

**TO: POLICE OFFICER AND FIREFIGHTER APPLICANTS**  
**FROM: CITY OF DUBLIN PERSONNEL DEPARTMENT**  
**SUBJECT: MINIMUM REQUIREMENTS FOR APPLICANTS**

The personnel department welcomes you as an applicant for the position of Police Officer and/or Firefighter. Listed below are the minimum requirements for each of these positions. It is suggested that you read each of these requirements carefully. If you cannot meet or abide by any of the following requirements then please do not complete a formal application as exceptions cannot be made.

**MINIMUM REQUIREMENTS:**

- a. All applicants must have a High School Diploma or its recognized equivalent.
- b. All applicants must be 21 years of age.
- c. All applicants must possess a valid Georgia Driver's License
- d. All applicants not certified by P.O.S.T. must pass a written examination administered by the City of Dublin.
- e. All Applicants must undergo and successfully complete a physical examination at the City's expense.
- f. Firefighter applicants must complete a physical agility test as outline by the Georgia Firefighters Professional Qualifications Board prior to employment.
- g. Police Officer applicants must complete a physical agility test prior to employment.

**PRESENTATION OF DOCUMENTS**

The following information is requested of all Police Officer and Firefighter applicants. Your application cannot be processed until these documents are submitted.

- Copy of Birth Certificate
- Copy of Discharge from Armed Services: Form DD-214 or Certificate of Draft Status
- Copy of High School Diploma or GED Equivalent
- Copy of valid Georgia Driver's License

## **PRE-EMPLOYMENT REFERENCE CHECK AUTHORIZATION**

I have applied for employment with The City of Dublin and have provided information about my previous employment. My signature below authorizes my former and current employers and references to release the contents of my employment record with their organizations, and to provide any additional information that may be necessary for my application for employment with The City of Dublin, whether the information is positive or negative.

I hereby authorize The City of Dublin to investigate all statements made in my application for employment and to obtain any and all information concerning my former/current employment. This includes my job performance appraisals/evaluations, wage history, disciplinary action(s) if any, and all other matters pertaining to my employment history. I knowingly and voluntarily release all former and current employers, references and The City of Dublin from any and all liability arising from their giving or receiving information about my employment with The City of Dublin.

This form may be photocopied or reproduced as a facsimile and these copies will be as effective as a release or consent as the original which I signed.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_