

## Instructions to the Applicant

The information you provide in this application supplement will be used in the background investigation to assist in determining your suitability for the position of Police Officer with the Alma Police Department.

- It is your responsibility to complete this form and provide all required information. If you are filling out a printed copy of this form, neatly print in blue or black ink.
- You must respond to all questions and items. If a question does not apply to you, write "NA" (not applicable) in the space provided for your response.
- If you need more space for any response, attach sheets of the same size as this application and number your answers to correspond with the questions.
- Email or send the completed form (with necessary attachments) to the above addresses by the designated date to be further considered for the position.

### **Disqualification:**

There are very few automatic bases for rejection, however, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatement/omission. In fact, the number one reason individual "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

**BOTTOM LINE: You are responsible for providing complete, accurate, and truthful responses.**

### **Right to Refuse:**

The applicant has the right to refuse to answer any question(s) on the application supplement. If you wish to exercise this right on any question, indicate, "right to refuse" next to the question along with your initials.

### **Required Attachments:**

Along with your completed application supplement please include:

- Resume
- Copy of your driver license
- Copy of student performance record from an MCOLES sponsored Police Academy or MCOLES number if certified
- Copy of your DD 214 if you have prior military experience
- EMPCO test score report

Failure to include any of the above items may result in the suspension of your consideration in this hiring process.

**I have read and understand the above listed instructions.**

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

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

**SECTION 1: ACADEMY & EDUCATION**

*Note: You may be required to furnish transcripts or other proof to support all of your educational claims*

**Police Academy:**

Name of Academy:	From(MM/YYYY)	To(MM/YYYY)	Class Rank:
Location (City/State)	Training Coordinator:	Contact Number:	

Name of Academy:	From(MM/YYYY)	To(MM/YYYY)	Class Rank:
Location (City/State)	Training Coordinator:	Contact Number:	

Have you ever been subject to any disciplinary action, including academic probation, civil fine, suspension, or expulsion from any high school, college/university, business or trade school, or police academy?	YES		NO	
--	-----	--	----	--

If you answered "yes," describe in detail below. Starting with high school, list any and all disciplinary actions received in any school. Include the name of the school, when they occurred, and an explanation of the circumstances:

SECTION 2: WORK HISTORY

1. Have you ever been disciplined at work? (This includes written warnings, formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments, or demotions)	YES		NO	
2. Have you ever been fired, released from probation, or asked to resign from any job?	YES		NO	
3. Were you ever involved in a physical/verbal altercation with a co-worker, supervisor, or customer?	YES		NO	
4. Have you ever quit without giving notice?	YES		NO	
5. Have you ever resigned in lieu of termination?	YES		NO	
6. Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc.) by a co-worker, superior, subordinate, or customer?	YES		NO	
7. Were you ever the subject of a written complaint at work?	YES		NO	
8. Have you ever been counseled at work due to lateness or absences?	YES		NO	
9. Did you ever receive an unsatisfactory performance review?	YES		NO	
10. Have you ever sold, released, or given away legally confidential information?	YES		NO	
11. Have you ever called in sick when you were neither sick nor caring for a sick family member?	YES		NO	
How many sick days have you used in the last 5 years?	Number of days _____			

If you answered "yes" to any of the questions above, explain the circumstances (reference the corresponding numbers):

In the past 3 years have you missed work or been late due to drug or alcohol consumption?	YES		NO	
Has your work performance ever been affected by your use of alcohol or drugs?	YES		NO	
In the past 3 years have you ever been warned by an employer about your drinking or drug habits and their impact on your work performance?	YES		NO	

**If you have ever applied to another Law Enforcement Agency (city, county, state, or federal) please list them below. All agencies must be listed regardless of the outcome or current status.**

Name of Agency:		Date Applied (MM/YYYY)	
Address:		Name of Background Investigator (if known):	
City:	State:	Zip:	Contact Number:

Name of Agency:		Date Applied (MM/YYYY)	
Address:		Name of Background Investigator (if known):	
City:	State:	Zip:	Contact Number:

Name of Agency:		Date Applied (MM/YYYY)	
Address:		Name of Background Investigator (if known):	
City:	State:	Zip:	Contact Number:

Name of Agency:		Date Applied (MM/YYYY)	
Address:		Name of Background Investigator (if known):	
City:	State:	Zip:	Contact Number:

Name of Agency:		Date Applied (MM/YYYY)	
Address:		Name of Background Investigator (if known):	
City:	State:	Zip:	Contact Number:

**SECTION 3: MILITARY EXPERIENCE**

*If you have served in the military in any capacity, please answer the following questions:*

Branch of Service:	From (MM/YYYY)	To (MM/YYYY)		
Type of discharge from your DD-214:				
Are you currently participating in the Military Reserve or National Guard?	Yes:	No:	If yes, date obligation ends (MM/YYYY)	
Have you ever been the subject of any judicial or non-judicial disciplinary action (such as court martial, captain's mast, officer hours, company punishment)?	YES		NO	
Were you ever denied a security clearance, or had a clearance revoked, suspended, or downgraded?	YES		NO	
Have you ever taken military property without permission for personal use, to sell, or to give away?	YES		NO	
If you answered "yes" to any of the previous questions, explain below:				

**SECTION 4: FINANCIAL**

Have you ever filed for or declared bankruptcy (chapter 7, 11, or 13)?	YES		NO	
Have any of your bills ever been turned over to a collection agency?	YES		NO	
Have you ever had goods you purchased repossessed?	YES		NO	
Have your wages ever been garnished?	YES		NO	
Have you ever been delinquent on income or other tax payments?	YES		NO	
Have you ever failed to file income tax or cheated/lied on an income tax form?	YES		NO	
Have you ever avoided paying a lawful debt by moving away?	YES		NO	
Have you ever defaulted (failed to pay) on a loan?	YES		NO	
Have you ever borrowed money to pay off a gambling debt?	YES		NO	
Do you currently have any outstanding debts due to gambling?	YES		NO	
Have you ever spent money for illegal purposes (drugs, prostitution, etc..)?	YES		NO	
Have you ever failed to make or been late on a court ordered payment?	YES		NO	
Have you written three or more bad checks in a year?	YES		NO	

**If you answered "yes" to any of the above questions please explain in the box below:**

**SECTION 5: LEGAL**

*This section requires you to report detentions, arrests, and convictions, including diversion programs that were not successfully completed, and in some cases, offenses that may have been pardoned. As a police officer applicant, you are required to disclose this information, unless specifically exempted by state or federal law. It is strongly recommended that you consult with an attorney before omitting any information.*

Have you ever been detained by law enforcement for investigation, arrested, indicted, charged, or convicted of any misdemeanor or felony offense in this state or any other legal jurisdiction (including Uniform Code of Military Justice)?	<b>YES</b>		<b>NO</b>	
--	------------	--	-----------	--

**If "yes", explain each incident:**

Charge:	Date (MM/YYYY):	Agency:
Disposition:		

Charge:	Date (MM/YYYY):	Agency:
Disposition:		

Charge:	Date (MM/YYYY):	Agency:
Disposition:		

Have you ever been placed on court ordered probation?	<b>YES</b>		<b>NO</b>	
Were you ever required to appear before a juvenile court for an act which would have been considered a crime if you were an adult?	<b>YES</b>		<b>NO</b>	
Have you ever been a party in a civil law suit?	<b>YES</b>		<b>NO</b>	
Have the police ever been called to your home for any reason?	<b>YES</b>		<b>NO</b>	
Have you or your spouse ever been referred to Child Protective Services?	<b>YES</b>		<b>NO</b>	
Have you ever been the subject of an emergency protective order/restraining order?	<b>YES</b>		<b>NO</b>	
Have you settled any civil suit in which you, your insurance company, or anyone else on your behalf was required to make payment to the other party?	<b>YES</b>		<b>NO</b>	
Have you ever fraudulently received welfare, unemployment, workers' compensation, or other state or federal assistance?	<b>YES</b>		<b>NO</b>	
Have you ever been required to repay any welfare payments, unemployment, or workers' compensation?	<b>YES</b>		<b>NO</b>	
Have you ever filed a false insurance or workers' compensation claim?	<b>YES</b>		<b>NO</b>	

**If you answered "yes" to any of the above questions please explain in the box below:**



**Have you committed any of the following acts within the past 10 years?**

Animal abuse or neglect	YES		NO	
Annoying, obscene, or harassing contacts by telephone or other electronic device	YES		NO	
Battery (use of force or violence on another)	YES		NO	
Brandishing a weapon	YES		NO	
Carrying a concealed weapon without a permit	YES		NO	
Contributing to the delinquency of a minor	YES		NO	
Defrauding an Innkeeper	YES		NO	
Driving under the influence of alcohol or drugs	YES		NO	
Drunk in public	YES		NO	
Filing a false police report	YES		NO	
Hit and run accident (No injury)	YES		NO	
Illegal gambling	YES		NO	
Illegal hunting and/or fishing	YES		NO	
Impersonating a police officer	YES		NO	
Indecent exposure and/or lewd or obscene conduct	YES		NO	
Intentionally writing a bad check	YES		NO	
Joyriding	YES		NO	
Peeping	YES		NO	
Petty theft or retail fraud	YES		NO	
Possession of alcohol as a minor	YES		NO	
Possession of falsified or altered identification, including use of another person's ID	YES		NO	
Possession of stolen property	YES		NO	
Prostitution or solicitation of prostitution	YES		NO	
Reckless driving	YES		NO	
Resisting arrest and/or obstructing a police officer	YES		NO	
Trespassing	YES		NO	
Vandalism	YES		NO	
Any other act that amounts to a misdemeanor	YES		NO	

**If you answered "yes" to any of the above questions please explain in the box below:**

**Illegal Use of Drugs:** *For the purpose of responding to the following questions, "illegal drugs" include the unauthorized use of prescription medications; it also includes the illegal use of any other substance for the purpose of getting "high."*

*Your responses should include – but are not limited to – your use of the following:*

- *Amphetamines, methamphetamines, barbiturates, cocaine, crack, ecstasy, GHB, hallucinogens, hashish, heroin, marijuana (with or without a prescription), morphine, PCP, steroids, THC, synthetic marijuana*

Within the past 6 months have you used any drugs as listed above?	YES		NO	
If "yes" please explain:				

Prior to the past 6 months have you used any drugs recreationally? (experimentation, at parties, special events)	YES		NO	
If "yes" please explain:				

During the past 5 years have you associated with friends, acquaintances, housemates, or family members who have illegally used drugs or narcotics, and or illegally used prescription medicines?	<b>YES</b>		<b>NO</b>	
If "yes" please explain:				

**SECTION 6: MOTOR VEHICLE INFORMATION**

List any other state where you have been licensed to operate a motor vehicle:

State:	License Number:	Type:	Name it was granted:

Have you ever been refused a driver license by any state?	<b>YES</b>		<b>NO</b>	
If "yes" please explain:				

Has your driver license ever been suspended or revoked?	<b>YES</b>		<b>NO</b>	
If "yes" please explain:				



**Use this page for additional answers if needed:**

A large, empty rectangular box with a thin black border, occupying the majority of the page below the instruction. It is intended for the applicant to provide additional answers to the questions on the application.