

# SWORN LAW ENFORCEMENT EMPLOYMENT APPLICATION FORM

**NOTE: Please return completed application to the Human Resource Coordinator at Hialeah Gardens City Hall.**

The City of Hialeah Gardens is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

**NOTICE:** The following additional documents must be attached to this application:

1. A certified copy of birth certificate
2. A certified copy of high school diploma or Florida Police Standards approved G.E.D.
3. A copy of military discharge(s).
4. Copy of FBAT results.
5. Copy of Physical Agility Test (PAT).
6. Copy of Law Enforcement Certificate.
7. Copy of Driver's License
8. Copy of Social Security Card.
9. Copy of Credit Report.
10. Copy of Marriage Certificate
11. Copy of Divorce Decree.
12. Copy of College/University Transcripts
13. Copy of proof of name change.

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

Date: \_\_\_\_\_

## INSTRUCTIONS

Application must be typed and printed. All questions must be answered. Applications which are not complete will not be considered. If provided space is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application, and number answers to correspond with questions. I understand that the submission of this application for sponsorship to a law enforcement academy does not constitute an application for employment or appointment with the sponsoring law enforcement agency. Moreover, I understand this law enforcement agency is under no obligation to sponsor me as a candidate for any law enforcement training program.

## PERSONAL HISTORY

1. Full Name:

\_\_\_\_\_

Last Name

\_\_\_\_\_

First

\_\_\_\_\_

Middle

\_\_\_\_\_

Abb.

2. Other: List all other names you have used including circumstances and time periods you used them. (For example: maiden name, former name(s), alias(es), or nickname(s).)

Name	Circumstance	Dates From Mo./Yr.	Dates To Mo./Yr.

## BACKGROUND INFORMATION

**THIS INFORMATION IS REQUIRED TO CONDUCT BACKGROUND INVESTIGATION ONLY!**

1. Date and Place of Birth:

<small>Date of Birth</small>	<small>City</small>	<small>County</small>	<small>State</small>
<small>Country (if not the United States)</small>			

2. Are you a United States citizen?     Yes     No

If naturalized, please provide: \_\_\_\_\_    \_\_\_\_\_  
Naturalization Date    - City, State.

<small>Court</small>	<small>Naturalization No.</small>
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3. Marital Status:     Married     Divorced     Separated     Widowed     Never Married

4. Do you have or have you ever applied for a passport?     Yes     No    Passport No. \_\_\_\_\_

5. Height: \_\_\_\_\_    Weight: \_\_\_\_\_

## EDUCATION/TRAINING

1.	High School Name/Address	Dates Attended Mo./Yr.		Years Completed	Did You Graduate?	Type of Diploma
		From	To			

2.	*College/University Name/Address	Dates Attended Mo./Yr.		Credit Hours Earned		Did You Graduate?	Type of Degree
		From	To	Qtr.	Sem.		

\*Attach diploma or official transcript from last institution of higher education attended.

Major \_\_\_\_\_ Minor \_\_\_\_\_

3. Other Schools (Trade, Vocational, Business or Military):

Name/Address	Dates Attended Mo./Yr.		Credit Hours Earned	Area of Study	Did You Graduate?	Type of Degree or Certificate
	From	To				

4. Describe any awards, honors, citations, positions held in school organizations, and any other special recognition you received while attending school:

5. Indicate any foreign languages you can:

	Fluent	Good	Fair
Speak:			
Read:			
Write:			

6. Indicate any law enforcement education/training:

7. Did you receive a certificate for this training?  Yes  No Certificate Number: \_\_\_\_\_

8. Has your law enforcement certificate ever been suspended, revoked, relinquished or subject to discipline or investigation by the CJSTC?  Yes  No If yes, explain

9. Describe any special abilities, interests, and hobbies including the degree of proficiency:

10. Indicate any type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued, and date current license expires (except vehicle operator's license):

11. Indicate any special skills you possess and equipment you can use which may be related to law enforcement work. (For example: two-way radio communications, breathalyzer, speed detection equipment, firearms, computers):

## EMPLOYMENT HISTORY

1. List chronologically all employment beginning with present employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, set forth dates of unemployment.

Name & Address of Employer	Dates Worked Mo./Yr.		Salary	Title or Position	Name of Supervisor	Reason for Leaving
	From	To				
Name				<input type="checkbox"/> Full <input type="checkbox"/> Part-time		
Address						
City, State, Zip						
Area Code & Phone No.						
Name				<input type="checkbox"/> Full <input type="checkbox"/> Part-time		
Address						
City, State, Zip						
Area Code & Phone No.						
Name				<input type="checkbox"/> Full <input type="checkbox"/> Part-time		
Address						
City, State, Zip						
Area Code & Phone No.						
Name				<input type="checkbox"/> Full <input type="checkbox"/> Part-time		
Address						
City, State, Zip						
Area Code & Phone No.						
Name				<input type="checkbox"/> Full <input type="checkbox"/> Part-time		
Address						
City, State, Zip						
Area Code & Phone No.						

2. Have you ever been dismissed or asked to resign or had any disciplinary action taken against you from any employment or position you have held?  Yes  No

3. Have you resigned, or left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance?  Yes  No If yes to question #2 or #3, please provide details.

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4. Have you ever applied to or performed paid or unpaid services for a law enforcement agency not listed as an employer?  Yes  No If yes, please provide name of agency and date of application or service.

5. Do you own a business, or are you a partner or corporate officer in any business or organization not listed previously as a current or former employer?  Yes  No If yes, please provide name and address of business, corporation or organization and describe your relationship or position.

## RESIDENCES

1. Actual places of residence for past 10 years – list chronologically all addresses, including residences while at school and in military. For college on campus residences, give dormitory name, city and state. If residences in military service cannot be shown as street address, indicate complete military unit designation and location by city and state. If post office box, give location of post office.

Dates Mo./Yr.		Apt. No.	Street Address	City	County	State
From	To					



## ARREST HISTORY/COURT DATA

1. Have you ever been arrested, charged or received a notice or summons to appear, convicted, pled nolo contendere or pled guilty to any criminal violation, regardless if the record was sealed or expunged?     Yes     No
  
2. Have you ever received a ticket or been charged with a traffic violation (exclude parking tickets)?     Yes     No
  
3. To your knowledge, has any member of your immediate family ever been arrested for other than traffic violations?     Yes     No If yes to question #1, #2 or #3, list all such matters even if not formally charged, or no court appearance, or found not guilty, or nolo contendere to any charge for which adjudication was withheld, or matter settled by payment of fine or forfeiture of collateral. (Include your juvenile record and records of your arrest(s) which have been sealed, if any.)

Date	Place & Department	Charge	Court & Place	Disposition
Relative's Name	Place & Department	Charge	Court & Place	Disposition

Provide details for each response to question #1, #2, or #3:

4. Have you or your spouse ever been a plaintiff or defendant in a court action? (Include any liens, lawsuits, bankruptcy, domestic violence injunctions, etc.)  Yes  No If you answered yes, give date, place or court, case number, names of involved parties, nature of action, and final disposition.

5. Have you ever been detained by any law enforcement officer for investigative purposes or to your knowledge have you ever been the subject of or a suspect in any criminal investigation?  Yes  No

6. Have you ever been fingerprinted for any reason (arrest, job application, military, etc.)?  Yes  No  
If yes to questions #5 or #6, please provide details.

## DRIVING HISTORY

1. Are you a licensed Florida automobile operator or chauffeur?  Yes  No License No.: \_\_\_\_\_  
Date of Expiration: \_\_\_\_\_ Restrictions: \_\_\_\_\_
2. Do you hold or have you ever held an operator or chauffeur license in another state?  Yes  No  
If yes, please provide state(s), name used and approximate dates license(s) was/were held.
3. Have you ever been denied issuance of a license or have you ever had a license suspended or revoked?  Yes  No  
If yes, please provide complete details including why license was revoked.
4. Have you ever had automobile insurance refused, withdrawn, or revoked?  Yes  No  
If yes, please provide complete details.

## MILITARY HISTORY

1. Are you registered for Selective Service?  Yes  No

If yes, your Selective Service Number: \_\_\_\_\_

Classification: \_\_\_\_\_ Date of Classification: \_\_\_\_\_

Address of Local Board: \_\_\_\_\_

2. Have you ever served on active duty in the Armed Forces of the United States?  Yes  No

Branch of Service: \_\_\_\_\_ Highest Rank: \_\_\_\_\_

Serial #: \_\_\_\_\_ Duty Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

3. Date and type of discharge: \_\_\_\_\_

4. Are you now or have you ever been a member of a reserve unit or the National Guard?  Yes  No

5. If yes state the branch of service, name and location of your unit and whether you attend drills, meetings, or camps:

6. Was any type of disciplinary action taken against you in the service?  Yes  No If yes, please provide:

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Nature of Offense: \_\_\_\_\_

Action Taken: \_\_\_\_\_

7. Have you ever served in the Armed Forces of a foreign country.  Yes  No If yes, please specify countries and dates.

8. **VETERANS' PREFERENCE:** Check the appropriate block if you are claiming veteran's preference. **Documentation substantiating your claim must be furnished at the time of application.**

1. A disabled veteran who has served on active duty in any branch of the United States Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veteran's Affairs, or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Veterans

Affairs and the United States Department of Defense.

- 2. The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability, and who, because of this disability, cannot qualify for employment, or the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by by a foreign government or power.
- 3. A wartime veteran as defined in section 1.01(14), Florida Statutes, who has served at least one (1) day during a war time period. Active duty for training may not be allowed for eligibility under this paragraph.
- 4. The unremarried widow or widower of a veteran who died of a service-connected disability.
- 5. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.
- 6. A veteran as defined in section 1.01(14), Florida Statutes. Active duty for training may not be allowed for eligibility under this paragraph
- 7. A current member of any reserve component of the United States Armed Forces of the Florida National Guard.

**NOTE:** Under Florida law, if a numerically based selection process is used, points shall be added to the earned ratings of persons included in #1-7 above, as set forth in section 295.07, Florida Statutes. If a numerically based selection process is not used, preference in appointment shall be given first to those persons included in #1 and #2 above, and second to those persons included in #3 through #7 above. If an applicant claiming veterans' preference for a vacant position is not selected for the vacant position, he/she may file a complaint with the Florida Department of Veterans' Affairs, 11351 Ulmerton Road, Suite 311-K, Largo, FL 33778-1630.

## BUSINESS INTERESTS & LICENSES

1. Do you or have you ever owned any stock or interest in any firm, partnership or corporation dealing wholly or partly in the sale or distribution of alcoholic beverages?  Yes  No
2. Are you now issued or have you ever been issued a license to engage in a business or profession?  
 Yes  No
3. Was license ever cancelled, relinquished, suspended or revoked?  Yes  No

If yes to question #1, #2 or #3, please provide details including the type of license or certificate, the agency that issued the license, effective date of license and license number.

## CREDIT DATA

1. Do you have any sources of income other than your salary or the salary of your spouse?  Yes  No  
Specify each with an estimated annual amount.

2. Are you or your spouse indebted to anyone?  Yes  No If yes, please list all debts over \$500. Be sure to include student loans and charge accounts. Also, list any debt where payment is **past due**, regardless of amount.

Creditor	Address	Amount	Loan or Account Number

3. Have you, your spouse, or a company controlled by you filed for bankruptcy?  Yes  No  
Have you had a legal judgment rendered against you for a debt?  Yes  No  
Have you been subject to a tax lien?  Yes  No  
If yes to any of these questions, please provide details.

## ORGANIZATION MEMBERSHIP

1. List all clubs, societies of which you are or have been a member:

Name	City & State	Former	Present (list position held & describe activity)

2. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted, or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the constitution of the United States, or which seeks to alter

the form of government of the United States by unconstitutional means?  Yes  No

3. Have you ever made a financial or other material contribution to any organization of the type described in question #2 above?  Yes  No If yes to question #2 or #3, answer questions #4 and #5 also.
  
4. At the time of your membership, participation, or contribution, did you know of any unlawful aims of the organization?  Yes  No
  
5. Did you intend to promote any unlawful aims of the organization?  Yes  No If yes to question #2, #3, #4, or #5, explain including name of organization and location.

## PERSONAL REFERENCES & ACQUAINTANCES

1. Personal References: Give three (3) references (not relatives, former or present employers, fellow employees, or school teachers) who are responsible adults of reputable standing in their communities, such as property owners, business or professional men or women, who have known you well for the past five (5) years. If retired, give former occupation.

Complete Name		<b>Home Address:</b>  <b>City and State:</b> <b>Zip Code:</b> <b>Phone:</b>
(Last, First, Middle)		
Yrs. Acq.	Occupation	
Complete Name		<b>Home Address:</b>  <b>City and State:</b> <b>Zip Code:</b> <b>Phone:</b>
(Last, First, Middle)		
Yrs. Acq.	Occupation	
Complete Name		<b>Home Address:</b>  <b>City and State:</b> <b>Zip Code:</b> <b>Phone:</b>
(Last, First, Middle)		
Yrs. Acq.	Occupation	



2. Social Acquaintances: Give three (3) social acquaintances in your own age group (including both sexes) who have known you well for the past five (5) years.

Complete Name		<b>Home Address:</b>  <b>City and State:</b> <b>Zip Code:</b> <b>Phone:</b>
(Last, First, Middle)		
Yrs. Acq.	Occupation	
Complete Name		<b>Home Address:</b>  <b>City and State:</b> <b>Zip Code:</b> <b>Phone :</b>
(Last, First, Middle)		
Yrs. Acq.	Occupation	
Complete Name		<b>Home Address:</b>  <b>City and State:</b> <b>Zip Code:</b> <b>Phone :</b>
(Last, First, Middle)		
Yrs. Acq.	Occupation	

**EMPLOYEE HISTORY**

**THE INFORMATION CONTAINED HEREIN MAY BE CONFIDENTIAL  
AND NOT AVAILABLE FOR PUBLIC INSPECTION.**

1. Applicant's Current Address:

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Address

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City County State Zip Code

( )

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Telephone Number E-Mail

2. Applicant's Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Spouse's Name and Address (if different):

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Name

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Address

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City County State Zip Code

4. Children's Names and Ages:

Name	Date of Birth	Address (if different than applicants)

5. Former Spouse(s) Name and Address:

Name

Address

City

County

State

Zip Code

6. Are you now able to participate in defensive tactics, firearms or physical training, operation of a motor vehicle, or otherwise perform the duties set forth in the job description or task analysis related to the position for which you applied?  Yes  No

7. This position may require a physical agility test, if such a test or examination is required, would you be able to take this test or examination?  Yes  No

8. Please provide name and address of next of kin or other person to be contacted in case of an emergency:

Name

Address

City

State

Zip Code

( )

( )

Home Phone

Business Phone

9. Please provide the name and address of your personal or family physician to be contacted in case of an emergency:

Name

Address

City

State

Zip Code

( )

Business Phone

## DRUG HISTORY

**The information contained herein MAY BE a confidential medical record under the Americans with Disabilities Act if the applicant is a rehabilitated drug or alcohol abuser or under section 119.071(4)(b) (1) Florida Statutes, if the disclosure of the medical information would identify the applicant.**

1. Do you currently use any narcotic or controlled substance, such as cannabinoids, PCP, hallucinogen; methaqualone, hashish, cocaine, LSD, amphetamines, heroin, steroid, opiates, barbiturate, benzodiazepine, a synthetic narcotic, a designer drug, or any drug of a similar nature, or have you used such a narcotic or controlled substance within the last year?  Yes  No

2. Have you ever illegally experimented with or used any narcotic or controlled substance such as, but not limited to: cannabinoids, PCP, hallucinogen; methaqualone, hashish, cocaine, LSD, amphetamines, heroin, steroid, opiates, barbiturates, benzodiazepine, a synthetic narcotic, a designer drug, or any drug of a similar nature?

Yes  No If yes, please complete the following:

a. Drug: \_\_\_\_\_

b. How taken: \_\_\_\_\_

c. Last time illegally experimented with or used: \_\_\_\_\_

3. Do you now or have you ever illegally obtained, possessed, supplied, or sold any narcotic or controlled substance such as, but not limited to: cannabinoids, PCP, hallucinogen; methaqualone, hashish, cocaine, LSD, amphetamines, heroin, steroid, opiates, barbiturates, benzodiazepine, a synthetic narcotic, a designer drug, or any drug of a similar nature?

Yes  No If yes, please complete the following:

a. Drug: \_\_\_\_\_

b. Circumstances: \_\_\_\_\_

c. Number of times illegally obtained/possessed/supplied/sold: \_\_\_\_\_

d. First time illegally obtained/possessed/supplied/sold: \_\_\_\_\_

e. Last time illegally obtained/possessed/supplied/sold: \_\_\_\_\_

4. Do you now or have you within the last year, abused or illegally obtained, possessed or sold any prescription drug?

Yes  No If yes, provide details, including drug, date, and circumstances.

5. Do you claim to be a rehabilitated alcohol, narcotics or drug user of any of the controlled substances as set forth above?  Yes  No If yes, provide details.

I understand that the "Applicants Certification" applies in all respects to the responses provided in this "Confidential Employee History" and "Drug History."

\_\_\_\_\_  
Signature of the applicant as usually written

\_\_\_\_\_  
Date

Witnessed by:

\_\_\_\_\_

## APPLICANT'S CERTIFICATION

I understand that my appointment or employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the Police Department. I agree to the conditions and certify that all statements made by me on this application are true, correct and complete, to the best of my knowledge. I further fully understand and consent to a polygraph examination concerning the veracity of my responses to the information requested on this application or which is discovered as a result of the background investigation, or any physical examination or drug test. I also understand that I will be fingerprinted. I understand that this employment application shall become the property of the Police Department and that it and the information received in response to the background examination are public records.

I also understand that I may be required to furnish the Police Department with a copy of my Income Tax Return for the year preceding this application and for each year during my employment or appointment.

I further understand and agree that my employment or appointment will be contingent upon the results of a complete drug test and that I may be required to take drug tests during the term of my employment or appointment with the Police Department.

I understand that the use of drugs or alcohol is not permitted, during work or duty time, whether paid or unpaid, in the areas, including vehicles, where work is performed by employees or appointees.

I understand that my continued employment or appointment may be contingent upon the results of medical or psychological examinations that I may be required to take during the term of my employment or appointment and the maintenance of personal physical fitness, to the degree necessary, to satisfactorily perform the duties of my position or assignment with the Police Department.

I further authorize the Hialeah Gardens Police Department, without need of further authorization, to obtain medical records allowed by law if I claim rights to payment or receipt of any benefit pursuant to state or federal law.

I further agree to execute any authorization as may be required by the Health Insurance Portability Accountability Act of 1996 (HIPAA) for health care providers to release the necessary medical information to process my application for employment.

I authorize any of the persons or organizations referenced in this application to furnish information, personal or otherwise, regarding my ability and fitness for employment or appointment with the Police Department and I release all such parties from any and all liability for any damage that might result from furnishing such information to the Police Department.

I agree to conform to the rules, regulations and orders of the Police Department and acknowledge that these rules, regulations and orders may be changed, interpreted, withdrawn or added to by the Police Department, at its discretion, at any time and without any prior notice to me.

I understand an investigation will be conducted on all of the information listed on this application. Because of this, are you aware of any information about yourself or any person with whom you are or had been closely associated (including relatives, roommates) which might tend to reflect unfavorably on your reputation, morals, character or ability?  Yes  No

**If yes, provide your version or explain fully any such incident on the following page.**

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Signature of the applicant as usually written

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Date

Witnessed by:

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## DOCUMENTS TO BE ATTACHED TO APPLICATION

1. Attach a certified copy of birth certificate.
2. Attach a certified copy of high school diploma or Florida Police Standards approved G.E.D.
3. Attach a copy of military discharge(s).
4. Attach a 2" x 2" picture of yourself.

## REMARKS



**BACKGROUND INVESTIGATION WAIVER**  
*Authority for Release of Information*

TO: Concerned Person or  
Authorized Representative of  
Any Organization, Institution  
or Repository of Records

APPLICANT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

**EMPLOYING AGENCY REQUESTING BACKGROUND INFO:** \_\_\_\_\_

I hereby authorize any employee or authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my employment records including, but not limited to, achievement, attendance, personal history, disciplinary records, medical records, credit records, and criminal history records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the requesting agency. Consent is granted for the agency to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and employer, education institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A photocopy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or photocopies from my military personnel and related medical records, including a photocopy of my DD 214, Report of Separation, to:

**The City of Hialeah Gardens and its legal representative**

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*Florida State Statute 768.095 titled employer immunity from liability; disclosure of information regarding former employees states: – An employer who discloses information about a former employee’s job performance to a prospective employer of the former employee upon request of the prospective employer or of the former employee is presumed to be acting in good faith and, unless lack of good faith is shown by clear and convincing evidence, is immune from civil liability for such disclosure of its consequences. For the purposes of this section, the presumption of good faith is rebutted upon a showing that the information disclosed by the former employer was knowingly false or deliberately misleading, was rendered with malicious purpose, or violated any civil right of the former employee protected under chapter 760.*

Pursuant to Section 943.13 (4), (5) and (7) F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

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Applicant's Signature

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Date

Applicant's Address \_\_\_\_\_

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**AFFIDAVIT**

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore. The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization.

Sworn and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. My commission expires on \_\_\_\_\_, \_\_\_\_\_.

Personally Known – **or** –  Produced Identification

\_\_\_\_\_  
Notary Public

Type of Identification Produced: \_\_\_\_\_

CJSTC58



## POLICE OFFICER PRE-SCREENING QUESTIONNAIRE

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

YOU ARE ABOUT TO UNDERGO THE PRE-SCREENING QUESTIONNAIRE. IT IS IMPORTANT THAT YOU CAREFULLY READ EACH QUESTION. IF YOU DO NOT UNDERSTAND ANY PART OF THIS FORM, PLEASE ASK FOR CLARIFICATION. YOU MUST ANSWER THE FOLLOWING QUESTIONS TRUTHFULLY AND ACCURATELY. ANY FACTS THAT ARE OBTAINED THROUGH THE INVESTIGATION PROCESS THAT YOU HAVE OMITTED OR FALSIFIED DURING THIS QUESTIONNAIRE, ARE GROUNDS FOR DISQUALIFICATION OR DISMISSAL FROM THE POSITION YOU ARE SEEKING. THE PRE-SCREENING QUESTIONNAIRE IS AN INVESTIGATIVE TOOL USED TO BEGIN THE PROCESS. YOU MUST COMPLETE THE QUESTIONNAIRE IN ITS ENTIRETY, TO INCLUDE THE NOTARIZATION OF ALL REQUIRED SECTIONS. IN ADDITION, TO BE ELIGIBLE FOR EMPLOYMENT, YOU MUST SUCCESSFULLY PASS A BACKGROUND INVESTIGATION, APPLICANTS WILL BE DISQUALIFIED IF HE/SHE INTENTIONALLY FALSIFIES, OMITTS INFORMATION, AND/OR FAILS TO COMPLY WITH THE GENERAL INSTRUCTIONS OF THE QUESTIONNAIRE. INCOMPLETE QUESTIONNAIRES WILL NOT BE PROCESSED, IN ADDITION, THE QUESTIONNAIRE MUST BE UPLOADED AS A PDF DOCUMENT DIRECTLY THROUGH NEOGOV AT APPLICATION TIME. BY SIGNING, YOU UNDERSTAND THESE INSTRUCTIONS AND ARE PREPARED TO PROCEED. PLEASE SIGN, AND DATE.

Full Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### **AFFIDAVIT**

STATE OF : \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

SUBSCRIBED AND SWORN TO ME THIS: \_\_\_\_\_ DAY OF: \_\_\_\_\_, 20 \_\_\_\_\_ BY: \_\_\_\_\_

WHO IS PERSONALLY KNOWN TO ME OR PRODUCED THE FOLLOWING IDENTIFICATION: \_\_\_\_\_

NOTARY PUBLIC SEAL OF OFFICE:

SIGNATURE OF NOTARY PUBLIC: \_\_\_\_\_

NOTARY PUBLIC, PRINT NAME: \_\_\_\_\_

**SELECT THE APPROPRIATE RESPONSE FOR EACH QUESTION.**

MILITARY EXPERIENCE

1. Are you currently serving, or have you served in the United States Armed Forces?
2. What type of military discharge did you receive?
3. While in the service were you ever incarcerated (brig time)?

If you selected "Yes" please explain: \_\_\_\_\_  
\_\_\_\_\_

LEGAL/CRIMINAL

4. Have you ever been the subject of a criminal investigation?

If you selected "Yes" please explain: \_\_\_\_\_  
\_\_\_\_\_

5. Have you ever been arrested for a misdemeanor and allowed to sign a "Promise to Appear"?

If you selected "Yes" please explain: \_\_\_\_\_  
\_\_\_\_\_

6. Have you ever pled guilty or been convicted of a misdemeanor or felony?

If you selected "Yes" please explain: \_\_\_\_\_  
\_\_\_\_\_

7. Have you ever pled no contest (Nolo Contendere) of a misdemeanor or felony?

If you selected "Yes" please explain: \_\_\_\_\_  
\_\_\_\_\_

8. Have you ever lied under oath in any official proceedings?

If you selected "Yes" please explain: \_\_\_\_\_  
\_\_\_\_\_

9. Have you ever covered up a serious incident and/or crime?

If you selected "Yes" please explain: \_\_\_\_\_  
\_\_\_\_\_

10. Have you ever collected public assistance illegally from any government agency?

If you selected "Yes" please explain: \_\_\_\_\_  
\_\_\_\_\_

11. Have you ever failed to file an income tax return when required by law?

If you selected "Yes" please explain: \_\_\_\_\_  
\_\_\_\_\_

**Have you ever committed any of the following?**

12. Intentionally set a fire (ARSON).

If you selected "Yes" please explain: \_\_\_\_\_

\_\_\_\_\_

13. Signed another person's name to a document without authorization (FORGERY).

If you selected "Yes" please explain: \_\_\_\_\_

\_\_\_\_\_

14. Theft of money or other valuables entrusted to you (EMBEZZLEMENT).

If you selected "Yes" please explain: \_\_\_\_\_

\_\_\_\_\_

15. A forcible sex act or rape (SEXUAL BATTERY).

If you selected "Yes" please explain: \_\_\_\_\_

\_\_\_\_\_

16. Sexual Misconduct/Molestation on a minor child.

If you selected "Yes" please explain: \_\_\_\_\_

\_\_\_\_\_

17. Solicited prostitution.

If you selected "Yes" please explain: \_\_\_\_\_

\_\_\_\_\_

18. Have you ever been the victim of a “Domestic Violence” investigation?

If you selected “Yes” please explain: \_\_\_\_\_  
\_\_\_\_\_

19. Have you ever been the subject of a “Domestic Violence” investigation?

If you selected “Yes” please explain: \_\_\_\_\_  
\_\_\_\_\_

20. Have you ever been the victim/witness of a criminal investigation?

If you selected “Yes” please explain: \_\_\_\_\_  
\_\_\_\_\_

**SUBSTANCE ABUSE**

21. Have you used any of the following substances listed below?

If you selected “Yes,” please write next to the specific substance: month and year of first use, the total number of times you have used this substance, your age, and the last time you used it.

<b>Substance</b>	<b>Month &amp; Year of first use</b>	<b>Total number of times</b>	<b>Your age at time of last use</b>	<b>Month &amp; Year of last use</b>
Marijuana				
Cocaine				
Quaaludes				
Amphetamines (Speed)				
Barbiturates				

<b>Substance</b>	<b>Month &amp; Year of first use</b>	<b>Total number of times</b>	<b>Your age at time of last use</b>	<b>Month &amp; Year of last use</b>
LSD				
PCP				
Heroin				
THC				
Hashish				
Inhalants				
Designer drugs (Ecstasy)				

22. Have you ever used a forged prescription to purchase a prescribed controlled substance?

If you selected "Yes" please explain: \_\_\_\_\_  
 \_\_\_\_\_

23. Have you ever used any other illegal or controlled substance not listed above?

If you selected "Yes" please explain: \_\_\_\_\_  
 \_\_\_\_\_

24. Have you ever exchanged, sold, supplied, and/or delivered marijuana, cocaine and/or any other illegal/controlled substance?

If you selected "Yes" please explain: \_\_\_\_\_  
 \_\_\_\_\_



DRIVING RECORD

25. Have you ever been arrested for DUI/BUI (driving/boating under the influence of alcohol or drugs)?

If you selected "Yes" please explain and enter date and disposition:

\_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

Disposition:

\_\_\_\_\_

**If additional space is needed to complete a response for any section/question, use pages 10 through 11. Ensure that you notate the page number and section/question number with the corresponding answer.**

26. List all traffic tickets for moving violations received in the last three (3) years.

If none, write "None."

**If additional space is needed to complete a response for any section/question, use pages 10 through 11. Ensure that you notate the page number and section/question number with the corresponding answer.**

WORK EXPERIENCE

27. Have you ever been counseled, reprimanded, suspended, or terminated by an employer?

If you selected "Yes" please explain:

\_\_\_\_\_

\_\_\_\_\_

**If additional space is needed to complete a response for any section/question, use pages 10 through 11. Ensure that you notate the page number and section/question number with the corresponding answer.**

28. Have you ever been the subject of an internal affairs investigation?

If you selected "Yes" please explain and enter date, allegation and disposition:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Allegation: \_\_\_\_\_

Disposition: \_\_\_\_\_

**If additional space is needed to complete a response for any section/question, use pages 10 through 11. Ensure that you notate the page number and section/question number with the corresponding answer.**

29 Have you ever applied to any other law enforcement agency?

If you selected "Yes" please list the agency, date of application and application status:

Agency Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

Application Status: \_\_\_\_\_

If you selected "Yes" please list the agency, date of application and application status:

Agency Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

Application Status: \_\_\_\_\_

**If additional space is needed to complete a response for any section/question, use pages 10 through 11. Ensure that you notate the page number and section/question number with the corresponding answer.**

30. Have you ever been denied employment by another law enforcement agency?

If you selected "Yes" please list the agency, date of application and denial reason:

Agency Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

Denial Reason: \_\_\_\_\_

If you selected "Yes" please list the agency, date of application and denial reason:

Agency Name: \_\_\_\_\_

Application Date: \_\_\_\_\_

Denial Reason: \_\_\_\_\_

**If additional space is needed to complete a response for any section/question, use pages 10 through 11. Ensure that you notate the page number and section/question number with the corresponding answer.**

31. Have you ever resigned in lieu of termination?

If you selected "Yes" please list the agency, date and reason:

Agency Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reason: \_\_\_\_\_

**If additional space is needed to complete a response for any section/question, use pages 10 through 11. Ensure that you notate the page number and section/question number with the corresponding answer.**



