



Cobb County Department of Public Safety

Internal Affairs
100 Cherokee Street, Suite 140
Marietta, GA 30090-9682

Dear 911 Applicant:

TAKE YOUR TIME when completing the release forms and the background packet.

This paperwork is very important and if not completed correctly could remove you from the hiring process.

The position you have applied for is a detailed oriented position and a lot of information is requested from you. **Some sections in the background packet go back 7 years, 10 years or a lifetime....**

Read the instructions carefully. We will not accept a POB as an address; you must list your home address.

- On page 1 under Supportive Documents, if you do not have a copy of your high school diploma you will need to request a copy of your transcripts and I need to receive them sealed. High school diploma/transcripts is required from every applicant even if you have a higher education degree.
- On page 7 under Family History, you must list *all* your immediate family members and it is defined in the book who you should include. Everyone that fits into the immediate family criteria **must** be listed.
- On page 8 under Neighborhood Reference you are required to list two. If you live in an apartment you may use your leasing office as one and the second needs to be a close neighbor to your residence. It is not required that you know them. When listing Neighborhood References, Personnel References and Co-Workers References you must provide 8 different people.
- On page 9 under Work History, start with your current job and go back 7 years. If you were unemployed, terminated or self-employed during that time frame they must all be listed. **Complete addresses** are required in this section. Page 18 is a continuation page if you need more room. Make sure you provide all the information the original page asked for.

Do not leave any sections blank.... If it does not apply to you, you must answer by listing "no" or "n/a" in each section. You must be **HONEST**, do not **HOLD BACK INFORMATION!** Write legibly, if it cannot be read, it cannot be processed

GOOD LUCK at the test and thank you for your interest in our department.

Investigator Bonnie Rogers