

Name: _____
SSN #: _____



Arizona Peace Officer Standards and Training Board AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, **DO HEREBY AUTHORIZE** any and all persons,
(print name)

employers, partnerships, corporations and all civilian and government entities, military agencies, law enforcement agencies, private, and city, county, state and federal entities to release, furnish and exchange any and all available information relating to me for the purpose of determining my suitability to be appointed and certified as a peace officer. This includes, but is not limited to, all information related to my employment, performance, disciplinary history, character, integrity, reputation, conduct, behavior and fitness for duty.

This authorizes release to the **ARIZONA PEACE OFFICER STANDARDS AND TRAINING BOARD** and the _____. This release is in addition to,
(print agency name)

and not intended to curtail or diminish the authorization and immunity provided by statute. **I DO HEREBY RELEASE** from any and all liability, all persons or entities disclosing information pursuant to this release.

SIGNATURE OF APPLICANT:

DATE:

Sworn and Subscribed to Before Me This: _____ Day of _____, 20_____

BY:

STATE OF:

COUNTY OF:

SIGNATURE OF NOTARY PUBLIC:

Sierra Vista Police Department

Background packet instructions and checklist

- Go to <https://my.azpost.gov/> and complete the **AZPOST Personal History form**.
 - Select to “share” the form with the Sierra Vista Police Department.
 - Email your form ID number to the [SVPD Recruiter](#) at lilly.perry@sierravistaaz.gov
- Complete the **Sierra Vista Police Department Police Officer Applicant Background Questionnaire**.
 - Neatly print all answers in blue/ black ink or complete in PDF file.
 - 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.
 - 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.
 - If additional space is required to answer a question, continue your response on the last page under “Further Explanations”.
 - ALL questions on this application must be answered in full before it will be accepted for processing.
 - Authorization for Release of Information page must be notarized and submitted with the background Questionnaire to lilly.perry@sierravistaaz.gov.
- Gather/order all **required documents** which apply:
 - Original Birth Certificate/Naturalization papers **OR** U.S. Passport
 - Original birth certificate/Naturalization Papers OR U.S. Passport can be brought to Human Resources on testing day.
 - If you do not have an original copy of your birth certificate/ Naturalization papers, you will need to request a certified copy through the Bureau of Vital Records in your birth State.
 - Original Marriage license for current marriage can be brought to Human Resources on testing day.
 - Official un-opened High School and College transcripts can be ordered or brought to Human Resources UNOPENED on testing day.
 - Official High School and College Transcripts
 - Can be sent electronically to HR@sierravistaaz.gov. The email must be sent directly from the institution, forwarded emails with links will not be accepted.

- Can be received by US mail in a sealed envelope. If documents are sent directly to you, do not open them.
- Can also be mailed directly to us or brought with you on testing day.
- Photocopy of High School Diploma or GED certificate
- Photocopy of Military Service Record form DD214
- Photocopies of certificates of specialized police training
- Photocopies of other documents, certificates, awards, etc.
- Divorce Decree(s)
- Photocopies of documents and unofficial transcripts can be used ***until*** originals are received.
- Transcripts and documents should be sent to:

City of Sierra Vista Human Resources Department
ATTN: Marina Leyva
1011 N. Coronado Drive
Sierra Vista, AZ 85635

- Make sure to be concise, honest, and forthcoming when completing background paperwork.**
- If you have any questions, contact Recruiter Lilly Perry by phone at 520-439-2370, text at 520-559-4486, or email at lilly.perry@sierravistaaz.gov

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 10 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. 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

25. 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

26. 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)

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

Assignment/Duty/Rank/Agency	Years/Months

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

Description of Training	Agency	Date	Hours

29. 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

30. 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

31. 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
