

DATE: _____

POSITION SOUGHT: _____



- 1. WRITE LEGIBLY IN YOUR OWN HANDWRITING OR PRINTING.**
- 2. READ EACH QUESTION CAREFULLY BEFORE ANSWERING IT.**
- 3. ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY.**
- 4. IF A QUESTION DOES NOT APPLY, WRITE "N/A" IN THE SPACE PROVIDED.**
- 5. IF YOU NEED ADDITIONAL SPACE, MAKE A COPY OF THE "FURTHER EXPLANATIONS" SHEET, UNLESS OTHERWISE DIRECTED.**
- 6. SIGN THE RELEASE OF INFORMATION SHEET AND HAVE IT NOTARIZED. THE POLICE DEPARTMENT WILL NOT NOTARIZE YOUR SIGNATURE.**
- 7. AFTER COMPLETING THIS PACKET, BRING IT WITH YOU TO YOUR FIRST INTERVIEW.**

REMEMBER THAT ANY OMISSION, DECEPTION, OR FAILURE TO FOLLOW THE INSTRUCTIONS GIVEN IN FILLING OUT YOUR PACKET COULD DELAY OR DISQUALIFY YOUR APPLICATION OR YOU FROM FURTHER CONSIDERATION.

AUTHORITY FOR RELEASE OF INFORMATION

Last Name	First Name	Middle Name	Sex	Race	Date of Birth	SSN

City of Birth	County	State	Country

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the **Harriman Police Department**, whether said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions (including records of deposits, withdrawals, balances of checking and savings accounts, and loans) and also the records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial, and/or convictions for alleged or actual violations of law, including criminal, civil, and/or traffic records; the results of any polygraph examinations; records of complaints of a civil nature made by or against me, wherever located, including the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest.

I reiterate and emphasize that the intent of this authorization is to provide full and unobstructed 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 Harriman 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 Harriman Police Dept. I understand that all materials pertaining to this background investigation become the property of the Harriman Police Department and therefore 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's 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 cannot be revealed to me.

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

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

Subscribed and sworn to before me this _____ day of _____, 20____.
My commission expires: _____
_____ Notary Public

_____ Applicant Signature	_____ Date
_____ Street Address	_____ City
_____ State	_____ Zip

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

A. Personal Data

Today's Date: _____

Full Name: _____ SSN _____
LAST FIRST MIDDLE

AKA/Maiden Name _____

DL # _____ Gender: _____ Marital Status _____ Date of Birth: _____
MM/DD/YY

Height _____ Weight _____ Eye Color _____ Hair Color _____ Race _____

Address: _____
NO./STREET APT. # CITY STATE ZIP

Phone: (_____) _____ (_____) _____
HOME CONTACT EMAIL

1. Have you ever used or been known by any other name other than the one you listed on this questionnaire (including your maiden name)? Yes ☐ No ☐

If yes, list name(s): _____

2. Have you ever used a social security number other than the one you have listed? Yes ☐ No ☐

If yes, list number(s): _____

3. Have you ever taken a polygraph before? Yes ☐ No ☐

If yes, when? (dates): _____

Companies or agencies: _____

Outcome of each test: _____

4. Have you ever committed a felony or an offense that would be a felony if committed in Tennessee?

Yes ☐ No ☐

If yes, explain: _____

5. Have you ever failed to file an IRS statement? Yes No

If yes, list year(s): _____ Why? _____

B. List all residence addresses, starting with the present and proceed backwards for the past 5 years. Include school, military, and personal residences. ACCOUNT FOR ALL TIME. DO NOT LEAVE ANY TIMEFRAME BLANK. LIST EVERYTHING IN PROPER SEQUENCE. If you need additional space, copy this page before completing, and attach copy as Page 6(a).

[illegible]

C. Employment History

List all places of employment. Begin with present or most recent employer and go backwards. List periods of school, military service, and unemployment in the past 10 years. List everything in proper sequence, leaving no vacant time lapse. **Do not omit any employers.** If you need additional space, copy this page before completing, and attach copy as Page 8(a).

From (MM/YY)	To (MM/YY)	Job Title		
Name of Employer		Supervisor	Ending Salary	
Address of Employer		Street, City, State	Zip	Phone
Describe your duties:				
Reason for leaving:				

From (MM/YY)	To (MM/YY)	Job Title		
Name of Employer		Supervisor	Ending Salary	
Address of Employer		Street, City, State	Zip	Phone
Describe your duties:				
Reason for leaving:				

From (MM/YY)	To (MM/YY)	Job Title		
Name of Employer		Supervisor	Ending Salary	
Address of Employer		Street, City, State	Zip	Phone
Describe your duties:				
Reason for leaving:				

From (MM/YY)	To (MM/YY)	Job Title		
Name of Employer		Supervisor	Ending Salary	
Address of Employer		Street, City, State	Zip	Phone
Describe your duties:				
Reason for leaving:				

C. Employment History Continued

From (MM/YY)	To (MM/YY)	Job Title	
Name of Employer		Supervisor	Ending Salary
Address of Employer	Street, City, State	Zip	Phone
Describe your duties:			
Reason for leaving:			

From (MM/YY)	To (MM/YY)	Job Title	
Name of Employer		Supervisor	Ending Salary
Address of Employer	Street, City, State,	Zip	Phone
Describe your duties:			
Reason for leaving:			

From (MM/YY)	To (MM/YY)	Job Title	
Name of Employer		Supervisor	Ending Salary
Address of Employer	Street, City, State	Zip	Phone
Describe your duties:			
Reason for leaving:			

From (MM/YY)	To (MM/YY)	Job Title	
Name of Employer		Supervisor	Ending Salary
Address of Employer	Street, City, State	Zip	Phone
Describe your duties:			
Reason for leaving:			

C. Employment History Continued

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

If yes, complete the following:

Employer's Name: _____ Phone: _____

Explanation: _____

2. Have you ever resigned from a job to avoid being fired or terminated? Yes ☐ No ☐

If yes, name of employer: _____

Explanation: _____

3. Are you currently employed? Yes ☐ No ☐

4. If your work performance has been evaluated in the past, what is the latest evaluation you received?

- ☐ Exceptional
- ☐ Above average
- ☐ Average
- ☐ Below average
- ☐ Never been evaluated

5. Have you been tardy or late for work because of circumstances within your control?

Yes ☐ No ☐

If yes, how often? _____ Last time: _____

Explanation: _____

Yes ☐ No ☐ If yes, when? _____

Explanation: _____

6. Have you been unemployed anytime during the past three years? Yes ☐ No ☐

If yes, when? _____

Explanation: _____

C. Employment History Continued

7. Have you ever been written up, counseled, or disciplined in any manner, by any of your employers for failure to comply with required rules or regulations, or for any other reason?

Yes ☐ No ☐

If yes, explain: _____

8. Have you ever been suspended or served an "Intent to terminate" by any employer?

Yes ☐ No ☐

If yes, explain: _____

9. Have you ever quit a job without giving notice required by an employer? Yes ☐ No ☐

If yes, explain: _____

10. Would you be eligible to be rehired by all your former employers (assuming there was a job available)? Yes ☐ No ☐

If no, explain: _____

D. References

1. List at least three (3) references (not relatives, former employers, or neighbors) who are responsible adults and who have known you well during the past five (5) years. **You must provide complete address including zip code, and current telephone number(s).**

Name	Residence Address:
Relationship	City, State, Zip
How long acquainted?	Phone: (H) (C)
Occupation:	Email Address:

Name	Residence Address:
Relationship	City, State, Zip
How long acquainted?	Phone: (H) (C)
Occupation:	Email Address:

Name	Residence Address:
Relationship	City, State, Zip
How long acquainted?	Phone: (H) (C)
Occupation:	Email Address:

Name	Residence Address:
Relationship	City, State, Zip
How long acquainted?	Phone: (H) (C)
Occupation:	Email Address:

Name	Residence Address:
Relationship	City, State, Zip
How long acquainted?	Phone: (H) (C)
Occupation:	Email Address:

Name	Residence Address:
Relationship	City, State, Zip
How long acquainted?	Phone: (H) (C)
Occupation:	Email Address:

2. Are you acquainted with any employees of this department or any employees of the Harriman Police Dept.? Yes ☐ No ☐

If yes, list them: _____

E. Education and Training

1. List all schools you have attended (high schools, trade schools, colleges, and universities). List GED if it applies

From MM/YY	To MM/YY	Name and Address	Credit Hours	Graduate? Yes No		Degree Major Minor	

2. List all professional societies, organizations, licenses (date and number), registrations (date), special skills, knowledge, or abilities.

3. Do you speak, read, or write a language other than English? Yes ☐ No ☐

If yes, what language? _____ How well? _____

4. Have you ever received any law enforcement training? Yes ☐ No ☐

Name of organization: _____

Month and year you attended: _____

What type of training? _____

G. Arrest History

1. Have you ever been arrested (convicted or not) for any offense or violation of any statute, ordinance, law, or regulation by any civil or military authority, either in this country or any other country? (Include detentions as a juvenile or minor by court adjudication or guilt.)

Yes ☐ No ☐

If yes, explain: _____

I. Driving History

1. Have you ever had a driver's license cancelled, refused, revoked or suspended? Yes ☐ No ☐

If yes, explain in detail: _____

2. Have you ever attended a driver improvement school? Yes ☐ No ☐

If yes, explain in detail: _____

3. How many automobile accidents have you been involved in? _____

Date	Injuries Yes/No	Location (City, State)	Citation Yes/No

L. Military Experience

1. Have you ever registered with the Selective Service (the draft)?

☐ No, although I was legally required to do so.

☐ No, I was not required to do so.

☐ Yes, in _____ (State)

IF YOU HAVE NO MILITARY EXPERIENCE, MARK THE "N/A" BOX AND GO TO THE NEXT SECTION

☐ N/A

2. Have you ever served in the Army, Navy, Marine Corps, Air Force, Coast Guard, R.O.T.C., or any other military or para-military organization? Yes ☐ No ☐

Branch of Service	Serial #	Date Entered	Date Separated

3. If yes, give type of separation: _____

4. How long were you in the military, on active duty: ____ years ____ months

5. What type of discharge did you receive?

☐ Honorable

☐ Honorable with hardship reasons

☐ General

☐ Less than honorable

☐ Retirement length of service _____

☐ Still on full-time active duty

☐ Still on reserve status

☐ Other: _____

L. Military Experience Continued

6. Did you ever fail to complete any term of enlistment for any reason? Yes ☐ No ☐

If yes, explain: _____

7. How many times did you receive any disciplinary action in the military such as Court Martial, Article 15, Captain's Mast, Company Mast, Company punishment, reduction in rank, etc.?

☐ Never

☐ 1

☐ 2

☐ 3 or more

8. If you were ever subject to any disciplinary action, explain whether it was a General, Special, or Summary Court Martial, Captain's Mast, Article 15, or other **and** the reason for the separation type:

9. While in the military, were you ever incarcerated (brig or guardhouse)? Yes ☐ No ☐

If yes, explain: _____

10. Were you ever UA, AWOL, missing from formation or ship movement? Yes ☐ No ☐

If yes, explain: _____

11. Do you still possess any military equipment that you are not authorized to have? Yes ☐ No ☐

If yes, explain in detail: _____

12. Were you honorably discharged? Yes ☐ No ☐

If no, type of separation: _____

Reason: _____

13. Are you currently a member of a U.S. Reserve or National Guard? Yes ☐ No ☐

If yes, what unit? _____

Commander's Name: _____

Contact Number: _____

O. Law Enforcement Experience

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

☐ N/A

1. Indicate whether you have any of the following law enforcement experience: (answer each question)

- | | | |
|---|------------------------------|-----------------------------|
| a. Sworn/commissioned weapon carrying officer | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| b. Police reserve | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| c. Military police officer | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| d. Police officer, assigned full time to correction duty only | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| e. Civilian job title: _____ | | |

2. Number of years experience as a sworn police officer: ____

3. How many law enforcement agencies have you worked for as a sworn police officer? ____

4. How many law enforcement agencies have you worked for as a civilian? ____

5. How many citizen complaints have been filed against you? ____

If any, explain: _____

6. How many of these complaints were sustained or found to be true? ____

If any, explain: _____

7. How many reprimands (written or oral) have you received? ____

If any, explain: _____

8. How many times have you been suspended, demoted, or dismissed? ____

If any, explain: _____

9. Were you ever the subject of a civil or criminal prosecution (lawsuit)? Yes ☐ No ☐

If yes, explain: _____

10. Other than while on probation status, have you ever had any unsatisfactory personnel ratings?

Yes ☐ No ☐

If yes, explain: _____

P. Prior Applications

Please list the names of any law enforcement agencies where you have applied for any position within the last five (5) years.

Name of Agency:

Address: _____

Date Applied: _____ Result, if known: _____

Name of Agency:

Address: _____

Date Applied: _____ Result, if known: _____

Name of Agency:

Address: _____

Date Applied: _____ Result, if known: _____

Name of Agency:

Address: _____

Date Applied: _____ Result, if known: _____

Name of Agency:

Address: _____

Date Applied: _____ Result, if known: _____

R. Summary Statement

1. Do you have any knowledge or information, in addition to that specifically called for in the preceding questions, which is or which may be relevant, directly or indirectly, in connection with an investigation or your eligibility or fitness for the position for which you are applying? This includes, but is not limited to, knowledge or information concerning your character, physical and mental condition, temperance, habits, employment, education, subversive activities, family, association, criminal record, traffic violation, residency, or otherwise.

Yes ☐ No ☐

If yes, explain: _____

Reminder

- ✓ **Bring the *copies* of all documents listed below to your interview with the background investigator.**
- ✓ **Failure to do so could delay the process or disqualify you.**

- 1. Birth certificate**
- 2. Proof of citizenship (Naturalized citizens must provide proof for examination at time of background interview)**
- 3. Military Service Record Form DD214 (*Must be Copy 4*), if applicable**
- 4. GED certificate or high school diploma**
- 5. College diploma(s), if applicable**
- 6. Social Security card**
- 7. Driver's license**

I certify that the above entries are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that knowingly and willfully making a false statement on this form constitutes cause to revoke, refuse, or suspend employment with the

Signature of Applicant: _____ Date: _____

R. Further Explanations

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

[illegible]