



# Granite Quarry-Faith Joint Police Authority

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072  
Office: (704)279-2952 • Fax: (704)279-6648



Subject: Police Officer Application Processing Guidelines and Forms

Dear Applicant:

In this packet you will find an application along with other forms. The Authorization to Release Information form that is included in the packet must be completed and notarized.

Also included in this packet is an F-3 form. This form must be completed by typing (No handwritten forms) and returned, notarized, with your application. If you do not have access to a notary, there are notaries in the Granite Quarry Town Hall between the hours of 9:00 am and 5:00 pm. The F-3 form must be returned with your application. If you do not return a notarized F-3, your progress will be stalled, or you will be eliminated from consideration.

Here are a few special instructions to assist you in completing the F-3. Please read and follow the instructions carefully.

Question Number:

1. If you have ever had a name change, list it here.
  - a. Males: list any name changes.
  - b. Females: should include all married names.
3. Your present mailing address means where you reside all or most of the time.
14. List all children born to you regardless of their present status.
17. List residential addresses back to back with no lapses in dates.
26. Do not place N/A in this blank, answer yes or no. If you answer yes, you may explain on additional sheets of paper if needed.
31. List all jobs. Some applicants leave one or two jobs off. Doing this will eliminate you from consideration in this process. It is your responsibility to locate and report correct names of supervisors, address of the companies, and phone numbers for each business.
47. List any criminal charges that have ever been filed against you in any location or state. A criminal summons is classified as a criminal arrest even though you are not taken into physical custody. If you were found not guilty, you must list any charges regardless of their final disposition.

**Failure to disclose any arrests will disqualify you from the hiring process.**



# Granite Quarry-Faith Joint Police Authority

P.O. Box 351 • 143 North Salisbury Ave, Granite Quarry, NC 28072  
Office: (704)279-2952 • Fax: (704)279-6648



63. Read this carefully, DO NOT use family members or past supervisors. We will not accept applications with less than five references listed. You must list their address and correct phone number.

If you have any questions about any information to be disclosed, please call us at the office with your concerns for clarification at (704)279-2952.

In addition to the forms included in this packet, you must include the following:

- Copy of your driver's license
- Copy of your Social Security Card
- Copy of your high school and/or college diplomas
- Copy of your birth certificate
- Copy of DD214 (if applicable)
- Copy of any special certificates you believe appropriate
- Copy of firearms qualification (if applicable)
- **Due to recent changes in requirement status, you will have to provide a copy of your credit report.** Often, these reports can be obtained free from online resources or your local banking institution. Once obtained, the credit report must be submitted with your package.

When you have completed this packet, it is to be returned to:

Granite Quarry-Faith Police Department  
Att: Chief Mark Cook  
P.O. Box 351,  
Granite Quarry, NC 28072

Upon receipt of your completed packet, an Investigator will be assigned to begin a review and background investigation. During the review process, you may be contacted for additional information and a possible oral review.

If you have any concerns or questions during the hiring process, do not hesitate to call for assistance or clarification about your application status.

Sincerely,

Chief Mark J. Cook