



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

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 further fully understand and consent to a polygraph examination concerning the truthfulness of my responses to the information requested on this application or 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 of the persons or organizations referenced in this application to furnish information personal or otherwise, regarding my ability and fitness for employment and I 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 a police officer following guidelines established by KRS 15.310, Police Officer Professional Standards Certification which includes in part, a background investigation, fingerprinting, a polygraph examination, drug screen, psychological testing, physical fitness standards, 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 college transcript
- copy of social security card
- copy of driver's license
- copy of military D.D.-214 (if in military)

*If you are already certified by Kentucky's Police Officer Professional Standards ("POPS"), **only the below-listed documents must be submitted in addition to the online application.*** For your application to be considered complete:

- copy of your POPS certificate
- copy of your high school diploma
- copy of your birth certificate
- copy of social security card
- copy of driver's license

Certified applicants will be processed following the above guidelines as well.

### 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.

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

Initial WKU HR 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 additional WKU Police Applicant documents are in this packet. They must be completed and submitted separately from the Initial WKU HR Employment application. Please return the following documents to the address listed below:

- Applicant's Certification
- Personal Inquiry Waiver Authority for Release of Information
- Request for Driving Record Transcript
- Authority for Release of Consumer Credit Report
- Copy of Job Description
- Code of Ethics
- Cannon of Ethics

**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  
Bowling Green, KY 42101-1050



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

I authorize a review 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  
POLICE DEPARTMENT  
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  
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:

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Applicant's Signature

Date

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Print Name

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Social Security Number

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

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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.**

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## POSITION SPECIFICATIONS

**Position Title: Police Officer**

**Department: Western Kentucky University Police**

**Pay Band: Current Pay Scale**

**University Division: Strategy, Operations, and Finance**

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### Description of Work

A person in this position as a sworn police officer performs police duty, technical and responsible police work in the protection of life and property through the enforcement of laws and ordinances as an independent unit or under the supervision of a Senior Officer, Corporal, Sergeant, Captain, and/or Chief. Work involves an element of personal danger. Work involves substantial public contact with citizens and law violators. Work involves protecting life and property, prevention of adult and juvenile crime, apprehension of law violators, directing traffic, and general enforcement of laws and ordinances. Work is performed following departmental rules and regulations and oral instructions from a superior, but some initiative and judgment must be exercised in performing work assignments. While most decisions are limited by established procedures, some independent judgment must be exercised in the handling of specific cases. A person in this position may be assigned to work any shift (day, evening, night) including weekends and holidays, and overtime assignments.

NOTE: WKU is an equal-opportunity employer (<https://www.wku.edu/eeo/nondisc.php>) 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](http://www.wku.edu/police/2021campussafetyreport.pdf)

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### Examples of Work

- Conducts crime prevention patrols of assigned areas of the campus on foot, bike, and/or from a vehicle.
- Conducts patrol of university buildings assigned.
- Conducts investigations into alleged violations of law.
- Makes arrests when appropriate for violations of the law.
- Conducts vehicle stops when appropriate and issues citations for moving violations.
- Investigates automobile accidents.
- At the scene of a crime or accident, conducts initial investigations, administers first aid to victims, interviews witnesses, victims, and suspects, and lays the groundwork for follow-up investigative work.
- Processes crime scenes (photographs, lifts latent fingerprints, etc.)
- Attends court proceedings and testifies in court when appropriate.
- Exercise crowd control techniques during special events (concerts, athletic events, etc.)
- Participates in overtime assignments as needed.
- Submits police reports to superiors.
- Enforces parking regulations by citing and towing vehicles following established state parking laws.
- Assists in the direction of vehicular and pedestrian traffic.
- Provides escort service as needed.
- Investigates personal injuries occurring on University property.
- Performs other police duties as assigned by the Chief of Police or his designee.

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## MINIMUM QUALIFICATIONS

- Eligibility:** Applicants must be 21 years old by the POPS testing date  
U.S. Citizenship  
Valid motor vehicle driver's license  
High School Diploma or GED Equivalent  
Male applicants between 18 and 26 have registered with the Selective Service  
Positive community, interpersonal, and employment records  
No felony or domestic violence convictions
- 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 **Police Officer Professional Standards** requirements to determine suitability and adaptability as a police officer.
- Training:** Successful completion of Department of Criminal Justice basic training and successful completion of Field Training with this department or hold valid POPS / POST Certification.
- Skills:** Ability to develop skills in the use and care of firearms, and in the safe and efficient operation of motor vehicles. Must be able to acquire proficiency in the operation of LINK/NCIC computer, techniques, and mechanics of arrest, traffic direction, report writing, fingerprinting, use of a camera, interviewing, and lifting latent fingerprints. Ability to deal courteously yet firmly and effectively with the public in police situations. Ability to act quickly and calmly during emergencies. Ability to use a police radio and police work weapons. Ability to learn thoroughly a wide variety of rules and procedures. Ability to establish and maintain good working relationships with faculty, staff, students, public officials, and fellow employees. Must have basic typing skills and the ability to acquire proficient basic computer skills.
- Experience:** No law enforcement experience is required.
- Physical:** Excellent physical condition. Must be capable of strenuous physical effort during arrest operations. Must have the ability to maintain a satisfactory fitness level as delineated in the *Law Enforcement Officer Essential Job Functions* form. Must pass semi-annual departmental firearms training.



**Form L-1**

**Kentucky Law Enforcement Council**  
*CODE OF ETHICS*



Kentucky Law Enforcement Council  
Funderburk Building  
4449 Kit Carson Drive  
Richmond, KY 40475

**Phone:** 859-622-6218      **Fax:** 859-622-5943

**INSTRUCTIONS:** This form must be given to and read by the peace officer applicant prior to being hired. Please have the applicant attest to reading the Code of Ethics at the bottom of the page and place a signed copy in their POPS file.

## *Code of Ethics*

As a Peace Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice, or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it, as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession – law enforcement.

*I attest that I have read and received a copy of the **Code of Ethics**.*

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Name of Applicant

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Date

**Form L-2**

**Kentucky Law Enforcement Council**

*CANON OF ETHICS*



**Mail:** Kentucky Law Enforcement Council Funderburk Building  
4449 Kit Carson Drive  
Richmond, KY 40475

**Phone:** 859-622-6218      **Fax:** 859-622-5943

**INSTRUCTIONS:** This form must be given to and read by the peace officer applicant prior to being hired. Please have the applicant attest to reading the Canon of Ethics and sign on the bottom of the last page and place a signed copy in their POPS file.

*Police Ethics*

# *Canon of Ethics*

In order for any "job" to become a "profession": certain rules or guides must be developed in order to measure the work and attitudes of the employees. Law enforcement is no exception to this rule. Since 1956, the law enforcement profession has maintained its own standard of conduct, the Peace Officer Code of Ethics. Only through constant vigilance can the law enforcement officer keep their profession exactly what it is – a profession.

*Canons of Police Ethics*

**ARTICLE 1:                    PRIMARY RESPONSIBILITY OF JOB**

The primary responsibility of the police service and the individual officer is the protection of the people of the United States through the upholding of their laws; chief among these is the Constitution of the United States and its amendments. The peace officer always represents the whole of the community and its legally expressed will and is never the arm of any political party or clique.

**ARTICLE 2:                    LIMITATIONS OF AUTHORITY**

The first duty of a peace officer as upholder of the law is to know its bounds upon them while enforcing it. Because they represent the legal will of the community, be it local, state, or federal, they must be aware of the limitations and proscriptions which the people, through law, have placed upon them. They must recognize the genius of the American system of government which gives no person, group of people, or institution, absolute power and they must ensure that officers, as prime defenders of that system, do not pervert its character.

**ARTICLE 3:                    DUTY TO BE FAMILIAR WITH THE LAW AND WITH RESPONSIBILITIES OF SELF AND OTHER PUBLIC OFFICIALS**

The peace officer shall assiduously apply themselves to the study of the principles of the laws which they are sworn to uphold. They will make certain of their responsibilities in the particulars of their enforcement, seeking aid from their superiors in matters of technicality or principle when these are not clear to them; they will make a special effort to fully understand their relationship to other public officials, including other law enforcement agencies, particularly on matters of jurisdiction, both geographically and substantively.

**ARTICLE 4: UTILIZATION OF PROPER MEANS TO GAIN PROPER ENDS**

The peace officer shall be mindful of the responsibility to pay strict heed to the selection of means in discharging the duties of their office. Violations of law or disregard for public safety and property on the part of an officer are intrinsically wrong; they are self-defeating in that they instill in the public mind a like disposition. The employment of illegal means, no matter how worthy the end, is certain to encourage disrespect for the law and its officers. If the law is to be honored, it must be honored by those who enforce it.

**ARTICLE 5: COOPERATION WITH PUBLIC OFFICIALS IN THE DISCHARGE OF THEIR AUTHORIZED DUTIES**

The peace officer shall cooperate fully with other public officials in the discharge of authorized duties, regardless of party affiliation or personal prejudice. They shall be meticulous, however, in assuring themselves of the propriety, under the law, of such actions and shall guard against the use of their office or person, whether knowingly or unknowingly, in any improper or illegal activity. In any situation open to question, they shall seek authority from their superior officer, giving them a full report of the proposed service or action.

**ARTICLE 6: PRIVATE CONDUCT**

The peace officer shall be mindful of their special identification by the public as an upholder of the law. Laxity of conduct or manner in private life, expressing either disrespect for the law or seeking to gain special privilege, cannot but reflect upon the police officer and the police service. The community and the service require that the peace officer lead the life of a decent honorable person. Following the career of a peace officer gives no person special perquisites. It does give the satisfaction and pride of following and furthering an unbroken tradition of safeguarding the American republic. The officer who reflects upon this tradition will not degrade it. Rather, they will so conduct their private life that the public will regard them as an example of stability, fidelity, and morality.

**ARTICLE 7: CONDUCT TOWARD THE PUBLIC**

The peace officer, mindful of their responsibility to the whole community, shall deal with individuals of the community in a manner calculated to instill respect for its laws and its police service. The peace officer shall conduct their official life in a manner such as will inspire confidence and trust. Thus, they will be neither overbearing nor subservient, as no individual citizen has an obligation to stand in neither awe of them nor a right to command them. The officer will give service where they can and require compliance with the law. They will do this neither from personal preference nor prejudice, but rather as a duly appointed officer of the law discharging their sworn obligation.

**ARTICLE 8: CONDUCT IN ARRESTING AND DEALING WITH LAW VIOLATORS**

The peace officer shall use their powers of arrest strictly in accordance with the law and with due regard to the rights of the citizen concerned. Their office gives them no right to prosecute the violator or to mete out punishment for the offense. They shall, at all times, have a clear appreciation of their responsibilities and limitations regarding the detention of the violator; they shall conduct themselves in such a manner as will minimize the possibility of having to use force. To this end, he shall cultivate a dedication to the service of the people and the equitable upholding of their laws whether in the handling of law violators or in dealing with the law-abiding.

**ARTICLE 9: GIFTS AND FAVORS**

The peace officer representing the government bears the heavy responsibility of maintaining, in their own conduct, the honor and integrity of all government institutions. They shall, therefore, guard against placing themselves in a position in which any person can expect special consideration or in which the public can reasonably assume that special consideration is being given. Thus, they should be firm in refusing gifts, favors, or gratuities, large or small, which can, in the public mind, be interpreted as capable of influencing their judgment in the discharge of their duties.

**ARTICLE 10: PRESENTATION OF EVIDENCE**

The peace officer shall be concerned equally in the prosecution of the wrongdoer and the defense of the innocent. They shall ascertain what constitutes evidence and shall present such evidence impartially and without malice. In so doing, they will ignore social, political, and all other distinctions among the persons involved, strengthening the tradition of the reliability and integrity of an officer's word.

The peace officer shall take special pains to increase their perception and skill of observation, mindful that in many situations theirs is the sole impartial testimony to the facts of a case.

**ARTICLE 11: ATTITUDE TOWARD PROFESSION**

The peace officer shall regard the discharge of their duties as a public trust and recognize their responsibility as a public servant. By diligent study and sincere attention to self-improvement, they shall strive to make the best possible application of science to the solution of crime and in the field of human relationships, strive for effective leadership and public influence in matters affecting public safety, they shall appreciate the importance and responsibility of their office, and hold public work to be an honorable profession rendering valuable service to their community and their country.

*I attest that I have read and received a copy of the **Canon of Ethics**.*

\_\_\_\_\_  
Name of Applicant

\_\_\_\_\_  
Date

**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:

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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.

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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:

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

15. Do you object to working night / 3<sup>rd</sup> 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**

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

**Employment Table B. Second most recent job**



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

**Employment Table C. Next most recent job:**

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

**Employment Table D. Next most recent job:**

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

**Employment Table E. Next most recent job:**

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

**Employment Table F. Next most recent job:**

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

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 your military service number? \_\_\_\_\_

21. What is the highest rank you held? \_\_\_\_\_

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

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

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

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

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

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

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

If no, please provide the official discharge reason DD214: \_\_\_\_\_

26. 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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

28. List all medals and decorations awarded to you during your military service: \_\_\_\_\_

\_\_\_\_\_

29. 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.**

30. Do you drink alcoholic beverages?  Yes  No

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

\_\_\_\_\_  
\_\_\_\_\_

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

If yes, what were the circumstances?

\_\_\_\_\_  
\_\_\_\_\_

32. When was the last time you used marijuana type of substances? \_\_\_\_\_

33. 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? \_\_\_\_\_

34. 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.

35. 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**

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

\_\_\_ Yes \_\_\_ No If Yes, please provide details below: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

37. Have you ever been placed on probation?

\_\_\_ Yes \_\_\_ No

If yes, please provide the details below: \_\_\_\_\_

\_\_\_\_\_

38. 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

39. Can you operate a motor vehicle?

\_\_\_ Yes \_\_\_ No

40. 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: \_\_\_\_\_

41. 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.

\_\_\_\_\_

\_\_\_\_\_

42. Have your driving privileges ever been restricted?  Yes  No

If yes, please provide the reasons for the driving restrictions: \_\_\_\_\_

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**IX. CAREER OBJECTIVES:**

43. Briefly explain your reasons for applying for this Police Department position: \_\_\_\_\_

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44. 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: \_\_\_\_\_

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45. Are you opposed to the use of force, including deadly physical force, to defend yourself or the life of another person while performing duties in an official Law Enforcement capacity?  Yes  No

**X. REFERENCES**

46. 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: \_\_\_\_\_