



**WESTERN KENTUCKY UNIVERSITY
POLICE DEPARTMENT
APPLICANT'S CERTIFICATION
TELECOMMUNICATOR**

I understand that my 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 Western Kentucky University 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 fully understand and consent to a polygraph examination concerning the truthfulness of my responses to the information requested on this application, which is discovered during 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 Western Kentucky University Police Department. I also understand that the information I give on the employment application, or the information discovered as a result of the background investigation may be shared with another law enforcement agency should I seek employment with the law enforcement agency.

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

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

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

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

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University Police Department and acknowledge that these rules, regulations, and orders may be changed, interpreted, withdrawn, or added to by Western Kentucky University or the university's police department at its discretion, at any time and without any prior notice to me.

Signature _____ Date _____

Witness by: _____



WESTERN KENTUCKY UNIVERSITY POLICE DEPARTMENT LAW ENFORCEMENT EMPLOYMENT PROCESS (Cover Page)

Western Kentucky University is an Affirmative Action, Equal Opportunity Employer.

Western Kentucky University Police Department will process all applicants for communications officers following guidelines established by KRS 15.330, Communicator Professional Standards Act (CPS) which includes in part, a background investigation, fingerprinting, a polygraph examination, drug screen, psychological testing, and medical examination.

NOTICE: The below-listed documents must be submitted in addition to the online application. For your application to be considered complete:

- copy of a birth certificate
- copy of high school diploma
- copy of social security card
- copy of driver's license
- copy of military D.D.-214 (if in the military)

If you are already certified by CPS also include a copy of your Communicators Professional Standards Certificate.

DO NOT APPLY IF:

- You have a felony conviction.
- You have any conviction for the sale of trafficking or illegal substances.
- You have any conviction of domestic violence.

Instructions: (If you have questions concerning the "Employment Application" contact the Human Resources Department at 270-745-5934. If you have questions concerning the Communicator's Packet, contact the Western Kentucky University Police Department at 270-745-2548.

Employment applications will be accepted electronically only. Online application and position status table for this position is available on the Western Kentucky University [Human Resources Website](#). If you do not have access to a computer, you may contact the WKU Human Resources Department at 270-745-5934, and they can assist you. All questions on the application must be answered. **Applications that are not complete or turned in late will not be considered.**

The following documents need to be completed and turned in after the online application is filled out:

- Applicants Certification
- Personal Inquiry Waiver Authority for Release of Information
- Request for Driving Record Transcript
- Authority for Release of Consumer Credit Report

NOTE: Packet cannot be submitted via email.

The complete packet must be hand delivered or mailed to:
Western Kentucky University Police Department
1906 College Heights Blvd #11050

NOTE: WKU is an equal opportunity employer and strives to create a safe and inclusive campus community. Please see our annual campus safety report on our website: www.wku.edu/police/2021campussafetyreport.pdf



WESTERN KENTUCKY UNIVERSITY POLICE DEPARTMENT
PERSONAL INQUIRY WAIVER-
TELECOMMUNICATOR
AUTHORITY FOR RELEASE OF INFORMATION

I authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Western Kentucky University Police Department, whether the records are of a public, private, or confidential nature. I authorize copies of these records to be given to Western Kentucky University or its agents.

This authorization intends to give my consent for complete disclosure of the records from educational institutions, financial or credit institutions, including records of loans, records of commercial or retail credit agencies, including credit reports and ratings, and other financial statements and employment and pre-employment records, including background report, performance evaluations, complaints or grievances filed by or against me and the records and recollections of Attorneys at Law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have 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 only in determining my suitability for employment by Western Kentucky University's Police Department. I also certify that any person or organization who may furnish such information concerning me shall not be held accountable for giving truthful information, and I release the person and organization from all liability that may be incurred as a result of furnishing such information.

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

Please Print

Applicant's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Social Security Number: _____

Applicant's Signature: _____ Date: _____

Witness Name (Print): _____

Witness Signature: _____



**WESTERN KENTUCKY UNIVERSITY
TELECOMMUNICATOR
REQUEST FOR DRIVING Record TRANSCRIPT**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Sex: _____

Social Security Number: _____

Driver's License Number: _____ State: _____

PURPOSE OF THIS REQUEST: Employment

I authorize you to furnish a copy of my driving record to the Western Kentucky University Police Department. A photocopy of this form will be valid as an original even though the photocopy does not contain an original writing of my signature.

Signature: _____ Date: _____



**WESTERN KENTUCKY UNIVERSITY
POLICE DEPARTMENT-
TELECOMMUNICATOR
AUTHORITY FOR RELEASE OF CONSUMER CREDIT REPORT**

The applicant authorizes CIC Business Credit Reporting, Inc. D-B-A NACM Nashville and Western Kentucky University to obtain a Consumer credit report from any credit reporting agency.

I understand that any information obtained from these records will be considered only in determining my suitability for employment by Western Kentucky University Police Department. I certify that any person or organization who may furnish such information concerning me shall not be held accountable for giving truthful information, and I release the person and organization from all liability that may be incurred as a result of furnishing such information.

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

Please Print

Applicant's Signature

Date

Print Name

Social Security Number

Home Address (Street, City, State, and Zip Code)

Date of Birth



**WESTERN KENTUCKY UNIVERSITY
POLICE DEPARTMENT
CONSUMER REPORT NOTICE**

NOTICE TO APPLICANT:

Western Kentucky University Police Department will rely upon a consumer credit report as part of the employment process. This notice is given in compliance with the Fair Credit Reporting Act.

Applicant, Please Detach and Keep.

MINIMUM QUALIFICATIONS

- Eligibility:** Applicants must be 18 years old by the TPS testing date
U.S. Citizenship
Valid motor vehicle driver's license
High School Diploma or GED Equivalent
Successfully complete all pre-employment testing per the Telecommunicators Professional Standards
- Education:** High school diploma or equivalent. College, military, and or prior law enforcement welcomed.
- Testing:** Must successfully complete a standard battery of tests according to Telecommunicator Professional Standard (TPS) requirements to determine suitability and adaptability as a telecommunicator.
- Training:** Successful completion of 5.5-week Telecommunications Academy in Richmond, Ky
- Skills:** Must be able to multi-task. Ability to remain calm while working under stressful conditions. Familiarity with general office equipment. Must be proficient in English: spelling and grammar. Strong organization and communication skills.
- Experience:** No prior experience is required.

**LAW ENFORCEMENT AGENCY PROFESSIONAL STANDARDS
PERSONAL HISTORY STATEMENT**

INSTRUCTIONS: Using a typewriter or legibly printing in ink, fill out this form **completely** and **accurately**. If you need extra space, add additional pages, and identify the information by item number. If an item does not apply to you, indicate by entering N/A in the blank.

NOTE: All statements are subject to verification.

Position(s) applied for: _____

_____ / _____ / _____
Agency Month Day Year

I. PERSONAL:

1. Name:

First: _____ Middle: _____ Last: _____

Provide any other names you have previously used. _____

2. Have you previously applied for employment with this agency?

Yes No Approximate Date: _____

3. If you did not graduate from high school, have you passed the General Educational Development (GED) Test?

Yes No If yes, when and where did you complete the GED?

NOTE: Questions included in the next section are intended to assist in conducting a background investigation.

II. MARTIAL:

4. Marital Status (Check One) Single Married Divorced

Separated Widowed

5. Name of Spouse: _____
First Middle Last

6. Are you related by blood or marriage to any person(s) now employed by this agency?

___ Yes ___ No If Yes, provide name(s) and details below:

7. Is any member(s) of your immediate family now in prison or on probation or parole?

___ Yes ___ No If yes provide name(s) and details below:

III. RESIDENCES:

8. List all addresses for the past 10 years starting with the recent address at the top of the form:

From: Mo: Yr:	To: Mo: Yr:	Address of Residence (Include County of Residence)	City and State: (Include Zip Code)	Landlord(s): Name and Phone number

IV. FINANCIAL:

9. What sources of income, other than hourly rate/salary, do you have at present?

10. Have you ever been sued in any jurisdiction or had a civil judgment rendered against you?

Yes No If Yes, please provide name(s), location(s) and other details below:

11. Provide the total amount of your debts at present?

\$ _____

V. WORK HISTORY:

12. Have you ever been denied employment by a criminal justice agency? Yes No
If yes, please list the agency(s) name and provide details on why you were denied.

13. Have you ever been discharged or requested to resign from any volunteer or employment position because of a criminal offense(s), personal misconduct, or organizational / rule(s) violations? Yes No
If yes, please provide details of these events below:

14. Do you object to wearing a uniform or complying with WKU' dress codes? Yes No

15. Do you object to working night / 3rd shift hours?

Yes No

16. Do you object to working rotating shifts as needed to maintain staffing? Yes No

17. Do you object to occasionally being away from home for one or more nights to attend meetings, complete training, or otherwise perform official job-required duties/assignments? Yes No

18. In the following sections, please list all job(s) / position(s) you have held in the last ten years. Begin with the most current job/position in Table A. and list older employment(s) in chronologically descending order. You may attach additional typed pages as needed to fully answer the questions.

Employment Table A. Most current job

Employer / Business Name			
Employer / Business Address		Phone Number: Include Area Code	
Your Title / Position:			
Date Employed:		Beginning Salary:	\$
Date Separated		Ending Salary:	\$
Full-Time Job:		Part-Time Job:	
Time Worked:	Years:		Months:
Supervisor Name			Supervisor Phone:
Main Job Duties:			
Reason for Leaving:			

Employment Table B. Second most recent job

Employer / Business Name			
Employer / Business Address		Phone Number:	
		Include Area Code	
Your Title / Position:			
Date Employed:		Beginning Salary:	\$
Date Separated		Ending Salary:	\$
Full-Time Job:		Part-Time Job:	
Time Worked:	Years:		Months:
Supervisor Name		Supervisor Phone:	
Main Job Duties:			
Reason for Leaving:			

Employment Table C. Next most recent job:

Employer / Business Name			
Employer / Business Address		Phone Number:	
		Include Area Code	
Your Title / Position:			
Date Employed:		Beginning Salary:	\$
Date Separated		Ending Salary:	\$
Full-Time Job:		Part-Time Job:	
Time Worked:	Years:		Months:
Supervisor Name		Supervisor Phone:	
Main Job Duties:			
Reason for Leaving:			

Employment Table D. Next most recent job:

Employer / Business Name			
Employer / Business Address		Phone Number: Include Area Code	
Your Title / Position:			
Date Employed:		Beginning Salary:	\$
Date Separated		Ending Salary:	\$
Full-Time Job:		Part-Time Job:	
Time Worked:	Years:		Months:
Supervisor Name		Supervisor Phone:	
Main Job Duties:			
Reason for Leaving:			

Employment Table E. Next most recent job:

Employer / Business Name			
Employer / Business Address		Phone Number: Include Area Code	
Your Title / Position:			
Date Employed:		Beginning Salary:	\$
Date Separated		Ending Salary:	\$
Full-Time Job:		Part-Time Job:	
Time Worked:	Years:		Months:
Supervisor Name		Supervisor Phone:	
Main Job Duties:			
Reason for Leaving:			

Employment Table F. Next most recent job:

Employer / Business Name			
Employer / Business Address		Phone Number:	
		Include Area Code	
Your Title / Position:			
Date Employed:		Beginning Salary:	\$
Date Separated		Ending Salary:	\$
Full-Time Job:		Part-Time Job:	
Time Worked:	Years:		Months:
Supervisor Name		Supervisor Phone:	
Main Job Duties:			
Reason for Leaving:			

Note: Attach additional pages for employment as necessary

VI. MILITARY SERVICE:

19. Were you ever in the U.S. Military Service or any other military organization? ___ Yes ___ No

20. What is the highest rank you held? _____

21. What was the date and location of your first entrance into active duty?

Date: _____ Location: _____

22. What were your unit assignments in the military service?

Branch of Service	Unit (Company or Ship)	Location	From: Month / Year	To: Month / Year
			/	/
			/	/
			/	/
			/	/
			/	/
			/	/

23. What was the date and location of your discharge from active duty?

Date: _____ Location: _____

24. Did you receive an honorable discharge from the military? Yes No

If no, please provide the official discharge reason DD214: _____

25. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, or nonjudicial punishment (Captain’s mast, company punishment, Article 15, etc.) or any other disciplinary action while a member of the armed forces? Yes No

26. List any disciplinary action(s) taken against you in the National Guard or other Military Reserve Unit:

27. List all medals and decorations awarded to you during your military service: _____

28. If you are presently a member of the National Guard or any military reserve, please provide the unit and location:

VII. USE OF ALCOHOL OR DRUGS:

NOTE: In questions 33, 34, 35, and 36, the words drink or used mean “one time or more, including experimentation.” If you answer “Yes”, please give complete details about the incident. You may attach extra typed pages to fully explain your answer.

29. Do you drink alcoholic beverages? Yes No

If yes, how often do you drink and how many drinks do you usually consume?

30. Have you ever used marijuana or marijuana-derived substances? Yes No

If yes, what were the circumstances?

31. When was the last time you used marijuana type of substances? _____

32. Have you ever used any illegal drugs including but not limited to, opiates, pills, heroin, cocaine, crack, LSD, etc.?

___ Yes ___ No

If yes, when was the last time you used these types of drugs? _____

33. Have you ever used prescription drugs **other** than under physician prescription and/or supervision?

___ Yes ___ No

If Yes, please explain the circumstances. _____

VIII. CRIMINAL OFFENSE RECORD AND DISCIPLINARY ACTIONS:

NOTE: Include all offenses other than minor traffic offenses. The following motor vehicle offenses must be listed below: DWI, DUI, (Alcohol or Drugs), the duty to stop in the event of an accident, driving while license or permit is revoked, and attempt to elude arrest.

Please answer all of the following questions completely and accurately. If any doubts exist in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life, or whether an offense remains on your record, you should answer "Yes." You answer "No," **only** if you have never been arrested or charged, or your record was expunged by a judge's court order.

34. Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense?

___ Yes ___ No

If Yes, please provide the details in the table(s) below:

A. Offense Charged: _____

Charging Law Enforcement Agency: _____

Date: _____ Disposition of Case: _____

B. Offense Charged: _____

Charging Law Enforcement Agency: _____

Date: _____ Disposition of Case: _____

C. Offense Charged: _____

Charging Law Enforcement Agency: _____

Date: _____ Disposition of Case: _____

Note: Attach extra sheets to provide supplemental details or additional charges

35. Have you been charged with or convicted of a felony?

___ Yes ___ No If Yes, please provide details below: _____

36. Have you ever been placed on probation?

___ Yes ___ No

If yes, please provide the details below: _____

37. Have you ever been required to pay a fine over \$50.00 (This does not include court costs)?

___ Yes ___ No If Yes, please provide details below: _____

38. Can you operate a motor vehicle?

___ Yes ___ No

39. Do you possess a valid driver's license?

___ Yes ___ No

If yes, please provide the following information:

State or US Territory issuing the driver's license: _____

Driver's license number: _____ Year issued: _____

40. Has your driver's license ever been revoked or suspended in any state or US Territory? ___ Yes ___ No

If yes, please provide the reason(s) for revocation and/or suspension.

41. Have your driving privileges ever been restricted? _____ Yes ___ No

If yes, please provide the reasons for the driving restrictions: _____

IX. CAREER OBJECTIVES:

42. Briefly explain your reasons for applying for this Police Department position: _____

43. Please list any special skills, training, or fields of work for which you are certified, registered, or licensed to perform. Also, list any hobbies which may be useful in the performance of the duties required for this position: _____

X. REFERENCES

Please provide three personal references, other than relatives or past employers, who could provide information about your character, ability, experience, personality, and other interpersonal qualities:

NAME:	Address:	Phone:	E-mail

I hereby verify that the above information is true and accurate.

Signature: _____

Printed Name: _____

Date signed: _____