

MARTA Police Department

Section A

MARTA Police Officer





Metropolitan Atlanta
Rapid Transit Authority

MARTA POLICE OFFICER QUALIFICATIONS

MUST BE AT LEAST 21 YEARS OLD, UNITED STATES CITIZEN, AND HAVE A HIGH SCHOOL DIPLOMA OR EQUIVALENT.

Minimum requirements also include at least one of the following:

- Two or more years of college (60 semester/90 quarter hours)
- One completed term of Honorable Military Service
- Two years as a POST Certified Peace Officer
- One year as a Certified Corrections Officer
- Completion of a Pre-Service Academy

Special Requirements: A successful candidate must possess a valid driver's license and pass a background investigation which includes a criminal history check, polygraph examination, psychological testing, and credit check. The individual must also successfully pass an oral interview board, three (3) physical agility tests, a physical examination including a drug/alcohol screening, and the Georgia Peace Officer Standards and Training written entrance examination required before admittance to the academy.

SALARY

(\$35,609.60 - \$40,040.00)

\$35,609.60 = Entry/POST Academy Training

\$37,024.00 = POST Academy Completion / HS Diploma

\$38,500.80 = POST Academy Completion / Associates Degree

\$40,040.00 = POST Academy Completion / Bachelors Degree

Employment Application Guidelines for Police Officers

We appreciate your interest in working for the MARTA Police Department. Please read this page carefully so that your application will include all of the information necessary for consideration.

The application package you have received includes a background questionnaire. When completing this package, ACCURACY AND COMPLETENESS IS OF UTMOST IMPORTANCE! Be sure to answer all questions truthfully and completely. Provide all information requested (i.e. names, addresses, zip codes, telephone numbers, etc.) Applications which are not complete cannot be processed.

The package also includes several waivers and release forms that are necessary to process your application and which require your signature. **Three (3) of these forms must be notarized which means they need to be signed in the presence of a notary public.**

In addition, the following items must be returned with the application package.

1. Copy of your high school diploma, GED, or official high school transcript.
2. Copy of your driver's license.
3. Copy of your social security card.
4. An ORIGINAL (not a copy) of your Motor Vehicle Record for the past seven (7) years.
5. Copy of your birth certificate.
6. Copy of your DD214 long form (if applicable).
7. Official college transcript from institution

IF YOU FAIL TO SUBMIT THE ABOVE ITEMS WITH YOUR APPLICATION, YOUR APPLICATION CANNOT BE PROCESSED AND WILL NOT BE CONSIDERED.

Upon completion of your application, you may deliver it in person or mail it to the MARTA Police Department, Background Investigations, 2424 Piedmont Road, NE Atlanta, Georgia 30324-3330. (Police Headquarters is located across from the Lindbergh MARTA station on the North/South line). The background investigation and selection process is a lengthy process and may take, in some cases, up to six (6) months. Applications received by the MARTA Police Department will remain active during the selections process.

If you are selected for an interview, you will be notified by the MARTA Police Department.

If you are not selected for this position, you may re-apply after a period of one (1) year.

Urgent Important Information

Processing Fees related to Hiring Process

1. Some out of state candidates will incur a fee for Motor Vehicle Reports. If you have not been a resident of Georgia for seven years, you will be required to pay extra fees associated with securing motor vehicle reports from other states.
2. A \$20.00 fee will be required for the Compass Test Exam (entrance exam to academy). *Fee may be waived based on the applicant's SAT or ACT scores or if you have previously taken the compass test (all scores must be an official notarized copy from an institution of higher learning).
3. All applicants are required to pay \$13.00 for their fingerprints (State of Georgia requirement).
4. An application processing fee of \$13.00 will be charged for the Georgia Peace Officer Standards Training Council.

All fees are effective July 1, 2012, estimated total fees \$56.00. *(With the exceptions noted above)

Processing fees for the Compass Exam and application processing fee can be viewed on www.gapost.org website.

Metropolitan Atlanta Rapid Transit Authority

Position Description

Job Code: SPOL2080NN
Job Title: Transit Police Officer
Department: Police
Reports To: Police Sergeant
FLSA Status: Non-Exempt
Grade: 8P
Approved By: SEJ
Approved Date: 06/01/00
Safety Sensitive: Yes
Revised: July, 2006

SUMMARY:

Engages in activities necessary to ensure—public safety, law enforcement, security and crime prevention. Some duties are performed under stressful or life-threatening circumstances or require physical restraint of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs patrol activities and related tasks such as vehicle and foot patrols, traffic control, security checks, crowd control and assisting persons in distress (includes providing emergency medical care to ill or injured persons).
2. Carries out apprehension and arrest procedures; issues warnings and citations; investigates accidents, complaints, and incidents; preserves crime scenes and gathers evidence; testifies in court.
3. Operates communications equipment and police vehicles; follows procedures regarding the use of firearms and the use of force; maintains equipment in excellent working order.
4. Prepares and submits accurate police reports; successfully completes all training requirements; conforms to the Police Services Dress Code.
5. Communicates with and offers assistance to the public; answers questions; responds to complaints or problems in tactful and diplomatic manner. Strives to meet MARTA Police Services goals to provide for a customer oriented, safe and secure system.
6. Acquires and demonstrates a knowledge of federal regulations, local ordinances, state law, MARTA Police emergency and safety procedures.

SUPERVISORY RESPONSIBILITIES

N/A

SAFETY RESPONSIBILITIES

Follow the work practices and standard operating procedures for this position. Use and/or wear the appropriate equipment, protective devices or clothing that MARTA requires. Report health and safety concerns related to performing the duties of your job to supervisors and report any ongoing/unresolved health and safety concerns to the Joint Health and Safety Committee (JHSC) co-chair, JHSC representative or safety representative.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent. Candidate must be 21 years old and a United States citizen. Must possess excellent verbal and written communications skills. The successful candidate will have one of the following: two or more years of college; one completed term of Honorable Military Service, completion of a Pre-Service Academy, Certified Corrections Officer or a Certified Peace Officer. Candidates are hired into the pay structure as follows:

Noncertified candidates will earn entry rate while attending POST academy.

Upon POST certification (or if POST certified when hired):

- * candidates with a high school education will be paid Step 1 rate
- * candidates with two years of college or an Associate's degree will be paid Step 2 rate
- * candidates with a Bachelor's degree or higher level of education will be paid Step 3 rate

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license.

Special note: New employees without a current certificate of compliance issued by the State of Georgia (POST) will begin their six-month probationary period upon successful completion of POST certification training course.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Physical Condition - Must meet standards required by MARTA, including no addiction to alcohol or drugs. MARTA-paid examination required.
2. Must have distant visual acuity of at least 20/40 in each eye without corrective lenses or visual acuity separately corrected to 20/40 or better with corrective lenses, distant binocular acuity of at least 20/40 in both eyes with or without corrective lenses, field of vision of at least 70 degrees in the horizontal meridian in each eye, and the ability to recognize the colors of traffic signals and devices showing standard red, green, and amber.
3. Hearing Requirement: First perceives a forced whispered voice in the better ear at not less than 5 feet with or without the use of a hearing aid or, if tested by use of an audiometric device. Does not have an average hearing loss in the better ear greater than 40 decibels at 500Hz, 1,000 Hz, and 2,000 Hz with or without a hearing aid when the audiometric device is calibrated to American National Standard (formerly ASA Standard) Z24.5 - 1951.
4. Must meet all the P.O.S.T. certification requirements.
5. Must be able to make a forcible arrest.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Some duties are performed under stressful or life threatening circumstances or required physical restraining of others. While performing the duties of this job, the employee is frequently exposed to outside weather conditions.

AMERICANS WITH DISABILITIES ACT

If you are a qualified individual with a disability, you have the right to request that MARTA make reasonable accommodations in order to help you accomplish your work, which must still be performed in all its essential functions.

SPECIAL REQUIREMENTS

1. An official investigation into the applicant's background will be conducted, including a criminal history records check.
2. Must be able to speak and communicate clearly and perform all aspects of the positions of Police Officer.
3. A physical examination, including drug/alcohol screen, psychological test, and physical agility test will be required.

MARTA is a Drug Free Workplace. Participation in MARTA's Drug & Alcohol Program is a condition of employment. Failure to adhere to MARTA's Drug & Alcohol Program will result in termination. Every MARTA employee is responsible for reading and observing the requirements of the Drug & Alcohol policy. This position has been identified as SAFETY SENSITIVE.

Applicant Information Page

STOP → LOOK → AND → READ → IMPORTANT

Things to Know

- All required documentation must accompany your application.
- All questions will be answered truthfully and with complete explanation where applicable.
- If you have questions concerning any part of the process, direct them to the Recruitment office or Background investigator only.
- Appropriate business attire is required for all interviews and testing. No jeans, tennis shoes, sandals, or T-Shirts will be tolerated.
- Applicants should appear for all scheduled interviews and testing on time. If you cannot make an appointment, it is your responsibility to contact the MARTA Police Recruitment office.
- The hiring process can take six months to complete. It is important to keep in touch with your Background Investigator throughout the process informing him or her of any changes to your application.

PHASES OF THE HIRING PROCESS

- Background investigation will consist of checks into his or her employment history, criminal history, driving history, financial history, military history, references, and the polygraph, and fingerprint results. If an applicant is not disqualified after this phase, the file will be submitted through the chain of command up to the Chief of Police.
- The Chief of Police has the final decision on all hiring for the MARTA Police Department. When the applicant receives a conditional offer of employment then the applicant will be administered a pre-employment medical, psychological, and physical agility exam.
- When the applicant passes all of the examinations, the Chief of Police will review the file for final approval.
- When the applicant receives a final approval, the applicant will be notified by Human Resources (Personnel Unit), to come in to sign an offer letter of employment.

All applicants for employment with the MARTA Police Department are subject to a thorough background investigation to verify the accuracy of statements provided within the application, and to confirm your qualification for employment.

The following factors are some of those that would be cause for disqualification:

- Any conviction of an offense punishable by one or more years imprisonment (felony). This includes cases falling under the First Offender Act and expunged/sealed cases
- Any federal, state, or local circumstance that would prohibit you from legally possessing a firearm
- Pending traffic or criminal charges
- Deliberate omissions or falsehoods
- Any repeated convictions of an offense indicating disrespect for the law, a lack of good moral character or disposition towards violence and disorder
- Discharge from employment, where such discharge indicates poor behavior and/or an inability adjusting to discipline
- Any discharge documentation suggesting that service ended under less than honorable conditions
- A conviction for Larceny or Theft over \$500
- A conviction for any domestic violence offense
- Failure to pass all medical, physical, psychological examinations
- Use of illegal drugs in violation of MARTA Police Pre-employment Drug policy
- A conviction for DUI, Alcohol/Drugs within 3 years of the date of the application
- Refusal to submit to Blood Alcohol Content test will be treated as a conviction
- Five (5) or more moving violation convictions within 3 years prior to the date of application
- Three (3) or more convictions for speeding in excess of 30 MPH over the speed limit within the entire driving record
- Three (3) or more chargeable traffic accidents within 5 years prior to the date of application
- A driver's license that is currently suspended, revoked, or expired
- A conviction for vehicular homicide, or hit and run (leaving the scene of an accident)
- Current probation or parole status

Disqualifying Conditions for the MARTA Police

Pre- Qualification

Important- A complete and truthful response to every question herein is required. Any omission misrepresentation or falsification will result in the disqualification of your application. If you are hired and it is later discovered that you falsified your application, you will be terminated from employment. If you have any questions or are unsure about these instructions or a particular item, please contact the Background and Recruitment office at (404) 848- 4268. Remember to be absolutely sure of your answer to all questions, before submitting your application.

Pre-Qualification Questions	Yes	No	Explain
Have you ever been convicted of any offense punishable by one or more years of imprisonment?			
Any federal, state, or local circumstance that would prohibit you from legally possessing a firearm?			
Do you have any pending criminal charges?			
Three (3) discharges or two (2) terminations from employment. Where such discharge indicates poor behavior and /or an inability adjusting to discipline?			
Any military discharge documentation suggesting that service ended under less than Honorable Conditions? A Dishonorable discharge from the Armed Forces will not be accepted.			
Do you have a conviction for Larceny or Theft over \$500.00?			
Do you have a conviction for any domestic violence offense?			
Do you have a conviction for DUI within 3 years of the date of application?			
Have you ever refused to submit to Blood Alcohol Content test?			
Have you had five (5) or more moving violation convictions within (3) years of the date of application?			

Pre-Qualification Questions	Yes	No	Explain
Do you have three (3) or more convictions for speeding in excess of 30 mph over the speed limit within your entire driving record?			
Have you had three (3) or more chargeable traffic accidents within five (5) years prior to the date of the application?			
Do you have a driver's license that is currently suspended, revoked, or expired?			
Do you have a conviction for vehicular homicide, or hit and run (leaving the scene or an accident)?			
Are you currently on probation or parole?			
Have you ever been convicted of obstruction, attempting to elude (traffic or criminal) or assaulting a law enforcement official?			
Do you have any tattoos above the collar, on your neck, or on more than 1/3 of your arms visible when wearing short sleeves?			

MARTA WANTS YOU! DO YOU HAVE WHAT IT TAKES?



Department of Police Services | 404.848.4900 | <http://www.itsmarta.com/police/index.htm>
Office of Human Resource Services & Administration's Recruitment Branch | 404.848.5544
<http://www.itsmarta.com/work/default.asp>

The information contained in this packet is to assist potential candidates with making an informed decision about joining MARTA's Police Department.

All the information provided is as it relates to non-represented employees of Police Services.

Work Cycle

Four days on/three days off working a 10 hour shift daily. Off days are rotated every nine weeks and shifts are rotated every six months. Precinct rotations take place once a year based on seniority.

Day Shift: 6:30AM – 4:30PM

Evening Shift: 4:00PM – 2:00AM

Morning Shift: 10:30PM – 6:30AM

(The morning shift is an eight hour shift with 2 days off.)

Overtime Pay

Overtime pay, is paid at time and a half after 40 worked hours within one week and anything over 80 hours within a two week pay period.

Specialized Fields

Special Operation Response Team
Crisis Negotiation Team
Bomb Unit
K-9
Motorcycle Unit
Training Unit
Juvenile Crime Prevention Team
D.A.R.E. & G.R.E.A.T Program

Criminal Investigation Unit

Property Crimes
Crimes Against Persons
Robbery
Crimes Against Children/Domestic Violence/Stalking
White Collar
Narcotics
Auto Theft
Gang Intelligence

Incentive Pay for Specialized Positions

Special Operations Response Team..... 4%
Field Training Officer 4%
Investigator (C.I.U.) 4%
Hazardous Device Technicians (Bomb Unit)..... 4%
K-9 Handler 4%
Motorcycle Unit..... 4%

MARTA POLICE SERVICES PAY PLAN (EFFECTIVE 02/21/08)											
Minimum			Maximum								
	E	1	2	3	4	5	6	7	8	9	10
Lt.	Annual	\$54,496.00	\$56,680.00	\$58,947.20	\$61,297.60	\$63,752.00	\$66,310.40	\$68,972.80	\$71,739.20	\$74,609.60	\$80,308.80
	Bi-Weekly	\$2,096.00	\$2,180.00	\$2,267.20	\$2,357.60	\$2,452.00	\$2,550.40	\$2,652.80	\$2,759.20	\$2,869.60	\$3,088.80
	Hourly	\$26.20	\$27.25	\$28.34	\$29.47	\$30.65	\$31.88	\$33.16	\$34.49	\$35.87	\$38.61
Sgt.	Annual	\$44,553.60	\$46,342.40	\$48,193.60	\$50,128.00	\$52,124.80	\$54,204.80	\$56,368.00	\$58,614.40	\$60,964.80	\$63,398.40
	Bi-Weekly	\$1,713.60	\$1,782.40	\$1,853.60	\$1,928.00	\$2,004.80	\$2,084.80	\$2,168.00	\$2,254.40	\$2,344.80	\$2,438.40
	Hourly	\$21.42	\$22.28	\$23.17	\$24.10	\$25.06	\$26.06	\$27.10	\$28.18	\$29.31	\$30.48
Specialized	Annual	\$35,500.80	\$40,040.00	\$41,641.60	\$43,305.60	\$45,032.00	\$46,841.60	\$48,713.60	\$50,668.80	\$52,686.40	\$54,787.20
	Bi-Weekly	\$1,480.80	\$1,540.00	\$1,601.60	\$1,665.60	\$1,732.00	\$1,801.60	\$1,873.60	\$1,948.80	\$2,026.40	\$2,107.20
	Hourly	\$18.51	\$19.25	\$20.02	\$20.82	\$21.65	\$22.52	\$23.42	\$24.36	\$25.33	\$26.34
Sr. Officer	Annual	\$37,024.00	\$38,500.80	\$40,040.00	\$41,641.60	\$43,305.60	\$45,032.00	\$46,841.60	\$48,713.60	\$50,668.80	\$52,686.40
	Bi-Weekly	\$1,424.00	\$1,480.80	\$1,540.00	\$1,601.60	\$1,665.60	\$1,732.00	\$1,801.60	\$1,873.60	\$1,948.80	\$2,026.40
	Hourly	\$17.80	\$18.51	\$19.25	\$20.02	\$20.82	\$21.65	\$22.52	\$23.42	\$24.36	\$25.33
Police Officer	Annual	\$35,609.60	\$37,024.00	\$38,500.80	\$40,040.00	\$41,641.60	\$43,305.60	\$45,032.00	\$46,841.60	\$48,713.60	\$50,668.80
	Bi-Weekly	\$1,369.60	\$1,424.00	\$1,480.80	\$1,540.00	\$1,601.60	\$1,665.60	\$1,732.00	\$1,801.60	\$1,873.60	\$1,948.80
	Hourly	\$17.12	\$17.80	\$18.51	\$19.25	\$20.02	\$20.82	\$21.65	\$22.52	\$23.42	\$24.36

Lateral Transfer Program

The lateral transfer program will serve as an additional incentive for recruiting skilled applicants with prior experience and proven abilities in law enforcement. It allows experienced officers with two or more consecutive years of service (sworn Georgia post-certified officers) to transfer to MARTA at the senior officer rank based on education levels, as follows:

<u>Education</u>	<u>Rank</u>	<u>Step</u>
High School Diploma or Equivalent	Senior Officer	Step 1
Associate's Degree/Two Years of College	Senior Officer	Step 2
Bachelor's Degree	Senior Officer	Step 3

The lateral transfer program will only be extended to candidates certified through the State of Georgia.

The lateral program may be extended to candidates with supervisory rank of Lieutenant and above or specialized skills at the discretion of the Chief of Police. Salaries for these positions will be determined on a case-by-case basis.

Guidelines for Police Officer Salary Offers

The following guidelines are used to determine Police Officer's Salaries.

No P.O.S.T. Certification/High School Diploma or Equivalent

Entry pay will be at the Department's Entry/Academy Training rate. After successfully completing the Academy, the officer will advance to step one on the pay plan. One year from his or her date of hire, the officer will be eligible for progression to step two providing he or she has a satisfactory performance evaluation. Annual pay increases will be based on the anniversary of the date of hire and are effective on the pay period following the review date.

No P.O.S.T. Certification, Two Years College

Entry pay will be at the Department's Entry/Academy Training rate. After successfully completing the Academy, the officer will advance to step two of the pay plan. One year from his or her date of hire, the officer will be eligible for progression to step three providing he or she has a satisfactory performance evaluation. Annual pay increases will be based on the anniversary of the date of hire and are effective on the pay period following the review date.

No P.O.S.T. Certification, Bachelor's Degree

Entry pay will be at the Department's Entry/Academy Training rate. After successfully completing the Academy, the officer will advance to step three of the pay plan. One year from his or her date of hire, the officer will be eligible for progression to step four providing he or she has a satisfactory performance evaluation. Annual pay increases will be based on the anniversary of the date of hire and are effective on the pay period following the review date.

Non-Represented Pension Plan

MARTA provides a retirement income program under the MARTA Non-Represented Pension Plan. Participation in the plan is effective on the date of hire, or in the case of transfer from a represented to a non-represented position, on the date of transfer.

Participation in the plan is a condition of employment for all eligible employees. Participation in the pension plan does not necessarily guarantee payable benefits. To be eligible for some form of vested benefit, an employee must meet the following criteria:

- Full-time, regular non-represented employee;
- Complete a minimum of 5 years credited service for 100% vesting.
(**Note:** *There is no mandatory retirement age under the plan.*)

Contributions

Employee: 6.5% of gross salary every pay day (contributions are made on a “pre-tax” basis)

MARTA: 14.5% of gross non-union payroll

Retirement Benefit

- ◆ **Unreduced** A minimum of 5 years of credited service and age 55.
- ◆ **Reduced (Early)** A minimum of 5 years of credited service and minimum age 50 required.

A 1.5% penalty is applied for each year of age less than 55 (maximum reduction of 7.5%).

(There is no early retirement penalty for employees age 62, or with 30 or more years of service, or with 80 or more points.)
- ◆ **Credited Service** Employees terminating service on or after January 1, 2001 receive 2.00% of their average monthly compensation for each year of eligible service prior to January 1, 2000 and 2.25% of their average monthly compensation for each year of credited service after January 1, 2000.

Accumulated full months of sick leave (or “CAT”) will be added to credited service in computing the retirement benefit.

(**Note:** *Specific information on “buy-back” and/or “portability” is available on request.*)

Average monthly compensation is derived by averaging the highest 3 of the last 8 years pensionable income.

Public Safety Training Facility

The MARTA Police Recruit attends the Fulton County Public Safety Training Center (There is no on-site residential requirement during Academy training). The Basic Mandate Program consists of eleven weeks of intense training to include First Responder, Criminal Procedures, Defensive Tactics Training, Health and Wellness, Emergency Vehicle Operations, Judgmental Pistol Simulation Course and Weapons Qualification. Once the Basic Mandate Cadet graduates from the Academy, training continues as the Candidate is assigned to a Field Training Officer (FTO). The Field Training Program is a twelve week monitored program where the officer candidate is placed in real-world situations. The officer candidate is evaluated in areas such as Conflict Control, Investigative Skills and Report Writing as well as a myriad of other topics.

Tuition Reimbursement

Tuition Reimbursement is available to employees after six months of employment for credit or non-credit courses if taken at an accredited institution. The course must be related to the employee's current job or to another job at MARTA.

An employee may receive a maximum of \$1,800 in total tuition reimbursements within the Authority's fiscal year. If an employee voluntarily leaves MARTA, all tuition reimbursements paid by checks dated within the previous twelve months must be returned.



Veteran's Benefit

Essential Aspects of the GI Bill's On-the-Job Training Program (OJT):

- Veterans must be eligible to receive GI Bill benefits
- Active Guard and Reserve may also be eligible
- If so, they may receive benefits in the workplace, not just in college
- Veterans must be recently hired (within one to two years), in an entry-level job, working full-time, and must be supervised
- Wages cannot include commission
- Employer may be private, local or state government
- Benefits range from \$252.45 to \$878.90 per month, tax-free, depending on eligibility
- Application on hand

This is a benefit from the government which MARTA has no affiliation and must be pursued by the individual applicant through the Department of Veteran's Services for approval.

Benefits

- Excellent Medical Insurance
- Dependent Medical Insurance
- Dental Coverage
- Eye Care Coverage
- Critical Illness Insurance
- Basic & Voluntary Life Insurance
- Basic & Voluntary Accidental Death and Dismemberment Insurance
- Long Term Disability Insurance
- Short Term Disability Insurance
- Long Term Care Insurance
- Flexible Spending Accounts (Health & Dependent Care)
- Paid Personal Time Off (PTO)
 - 0-4 years 26 Days
 - 4-10 Years 31 Days
 - 10-20 Years 36 Days
- Paid Long Term Sick Time
- Tuition Reimbursement Program
- Unlimited Use of MARTA's Fitness Centers
- Free Bus and Rail Pass
- Pay Incentives for College

MARTA's Health & Wellness Program

MARTA is very interested and values the Health and Wellness of all of our employees. We have initiated several programs to assist in this area. We call our overall program "Taking Control of Your Health". We believe that Knowledge is Power and we offer Simple Strategies for Taking Control of Your Health to our employees on a continuous basis in various different ways. Information is shared with our employees by experts such as physical therapists, nurse educators, public health professionals, exercise physiologists, registered and licensed dieticians and certified diabetes educators.

A central feature of our Health & Wellness Program is information provided by way of our Mobile Health Education Information Centers which provide important health messages for all MARTA employees in a convenient and concise way. Each month, the Mobile Health Education Information Centers, located in 17 facilities throughout MARTA's city wide campus feature a focus health topic of the month along with other information such as tips on healthy eating, simple ways to increase physical activity, along with family focused information and much more.

The Wellness Program includes a walking club, we are calling: "Going The Extra Mile". Studies show that persons who walk at least 30 minutes each day can significantly improve their health status by reducing the risk of diabetes, obesity and heart disease. To learn more about the walking club or submit suggestions, please visit one of the mobile health information centers.

We offer a health information section in our Transit Times News and we also have Health Fairs and our "Race to Fitness Program" which allows weight loss teams to compete throughout the Authority for gifts and prizes for the most weight and body fat lost. We continue to look for ways to improve the health of MARTA employees.

The company also saw the need for onsite exercise facilities and there are four locations throughout the authority:

- Headquarters (fully equipped with lockers)
- South Yard
- Wachovia Annex
- Avondale Yard

Facilities are free of charge and for employee use only!



An equal opportunity employer
With a commitment to diversity in the workforce

Metropolitan Atlanta Rapid Transit Authority
A Standard of Excellence

Application for Employment
(Please print all information.)

For Personnel use only 042534

Application # _____

Received by _____

Position(s) Applied for _____

Date of Application _____

LAST NAME		FIRST NAME		MIDDLE NAME		MAIDEN NAME					
ADDRESS		NUMBER		STREET		CITY		STATE		ZIP CODE	
HOME TELEPHONE () -				BUSINESS OR MOBILE () -				SOCIAL SECURITY NUMBER / /			
DO YOU NOW HOLD A PUBLIC OFFICE? <input type="checkbox"/> YES <input type="checkbox"/> NO				HAVE YOU EVER BEEN EMPLOYED BY MARTA? <input type="checkbox"/> YES <input type="checkbox"/> NO DATES FROM _____ TO _____ POSITION TITLE _____ WHAT WAS YOUR NAME THEN? _____							
PLEASE LIST ANY RELATIVES CURRENTLY WORKING FOR MARTA BELOW:											
NAME OF RELATIVE _____				POSITION HELD _____				RELATIONSHIP _____			
NAME OF RELATIVE _____				POSITION HELD _____				RELATIONSHIP _____			
DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO		CLASS		DRIVER'S LICENSE NUMBER		STATE OF ISSUE		EXPIRATION DATE			
HAS YOUR LICENSE EVER BEEN SUSPENDED? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, WHEN? _____											
EXPLAIN CIRCUMSTANCES: _____											
PREVIOUS ADDRESSES (INCLUDE PREVIOUS TEMPORARY AND PERMANENT ADDRESSES COVERING THE LAST 2 YEARS. USE ADDITIONAL PAPER, IF NECESSARY.)											
STREET ADDRESS		CITY		STATE		COUNTY		FROM		TO	
1.											
2.											
3.											
HOW DID YOU LEARN ABOUT US?											
<input type="checkbox"/> ADVERTISEMENT <input type="checkbox"/> FRIEND <input type="checkbox"/> WALK-IN <input type="checkbox"/> EMPLOYEE. GIVE EMPLOYEE'S NAME: _____											
<input type="checkbox"/> EMPLOYMENT AGENCY <input type="checkbox"/> RELATIVE <input type="checkbox"/> COLLEGE/UNIVERSITY NAME _____ <input type="checkbox"/> OTHER (SPECIFY) _____											
HAVE YOU BEEN CONVICTED OF A CRIME IN THE PAST FIVE YEARS, EXCLUDING MISDEMEANORS AND SUMMARY OFFENSES, WHICH HAVE NOT BEEN ANNULLED, EXPUNGED, OR SEALED BY A COURT? <input type="checkbox"/> YES <input type="checkbox"/> NO											
IF YES, DESCRIBE IN FULL: _____											

FIRST, LAST, MI

SOCIAL SECURITY NUMBER

EMPLOYMENT EXPERIENCE

Begin with your current or most recent employment. Give accurate information on all full and part time employment including any periods of unemployment or military service longer than one month. Provide both the month and the year of employment dates. Resumes and additional paper may be included.

The Commercial Motor Vehicle Safety Act of 1986 requires that all prospective applicants for the position of Bus Operator must detail previous employment as a commercial driver As far back as ten years, if applicable.

COMPANY NAME & ADDRESS 1. _____ _____		DATES EMPLOYED FROM TO		WORK PERFORMED _____ _____ _____ _____
TELEPHONE NUMBER(S) () -		HOURLY RATE/SALARY		
JOB TITLE	SUPERVISOR	STARTING	ENDING	
REASON FOR LEAVING				

COMPANY NAME & ADDRESS 1. _____ _____		DATES EMPLOYED FROM TO		WORK PERFORMED _____ _____ _____ _____
TELEPHONE NUMBER(S) () -		HOURLY RATE/SALARY		
JOB TITLE	SUPERVISOR	STARTING	ENDING	
REASON FOR LEAVING				

COMPANY NAME & ADDRESS 1. _____ _____		DATES EMPLOYED FROM TO		WORK PERFORMED _____ _____ _____ _____
TELEPHONE NUMBER(S) () -		HOURLY RATE/SALARY		
JOB TITLE	SUPERVISOR	STARTING	ENDING	
REASON FOR LEAVING				

COMPANY NAME & ADDRESS 1. _____ _____		DATES EMPLOYED FROM TO		WORK PERFORMED _____ _____ _____ _____
TELEPHONE NUMBER(S) () -		HOURLY RATE/SALARY		
JOB TITLE	SUPERVISOR	STARTING	ENDING	
REASON FOR LEAVING				

ADDITIONAL EMPLOYMENT EXPERIENCE

COMPANY NAME & ADDRESS 5. _____ _____		DATES EMPLOYED FROM TO		WORK PERFORMED _____ _____ _____	
TELEPHONE NUMBER(S) () -		HOURLY RATE/SALARY STARTING ENDING		_____ _____ _____	
JOB TITLE	SUPERVISOR				
REASON FOR LEAVING					

COMPANY NAME & ADDRESS 6. _____ _____		DATES EMPLOYED FROM TO		WORK PERFORMED _____ _____ _____	
TELEPHONE NUMBER(S) () -		HOURLY RATE/SALARY STARTING ENDING		_____ _____ _____	
JOB TITLE	SUPERVISOR				
REASON FOR LEAVING					

COMPANY NAME & ADDRESS 7. _____ _____		DATES EMPLOYED FROM TO		WORK PERFORMED _____ _____ _____	
TELEPHONE NUMBER(S) () -		HOURLY RATE/SALARY STARTING ENDING		_____ _____ _____	
JOB TITLE	SUPERVISOR				
REASON FOR LEAVING					

COMPANY NAME & ADDRESS 8. _____ _____		DATES EMPLOYED FROM TO		WORK PERFORMED _____ _____ _____	
TELEPHONE NUMBER(S) () -		HOURLY RATE/SALARY STARTING ENDING		_____ _____ _____	
JOB TITLE	SUPERVISOR				
REASON FOR LEAVING					

EMPLOYMENT EXPERIENCE (continued)

Have you ever been dismissed, suspended, or asked to resign? ☐ Yes ☐ No

If yes, please explain the circumstances, give the name of the employer, and list the dates of employment.

Please explain all periods of unemployment.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

EDUCATION

	HIGH SCHOOL	UNDERGRADUATE COLLEGE/UNIVERSITY	GRADUATE/ PROFESSIONAL	TECHNICAL/ BUSINESS SCHOOL
SCHOOL NAME & LOCATION				
CIRCLE YEARS COMPLETED	9 10 11 12	1 2 3 4	1 2 3 4	1 2 3 4
DIPLOMA/DEGREE AWARDED		YEAR RECEIVED	YEAR RECEIVED	
DESCRIBE COURSE OF STUDY				
Describe any specialized training, Apprenticeship, skills And extracurricular activities.				

DO YOU HAVE A GED? YES NO DATE RECEIVED ____/____/____ ISSUING INSTITUTION _____

ADDRESS _____

SKILLS

PROFESSIONAL LICENSE OR CERTIFICATE, IF REQUIRED FOR THIS POSITION	LICENSE #	DATE ISSUED	ISSUING STATE	EXPIRATION DATE

List any foreign languages in which you can read and write: _____

List any foreign languages in which you are fluent: _____

Secretarial skills, if required. Typing speed WPM _____ Dictation speed WPM _____

Other skills, including software knowledge: _____

Have you ever had any job-related training in the United States military? Yes No

If yes, please describe: _____

State any additional information you feel may be helpful to us in considering you for employment. _____

Please read the following statements carefully. They are conditions for employment with the Metropolitan Atlanta Rapid Transit Authority (MARTA).

1. The answers given by me to the foregoing questions and the statements made by me are true to the best of my knowledge and belief. I UNDERSTAND THAT ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS OF FACTS CALLED FOR IN THIS QUESTIONNAIRE OR ANY SUPPLEMENTS THERETO, IS CAUSE FOR REJECTION OF MY APPLICATION OR DISCHARGE AT ANY TIME DURING MY EMPLOYMENT.
2. The persons, schools, previous employers, and other organizations named in this application are authorized by me to verify the information I have provided and to provide MARTA with any relevant information that may be required to arrive at an employment decision.
3. A satisfactory medical examination, drug and alcohol tests, and signed medical release statement(s) are required for all new employees in security and safety sensitive positions. Results will be held in confidence by MARTA except where release of such information is required by law.
4. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule that includes Saturday and Sunday. I understand and accept these as conditions of employment.
5. I understand that employment at MARTA is terminable at the will of either the employee or the Authority.
6. I understand that this application is valid for a (6) month period only.
7. I understand that MARTA may procure or prepare an investigative report to verify all information I have provided on the questionnaire. For certain positions, this investigation may include a check of my criminal conviction record. By signing this questionnaire, I authorize MARTA to make such an investigation and release from all liability or responsibility all persons, schools, companies, corporations, state agencies or any other entity supplying or collecting such information. Any copy of this authorization shall have the same authority as the original.

Signature _____ Date _____

Applicant Information Form

Full Name (Last, First, Middle): _____

Position Applied For: _____ Date _____

Lead Source

To help us track our advertising better, check the lead source below that led you to apply for this position:

- | | | |
|---|--|--|
| <input type="checkbox"/> Walk-In | <input type="checkbox"/> Website | <input type="checkbox"/> Cultural, Civic, Religious Organization |
| <input type="checkbox"/> Employee: _____
(Employee's Name) | <input type="checkbox"/> Advertisement: _____
(Publication) | |
| <input type="checkbox"/> College/University: _____
(Specify) | <input type="checkbox"/> Government Agency: _____
(Agency Name) | |
| <input type="checkbox"/> Professional/
Technical School: _____ | <input type="checkbox"/> Employment Agency: _____
(Agency Name) | |
| <input type="checkbox"/> Job Fair: _____
(Specify) | <input type="checkbox"/> Other: _____ | |

Affirmative Action Compliance Data

Federal rules require that we gather the following information on all the applicants. MARTA requests your cooperation in providing the needed information; however, completion of the information below is strictly voluntary and will in no way effect your application for employment.

I. Ethnic Groups:

- ☐ Hispanic or Latino ☐ Not of Hispanic or Latin origin (Please identify your race below in section II)

II. Race Categories:

- | | |
|--|---|
| <input type="checkbox"/> White (Caucasian), not of Hispanic origin | <input type="checkbox"/> Black (African American), not of Hispanic origin |
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |

III. Sex

- ☐ Male ☐ Female ☐ Not Specified

IV. Veteran

- ☐ Yes ☐ No

V. Self-Identifying as Disabled

- ☐ Yes ☐ No

MARTA IS AN EQUAL OPORTUNITY EMPLOYER

It is MARTA policy that no employee or applicant for employment will be discriminated against because of race, color, creed, religion, sex, marital status, national origin, sexual orientation, ancestry, age, unfavorable military discharge, gender identity or expression, disability, provided that the individual with the disability is able to perform the essential functions of the job which he/she desires to hold with reasonable accommodation by the authority.

Metropolitan Atlanta Rapid Transit Authority



Police Department
2424 Piedmont Road, NE
Atlanta, Georgia 30324

I hereby authorize the MARTA Police Department, or the MARTA Division of Personnel, to receive any criminal history information pertaining to me which may be in the files of any local, state, or federal criminal justice agency. This authorization shall remain in effect from date of signature until such time as my application is rejected or, if employed, my employment is terminated.

I also request and authorize a review and full disclosure of all records concerning me, to any authorized agent of the MARTA Police Department, or the MARTA Division of Personnel, whether the records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; internal investigations and disciplinary records; financial or credit institutions or reporting agencies including loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other consultation, including hospitals, clinics, private practitioners, and the US Veterans Administration; employment and pre-employment records; and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either civil or criminal, in which I have or have had an interest. I understand that any information obtained by a personal history background investigation which is developed directly or indirectly in whole or in part, upon this release authorization will be considered in determining the suitability for employment by the MARTA Police Department.

A photocopy or facsimile of this release form will be as valid as an original, even though the photocopy or facsimile does not contain an original writing of my signature.

I hereby release any and all individuals, organizations, previous employers, reporting agencies, and others as stated above from any liability or damage which may result from furnishing the requested information.

Signed this _____ day of _____ of _____.

Signature _____

Printed Name _____

Notary Public

Seal

Date

Metropolitan Atlanta Rapid Transit Authority Police Department
A Nationally Accredited, State Certified Agency



MARTA Police Department

Employment Waiver

I, _____, hereby acknowledge that I fully understand that my employment with the MARTA Police Department is contingent on the results of the Department's complete investigation of my background.

Furthermore, I fully understand that if this investigation reveals any information that would prohibit my continued employment with this department, my appointment then is subject to immediate termination.

I, _____, without any coercion, voluntarily agree to execute and sign this waiver.

Applicant's Signature

Social Security Number

Date

Position Applied For

Witnessed By

Witnessed By

MARTA Police Department

Notice of Polygraph Examination

I understand that I will be required to take a standard law enforcement pre-employment polygraph examination administered by the Georgia Bureau of Investigation or MARTA Police Department at a time and place to be determined by the MARTA Police Department. If I am selected to continue in the MARTA Police Selection process, I will be notified of that date, time, and location for the examination.

Applicant's Printed Name

Applicant's Signature

Date Signed

Witnessed for MARTA Police Department

Metropolitan Atlanta Rapid Transit Authority



Police Department
2424 Piedmont Road, NE
Atlanta, Georgia 30324

Georgia Driver's History Consent Form

I hereby authorize MARTA Police Department, to receive a copy of my Georgia driver's history information as part of my application for criminal justice employment, or for use relative to the performance of my official duties with this agency.

Full Printed Name

Street Address

City

State

Zip Code

Sex

Date of Birth

Drivers License Number

Applicants Signature

Date

Notary Public

Commission Expiration

Metropolitan Atlanta Rapid Transit Authority Police Department
A Nationally Accredited, State Certified Agency



Police Department

SEAL

I hereby authorize any former employer to release to MARTA any and all records related to my prior employment, including salary information, attendance data, internal affairs investigations and conclusions, disciplinary actions, and any other record of any kind whatsoever. A copy of this authorization shall be as valid as the original.

Witness: Notary Public

Applicant's Name: _____ SSN: _____
 Previous Employer: _____
 Address: _____

The applicant identified above has applied for employment with the MARTA Police Department. The applicant has indicated that he/she was in your employment from _____ to _____ in the capacity of _____

Please provide the information requested below and return this form to us in the enclosed envelope at your earliest convenience.

Date _____

Date Hired _____ Date he/she left your employment _____
 Position (s) held _____
 Reason he/she left your employment _____

Unsatisfactory

Overall work performance

Do you recommend this applicant?	Yes	No	Comments

Telephone



MARTA DRUG & ALCOHOL POLICY

PLEASE READ CAREFULLY PRE-EMPLOYMENT DRUG & ALOCHOL POLICY STATEMENT

As a public transportation carrier, MARTA is committed to a drug and alcohol free workplace, and to that end intends by its policies and practices to prohibit drug use and alcohol misuse.

All safety-sensitive applicants (or employee transfers from non-safety sensitive to safety-sensitive positions) must undergo urine drug testing prior to hire (or transferring) into a safety-sensitive position.

Under MARTA's own policy, all safety-sensitive applicants (or employees transferring from non-safety sensitive to safety-sensitive positions) must undergo breath alcohol testing following a contingent offer of employment or transfer.

A verified negative drug test result and a negative breath alcohol test result (<0.02 BAC) is required prior to employment. A confirmed positive pre-employment drug and/or alcohol test will disqualify an applicant for employment. Transferring employees with a confirmed positive pre-employment drug and/or alcohol test will be discharged.

Participation in MARTA's Drug & Alcohol program is a condition of employment.

Failure to adhere to MARTA's Drug & Alcohol Program will result in termination.

The Drug & Alcohol Policy can be obtained through the Office of Human Resources. Transferring employees may also obtain a copy from the MARTAnet.


I have read and understand MARTA's policy regarding pre-employment drug and alcohol testing.

Applicant's Name (Print)
(or Transferring Employee's Name)

Social Security Number

Applicant's Signature
(or Transferring Employee's Signature)

Date

<h1>MARTA</h1> <h2>Police Department</h2> 		Chapter 26	General Order Number 26-110
		Date of Issue 7/7/00	Effective Date 7/7/00
Subject Child Support Enforcement Procedures		Issuing Authority Chief of Police	
Reference	Page 1 of 3	New () Amends () Rescinds (X) General Order 26-110 dated 10/15/96	

Purpose:

The State of Georgia has various statutes requiring the prompt payment of child support obligations. During the 1996 session of the Georgia General Assembly, Senate Bill 227 was passed, and was signed into law by the Governor. This new Statute requires various professional licensing agencies and the driver's license section of the Department of Public Safety to suspend occupational or driver's licenses under certain defined circumstances involving non-payment of court-ordered child support. A peace officer certification issued by the Georgia POST Council must, under prescribed circumstances, be denied or suspended for non-payment of child support. This General Order describes the MARTA Police Department's procedures in responding to the requirements of this law.

Policy:

A police officer, certified or non-certified, employed by the MARTA Police Department must immediately notify the Chief of Police of any suspension or denial of a driver's license or POST certification related to nonpayment of court-ordered child support. This notification will be sent in writing through the officer's chain of command. Failure to immediately make this required notification of a suspended or denied driver's license or POST certification will be grounds for termination of employment.

Beginning immediately at the time an officer is notified of a suspension or denial of a POST certification due to non-payment of court-ordered child support, the officer will not work in any capacity as a MARTA Police Officer until the issue is resolved.

If the officer's driver's license is suspended for non-payment of court-ordered child support, the provisions of General Order 85-102 will apply.

A certified officer who has a POST certification suspended or denied due to non-payment of court-ordered child support will be immediately suspended without pay for a period of time not to exceed thirty days. During that time the officer will have the opportunity to resolve the issue and to have the suspension or denial of a POST certification removed. If the issue is not resolved during this thirty-day period in a manner that allows the officer to return to work in full compliance with all applicable statutes of the State of Georgia, the officer will be terminated.

An officer who is attending the POST mandate school who receives a notice of a suspension of a driver's license for non-payment of child support will be subject to the provisions of General Order 85-102. If a noncertified officer attending POST mandate school receives notice of POST's intent to deny certification of the officer as a Peace Officer because of non-payment of child support,

written notice must immediately be given by the officer to the commanding officer of the Training Unit and the Chief of Police. The officer will be allowed to continue mandate school for a period not to exceed thirty days. If the issue is not resolved during that time period in a manner that will allow the officer to be certified as a Peace Officer, the officer's employment will be terminated. If the officer graduates from mandate school during the thirty day period, and if the issue has not be successfully resolved with POST, the officer will be placed on suspension without pay for the balance of the thirty day time period. If the issue is not satisfactorily resolved by the end of that time period, the officer will be terminated.

All certified and non-certified officers must keep the Department of Public Safety unit that administers driver's licenses notified of their current address. If the officer is required to pay child support under the administration of the Georgia Department of Human Resources, the officer will ensure that the appropriate office within that Department is notified of the officer's current address.

New employees, at the time they are hired, will be provided a copy of this General Order, and they must sign a certification that they understand the provisions of this General Order and its application.

**METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY
Police Department**

Notice to All Applicants for Employment as Transit Police Officers

As a condition of employment as a MARTA police officer, you are required to obtain and maintain certification as a sworn peace officer under the laws of the State of Georgia. Certification is issued by and may be suspended or revoked by the Georgia Peace Officer Standards and Training Council [POST]. Failure to satisfy the requirements established by POST and applicable state law can result in the failure to receive certification or the suspension or revocation of certification.

At any time during your employment with MARTA as a police officer if you fail to maintain your certification as a sworn peace officer your employment will be terminated.

To be considered for employment as a MARTA police officer, you must be eligible for certification by POST. Under the terms of Senate Bill 227, effective July 1, 1996, POST must deny certification to any individual who has failed to pay court ordered child support for more than sixty days and who: (1) is the subject of a Superior Court order requiring POST to refuse to issue certification or to suspend an existing certification or (2) appears on the Georgia Department of Human resources list of individuals who should be denied certification or licensing by state agencies based upon failure to pay child support. POST must also suspend certifications previously granted to individuals if POST receives notice of nonpayment of child support in either of the ways described above.

By signing this notice, the applicant certifies that:

- (1) He or she is not subject to denial of certification by POST or suspension of an existing POST certification pursuant to SB 227 for failure to pay court ordered child support;
- (2) He or she is not the subject of any superior court order denying or suspending state professional licenses as the result of nonpayment of child support;
- (3) He or she is not listed by the Georgia Department of Human Resources as an individual ineligible for licensing by state agencies as the result of nonpayment of child support; and
- (4) He or she is not the subject of any drivers license suspension proceedings as a result of nonpayment of child support.

The Applicant understands that any failure to obtain POST certification or any subsequent suspension or revocation of POST certification will affect the applicant's employment as a MARTA police officer as described in the attached General Order 26-110, a copy of which has been provided to the Applicant.

Applicant Printed Name

Applicant Signature

Date Signed

ATTENTION

MILITARY PERSONNEL And PRIOR MILITARY PERSONNEL



MARTA POLICE DEPARTMENT

participates in the V.A. Benefits program for
ON-THE-JOB Training for eligible candidates.

Officers who are eligible for the program
can receive benefits up to a period of 18 months.

MARTA POLICE DEPARTMENT



Pre-Employment Police Candidate Questionnaire

Applicant's Name: _____

Date: _____

MARTA Police Department

PRE-EMPLOYMENT POLICE CANDIDATE QUESTIONNAIRE

Date: _____ Position Applied for: _____

Name: _____
Last First Middle Phone Number

DOB: _____
Month / Day / Year Age Place of Birth

SSN: _____
Mobile Number

Address: _____
Street City State Zip Code

Sex: _____ Weight: _____ Marital Status: _____

Race: _____ Height: _____ Spouse's Name: _____

Current Occupation: _____

Business Address: _____
Street City State Zip Code

The following questions pertain to mandatory requirements of employment with the MARTA Police Department:

1. Do you have a high school diploma or equivalent? _____
2. Are you a Naturalized or United States-born Citizen? _____
3. Have you ever been convicted of a felony? _____
4. Have you ever applied with the MARTA Police Department before? _____
5. Have you ever been employed by a Criminal Justice Agency before? _____
6. Have you ever used or experimented with any type of illegal drugs? _____
If so, please list date, type of drug, and the number of times used: _____

HIGHER EDUCATION

1. Do you have a college degree? _____ If so, list degree type and college or university.

2. If not and you have some college, how many semester or quarter hours do you have? _____

RESIDENTIAL HISTORY

In the space provided below, please list all the places you have lived the past fifteen (15) years beginning with the most recent.

From / To	Street Address / City / State / County
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

PERSONAL REFERENCES

List five (5) people who have known you for at least five (5) years and are not related to you either by blood or marriage and are not former employers. Examples of personal references may include your family doctor, minister, neighbor, teacher, landlord and friends. Those listed may be asked to appraise your character, ability, experience, personality and other qualities.

1.	<hr/>	<hr/>	<hr/>
	Name of Person	Relationship	# of Years Acquainted
	<hr/>	<hr/>	() <hr/>
	Address	City/State	Zip Code Telephone Number
2.	<hr/>	<hr/>	<hr/>
	Name of Person	Relationship	# of Years Acquainted
	<hr/>	<hr/>	() <hr/>
	Address	City/State	Zip Code Telephone Number
3.	<hr/>	<hr/>	<hr/>
	Name of Person	Relationship	# of Years Acquainted
	<hr/>	<hr/>	() <hr/>
	Address	City/State	Zip Code Telephone Number
4.	<hr/>	<hr/>	<hr/>
	Name of Person	Relationship	# of Years Acquainted
	<hr/>	<hr/>	() <hr/>
	Address	City/State	Zip Code Telephone Number
5.	<hr/>	<hr/>	<hr/>
	Name of Person	Relationship	# of Years Acquainted
	<hr/>	<hr/>	() <hr/>
	Address	City/State	Zip Code Telephone Number

CRIMINAL HISTORY

Have you ever been convicted of or participated in any of the following crime(s) in the past, or are you presently awaiting a court hearing for any of the following crimes?

	Yes	No	Explain
Reckless Driving			
DUI			
Serious Injury by Vehicle			
Assaultive Behavior			
Obstruction of an Officer			
Sexual Offenses			
Theft by Taking			
Theft by Deception			
Theft of Services			
Theft of Lost/Mislaid Property			
Theft by Receiving Stolen Property			
Violation of the GA Controlled Substance Laws			
Homicide by Vehicle			
Fleeing or attempting to elude an Officer			
Impersonating a Law Enforcement Officer			
Robbery			
Armed Robbery			
Forgery			
Credit Card Fraud			

Have you ever been convicted of or participated in any other crimes that were not mentioned above?

Yes _____ No _____

If so, give explanations, dates, county, city, and state that the incident occurred. _____

1. Have you ever been arrested or convicted of any crime excluding traffic offenses?

Yes _____ No _____

If yes, please specify: _____

2. Have you ever plead guilty or nolo contendere to any crime excluding traffic offenses?

Yes _____ No _____

3. Have you ever received a sentence under the First Offender Act?

Yes _____ No _____

4. Have you ever appeared in court (including juvenile) as a defendant to answer any city, Municipal, State or Federal charge(s)?

Yes _____ No _____

If you answered yes to questions 2, 3 or 4 please explain: _____

Were you ever in custody as a juvenile? Yes _____ No _____

5. **Have you ever been:**

Sentenced to incarceration of any type? Yes _____ No _____

Placed in a police line-up? Yes _____ No _____

Have you ever been placed on probation? Yes _____ No _____

Have you ever been placed on parole? Yes _____ No _____

Placed in jail? Yes _____ No _____

Placed in a holding cell? Yes _____ No _____

Placed in a military stockade? Yes _____ No _____

Placed in an alternative school? Yes _____ No _____

Questioned as a suspect of a crime by the police? Yes _____ No _____

If you answered "yes" to any of the above questions, please explain. _____

DRIVING RECORD

1. Do you have a current valid driver's license? Yes ____ No ____ Year obtained ____

State

License Number

Classification

Expiration Date

2. Have you ever possessed a driver's license issued by another state? Yes ____ No ____

If yes, please give the state and license number: _____

3. Please list below ALL traffic citations you have received (except parking):

Location (City & State)

Approximate Date of Violation

Disposition

4. Has your license ever been suspended or revoked? Yes ____ No ____

5. Have you ever been refused a driver's license by any state? Yes ____ No ____

If yes, please give details: _____

6. Has your auto insurance ever been cancelled? Yes ____ No ____

If yes, please explain: _____

7. Have you ever been denied auto insurance? Yes ____ No ____

If yes, please explain: _____

8. Have you ever obtained a driver's license under another name? Yes ____ No ____

If yes, please explain: _____

THEFTS

- | | | |
|--|-----------|----------|
| 1. Have you ever stolen any money from an employer? | Yes _____ | No _____ |
| 2. Did you ever steal anything from an employer? | Yes _____ | No _____ |
| 3. Have you ever stolen any property from a fellow employee? | Yes _____ | No _____ |
| 4. Have you ever deliberately "short changed" a customer? | Yes _____ | No _____ |
| 5. Have you ever deliberately destroyed any property of an employer? | Yes _____ | No _____ |
| 6. As an adult, have you ever stolen anything from a store? | Yes _____ | No _____ |
| 7. Did you ever alter a price tag in a store? | Yes _____ | No _____ |
| 8. Did you ever forge a check? | Yes _____ | No _____ |
| 9. Did you ever intentionally write a bad check? | Yes _____ | No _____ |
| 10. Did you ever steal anything from a vehicle? | Yes _____ | No _____ |
| 11. Did you ever act as a lookout when anyone else was stealing? | Yes _____ | No _____ |

If you answered “yes” to any of the above questions, please explain: _____

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

FINANCIAL

1. Have you ever declared or are you about to declare bankruptcy? Yes ____ No ____

If yes, please provide date, location, and circumstances: _____

2. Have you ever had any garnishments? Yes ____ No ____

If yes, please explain: _____

3. Have you ever been ordered by a court to make financial payments? Yes ____ No ____

If yes, please explain: _____

MILITARY

1. Have you ever served in the active Armed Forces of the United States? Yes ____ No ____

If yes, list branch:

A. What branch? _____

B. What date(s) of service? _____

2. What is the type of discharge? (Honorable, dishonorable, general, honorable conditions, etc.)

Be exact: _____

3. If you have anything below an Honorable discharge, please explain why: _____

4. Are you now, or were you ever a member of the United States Reserve Forces?

Yes _____ No _____

If yes, list branch:

A. What branch? _____

B. What date(s) of service? _____

5. Were you ever court-martialed, charged with a crime, the subject of summary court, desk court, captains mast or company punishment, or received any other DISCIPLINARY ACTION while a member of the Armed Forces? Yes ____ No

If yes, please explain here: _____

DRUGS

1. Have you used, sold, or purchased illegal drugs:

In the past 24 hours? Yes ____ No ____

If so, what type of drug? _____

In the past week? Yes ____ No ____

If so, what type of drug? _____

In the past month? Yes ____ No ____

If so, what type of drug? _____

In the past six months? Yes ____ No ____

If so, what type of drug? _____

In the past year? Yes ____ No ____

If so, what type of drug? _____

2. Did you use/try illegal drugs in grammar school? Yes ____ No ____

If so, what type of drug? _____

3. Did you use/try illegal drugs in high school? Yes ____ No ____

If so, what type of drug? _____

4. Did you use/try illegal drugs in college or trade school? Yes ____ No ____

If so, what type of drug? _____

5. Did you use/try illegal drugs in the military Yes. ____ No ____

If so, what type of drug? _____

6. Have you ever used/tried illegal drugs at work? Yes. ____ No ____

If so, what type of drug? _____

7. Have you ever used/tried illegal drugs just prior to reporting to work? Yes ____ No ____

If so, what type of drug? _____

8. Have you ever used/tried illegal drugs at lunch or other breaks at work? Yes ____ No ____

If so, what type of drug? _____

9. Have you ever used/tried illegal drugs just after getting off from work? Yes ____ No ____

If so, what type of drug? _____

10. Have you ever taken alcohol and illegal drugs together? Yes ____ No ____

If so, how many times? _____

What type of drug? _____

Where were you? _____

Last time? _____

11. Have you ever passed or attempted to pass a forged drug prescription? Yes ____ No ____

12. Have you ever been arrested or convicted for a drug violation? Yes ____ No ____

13. Have you ever stolen drugs from anyone? Yes ____ No ____

14. Have you ever sold any substance which you presented or claimed to be an illegal drug?

If you answered "yes" to questions 11, 12, 13, or 14 please explain: _____

GAMBLING

1. Do you have any gambling debts? Yes ____ No ____

If yes, please explain: _____

2. What is the most money you have ever illegally bet? Amount: ____ When: ____

PRIOR CRIMINAL JUSTICE EMPLOYMENT HISTORY

1. Please list other law enforcement agencies to which you have applied for employment: _____

2. Have you ever been employed by a criminal justice or law enforcement agency?

Yes _____ No _____

If yes, please answer the following questions:

Have you ever accepted a payoff? Yes _____ No _____

Have you ever stolen anything from anyone you arrested? Yes _____ No _____

Have you ever stolen anything at the scene of a burglary? Yes _____ No _____

Have you ever kept the property of someone who was arrested? Yes _____ No _____

Did you ever carry a "throw down" weapon? Yes _____ No _____

Have you ever unlawfully entered a business? Yes _____ No _____

Have you ever stolen anything from a car that you had towed in? Yes _____ No _____

Did you ever falsify an expense voucher? Yes _____ No _____

Have you ever received any type of gratuity for dropping a case or disposing of an arrest ticket? Yes _____ No _____

Have you ever tampered with evidence? Yes _____ No _____

Have you ever kept for personal use or for resale any illegal drugs taken from someone who had been arrested, detained, or questioned? Yes _____ No _____

Have you ever illegally destroyed a case file, computer record or official report? Yes _____ No _____

Have you illegally retained seized weapons or property? Yes _____ No _____

Have you ever intentionally falsified a case file, computer entry or official report? Yes _____ No _____

Have you ever planted evidence? Yes _____ No _____

Have you ever "tipped off" a friend, acquaintance, or relative about an active investigation involving them? Yes _____ No _____

Did you ever "cover-up" a criminal offense for a friend or relative? Yes _____ No _____

Since you were first employed in criminal justice work, have you used or sold marijuana, cocaine, or any other illegal drugs? Yes _____ No _____

Have you ever stolen anything from a crime scene? Yes _____ No _____

Has your POST certification ever been suspended or revoked by any state? Yes _____ No _____

While employed by a criminal justice agency, did you ever violate your oath of office?	Yes _____	No _____
Have you ever received an oral or written reprimand?	Yes _____	No _____
Have you ever been suspended from work?	Yes _____	No _____
Have you ever been terminated from employment?	Yes _____	No _____
Have you ever been a party to a lawsuit as a result of your actions in the performance of your job?	Yes _____	No _____

If you answered "yes" to any of the above questions, please explain: _____

3. Please list all criminal justice or law enforcement agencies you have worked for in the past.

Agency	City/State	Position	Years Employed

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

The answers given by me to the foregoing questions and the statements made by me are true to the best of my knowledge and belief. I UNDERSTAND THAT ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS OF FACTS CALLED FOR IN THIS QUESTIONNAIRE OR ANY SUPPLEMENTS THERETO, ARE CAUSE FOR REJECTION OF MY APPLICATION OR DISCHARGE AT ANY TIME DURING MY EMPLOYMENT.

I understand that MARTA may procure or prepare an investigative report to verify all information I have provided on the questionnaire. For certain positions, this investigation may include a check of my criminal conviction record. By signing this questionnaire, I authorize MARTA to make such an investigation and release from all liability or responsibility all persons, schools, companies, corporations, state agencies or any other entity supplying or collecting such information. Any copy of this authorization shall have the same as the original.

I further understand that as a condition of employment all Transit Police Officer Candidates must pass the Georgia Peace Officer Standards and Training written entrance examination and successfully complete the POST Academy. Any failure to obtain POST certification or any subsequent suspension or revocation of POST certification will affect the applicant's employment as a MARTA Transit Police Officer.

_____	_____
Signature	Date

**METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY
DIVISION OF POLICE SERVICES
CONSENT AND AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize and request that you release to an authorized representative of the MARTA Police Department all requested pertinent information concerning my employment history, driver's license history, credit history, or criminal history record which may be in the files of any state or local criminal justice agency in Georgia.

It is my understanding that this information will be used by the MARTA Police Department **only** for official purposes and will be kept **confidential**. This consent and authorization shall remain in effect from date of signature until such time as my application is rejected or, if employed, my employment is terminated.

I relieve MARTA of any and all liabilities.

Full Printed Name

Street Address

City

State

Zip Code

Sex

Race

Date of Birth

Social Security Number

Applicants Signature

Date

Notary Public

Date

Commission Expiration

Recruiting Officer