
| Employer:      | Your Job Title:      |
| Address       | From (mo/yr)       | To (mo/yr)       | Hours per Week:   |
| City       | State   | Zip Code       | Check all that apply:**[ ]**  Volunteer **[ ]**  Intern **[ ]**  Paid | Annual Salary      |
| Your Supervisor’s Name and Title       | May We Contact Employer?**[ ]**  YES **[ ]**  NO | Your Supervisor’s Phone Number (     )       |
| Reason for Leaving       | # and types of employees you supervised:      |
| Describe in detail your job duties. |
|       |
|       |
|       |
|        |
| *Related Computer Skills :*      |

#### STATE OF GEORGIA EMPLOYMENT AVAILABILITY CODES

For the job(s) listed on page 1, please select the county or counties in which you are willing to work. You may choose up to ten (10) counties. For your convenience, the counties have been sorted alphabetically by geographical region.

|  |
| --- |
| Where do you want to work? List up to ten (10) counties in the blanks below. Use the ***three digit number codes*** listed next to each County. |
| 1.     | 2.     | 3.     | 4.     | 5.     | 6.     | 7.     | 8.     | 9.     | 10.     |

**Metro Atlanta Regions**

**N Metro Atlanta (E) S Metro Atlanta (H)**

033 Cobb031 Clayton

044 Dekalb 056 Fayette

048 Douglas 060 Fulton

060 Fulton 075 Henry

067 Gwinnett 126 Spalding

122 Rockdale

**North Georgia Regions**

**Rome Area (A) NE GA (C)**

008 Bartow 006 Banks

023 Catoosa 059 Franklin

027 Chattooga 068 Habersham

041 Dade 069 Hall

057 Floyd 119 Rabun

064 Gordon 127 Stephens

105 Murray 139 Towns

146 Walker 154 White

155 Whitfield **W GA (D)**

**N Central GA (B)** 022 Carroll

028 Cherokee 071 Haralson

042 Dawson 110 Paulding

055 Fannin115 Polk

058 Forsyth **Athens Area (F)**

061 Gilmer 007 Barrow

093 Lumpkin 029 Clarke

112 Pickens 052 Elbert

144 Union 073 Hart

 078 Jackson

 095 Madison

 108 Oconee

109 Oglethorpe

 147 Walton

**Central Georgia Regions**

**LaGrange Area (G) Middle GA (L)**

038 Coweta 005 Baldwin

074 Heard 011 Bibb

099 Meriwether 039 Crawford

141 Troup 076 Houston

**Covington Area (I)** 084 Jones

018 Butts 085 Lamar

066 Greene 102 Monroe

070 Hancock 111 Peach

079 Jasper 114 Pike

104 Morgan 143 Twiggs

107 Newton 145 Upson

117 Putnam 158 Wilkinson

**Columbus Area (K)** **Augusta Area (J)**

026 Chattahoochee 017 Burke

072 Harris 036 Columbia

094 Macon062 Glascock

096 Marion 081 Jefferson

106 Muscogee 090 Lincoln

123 Schley 097 McDuffie

130 Talbot 121 Richmond

133 Taylor 131 Taliaferro

 149 Warren

 157 Wilkes

 **Dublin Area (M)**

053 Emanuel

 083 Johnson

 087 Laurens

 140 Treutlen

 150 Washington

**South Georgia Regions**

**Savannah Area (N) Reidsville Area (R)**

015 Bryan 021 Candler

016 Bulloch 054 Evans

025 Chatham 089 Liberty

051 Effingham 091 Long

082 Jenkins 098 McIntosh

124 Screven 132 Tattnall

**Albany Area (O) SW GA (S)**

019 Calhoun 004 Baker

030 Clay 014 Brooks

047 Dougherty 035 Colquitt

088 Lee 043 Decatur

118 Quitman 049 Early

120 Randolph 065 Grady

128 Stewart 100 Miller

129 Sumter 101 Mitchell

135 Terrell 125 Seminole

152 Webster 136 Thomas

**Tifton Area (P) Valdosta Area (T)**

009 Ben Hill 002 Atkinson

012 Bleckley 010 Berrien

040 Crisp 032 Clinch

045 Dodge 037 Cook

046 Dooly 050 Echols

077 Irwin 086 Lanier

116 Pulaski 092 Lowndes

137 Tift **SE GA (U)**

142 Turner 013 Brantley

156 Wilcox 020 Camden

159 Worth 024 Charlton

**Baxley Area (Q)** 063 Glynn

001 Appling 113 Pierce

003 Bacon 148 Ware

034 Coffee 151 Wayne

080 Jeff Davis

103 Montgomery

134 Telfair

138 Toombs

153 Wheeler

|  |
| --- |
| **EVALUATION PROCEDURES** |
| **Written Tests:** To obtain a job in certain fields, such as criminal justice and secretarial, you must pass a written and/or performance test. The tests are offered on the following basis. Proper identification with your picture and signature, such as a driver’s license, is required for admission to all examinations. **Walk-in Examinations:** Tests are offered on selected days in Atlanta only on a walk-in basis. If you wish to test in Atlanta, apply online or bring a completed application with you. Some testing outside of Atlanta is also done on a walk-in basis. The “Walk-In Testing Schedule” is available on our Web site at Careers.ga.gov. You may also call (404) 656-2724 and request a copy of this schedule.**Scheduled or Reserved Seating Examinations:** Written tests are offered on certain Saturdays in selected cities. If you request a scheduled examination and your application is approved, you will receive an admission slip by mail for the next available test session showing the address of the testing center you have chosen and the date and time of your appointment. This may take a month or longer due to limited seating. |
| **Select ONE city where you wish to take a written test on Saturday:****[ ]** Albany [U] **[ ]** Augusta - [S] **[ ]** Columbus – [Y] **[ ]** Gainesville – [F]**[ ]** Macon- [M] **[ ]** Statesboro - [H] **[ ]** Valdosta - [L] **Retest Policy:** Your score will normally remain on the list of available applicants for six months from the date of your examination (and, in many cases, you may also extend your score for an additional six months). Generally, you can apply to be evaluated or to take a written test for the same job only three times in one year, with a minimum 30 day waiting period between examinations. Upon re-examination, the higher of your scores will generally be kept. The lower score will not be accessible to employing agencies. |
| **ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES*****For State Personnel Administration Walk–in or Scheduled testing purposes only, do you require special examination accommodations because of a disability?*** If so, attach a note to this application asking us to call. PRIOR ARRANGEMENTS ARE NECESSARY. Note that in order to receive accommodations for testing, you must (1) tell the State Personnel Administration you need an examination accommodation at least one (1) day PRIOR to the test; (2) have the accommodation authorized BEFORE being tested; and (3) provide documentation to show the need for the accommodation (if requested by the State Personnel Administration). If you have questions about the examination procedure for applicants with disabilities, you may call the State Personnel Administration at (404) 656-2728 (TTY available) or the Georgia Relay Service at  **7-1-1.** |
| **Training and Experience Ratings:**  If you apply for a job that does not require a written test, your evaluation will be based on the experience, education, and training you describe on your application. You will also be evaluated on any supplemental information you may be asked to provide. |
|  |
| **VETERAN’S PREFERENCE:**  The laws of the State of Georgia require that points be added***to passing examination scores*** for certain veterans and combat troops of the Armed Forces of the United States. The following types of preference are currently granted. If you want to apply for Veteran’s Preference, check the type below and attach copies of the appropriate document(s) to your application. Copies cannot be returned. (SPB 16.102) |
| **[ ]**  VETERAN: DD214 showing dates of service and type of discharge | **[ ]**  DECEASED VETERAN’S SPOUSE: DD214; marriage certificate;  veteran’s death certificate or casualty report |
| **[ ]**  DISABLED VETERAN: DD214; certificate of service-connected disability (at least 10%) from the V.A. dated within the last 6 months | **[ ]**  DISABLED VETERAN’S SPOUSE: DD214; marriage certificate; disabled veteran’s documents dated within last 6 months (veteran must have 100% disability) |
|  |
| **How You Heard About The Job:** **[ ]**  Walk-in **[ ]**  College/University **[ ]**  Technical School **[ ]**  Employee Referral [ ]  Careers.ga.gov [ ]  Newspaper [ ]  State Agency Web Site [ ]  Other Internet Source [ ]  DOL Career Center [ ]  Other       |
|  |
| **Date:**       **Requisition Number (for announced jobs only):** |
| **EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**The information you give in this section is optional. It is used by the State Personnel Administration and other state agencies to comply with Federal guidelines for monitoring the equal employment opportunity efforts of the State of Georgia. |
| Last Name | First Name | MI |
|       |       |   |
| **Ethnic Background** (Check One): | Gender | Birth Date |
| 1. **[ ]** Native American 2. **[ ]** White, not of Hispanic origin | (Check One): | MO | DAY | YR |
| 3. **[ ]** Hispanic 4. **[ ]** Black, not of Hispanic origin |  **[ ]**  Male |    |    |    |
| 5. **[ ]** Asian/Pacific Islander 6. **[ ]** Multi-racial7.[ ]  Other |  **[ ]**  Female | *Birth Date - Required for some law enforcement jobs.* |
| For Agency Use  |  |  |

**Georgia Bureau of Investigation Employment Disqualifiers**

Employment in law enforcement agencies involves public trust.  Only those persons whose conduct, character and behavior which does not discredit either themselves or the Georgia Bureau of Investigation (GBI) will be employed.  The GBI employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants. **While the GBI reviews much information and considers the circumstances in many areas regarding an applicant’s background, the following standards are among those that will automatically disqualify applicants from consideration:**

1. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, or any other pre-employment document(s)
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process
3. Poor management of personal finances (within the past five years).  Debts, pending civil suits, garnishments, dispossessory warrants, bankruptcies, etc, will be investigated to determine a candidate’s suitability for employment.
4. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan
5. Any felony conviction
6. Any outstanding criminal charge pending adjudication
7. Sufficient misdemeanor convictions to establish a pattern of disregard for the law
8. Discovery of an applicant’s involvement in any crime of a serious or aggravated nature
9. Any conviction or plea of *nolo contendere* within the past year for Driving Under the Influence of Drugs or Alcohol (DUI) or for any serious traffic offense within the past two years including, but not limited to: Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid, or Leave Information, and Racing.
10. Five or more convictions and/or pleas of *nolo contendere* within the past two (2) years for any moving violations
11. Ongoing criminal activity or history of criminal activity other than minor traffic offenses.
12. Completed first offender treatment for an offense that indicates a security risk to GBI facilities, records, and/or information.
13. Current illegal drug use
14. Illegal sale, distribution or manufacturing (to include growing) of any drug
15. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant
16. Use or possession of marijuana during the last three years
17. Use of an illegal drug or combination of illegal drugs, other than marijuana, during the past 10 years
18. Use of an illegal drug or combination of illegal drugs, other than marijuana, more than five times
19. Use or possession of any Schedule I Drugs (including heroin, LSD, PCP, most hallucinogens) will permanently disqualify persons from employment as agents.