

Pre-employment Screening Standards

Automatic Rejection Factors

Any one or a combination of these factors will be cause for rejection of application

Any illegal felony drug use in the last 5 years	Felony conviction as an adult	Use of a prostitute within the last 5 years
Illegal sexual relations with a minor	A domestic violence conviction	DWI conviction within the last 5 years

Potential Rejection Factors

Any one or a combination of these factors may be cause for rejection of application

Conduct	Application Process	Employment History
History of behavior demonstrating anger control problems	Failure to notify department of change of address	Significant non-judicial punishment in the military
Pattern of fighting (physical or verbal)	Failure to respond in a timely manner for additional information during application process	Unsatisfactory work history
Prejudice or bigotry toward a class of people	False statements on any application materials with regard to any material facts	Significant history of disciplinary or corrective action
Discriminatory action, including sexual harassment	Driving Record	Insubordination
Untreated alcohol or substance abuse	More than one DWI conviction in a lifetime	Criminal History
Drug Standards	Multiple traffic infractions with the last 5 years	Criminal conduct as an adult
Pattern of illegal use of drugs in the past 10 years	Knowing driving without a valid driver's license or without care insurance for and extended period	Any act of domestic violence
Excessive illegal use of drugs prior to the past 10 years		

All Applicants must be at least 21 years old

PEA RIDGE POLICE DEPARTMENT EMPLOYMENT APPLICATION
& Personal History Statement

Fill out this questionnaire completely and accurately. All statements in your questionnaire are subject to verification. Incorrect statements may bar you from employment. If space provided is inadequate, add additional pages and identify information by item number. If a question does not apply to you, indicate by writing N/A in the answer blank. Type or print legibly all responses in black ink please.

Personal

Name: _____ / _____ / _____
 First Middle Last Social Security #

Nicknames/Aliases: _____

Height: _____ inches Weight: _____ lbs.

Current Address: _____
 Number & Street City State Zip Code

Mailing Address: _____
(If Different) Number & Street City State Zip Code

Phone/Contact #: _____ Contact Email: _____

Date of Birth: _____ Place of Birth: _____

Citizenship: _____ U.S. Born _____ U.S. Naturalized _____ Other-Specify: _____

List organizations, clubs, and associations of which you are or have been a member, or with which you are or have been associated: _____

List hobbies and/or special skills: _____

Marital

Marital Status: ___ Single ___ Married ___ Divorced ___ Engaged ___ Separated ___ Widowed

Name of Spouse or Fiancé: _____

Spouses/Fiancé Date of Birth: _____ Place of Employment: _____

If married, are you living with your spouse? ___ Yes ___ No, state reason: _____

Have you ever been separated or divorced? ___ Yes ___ No If yes, give date and location of court or jurisdiction in which it was filed: _____

Give the following information concerning your spouse's parents:

	Name	Address
Father		
Mother		

List below any children born to you:

Name	Birth Date	Place of Birth	Resides with:

Are you now supporting all children born or adopted to you, or step-children? ___ Yes ___ No

If no, give details: _____

Have you ever been involved as a defendant in a paternity proceeding: ___ Yes ___ No

If yes, give date and court or jurisdiction: _____

References:

Give the names of five responsible persons, other than relatives or past employees, who could provide information about your character, ability, experience, and other qualities:

Name	Address	Phone

Family History:

List your parents, brothers, and/or sisters:

	Name	Address	Phone
Father			
Mother			
Sibling			
Sibling			
Sibling			
Sibling			

Has any member of your immediate family ever been arrested for or convicted of a felony offense?
_____ Yes _____ No If yes, complete the following:

<u>Date</u>	<u>Location</u>	<u>Charge</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you own or have an interest in any type of business dealing in alcohol? _____ Yes _____ No
If yes, give name, location, and type of business: _____

Do you own or lease your own home? _____ Own _____ Lease

What is your total indebtedness at present? _____

Have your creditors treated you fairly? _____ Yes _____ No, if no, explain: _____

Have you ever been sued? _____ Yes _____ No If yes, explain: _____

Residences:

List addresses for past ten years starting with present address at top:

From	To	Address	City/State	Landlord

Work History:

Are you now or have you ever been engaged in any business as an owner, partner, or corporate board member? _____ Yes _____ No If yes, give details: _____

Have you ever been discharged or forced to resign because of misconduct or unsatisfactory service? _____ Yes _____ No If yes, give details: _____

Have your employers always treated you fairly? _____ Yes _____ No If no, explain: _____

Do you object to wearing a uniform? _____ Yes _____ No

Do you object to working nights? _____ Yes _____ No

Do you object to working shifts? _____ Yes _____ No

List all jobs you have held in the last ten years. Put your present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary and/or part-time jobs.

Employer: _____ Supervisor: _____

Phone: _____ Address: _____

Title of present or last position: _____

Duties: _____

Starting Date: _____ Starting Salary: _____

Ending Date: _____ Ending Salary: _____

Part Time: _____ Yrs. _____ Mos. Full Time: _____ Yrs. _____ Mos.

of hours worked per week: _____

Reason for leaving: _____

Employer: _____ Supervisor: _____

Phone: _____ Address: _____

Title of present or last position: _____

Duties: _____

Starting Date: _____ Starting Salary: _____

Ending Date: _____ Ending Salary: _____

Part Time: _____ Yrs. _____ Mos. Full Time: _____ Yrs. _____ Mos.

of hours worked per week: _____

Reason for leaving: _____

Employer: _____ Supervisor: _____

Phone: _____ Address: _____

Title of present or last position: _____

Duties: _____

Starting Date: _____

Starting Salary: _____

Ending Date: _____

Ending Salary: _____

Part Time: ____ Yrs. ____ Mos.

Full Time: ____ Yrs. ____ Mos.

of hours worked per week: _____

Reason for leaving: _____

Employer: _____ Supervisor: _____

Phone: _____ Address: _____

Title of present or last position: _____

Duties: _____

Starting Date: _____

Starting Salary: _____

Ending Date: _____

Ending Salary: _____

Part Time: ____ Yrs. ____ Mos.

Full Time: ____ Yrs. ____ Mos.

of hours worked per week: _____

Reason for leaving: _____

Have you previously submitted an application for employment with this agency? ____ Yes ____ No

If yes, approximate dates: _____

Have you previously applied for a position with any other law enforcement agency? ____ Yes ____ No

If yes, give date(s) and disposition of application:

Agency	Date	Disposition

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Military Service

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

If yes, name of unit: _____

Date of enlistment: _____ Date of Discharge: _____

Service Number: _____ Highest Rank: _____ Type of Discharge: _____

If you are presently a member of the National Guard or any military reserve, give the unit, location, and describe your obligation: _____

Education

List all schools attended:

Name of School	City/State	From	To	Year Completed
High School				
College/University				

Did you either graduate from high school or pass the high school equivalency test? ____ Yes ____ No

List College courses degrees received and major field of each. Include incomplete courses: _____

Were you ever expelled from any school or were you ever disciplined by any school official?

____ Yes ____ No If yes, explain: _____

Arrest and Military Disciplinary Actions

Answer all of the following questions completely and accurately. Any falsifications or misstatements or fact may be sufficient to disqualify you. (Exclude minor traffic violations.)

Have you ever been arrested or detained by police? ____ Yes ____ No If yes, give details:

Crime charged: _____

Date: _____

Police Agency: _____ Address: _____

Disposition of case: _____

Crime charged: _____ **Date:** _____

Police Agency: _____ Address: _____

Disposition of case: _____

Crime charged: _____ **Date:** _____

Police Agency: _____ Address: _____

Disposition of case: _____

Have you ever been placed on probation? ____ Yes ____ No If yes, give details: _____

Have you ever been required to pay a fine in excess of \$100? ____ Yes ____ No If yes, give details: _____

Have you ever been reported as a missing person or as a runaway? ____ Yes ____ No If yes, give complete details, including jurisdiction, dates, and outcome: _____

Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast or company punishment, or any other disciplinary action while a member of the armed forces? ____ Yes ____ No If yes, explain: _____

List any disciplinary action taken against you in the National Guard or other reserve unit: _____

If you have been fingerprinted by a police agency other than for an arrest, give details below. Your answers will be checked with the FBI and other agencies.

Agency: _____ Date: _____ Purpose: _____

Agency: _____ Date: _____ Purpose: _____

Agency: _____ Date: _____ Purpose: _____

Can you operate a motor vehicle? _____ Yes _____ No

Do you possess a valid driver's license from the State of Arkansas? _____ Yes _____ No

DL #: _____ Date Issued: _____

Do you possess a driver's license issued by any other state other than Arkansas? _____ Yes _____ No

If yes, give state and number: _____

Was your license ever suspended or revoked? _____ Yes _____ No If yes, give details: _____

Was your license ever reinstated? _____ Yes _____ No When? _____

Have you ever been refused an operator's license by any state? _____ Yes _____ No

Have your driving privileges ever been restricted? _____ Yes _____ No If yes, give details: _____

Within the last two years, has a motor vehicle been driven by you ever been involved in an accident?
_____ Yes _____ No If yes, give complete details for each accident, whether collision or non-collision:

Date: _____ Police Investigation? _____ Yes _____ No

Location: _____ **Cause of Accident:** _____

Date: _____ Police Investigation? _____ Yes _____ No

Location: _____ **Cause of Accident:** _____

Date: _____ Police Investigation? _____ Yes _____ No

Location: _____ **Cause of Accident:** _____

List any convictions for minor traffic violations:

Location	Approximate Date	Nature of Violation	Penalty or Disposition

Attitudes:

What do you consider to be the current social problems of greatest concern? _____

What are your experiences and beliefs concerning the use of alcoholic beverages? _____

What are your experiences and beliefs concerning the use of marijuana and/or other mind altering drugs?

What are your feelings about the use of deadly force if it becomes necessary in the performance of official duties? _____

Career Objectives

Explain briefly your reasons for applying for this position: _____

Attach a brief narrative (between 100 and 250 words) why you wish to work for the City of Pea Ridge.

Authority for Release of Information

I, _____ do hereby authorize a review of and full disclosure of all records, concerning myself, by and duly authorized agent of the Pea Ridge Police Department, whether the said records are of public, private or confidential nature.

This is my authorization to give full and complete disclosure of the records of educational institutions; financial or credit institutions, and the records of commercial or retail credit agencies; public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; the results of any polygraph examinations or internal investigations; records of complaint of a civil nature made by or against me; or any other records pertaining to my employment or life.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Pea Ridge Police Department to consider in determining my suitability for employment by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

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 in determining my suitability for employment by the Pea Ridge Police Department. I understand that all materials pertaining to this background investigation become the property of the Pea Ridge Police Department and will not be returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information and information provided will not be revealed to me.

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

Date: _____, 20_____

Signature _____

Witness _____

Date of Birth _____