

Sierra Vista Police Department

Police Officer Applicant Background Questionnaire

Instructions – Please read carefully

1. Neatly print all answers in blue/ black ink.
2. Read and answer each question completely. If the information requested in a particular question does not apply, so indicate by writing “DNA” in the appropriate space. If you cannot remember, or do not know the requested information, so indicate by writing “I can’t remember,” or “I do not know” in the appropriate space.
3. Please include phone numbers for all people named, and the zip code for all addresses. You must provide the area code for all phone numbers.
4. If additional space is required to answer a question, continue your response on the last page under “Further Explanations”.
5. ALL questions on this application must be answered in full before it will be accepted for processing.
6. Please have your signature notarized on the "Release of Information" form *before* returning this questionnaire.
7. The Background Questionnaire packet must be submitted to Human Resources by the deadline date given to you. The required documents listed below must be submitted by the end of your background investigation (*if applicable*) or it can have a negative impact on your consideration for employment. It is highly recommended you order/request them as soon as possible. Please refer to page 2 for helpful information for obtaining the required documents and where to mail them to.

- | | |
|---|----------------|
| a. Applicant’s Birth Certificate | Certified Copy |
| b. Marriage License (<i>current marriage</i>) | Certified Copy |
| c. College Transcript(s) | Certified Copy |
| d. High School Transcript(s) | Certified Copy |
| e. High School Diploma / GED certificate | Photocopy |
| f. Military Service Record Form DD214 | Photocopy |
| g. Certificates of Specialized Police Training | Photocopy |
| h. Other Documents, Certificates, Awards, etc. | Photocopy |
| i. Divorce Decree(s) | Photocopy |

Requested Documents (listed at bottom of 1st page):

For *any* of the documents you need to request, have certified copies sent directly to **Human Resources, City of Sierra Vista 1011 N. Coronado Dr., SV 85635**. If certified documents are sent directly to you, DO NOT open the envelopes. Turn the sealed envelopes into Human Resources.

Birth Certificate Requirement:

- If you have your ORIGINAL birth certificate, there are 2 options:
 - 1) You can bring your original birth certificate to Human Resources and they will make a certified copy.
 - 2) Have a Notary Public photocopy the original and notarize the copy, stating it is a *true copy*.
- If you do not have your ORIGINAL birth certificate, you will need to order a certified copy through the Bureau of Vital Statistics of the State where you were born.

High School & College Transcripts requirement:

- Human Resources will initially accept unofficial transcripts or photocopies while certified copies are on order from each of the schools you have attended. We recommend ordering these immediately.

Questionnaire:

- Make sure to have the “Authorization for Release of Information” sheet notarized. If you are a local resident, there are Notary Publics in City Hall you can use the day you turn in the questionnaire.
- Make sure to be neat, honest, and forthcoming when completing this questionnaire.

Personal Data

Note: Where necessary, use a separate page to complete answers throughout this questionnaire.

Today's Date: _____

Full Name: _____
 LAST FIRST MIDDLE

1. Are you acquainted with any members, or previous members, of the Sierra Vista Police Department? Yes No

If yes, with whom?

2. Have you ever been suspended or expelled from any school? Yes No

If yes, explain to include institution involved, date, and reason for each suspension or expulsion:

3. Have you ever been fingerprinted for employment of for any other reason? Yes No

Company or Agency	Date	Purpose or Reason

4. Have you ever been terminated or asked to resign from any employment? Yes No

If yes, explain to include employer, date, and reason for each incident:

Explanation:

5. Have you ever resigned from a job due to a disagreement with an employer?

Yes No

If yes, explain to include employer, date, and reason for each incident:

6. Have you ever failed to complete a probationary period of employment? Yes No

If yes, explain to include employer, date, and reason for each incident:

7. List any disciplinary action taken against you by an employer (i.e. demotion, suspension, formal reprimands, etc.)

Date	Employer	Discipline Action Taken	Reason

8. If you have applied with any law enforcement agency at any time previously for any position, provide the following.

Name of Agency: _____
Address: _____
Date Applied: _____ **Position Applied For:** _____
If not hired, explain why: _____

Name of Agency: _____
Address: _____
Date Applied: _____ **Position Applied For:** _____
If not hired, explain why: _____

Name of Agency: _____
Address: _____
Date Applied: _____ **Position Applied For:** _____
If not hired, explain why: _____

Name of Agency: _____
Address: _____
Date Applied: _____ **Position Applied For:** _____
If not hired, explain why: _____

Name of Agency: _____
Address: _____
Date Applied: _____ **Position Applied For:** _____
If not hired, explain why: _____

Name of Agency: _____
Address: _____
Date Applied: _____ **Position Applied For:** _____
If not hired, explain why: _____

9. Please provide contact information for at least two of your immediate neighbors.

From (MM/YY)	To (MM/YY)	Full Name	Complete Address	Phone
				H: W:
				H: W:
				H: W:

10. You have already listed your address for the past five years. List any additional addresses where you have resided going back 15 years.

From MM/YY	To MM/YY	Address	City	State

11. Have you ever failed to meet your financial responsibilities (i.e. child support or alimony payments, vehicle repossessions, court actions to receive payments, wage garnishments, accounts to collections, late payments to creditor, or any other financial problems)? Yes No

If yes, explain including dates, City, and State involved:

12. Have you ever held any type of military/federal government security clearance? Yes No

If yes, explain to include dates, type of clearance, and status of clearance:

13. List all motor vehicles registered or titled in your name, and vehicles, you lease, or any vehicles you frequently drive.

State	License Number	Vehicle Year	Make, Model, Body Style, and Color

14. Do you currently have public liability and property damage automobile insurance as mandated by the state? Yes No

List companies and policy numbers:

15. Has your insurance ever been canceled? Yes No

If yes, explain:

16. Have you ever been questioned in any criminal incident, but not charged? Yes No

If yes, explain:

17. Have any of your immediate relatives or spouses ever been arrested, convicted and/or imprisoned for a felony Yes No

If yes, explain:

18. Do you now, or have you ever had any gambling debts? Yes No

If yes, explain:

19. Have you ever used an employer's money to gamble with? Yes No

If yes, explain:

20. Have you ever worked for an illegal gambling operation or booked any illegal bets? Yes No

If yes, explain:

21. Have you ever engaged in any undetected felony, thefts, or other serious crimes to include juvenile incidents, shoplifting, and thefts from an employer? Yes No

If yes, explain:

22. Do you have any scars, marks, tattoos, or other distinguishing marks? Yes No

If yes, describe:

23. Do you know of anything that would disqualify or prevent you from fully discharging the official duties of a police officer for the City of Sierra Vista? Yes No

If yes, explain:

24. Sierra Vista Police Department regulations require members to submit to a polygraph examination at the request of the Chief of Police regarding any matter which becomes the subject of an official investigation. If employed by this agency, do you agree to submit to such a test? Yes No

25. If employed the Sierra Vista Police Department, do you agree to a blood and/or urine test to determine the alcohol/drug content of your blood/urine upon request of a supervisor, with cause, and as required by the Department/City regulations? Yes No

26. If employed by the Sierra Vista Police Department, do you agree to assist the Department in the investigation of complaints that may be registered against you as required by Department regulations? Yes No

Law Enforcement Experience

IF YOU HAVE NEVER SERVED IN ANY CAPACITY WITHIN A LAW ENFORCEMENT ENTITY, CIRCLE THE "N/A" BOX AND GO TO THE NEXT SECTION. N/A

27. Complete the following for every law enforcement agency you have been employed with, including all volunteer, reserve, and paid positions.

From (MM/YY)	To (MM/YY)	Agency Name	City, State	Population	Agency Type (state, municipal, county, etc.)	Agency Size (# of sworn personnel)

28. List the various assignments/duties and ranks you have held in the agency/agencies you have worked for.

Assignment/Duty/Rank/Agency	Years/Months

29. List the law enforcement training you have received. Include your basic academy training.

Description of Training	Agency	Date	Hours

30. List all citizen complaints lodged against you as a peace officer. Include those complaints in which you were found to be not at fault.

Agency	Date	Allegation	Disposition

31. List all traffic accidents you have been involved in and any traffic citations you have been issued arising out of the performance of official police duties. This applies to on-duty and off-duty incidents only if they occurred while you were operating an official vehicle. Indicate if disciplinary action against you resulted from these incidents.

Agency	Date	Incident Description	Disposition

32. During the course of your employment as a peace officer, have you ever used marijuana, illegal narcotics, or other non-prescribed controlled/illegal substances? Yes No

If yes, explain:

I hereby certify that the entries on this questionnaire are true, complete, and correct to the best of my knowledge and belief. These entries are made in good faith. I understand that knowingly and willfully making a false statement on this form is cause for immediate disqualification from the application process with SVPD and shall be reported to AZPOST.

Signature of Applicant: _____ **Date:** _____

Further Explanations

Make additional copies of this page as necessary to completely answer each question.

Page # _____ Question # _____

Explanation

Page # _____ Question # _____

Explanation

Page # _____ Question # _____

Explanation
