

Columbia Police Department
Police Applicant Background Questionnaire

Rec'd: __J__ J__16

To: Applicant in Columbia Police Department

Re: CPD Application Process

Thank You for applying with the Columbia Police Department, an Equal Opportunity Employer. We want to make each applicant aware that his process traditionally takes between three (3) to four (4) months to complete and we ask that you be very patient with our process and us. Attached are your Personal History Statement and the related forms. Please note on the Applicant Agreement Form that your completed Personal History Statement, including all attachments, is due back to the Investigations Division NO LATER than 4:00 p.m. on ____/____/20____. Type or print legibly using black ink only. The Personal History Statement can be returned by mail to the following address however, it must be postmarked no later than ____/____/20____. (Refer to letter received for due date)

Columbia Police Department
Detective Division
707 North Main Street
Columbia, TN 38401

You must provide complete and current information including zip codes and telephone numbers with area codes. Also, **it is your responsibility to update the investigator, within forty-eight (48) hours, of any changes to information that you provided on this questionnaire.** Such changes of information would include, but are not limited to the following: Changes of name, telephone numbers, addresses, work history and information regarding arrests, etc. You should also notify this office of any extended absence from home such as military leave or vacation.

Failure to comply with instructions, including due date, may result in immediate disqualification from the hiring process.

If you have any questions or need to make notification of changes, please contact the Detective Division at (931) 560-1670.

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APPLICANT AGREEMENT FORM

I, (print name) _____, the undersigned applicant for a position with the Columbia Police Department, hereby agree to the following:

1. I understand the Columbia Police Department's assigned background investigator must receive my completed Personal History Statement, on or before date indicated. Failure to meet this deadline will subject me to disqualification, and I may not reapply for six months.
2. I understand that all of the requested information on the Personal History Statement must and will be provided by me. Further, I understand that marking the same N/A to indicate it is non-applicable will complete any requested information, which does not apply to me. I acknowledge and understand that the entire form must be completed and that it is unacceptable to submit a Personal History Statement with unanswered (blank or incomplete responses). I understand that incomplete forms will not be processed any further, and I may not reapply for six months.
3. I understand that I will be required to comply with any written or oral request, order, or directive communicated to me by any individual recognized as a representative of the Columbia Police Department's assigned background investigator, as it applies to my application for employment with said Department. I hereby acknowledge that I will be required to provide requested information or documentation within a specified time period, and that the failure to do so may result in my immediate disqualification as an applicant, and that I may not reapply for six months.
4. I understand that I will be required to notify the Columbia Police Department Detectives Division of any change of information within forty-eight (48) hours of such change and that failure to do so may result in my immediate disqualification as an applicant.

NOW THEREFORE, I hereby acknowledge that I have read and fully understand each of the statements contained herein above, and further, that I had the opportunity to ask for clarification of each of the statements and that my signature was not placed hereon until I fully understood each statement. I further indicate that I have read and fully understand the content of this document.

Subscribed this the ____ day of _____, 20

(Applicant Printed Name)

(Applicant Signature)

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SECTIONAL INDEX

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SECTION 1: PERSONAL DATA

1. Name: _____
2. List any other name(s) that you have used or by which you have been known. Explain fully why it was used, where used, and when used. Include nicknames, aliases, maiden name and previous married name(s). Attach additional pages if needed.

3. Social Security Number: _____
4. Have you ever used a different Social Security number? (**YES / NO**)
If yes, explain in detail: _____

5. Date of Birth: ____/____/____
6. Birth State, County, & City: _____
7. Are you a citizen of the United States? (**YES / NO**)
8. Are you a naturalized citizen? (**YES / NO**)
 - a. If yes, give date, place, and court of naturalization. Attach copy of naturalization documentation: _____

9. Have you ever used a Date of Birth or a Name different than what is printed upon your birth certificate? (**YES / NO**)
 - a. If yes, explain in detail: _____

10. Have you ever intentionally altered your name, address, or date of birth on any official documentation, certificate, or license? (**YES / NO**)
 - a. If yes, Explain in detail: _____

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11. Race: _____ Sex: _____

12. Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

13. List any scars, tattoos, body modifications, and/or any distinguishing marks or features (***Note – All body art, tattoos, brands, body modifications, and body alterations that would be visible while wearing the departmental issued short sleeve uniform shirt are prohibited and will disqualify applicants for selection.**)

14. Mailing Address: _____

15. Permanent Address: _____

16. Contact Information & Telephone Numbers (with area codes):

a. Home Phone Number(s): _____

b. Cell Phone Number(s): _____

c. Work Phone Number(s): _____

d. Alternate Contact Number(s): _____

e. Primary E-mail Address: _____

i. Please list any and all e-mail addresses, screen names, chat names, or any other electronic IDs that you have used:

ii. Personal Web Page(s) or Blogs :

iii. Please list screen names or names used for Social Media accounts that you control:

1. Facebook: _____
2. Twitter: _____
3. Instagram: _____
4. YouTube: _____
5. Other Social Media: _____

- a. Married – How many times have you been married?
- b. Divorced – Please provide copies of all divorce decrees.
- c. Separated
- d. Widowed
- e. Single

19. Current Spouse:

- a. Full Name: _____
- b. Maiden Name: _____
- c. Social Security Number: _____
- d. Driver's License Number and State Issued: _____
- e. Date/Place Married: _____
- f. Current Employer: _____
- g. Current Occupation: _____
- h. Phone number(s): _____
- i. E-mail Address(es): _____

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20. Most Recent Ex-spouse:

- a. Full Name: _____
 - b. Maiden Name: _____
 - c. Date/Place Married: _____
 - d. Date and Location of Divorce: _____
 - e. Reason for Divorce: _____
-
- f. Current Address: _____
 - g. Phone number(s): _____
 - h. E-mail Address(es): _____

21. Previous Ex-Spouse:

- a. Full Name: _____
 - b. Maiden Name: _____
 - c. Date/Place Married: _____
 - d. Date and Location of Divorce: _____
 - e. Reason for Divorce: _____
-
- f. Current Address: _____
 - g. Phone number(s): _____
 - h. E-mail Address(es): _____

22. Previous Ex-Spouse:

- a. Full Name: _____
 - b. Maiden Name: _____
 - c. Date/Place Married: _____
 - d. Date and Location of Divorce: _____
 - e. Reason for Divorce: _____
-
- f. Current Address: _____
 - g. Phone number(s): _____
 - h. E-mail Address(es): _____

23. Previous Ex-Spouse:

- a. Full Name: _____
 - b. Maiden Name: _____
 - c. Date/Place Married: _____
 - d. Date and Location of Divorce: _____
 - e. Reason for Divorce: _____
-
- f. Current Address: _____
 - g. Phone number(s): _____
 - h. E-mail Address(es): _____

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29. List all in-laws below – Include all ex in-laws. *Attach additional pages if needed.*

a. Father-in-law

- i. Full Name: _____ Date of Birth: ____/____/____
- ii. Current Address: _____
- iii. Phone Number(s): _____

b. Mother-in-law

- i. Full Name: _____ Date of Birth: ____/____/____
- ii. Current Address: _____
- iii. Phone Number(s): _____

c. Brother/Sister/Son/Daughter/Other in-law (Circle one or write) _____

- i. Full Name: _____ Date of Birth: ____/____/____
- ii. Current Address: _____
- iii. Phone Number(s): _____

d. Brother/Sister/Son/Daughter/Other in-law (Circle one or write) _____

- i. Full Name: _____ Date of Birth: ____/____/____
- ii. Current Address: _____
- iii. Phone Number(s): _____

e. Brother/Sister/Son/Daughter/Other in-law (Circle one or write) _____

- i. Full Name: _____ Date of Birth: ____/____/____
- ii. Current Address: _____
- iii. Phone Number(s): _____

f. Brother/Sister/Son/Daughter/Other in-law (Circle one or write) _____

- i. Full Name: _____ Date of Birth: ____/____/____
- ii. Current Address: _____
- iii. Phone Number(s): _____

g. Brother/Sister/Son/Daughter/Other in-law (Circle one or write) _____

- i. Full Name: _____ Date of Birth: ____/____/____
- ii. Current Address: _____
- iii. Phone Number(s): _____

h. Brother/Sister/Son/Daughter/Other in-law (Circle one or write) _____

- i. Full Name: _____ Date of Birth: ____/____/____
- ii. Current Address: _____
- iii. Phone Number(s): _____

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2. What is the estimated balance of you financial indebtedness as of this date? \$ __

3. Have you ever filed for bankruptcy? (YES / NO)

a. If yes, explain in detail. You must provide copies of all bankruptcy orders.

4. Have any judgements ever been filed against you? (YES / NO)

a. If yes, explain in detail. _____

5. Are you currently more than 30 days behind payment to any creditor? (YES / NO)

a. If yes, explain in detail.

6. Have you ever had any delinquent federal or state income tax? (YES / NO)

a. If yes, explain in detail.

7. Do you have any outstanding student loans? (YES / NO)

a. If yes, explain in detail.

8. Have you had any liens placed against you? (YES / NO)

a. If yes, explain in detail.

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9. Have you ever had your wages attached or garnished? (YES / NO)

a. If yes, explain in detail.

10. Have any of your debts been turned over for collection? (YES / NO)

a. If yes, explain in detail.

11. Have you ever had anything repossessed? (YES / NO)

a. If yes, explain in detail.

12. Have you ever been named as a party in a civil matter or been sued? (YES / NO)

a. If yes, explain in detail.

13. Have you ever been evicted? (YES / NO)

a. If yes, explain in detail.

14. Have you ever broken a lease agreement? (YES / NO)

a. If yes, explain in detail.

END OF SECTION 2 – ATTACH ANY ADDITIONAL PAGES TO END OF THIS QUESTIONNAIRE

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SECTION 3 – EDUCATION AND TRAINING

1. High School

- a. What year did you graduate from High School? _____
- b. Name, address, and phone number for high school graduated from:

2. Secondary Education (Colleges, trade schools, etc.) Please account for all secondary education. List the most current first. You must submit an official college transcript at this time (not a copy).

a. Most Recent Institute

- i. Institution Name/Address/Phone: _____

- ii. Begin Date ___/___/ ___ to ___/___/ ___
- iii. Semester hours: _____ Quarter Hours: _____
- iv. Degree (YES / NO) Date Received ___/___/ _____
- v. Major: _____ Minor: _____

b. Next Institute

- i. I n s t i t u t i o n N a m e / A d d r e s s / P h o n e :

- ii. Begin Date ___/___/ ___ to ___/___/ ___
- iii. Semester hours: _____ Quarter Hours: _____
- iv. Degree (YES / NO) Date Received ___/___/ _____
- v. Major: _____ Minor: _____

c. Next Institute

- i. I n s t i t u t i o n N a m e / A d d r e s s / P h o n e :

- ii. Begin Date ___/___/ ___ to ___/___/ ___
- iii. Semester hours: _____ Quarter Hours: _____
- iv. Degree (YES / NO) Date Received ___/___/ _____
- v. Major: _____ Minor: _____

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3. List any other schools, training to include military training.

a. Most Recent Training

i. Institution Name/Address/Phone: _____

ii. Begin Date ____/____/ ____ to ____/____/ ____

iii. Semester hours: ____ Quarter Hours: ____

iv. Degree (YES / NO) Date Received ____/____/ ____

v. Course of Study: _____

b. Next Training

i. Institution Name/Address/Phone: _____

ii. Begin Date ____/____/ ____ to ____/____/ ____

iii. Semester hours: ____ Quarter Hours: ____

iv. Degree (YES / NO) Date Received ____/____/ ____

v. Course of Study: _____

c. Next Training

i. Institution Name/Address/Phone: _____

ii. Begin Date ____/____/ ____ to ____/____/ ____

iii. Semester hours: ____ Quarter Hours: ____

iv. Degree (YES / NO) Date Received ____/____/ ____

v. Course of Study: _____

4. List any other training or specialized school: _____

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5. Foreign Language(s): enter language(s) known and indicate your level of knowledge by placing an X in the proper column.

LANGUAGE	READING			WRITING			SPEAKING			UNDERSTANDING		
	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR

6. Special Qualifications and Skills: indicate type of special license, (such as pilot, radio operator, diver, etc.) the licensing authority, where the license was first issued, and date the current license expires. _____

7. Hobbies and Sports: include your interests, hobbies, recreational activities, involvement in civic organizations, and other community service. Include service awards.

ACTIVITY	YEARS	AWARDS/CERTIFICATES

8. Have you ever been suspended, expelled, or placed on academic probation at any school? (YES / NO)

a. If yes, explain in detail. _____

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9. Have you ever been placed on probation or had any disciplinary action taken against you at any school? (YES / NO)

a. If yes, explain in detail. _____

10. Have you ever been requested to transfer to another school? (YES / NO)

a. If yes, explain in detail. _____

11. Have you ever misrepresented your educational level? (YES / NO)

a. If yes, explain in detail. _____

END OF SECTION 3 – ATTACH ANY ADDITIONAL PAGES TO END OF THIS QUESTIONNAIRE

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SECTION 4 – MILITARY SERVICE

1. If you are a male born after January 15th, 1960, what is your selective service number? (if unknown call 1-847-688-3117 or go to <https://www.sss.gov/RegVer/wfVerification.aspx>)
 - a. Selective Service Number: _____

2. Were you ever in any branch of the United States Armed Forces? (**YES / NO**)
 - a. If yes, please provide information as requested in this section and provide all military discharge forms (DD-214) for each period of non-continuous service.

 - b. If no, go to next section (Section 5)

3. Are you currently on active duty? (**YES / NO**) If yes, complete below.
 - a. Branch: _____
 - b. Date Entered: _____
 - c. Length of Commitment: _____
 - d. Actual or Estimated Date of Separation: _____
 - e. Grade / Rank: _____
 - f. Supervisor: _____
 - g. Current M.O.S.: _____
 - h. Unit Mailing Address: _____

4. Are you currently in the Reserves, National Guard, R.O.T.C., or Coast Guard? (**YES / NO**)
 - a. Branch: _____
 - b. Date Entered: _____
 - c. Length of Commitment: _____
 - d. Actual or Estimated Date of Separation: _____
 - e. Grade / Rank: _____
 - f. Supervisor: _____
 - g. Current M.O.S.: _____
 - h. Unit Mailing Address: _____

5. List all past military service. Attach additional pages if necessary.
 - a. Branch: _____
 - b. Date Entered: _____
 - c. Length of Commitment: _____
 - d. Actual or Estimated Date of Separation: _____
 - e. Highest Rank: _____
 - f. Supervisor: _____
 - g. M.O.S.: _____
 - h. Type of Discharge: _____
 - i. Reason for Discharge: _____
 - j. Disciplinary actions: _____

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- l. Branch: _____
- m. Date Entered: _____
- n. Length of Commitment: _____
- o. Actual or Estimated Date of Separation: _____
- p. Highest Rank: _____
- q. Supervisor: _____
- r. M.O.S.: _____
- s. Type of Discharge: _____
- t. Reason for Discharge: _____
- u. Disciplinary actions: _____

- v. Branch: _____
- w. Date Entered: _____
- x. Length of Commitment: _____
- y. Actual or Estimated Date of Separation: _____
- z. Highest Rank: _____
- aa. Supervisor: _____
- bb. M.O.S.: _____
- cc. Type of Discharge: _____
- dd. Reason for Discharge: _____
- ee. Disciplinary actions: _____

- ff. Branch: _____
- gg. Date Entered: _____
- hh. Length of Commitment: _____
- ii. Actual or Estimated Date of Separation: _____
- jj. Highest Rank: _____
- kk. Supervisor: _____
- ll. M.O.S.: _____
- mm. Type of Discharge: _____
- nn. Reason for Discharge: _____
- oo. Disciplinary actions: _____

6. Have you ever served in the armed forces of another nation? (YES / NO)

a. If yes, explain in detail.

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7. Have you ever been denied entrance or re-entrance to any of the U.S. Armed Forces for any reason? (**YES / NO**)

a. If yes, explain in detail

8. Have you ever been charged, detained, or arrested on a military installation for any reason? (**YES / NO**).

a. If yes, explain in detail (include dates, places, law enforcing authority or type, type of court or court martial, unit where action occurred, charge and action taken in each incident) and attach a copy of all reports.

9. While in military service, were you ever arrested and/or convicted for any offense, a defendant in a trial, or have you been subject to any disciplinary or corrective action? (**YES / NO**) a. If yes, explain in detail (include dates, places, law enforcing authority or type, type of court or court martial, unit where action occurred, charge and action taken in each incident) and attach a copy of all reports.

END OF SECTION 4 – ATTACH ANY ADDITIONAL PAGES TO END OF THIS QUESTIONNAIRE

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SECTION 5 – EMPLOYMENT

1. List every period of employment, or period of unemployment since age seventeen (17) or the last ten (10) years, whichever is longer. Begin with present or most recent employment. Account for all time periods. Include all part-time, temporary, and/or seasonal employment, periods of unemployment, and school attendance. List complete addresses and telephone numbers. If you answer yes to disciplinary action, attach an additional page and explain fully.

Start Date:	Name/Address of Employer	Job Title:
End Date:		Phone Number (with Area Code):
Salary:		Supervisor's Name:
Reason Left:		Disciplinary Actions?

Start Date:	Name/Address of Employer	Job Title:
End Date:		Phone Number (with Area Code):
Salary:		Supervisor's Name:
Reason Left:		Disciplinary Actions?

Start Date:	Name/Address of Employer	Job Title:
End Date:		Phone Number (with Area Code):
Salary:		Supervisor's Name:
Reason Left:		Disciplinary Actions?

Start Date:	Name/Address of Employer	Job Title:
End Date:		Phone Number (with Area Code):
Salary:		Supervisor's Name:
Reason Left:		Disciplinary Actions?

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Start Date:	Name/Address of Employer	Job Title:
End Date:		Phone Number (with Area Code):
Salary:		Supervisor's Name:
Reason Left:		Disciplinary Actions?

Start Date:	Name/Address of Employer	Job Title:
End Date:		Phone Number (with Area Code):
Salary:		Supervisor's Name:
Reason Left:		Disciplinary Actions?

Start Date:	Name/Address of Employer	Job Title:
End Date:		Phone Number (with Area Code):
Salary:		Supervisor's Name:
Reason Left:		Disciplinary Actions?

Start Date:	Name/Address of Employer	Job Title:
End Date:		Phone Number (with Area Code):
Salary:		Supervisor's Name:
Reason Left:		Disciplinary Actions?

Start Date:	Name/Address of Employer	Job Title:
End Date:		Phone Number (with Area Code):
Salary:		Supervisor's Name:
Reason Left:		Disciplinary Actions?

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2. Have you applied for employment with any other law enforcement, criminal justice, or governmental agency (including previous applications to the Columbia Police Department)? (YES / NO)

a. If yes, provide agency name, full address, approximate date(s), position applied for, and any explanation known for not being selected.

3. Have you ever been disqualified by any other law enforcement, criminal justice, or government agency? (YES / NO)

a. If yes, provide agency name, full address, approximate date(s), position applied for, and any reason(s) for disqualification.

4. Have you ever been discharged, asked to resign, laid-off, or subjected to disciplinary action while in any position (except military)? (YES / NO)

a. If yes, explain in detail.

5. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? (YES / NO)

a. If yes, explain in detail.

6. Have you ever been discharged from any position for failing a probationary period? (YES / NO)

a. If yes, explain in detail.

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7. Have you ever resigned while under investigation or resigned in lieu of being terminated for any reason? (YES / NO)

a. If yes, explain in detail.

8. Have you ever received unemployment compensation? (YES / NO)

a. If yes, explain in detail.

9. Have you ever quit any job without giving notice? (YES / NO)

a. If yes, explain in detail.

10. Have you ever been refused a job? (YES / NO)

a. If yes, explain in detail.

11. Are there any places where you once worked that would refuse to rehire you? (YES / NO)

a. If yes, explain in detail.

12. Have you ever been disciplined, reprimanded, or counseled at any job for any reason? (YES / NO)

a. If yes, explain in detail.

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13. Have you ever been interviewed by an employer's internal affairs, quality control, loss prevention, or other disciplinary or investigative unit? (YES / NO)

a. If yes, explain in detail.

14. Have you ever been warned, counseled, disciplined, or otherwise spoken to about comments you made regarding someone's race, gender, religion, nationality, or sexual preference? (YES / NO)

a. If yes, explain in detail.

15. Have you ever sexually harassed another employee or been accused of sexual harassment? (YES / NO)

a. If yes, explain in detail.

16. Have you ever received a less than satisfactory evaluation? (YES / NO)

a. If yes, explain in detail.

17. Have you ever called in sick to work when you were not sick? (YES / NO)

a. If yes, explain in detail.

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18. Have you ever punched someone else's timecard (clocked in/out) or had someone else punch your timecard in violation of the employer's rules? (YES / NO)

a. If yes, explain in detail.

19. Have you ever used a company vehicle or other equipment for personal use in violation of the employer's rules? (YES / NO)

a. If yes, explain in detail.

20. Have you ever intentionally violated any employer's rule(s) but not been caught? (YES / NO)

a. If yes, explain in detail.

21. Have you ever used your position for personal gain in any way? (YES / NO)

a. If yes, explain in detail.

22. Have you ever stolen money or anything else from any employer? (YES / NO)

a. If yes, explain in detail.

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23. Have you ever been accused of stealing any money or anything else from any employer, whether you did it or not? (YES / NO)

a. If yes, explain in detail.

24. Have you ever had any system or plan for stealing from an employer? (YES / NO)

a. If yes, explain in detail.

25. Will your current position be in jeopardy if contact by the Columbia Police Department? (YES / NO)

a. If yes, explain in detail.

26. Do you agree to allow the Columbia Police Department to contact any and all present and past employers? (YES / NO)

a. If no, explain in detail. (*Note – A complete background investigation cannot be completed without eventual contact of all employers)

27. Are there any employers that you believe will give you a bad reference? (YES / NO)

a. If yes, explain in detail.

END OF SECTION 5 – ATTACH ANY ADDITIONAL PAGES TO END OF THIS QUESTIONNAIRE

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SECTION 6 – REFERENCES

Applicant references are a vital part of a background investigation. It is important that you list complete and accurate information for all references to include current contact numbers for each reference. If a reference cannot be contacted by the background investigator(s), you will be required to explain the lack of contact or provide up to date information that will allow contact.

1. List *at least* five (5) persons not related to you by blood, adoption, or marriage. Do not list current or past employers or supervisors. List individuals who have known you for at least three (3) or more years.

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

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NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	
	HOW LONG HAVE THEY KNOWN YOU?	EMAIL ADDRESS(ES)

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	
	HOW LONG HAVE THEY KNOWN YOU?	EMAIL ADDRESS(ES)

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	
	HOW LONG HAVE THEY KNOWN YOU?	EMAIL ADDRESS(ES)

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	
	HOW LONG HAVE THEY KNOWN YOU?	EMAIL ADDRESS(ES)

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	
	HOW LONG HAVE THEY KNOWN YOU?	EMAIL ADDRESS(ES)

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	
	HOW LONG HAVE THEY KNOWN YOU?	EMAIL ADDRESS(ES)

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2. List at least three (3) neighbors of your current address if you have lived at your current address for six (6) months or more. If you have lived at your current address for less than six (6) months, list the neighbors from your previous address. If you do not know your neighbor's name, indicate so and provide address and information known.

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

3. List at least two (3) co-workers or past co-workers that are not listed as a personal reference that you would reasonably have contact information for. If you do not have any information for current or past co-workers, please indicate so and the explanation.

4. NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

NAME		COMPLETE ADDRESS
PHONE NUMBER(S)	OCCUPATION OR TITLE	EMAIL ADDRESS(ES)
	HOW LONG HAVE THEY KNOWN YOU?	

END OF SECTION 6 – ATTACH ANY ADDITIONAL PAGES TO END OF THIS QUESTIONNAIRE

Columbia Police Department
Police Applicant Background Questionnaire

SECTION 7 – ARRESTS, CONVICTIONS, & LITIGATIONS

This section must be completed in its entirety. Read each question carefully and answer truthfully and completely. Any questions requiring an explanation should be explained fully in the space provided or additional sheets attached to the back of the questionnaire.

1. Have you ever been arrested for any criminal offense, felony, misdemeanor, or misdemeanor arrest citation? (Regardless of any expungement of charges) (**YES / NO**)

a. If yes, explain in detail.

2. Have you ever had any charges expunged? (**YES / NO**)

a. If yes, explain in detail.

3. Have you ever been convicted, pled guilty, or entered a plea of Nolo Contendere (no contest) for a criminal offense, felony, misdemeanor, or misdemeanor arrest citation? (**YES / NO**)

a. If yes, explain in detail.

4. Have you ever been placed on or received pretrial diversion or community corrections for any criminal charge? (**YES / NO**)

a. If yes, explain in detail.

5. Are there any criminal charges currently pending against you? (**YES / NO**)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

6. Have you ever received and/or been convicted of a traffic offense to include parking citations?
(Note – Conviction also means payment of fines) (YES / NO)

a. If yes, explain in detail.

7. Have you ever been involved in any civil court action? (YES / NO)

a. If yes, explain in detail.

8. Have you ever been served with a criminal summons? (YES / NO)

a. If yes, explain in detail.

9. Have you ever had a civil order placed against you to include an order of protection, restraining order, and/or injunction? (YES / NO)

a. If yes, explain in detail.

10. Have you ever been fingerprinted for any reason other than this current hiring process with Columbia Police Department? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

11. Have you ever taken a polygraph, CVSA, or any other truth verification/lie detection examination other than for this hiring process? (YES / NO)

a. If yes, explain in detail.

12. Have you the police ever been called to your residence for any reason? (YES / NO)

a. If yes, explain in detail.

13. Have you the police ever been called to or summoned to an incident in which you were present or had participated? (YES / NO)

a. If yes, explain in detail to include who called police.

14. Are there any incidents, other than traffic offenses, in which you have been contacted or interviewed by a police officer regardless of whether or not any charges were filed or the matter was handled outside of the criminal justice system? (YES / NO)

a. If yes, explain in detail.

15. Have you ever been in a physical confrontation, (to include pushing, shoving, grabbing, etc.), or altercation with anyone, including your spouse, ex-spouse, children, relatives, boy/girlfriends, or parents? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

16. Has your spouse, ex-spouse, children, relatives, boy/girlfriends, or parents ever called the police on you for any reason? (YES / NO)

a. If yes, explain in detail.

17. Has your spouse, ex-spouse, children, relative, boy/girlfriends, or parents ever accused you of domestic abuse or battery in a report of discussion with anyone else? (YES / NO)

a. If yes, explain in detail.

18. Has anyone ever claimed that you have assaulted, beaten, abused, mistreated, or sexually assaulted a child, regardless of the relationship or non-relationship of the child to you? (YES / NO)

a. If yes, explain in detail.

19. Have you ever been the victim of a crime? (YES / NO)

a. If yes, explain in detail.

20. Have you ever been a witness to a crime? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

21. Have you ever been required to register on any type of criminal offense or abuse registry to include any sex offender, meth, child abuse, or elder abuse registry? (YES / NO)

a. If yes, explain in detail.

22. Have you ever been a party in any type of abuse or neglect investigation through any department of children services, human services, adult protective services, or any other similar type of service agency? (YES / NO)

a. If yes, explain in detail.

23. Have you ever had been banned or barred from any properties, premises, or locations or have been escorted out of any buildings, premises, properties, or location? (YES / NO)

a. If yes, explain in detail.

24. Have you ever been stopped by a police officer, whether in a vehicle or on foot, for suspicion of being under the influence of drugs and/or alcohol? (YES / NO)

a. If yes, explain in detail.

25. Have you ever fled or evaded, whether on foot or by a vehicle, from any type of law enforcement agency, police officer, security officer? (YES / NO)

a. If yes, explain in detail.

END OF SECTION 7 – ATTACH ANY ADDITIONAL PAGES TO END OF THIS QUESTIONNAIRE

Columbia Police Department
Police Applicant Background Questionnaire

SECTION 8 – TRAFFIC RECORDS

1. List any and all driver's licenses and permits to operate a motor vehicle. begin from the most current driver's license currently held.

STATE	DATE OBTAINED	TYPE OF LICENSE	LICENSE CURRENT AND VALID?	LICENSE NUMBER	EXPIRATION DATE	EVER SUSPENDED, CANCELLED, OR REVOKED?

2. Has any of your driving privileges ever been refused, suspended, revoked, or cancelled by any state for any reason? (YES / NO)
 - a. If yes, explain in detail.

3. Has any registration for any vehicle owned by you ever been refused, cancelled, suspended, or revoked for any reason? (YES / NO)
 - a. If yes, explain in detail.

4. Are there any traffic charges pending against you at this time? (YES / NO)
 - a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

5. Have you ever used registration plates on you vehicle when those plates were registered to another person or vehicle? (YES / NO)

a. If yes, explain in detail.

6. Have you ever used another person's driver's license, permit, or state issued ID or have you ever allowed another person to use you license, permit or ID? (YES / NO)

a. If yes, explain in detail.

7. Have you ever been involved in a hit and run accident? (YES / NO)

a. If yes, explain in detail.

8. Have you ever committed a crime involving a motor vehicle? (YES / NO)

a. If yes, explain in detail.

9. Have you ever taken another person's vehicle, regardless of whether that person was known to you or not, without permission for any reason? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

10. Have you ever been sued or a party to civil litigation as a result of a traffic accident? (YES / NO)

a. If yes, explain in detail.

11. List all traffic accidents or crashes in which you were the driver of one of the vehicles involved.

DATE	DID POLICE INVESTIGATE	LOCATION (CITY/COUNTY/STATE)	INVESTIGATING POLICE AGENCY	ANYONE INJURED?	WERE YOU AT ANY FAULT?

12. Have you ever lied to any insurance company about any traffic incident? (YES / NO)

a. If yes, explain in detail.

13. Have you ever had any automobile insurance withdrawn, revoked, cancelled, or have you been refused automobile? (YES / NO)

b. If yes, explain in detail (Include dates, insurance company, and reasons).

Columbia Police Department
Police Applicant Background Questionnaire

SECTION 9 – PERSONAL QUESTIONNAIRE

If any of these questions are answered **YES**, attach a full detailed explanation referencing the section and question number. (Particularly describe the dates, circumstances, and frequency.)

If associated with any organization, also include nature and extent of the association, including office or position held. If associations have been with individuals who are members of these organizations, then list the individuals and the organizations with which they were or are affiliated.

1. Are you now or have you ever been a member of any communist organization(s) anywhere? (**YES / NO**)

a. If yes, explain in detail.

2. Are you now or have you ever been a member of any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the law or the Constitution of the United States by unlawful or unconstitutional means? (**YES / NO**)

a. If yes, explain in detail.

3. Are you now or have you ever been affiliated or associated with any organization of the type described above, as an agent, official, or employee? (**YES / NO**)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

4. Are you now associating with or have associated with any individuals, including relatives, who you know or have reason to believe are or have been members of any organizations described? (YES / NO)

a. If yes, explain in detail.

5. Have you ever been engaged in any of the following activities of any organization of the type described previously in question 2: contribution(s) to, attendance of or participation in any organization, social, or other activities of said organizations or any projects sponsored by them: the sale, gift, or distribution of any written, printed, or other matter, prepared, reproduced, or published, by them or any of their agents or instrumentalities? (YES / NO)

a. If yes, explain in detail.

6. Have you ever done anything to harm, insult, or frighten another person because of that person's race, gender, sexual preference, nationality, or religion? (YES / NO)

a. If yes, explain in detail.

7. Have you ever been delinquent in paying any of your taxes or debts? (YES / NO)

a. If yes, explain in detail.

8. Have you ever been bonded or placed on bond? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

9. Have you ever been refused by a bonding company? (YES / NO)
a. If yes, explain in detail.

10. Have you ever had any licenses or permits issued to you? (Include security guard and private investigator license, but exclude driver license)? (YES / NO)
a. If yes, explain in detail.

11. Have you ever been refused any license or permit? (YES / NO)
a. If yes, explain in detail.

12. Have you ever applied for a handgun carry permit? (YES / NO)
a. If yes, explain in detail to include agency, reason for applying for permit, whether it was granted, date granted, expiration date, and/or reason for refusal if refused.

13. Have you ever been the subject of any criminal or civil rights investigation? (YES / NO)
a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

14. Have you ever driven a motor vehicle when you thought you had drank too much of any alcoholic beverage or used drugs? (YES / NO)

a. If yes, explain in detail.

15. Do you routinely consume alcoholic beverages or use drugs? (YES / NO)

a. If yes, explain the circumstances and the setting - include the type of drink or drugs used, and how much used in an average week.

16. Have you been intoxicated within the last year? (YES / NO) a. If yes, indicate how many times. When was the last time you drank any alcoholic beverage or used any type of drug (other than a drug prescribed by a physician)? List type of alcoholic beverage and/or drug used and date.

17. Does your personality change when you have been drinking or using drugs? (YES / NO)

a. If yes, explain in detail.

18. Has there been a period in your life when you thought that you abused alcoholic beverages or drugs? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

19. Have you ever had any contact with any law enforcement officer because you had been drinking or using drugs? (YES / NO)

a. If yes, explain in detail.

20. Have you ever been in a fight or argument with anyone while you had been drinking or using drugs? (YES / NO)

a. If yes, explain in detail.

21. Have you ever used drugs or drank alcoholic beverages while on the job anywhere? (YES / NO)

a. If yes, explain in detail.

22. Have you ever called in sick to work or school because you were too hung over or drunk to go to work? (YES / NO)

a. If yes, explain in detail.

23. Have you ever done anything while under the influence of alcohol or drugs that you would not have done if you had been sober? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

24. Have you ever taken prescription medication that was prescribed for someone else?

(YES / NO)

a. If yes, explain in detail with dates, number of times, situation, and last time taken.

25. Have you ever used illegal drugs? (YES / NO)

a. If yes, explain in detail with dates, number of times, situation, and last time used.

26. Have you ever sold or participated in the sale of any kind of narcotic, dangerous drug, or marijuana? This includes but is not limited to: marijuana, cocaine, crack cocaine, anabolic steroids, ecstasy, LSD? (YES / NO)

a. If yes, explain in detail to include the last time you sold, kind of drug, and how many times.

27. Have you ever bought any kind of narcotic, dangerous drug, or marijuana? This includes but is not limited to: marijuana, cocaine, crack cocaine, anabolic steroids, ecstasy, LSD. (YES / NO)

a. If yes, explain in detail.

28. Did you ever deliver, pick up, send, hide, keep or in any other way handle any narcotic, dangerous drug, or marijuana that belonged to you or someone else? This includes but is not limited to: marijuana, cocaine, crack cocaine, anabolic steroids, ecstasy, LSD. (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

29. Have you ever been involved in an argument or fight because of a narcotic, dangerous drug, or marijuana? This includes but is not limited to: marijuana, cocaine, crack cocaine, anabolic steroids, ecstasy, LSD. (YES / NO)

a. If yes, explain in detail.

30. Have you ever been present when someone else was selling, or buying a narcotic, dangerous drug, or marijuana? This includes but is not limited to: marijuana, cocaine, crack cocaine, anabolic steroids, ecstasy, LSD. (YES / NO)

a. If yes, explain in detail.

31. Have you ever used, bought, sold, or gave away any prescription drugs that were not legally prescribed to you? (YES / NO)

a. If yes, explain in detail.

32. Have you ever purchased alcoholic beverages for or given alcoholic beverages to anyone under the age of twenty-one (21) years old? (YES / NO)

a. If yes, explain in detail.

33. Have you ever been adjudicated as a juvenile delinquent? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

34. Have you ever run away from home or been declared a missing child? (YES / NO)

a. If yes, explain in detail.

35. Have you ever stolen money? (YES / NO)

a. If yes, explain in detail.

36. Have you ever shoplifted anything at any time in your life? (YES / NO)

a. If yes, explain in detail.

37. Have you ever switched price tags or labels on any merchandise at any time in your life for the purpose of having a checkout device ring up or display an incorrect price? (YES / NO)

a. If yes, explain in detail.

38. Have you ever bought anything that you suspected or knew was stolen? (YES / NO)

a. If yes, explain in detail.

39. Have you ever stolen a gun or weapon of any kind? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

40. Have you steal or help someone else steal any kind of motor vehicle? (YES / NO)

a. If yes, explain in detail.

41. Have you ever ridden in/on a motor vehicle that was stolen or that you suspect was stolen or taken without permission from the owner? (YES / NO)

a. If yes, explain in detail.

42. Have you ever unlawfully forced entry into any room, building, area, or residence for any reason? (YES / NO)

a. If yes, explain in detail.

43. Have you ever been with someone else who unlawfully forced entry into any room, building, area, or residence for any reason? (YES / NO)

a. If yes, explain in detail.

44. Have you ever robbed anyone or were you ever with someone else who robber another person? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

45. Have you ever snatched a purse from someone or were you ever with someone else who snatched a purse from another person? (YES / NO)

a. If yes, explain in detail.

46. Have you ever been involved in a physical fight? (YES / NO)

a. If yes, explain in detail.

47. Have you ever injured someone else in a physical fight? (YES / NO)

a. If yes, explain in detail.

48. Have you ever been involved in or witnessed any kind of murder or any other type of killing involving the death of another person? (YES / NO)

a. If yes, explain in detail.

49. Have you ever been involved in or been accused of any type of sexual act that was forced? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

50. Have you ever forced anyone to have sexual intercourse with you or another? (YES / NO)
a. If yes, explain in detail.

51. Have you ever forced anyone to kiss, touch or to have any other type of sexual contact with you or another person? (YES / NO)
a. If yes, explain in detail.

52. After obtaining the age of eighteen (18) years old, have you ever had a romantic relationship, a sexual relationship, or any type of sexual or romantic encounter with a person who was under the age of eighteen (18) years old? (YES / NO)
a. If yes, please explain fully including the name(s) of the person(s) and the age difference at the time of the relationship(s) or encounter(s).

53. Have you ever had any type of sexual contact with another person while that person was incapacitated (through use of alcohol, use of drugs, unconsciousness, or mental deficiency) and that person was reasonably or legally unable to consent to the contact? (YES / NO)
a. If yes, explain in detail.

54. Have you ever assisted anyone to have sexual contact with another person while that person was incapacitated (through use of alcohol, use of drugs, unconsciousness, or mental deficiency) and that person was reasonably or legally unable to consent to the contact?? (YES / NO)
a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

55. Have you ever been accused of any type of illegal sexual act, unlawful sexual contact, lewdness, or in the assistance of another performing any type of illegal sexual act, unlawful sexual contact, and/or lewdness? (YES / NO)

a. If yes, explain in detail.

56. Have you ever viewed, downloaded, or possessed materials containing sexually explicit pictures, videos, or any other media of any person under the age of eighteen (18) years old? (YES / NO)

a. If yes, explain in detail.

57. Have you ever done anything to harm, insult, or frighten another person because of that person's race, gender, sexual preference, nationality, or religion? (YES / NO)

a. If yes, explain in detail.

58. Do you have you any racial, ethnic, religious, sexual or other prejudices that would affect your job performance? (YES / NO)

a. If yes, explain in detail.

59. Have you ever committed or been involved in any illegal activity involving animals? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

60. Have you ever committed or been involved in cruelty to animals? (YES / NO)

a. If yes, explain in detail.

61. Have you ever committed or been involved in the violation of any firearm law or regulation? (YES / NO)

a. If yes, explain in detail.

62. Have you ever fired a handgun, rifle, or shotgun either purposely or accidentally? (YES / NO)

a. If yes, explain in detail.

63. Have you ever committed or been involved in vandalism, fraud, forgery, harassment, arson, bigamy, bribery, extortion, prostitution, theft, illegal numbers, unlawful gambling, trespassing, false alarms, embezzlement, illegal eavesdropping, or impersonation of a law enforcement officer? (YES / NO)

a. If yes, explain in detail.

64. Have you ever been on probation or parole for any reason? (YES / NO)

a. If yes, explain in detail.

Columbia Police Department
Police Applicant Background Questionnaire

65. Have you ever been the subject of a disciplinary investigation at work, at a volunteer or other unpaid position, in the military, or in school? (YES / NO)

a. If yes, explain in detail.

66. Have you ever committed a crime for which you were not caught? (YES / NO)

a. If yes, explain in detail.

67. Is there anything in your past that someone could use to blackmail you? (YES / NO)

a. If yes, explain in detail.

68. Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? (YES / NO)

a. If yes, explain in detail.

69. Are you now or have you ever been a member of, or associated with, members of a gang or any other organization known to commit illegal acts? (YES / NO) a. If yes, please explain fully including the name(s) of the gang(s), origin of the gang(s), time period(s) applicable, and any criminal activity participated in by you personally or other gang members.

Columbia Police Department
Police Applicant Background Questionnaire

SECTION 11 – APPLICANT’S CERTIFICATE AND RELEASE

Read each of the following statements carefully. You must place your initials at the end of each statement indicating that you have read and understand each statement. If you do not understand one of the statements; ask for an explanation prior to initialing. Failure to initial the following statements may subject you to immediate disqualification. This application is to be notarized. Therefore, signature of applicant must be affixed before an authorized Notary Public.

I agree to have the U. S. Internal Revenue Service furnish the Chief of Police copies of my income tax returns at any time during my processing as an applicant, and my probation period.

(Initials)

I agree to submit to a polygraph examination, should it become necessary, at the direction of the Chief of Police, at any time during my processing as a police applicant and during my probationary period.

(Initials)

I certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers, and that the entries made or attached by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

(Initials)

I further agree and consent in advance to being immediately disqualified and/or discharged if any of the above information contains any misrepresentations or falsifications or if any material information has been omitted. However, I do realize that I will have the opportunity to discuss this matter with the Chief of Police or designee before being disqualified and/or discharged.

(Initials)

I further agree that should I change my address or place of employment, I will notify the assigned Sgt/Investigator of the Columbia Police Department within 48 hours and should I fail to do this it may subject me to disqualification as an applicant.

(Initials)

I further verify that the initials noted above are my initials and made by me. I also verify that I have read and understand each of the statements listed above.

(Initials)

END OF SECTION 10 – ATTACH ANY ADDITIONAL PAGES TO END OF THIS QUESTIONNAIRE

Columbia Police Department
Police Applicant Background Questionnaire

SECTION 11 – APPLICANT’S CERTIFICATION AND RELEASE

I hereby certify that all statements made in this application or attached to it are true and correct to the best of my knowledge. I am aware that withholding pertinent information or information found to be materially (grossly) inaccurate may be cause for refusing further consideration of my application, or will constitute grounds for my termination if I am employed. I understand this is not to be considered as an indication of probable obligation upon the department to make an appointment, but a part of the selection process only. I understand that failure on my part to comply with any instructions given or to notify the Columbia Police Department of any change of information within 48 hours may subject my file to being closed.

APPLICANT’S PRINTED NAME

SIGNATURE MUST BE MADE BEFORE A NOTARY PUBLIC AND DULY NOTARIZED

APPLICANT’S SIGNATURE

DATE

NOTARY ACKNOWLEDGMENT

State of _____

County of _____

Personally appeared before me, the undersigned, Notary Public for said County and State, that _____ is known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed the within instrument for the purposes therein contained.

Witness my hand, at Office this _____ day of _____, 20_____

Notary Public

My Commission Expires

Columbia Police Department
Police Applicant Background Questionnaire

SECTION 12 – AUTHORIZATION TO RELEASE INFORMATION

Release from Liability

I respectfully request and authorize you to furnish the Columbia Police Department any and all information that you have concerning me, my employment record, school and academic record (to include any disciplinary action), reputation, financial and credit status, criminal record, and my traffic record. Such information will include but will not be limited to: hospital, medical, physical, mental, military, police and court records, police reports including juvenile records, polygraph examination reports, background investigative material and reports. This information is to be used to assist the Columbia Police Department in determining my qualifications and fitness for the position I am seeking. I hereby release you, your organization, or others from any liability or damage which may result from furnishing the information requested.

SIGNATURE MUST BE MADE BEFORE A NOTARY PUBLIC AND DULY NOTARIZED

APPLICANT'S PRINTED NAME	APPLICANT'S COMPLETE ADDRESS
APPLICANT'S SIGNATURE	DATE

NOTARY ACKNOWLEDGMENT

State of _____

County of _____

Personally appeared before me, the undersigned, Notary Public for said County and State, that _____ is known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed the within instrument for the purposes therein contained.

Witness my hand, at Office this _____ day of _____, 20_____

Notary Public

My Commission Expires

Columbia Police Department
Police Applicant Background Questionnaire

SECTION 12 – AUTHORIZATION TO RELEASE INFORMATION; MILITARY RECORDS

To: The National Personnel Records Center

I respectfully request and authorize the National Personnel Records Center, and other custodian of my military record to release to the **Columbia Police Department** any and all information or photocopies that you have concerning my military personnel records to include medical records and any record of disciplinary action and/or court martial. This should also include an undeleted photocopy of my Report of Separation, DD-214.

SIGNATURE MUST BE MADE BEFORE A NOTARY PUBLIC AND DULY NOTARIZED

APPLICANT'S PRINTED NAME	APPLICANT'S COMPLETE ADDRESS
APPLICANT'S SIGNATURE	DATE

NOTARY ACKNOWLEDGMENT

State of _____
County of _____

Personally appeared before me, the undersigned, Notary Public for said County and State, that _____ is known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed the within instrument for the purposes therein contained.

Witness my hand, at Office this _____ day of _____, 20_____

Notary Public

My Commission Expires