

# Police Department Volunteers

## CITY OF OAK RIDGE, TENNESSEE

Municipal Building  
200 S Tulane Ave  
PO Box 1  
Oak Ridge, TN 37831-0001

The City of Oak Ridge Police Department considers applicants for volunteer positions on the basis or merit, without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status.

This application is just one part of the selection process for employment as a volunteer with the City of Oak Ridge Police Department. The intentional omission or falsification of any material fact is cause for disqualification from participating in the volunteer program.

**INSTRUCTIONS:** PLEASE TYPE OR PRINT CLEARLY. ALL QUESTIONS MUST BE ANSWERED. YOU MAY ATTACH A RESUME, BUT ALL REQUESTED INFORMATION MUCH BE PROVIDED. IF ADDITIONAL SPACE IS NEEDED, ATTACH A SEPARATE SHEET OF PAPER.

Mr./Mrs./Ms. \_\_\_\_\_  
Last First Middle

Mailing Address: \_\_\_\_\_  
(Street Address Or P.O. Box, City, State, Zip Code)

Street Address: \_\_\_\_\_  
(If different than above. Address, City, State, Zip Code)

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Please answer the following questions. This information is essential in determining your eligibility for volunteer positions for which you are applying for.

Are you under 18 years of age? \_\_\_\_\_ yes \_\_\_\_\_ no

Are you prevented from lawfully becoming employed in the United States because of Visa or Immigration Status? \_\_\_\_\_ yes \_\_\_\_\_ no

Are any of your relatives (by blood or marriage) employed by the City? \_\_\_\_\_ yes \_\_\_\_\_ no

Have you ever been employed by the City before? \_\_\_\_\_ yes \_\_\_\_\_no

Have you ever been convicted of violating any law including minor traffic offenses?  
\_\_\_\_\_ yes \_\_\_\_\_no

**\*\*A conviction does not mean that you cannot be selected. The violation and how recently will be evaluated in relation to the position for which you are applying.\*\***

Have you ever been discharged, fired, or forced to resign from any position?  
\_\_\_\_\_yes \_\_\_\_\_no

| EDUCATION                          | SCHOOL NAME<br>CITY & STATE | DIPLOMA<br>OR<br>DEGREE | MAJOR<br>FIELD | DATES<br>ATTENDED |      |
|------------------------------------|-----------------------------|-------------------------|----------------|-------------------|------|
|                                    |                             |                         |                | TO                | FROM |
| HIGH SCHOOL                        |                             |                         |                |                   |      |
| COLLEGE                            |                             |                         |                |                   |      |
| OTHER<br>(VOCATIONAL,<br>MILITARY) |                             |                         |                |                   |      |

**OTHER QUALIFICATIONS:** List here any job related certifications, training, or skills including computer, micro computer, typing and office machines which you believe we should consider and are not readily apparent in other parts of the application. If you have computer experience, please list the names of all software you can use. Also, list professional, trade, business, or civic memberships or activities which have given you relevant experiences.

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**EMPLOYMENT:**

Present Employer: \_\_\_\_\_  
(Name)

Address: \_\_\_\_\_  
(Address, City, State, Zip Code)

Date Hired: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
(Name and Phone)

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Previous Employer: \_\_\_\_\_  
(Name)

Address: \_\_\_\_\_  
(Address, City, State, Zip Code)

Dates Worked: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
(To, From) (Name and Phone)

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Previous Employer: \_\_\_\_\_  
(Name)

Address: \_\_\_\_\_  
(Address, City, State, Zip Code)

Dates Worked: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
(To, From) (Name and Phone)

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May we contact your present employer? \_\_\_\_\_ yes \_\_\_\_\_ no

**Driving Record**

Do you have a valid Tennessee Driver's License? \_\_\_\_\_ yes \_\_\_\_\_ no

Has your license ever been suspended, revoked, or canceled in this state or any other for any reason?  
\_\_\_\_\_ yes \_\_\_\_\_ no

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**QUESTIONS**

Why are you interested in becoming a volunteer for the Oak Ridge Police Department?

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If you are presently involved with the community, what is your involvement?

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**REFERENCES:** Please list three

Name: \_\_\_\_\_ How long have known: \_\_\_\_\_

Address: \_\_\_\_\_  
(Address, City, State, Zip Code)

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

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Name: \_\_\_\_\_ How long have known: \_\_\_\_\_

Address: \_\_\_\_\_  
(Address, City, State, Zip Code)

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

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Name: \_\_\_\_\_ How long have known: \_\_\_\_\_

Address: \_\_\_\_\_  
(Address, City, State, Zip Code)

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

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## CITY OF OAK RIDGE, TENNESSEE

I certify under penalty of law that all answers to the above questions are true and I understand that any misstatement of material facts in this application form will be cause for disqualification from participation in the Volunteers Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you require any special accommodations, please contact the Oak Ridge Police Department at 865-425-3519.

All information contained within this application may be open to the public under Tennessee's Public Records Law. The City of Oak Ridge must disclose any information that falls under said law. However, the City of Oak Ridge shall only disclose the information disclosed in this application in response to any request which strictly follows the statutory and procedural requirements governing such requests.

### RECOMMENDATION

Office Use Only

Approved: \_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_  
\_\_\_\_\_  
**Shannah E. Newman**  
**Administrative Sergeant**

**Pamela A. Breeden**  
**Administrative Lieutenant**

\_\_\_\_\_  
**Michael D. Uher**  
**Administrative Captain**

\_\_\_\_\_  
**James T. Akagi**  
**Chief of Police**

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## CITY OF OAK RIDGE, TENNESSEE

### RELEASE OF INFORMATION AUTHORIZATION

I, (PLEASE PRINT NAME) \_\_\_\_\_, the undersigned do hereby authorize my former schools, colleges, universities, my former employers or any other party to release any and all transcripts or my grades, records of employment, documents, reports, evaluations, and other information concerning me, whether personal or otherwise, to the City of Oak Ridge and its representatives. I hereby authorize all local, state, and national law enforcement agencies to release any and all information pertaining to my arrest history and status to the City of Oak Ridge. This information is to be provided in connection with my application for volunteering with the police department. Further, I do hereby agree to waive any privileges which I may have said information furnished pursuant to this authorization. Reproduced copies of this authorization are as valid as the original copy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License No. & State

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date