APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application

How Did You Learn About Us?

☐ Advertisement ☐ Relative ☐ Inquiry
☐ Employment Agency ☐ Friend ☐ Other _____

Last Name	First Name	Middle Name

Address *Number*	*Street*	*City*	*State*	*Zip Code*

Telephone Number(s)	Social Security Number (Voluntary)

Best time to contact you at home is: ____:_____ AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ..... ☐ Yes ☐ No

..... If Yes, give date _____

Have you ever been employed with us before?..... ☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ..... ☐ Yes ☐ No

Are you currently employed? ..... ☐ Yes ☐ No

May we contact your present employer? ..... ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. ..... ☐ Yes ☐ No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? ..... ☐ Yes ☐ No

Can you travel if a job requires it? ..... ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NAME: _____ POSITION: _____ DATE: ___/___/___

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

3.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

4.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

_____

_____

_____

_____

_____

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

_____

_____

_____

_____

_____

Specialized Skills (Check Skills/Equipment Operated)

		Production/Mobile Machinery (list)	Other (list)
___Terminal	___Spreadsheet		
___PC/MAC	___Word Processing	_____	_____
___Typewriter	___Shorthand	_____	_____
WPM ___	WPM ___	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

_____

_____

_____

_____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ____YES ____NO

References

1. _____ (_____) _____
(Name) Phone #

_____
(Address)

2. _____ (_____) _____
(Name) Phone #

_____
(Address)

3. _____ (_____) _____
(Name) Phone #

_____
(Address)

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

_____

Date _____

NAME: _____ POSITION: _____ DATE: ___ / ___ / ___

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ _____

Signature of Applicant Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

_____ _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____

NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

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Amsterdam®

BACKGROUND QUESTIONNAIRE

You may use the back page of the questionnaire to further explain your answers if necessary. If you have any questions concerning your background or truth verification testing, write them on the back of the last page.

(Note: This is your opportunity to fully explain your history. Please take full advantage of this and be as specific and detailed as possible. If you are not completely honest and up front with your answers, or you intend to be intentionally vague with your responses, the result will be termination from the employment process.)

UNDETECTED CRIMES

1) Have you ever committed an act that you were not caught doing, but if caught, you would have been arrested? Yes_____ No_____(If yes, explain details)

2) Have you ever been involved in any of the following? (If yes to any, please include when, where and value on the back of this page.)

A.	Switching price tags	Yes_____	No_____
B.	Car theft	Yes_____	No_____
C.	Theft of car parts	Yes_____	No_____
D.	Robbery	Yes_____	No_____
E.	Burglary (home/business)	Yes_____	No_____
F.	Embezzlement	Yes_____	No_____
G.	Concealed weapon	Yes_____	No_____
H.	Fires you started	Yes_____	No_____
I.	Con games	Yes_____	No_____
J.	Leaving the scene of an accident	Yes_____	No_____
K.	Counterfeiting	Yes_____	No_____
L.	Fire bombing	Yes_____	No_____
M.	Mugging	Yes_____	No_____
N.	Assault	Yes_____	No_____
O.	Buy, sell, or possess stolen property	Yes_____	No_____
P.	Using stolen credit cards	Yes_____	No_____
Q.	Failure to pay alimony or child support	Yes_____	No_____
R.	Illegally obtaining public assistance, workers compensation or unemployment by fraud.	Yes_____	No_____

3) Have you ever filed an insurance claim that was not accurate (overestimating losses)?
Yes_____ No_____ (If yes, explain details)

4) Has a law enforcement agency ever been called because of something that you were involved in? Yes_____ No_____ (If yes, explain details)

5) When did you last write a check that bounced or when you knew that there were no funds to cover the value of the check?_____
How many in lifetime?_____ Have you ever written a check using another person's name? Yes_____ No_____ (If yes, explain details)

6) Have you ever used a fraudulent document to obtain money?
Yes_____ No_____ (If yes, explain details)

7) Were you ever in a fight in which a weapon was used?
Yes_____ No_____ (If yes, explain details)

8) Have you ever injured or caused the death of another person?
Yes_____ No_____ (If yes, explain details)

9) Have you ever physically abused a spouse, girlfriend, boyfriend, or child?
Yes_____ No_____ (If yes, explain details)

10) Have you ever intentionally damaged property belonging to another person?
Yes_____ No_____ (If yes, explain details)

11) Have you ever filed a false police report? Yes_____ No_____ (If yes, explain details)

12) What is the most serious thing you have ever done in your life?

13) Have you ever participated in a riot or disturbance?
Yes_____ No_____ (If yes, explain details)

14) Since you have been an adult (18 years old), have you ever had any sexual involvement with someone under 18 years old? Yes_____ No_____ If yes, how old were they?_____ How old were you?_____ How long ago?_____ (Explain details)

15) Have you ever sexually assaulted anyone? Yes_____ No_____ (If yes, explain details)

16) Have you ever engaged in prostitution or used the services of a prostitute?
Yes_____ No_____ (If yes, explain details)

17) Have you ever been accused of any misconduct?
Yes_____ No_____ (If yes, explain details)

18) Have you ever been questioned by a law enforcement agency as a suspect in an investigation? (Do not include situations in which you were a victim or witness to a crime.)
Yes_____ No_____ (If yes, explain details)

19) Other than what has already been covered, have you been involved in anything that you could have been arrested for? Yes_____ No_____ (If yes, explain details)

20) Have you ever belonged to, or associated with anyone belonging to any organization, past or present, that would place the integrity of the Department in question (e.g., KKK, Nazi organization, gang member, organized crime)?
Yes_____ No_____ (If yes, explain details)

21) Do you now or have you ever had regular associations with persons whom you knew, or should have known, were under criminal investigation, or who had a reputation in the community or with law enforcement agencies for involvement in criminal behavior? Yes_____ No_____ (If yes, explain details)

MILITARY

1) Have you ever served in any military organization of the United States?
Yes_____ No_____ If yes, what branch?_____

2) What type of discharge did you receive? Honorable_____ Dishonorable_____ Honorable conditions_____ General_____ Other_____

3) Dates of active duty - _____

4) Have you ever been court martialed, tried on charges, or were you the subject of a summary court, deck court, Captain's Mast, company punishment, or any other type of disciplinary action while a member of the armed forces?
Yes_____ No_____ (If yes, explain details for each incident)

5) Are there any incidents concerning your military career that could possibly affect this examination? Yes_____ No_____ (If yes, explain details)

ARREST RECORD

1) Have you ever been arrested, charged, or detained by a law enforcement agency? (Include any arrests in which the charges were dropped, reduced, found not guilty, or in which the records were sealed or expunged. Failure to do so could result in termination of the application process. A Notice To Appear is considered an arrest and must also be listed)
Yes_____ No_____ (If yes, explain details to include the charge, arresting agency, date and the final disposition of the case.)

2) Have you ever served probation, parole, community control, or community service?
Yes_____ No_____ (If yes, explain details)

3) What fines have you been required to pay, and were they paid on time? (Other than traffic)

4) Have you ever been fingerprinted by a law enforcement agency?
Yes_____ No_____ (If yes, provide agency, date and the reason why you were fingerprinted.)

DRUG USAGE

1) How many times in your life have you used marijuana? (Please include approximate dates and how many times weekly, monthly) _____

2) When was the last time that you used marijuana? _____

3) Have you used any of the following? (If yes, include total number of times and the date last used)

A. _____ Speed
B. _____ Barbiturates (downers)
C. _____ Amphetamines (uppers)
D. _____ Rush
E. _____ Quaaludes
F. _____ LSD
G. _____ Hash
H. _____ Ice or methamphetamine
I. _____ Mushrooms
J. _____ Another person's prescription
K. _____ Mescaline
L. _____ Steroids
M. _____ PCP (angel dust)
N. _____ Crack
O. _____ Cocaine
P. _____ Heroin
Q. _____ Ecstasy
R. _____ Amilnitrates
S. _____ Designer drugs
T. _____ Peyote

Any other illegal substance not listed_____

4) Have you ever used inhalants, or any other legal substance, to get high? (Paint thinner, aerosol, glue) Yes_____ No_____ (If yes, explain details)

5) Have you ever been involved in the purchase of any illegal drug? (Any amount from a joint to a kilo) Yes_____ No_____ (If yes, include type of drug, the amount, the circumstances, and the last time)

6) Have you ever been involved in the sale of illegal drugs, either directly or indirectly? Yes_____ No_____ (If yes, include type of drug, the amount, the circumstances, and the last time)

7) Have you ever benefited from the sale of illegal drugs, to include money, free drugs or sexual favors? (Note, if you received any money from a friend or family member involved in drug sales indirectly, list here and give details.) Yes_____ No_____ (If yes, explain details)

8) Have you ever set up a drug deal? Yes_____ No_____ (If yes, explain details)

9) Have you ever been in the company of people using illegal drugs? Yes_____ No_____ (If yes, explain details and the last time)

10) What is the total amount of money you have spent on illegal drugs in your life?_____

11) Have you ever stolen money or drugs from another drug dealer? Yes_____ No_____ (If yes, explain details)

12) Have you ever driven a motor vehicle under the influence of illegal drugs? Yes_____ No_____ (If yes, explain details)

13) Have you ever used medication from another person's prescription to get high? Yes_____ No_____ (If yes, explain details)

14) Have you ever tried to grow or cultivate any illegal drugs? (Include any amount from one seed and up) Yes_____ No_____ (If yes, explain details)

15) Explain, in detail, any other information relating to illegal drug use or involvement which has not been covered, to include transportation, manufacturing, etc.

THEFT OF MERCHANDISE

1) Estimate the total amount of merchandise, tools and equipment that you have taken:

___$50,000	___$5,000	___$500	___$75
___$40,000	___$4,000	___$400	___$50
___$30,000	___$3,000	___$300	___$25
___$20,000	___$2,000	___$200	___$10
___$10,000	___$1,000	___$100	___$5

2) Name the single most expensive item that you have ever taken?
Item_____ amount_____ date_____

3) Have you ever taken anything or shoplifted anything from a business? (Include personal and employee theft) Yes_____ No_____ (If yes, explain details)

4) Have you ever been with anyone who was stealing merchandise or equipment?
Yes_____ No_____ (If yes, explain details)

5) Have you ever taken anything from a current or former employer?
Yes_____ No_____ (If yes, explain details)

6) Estimate the amount of cash that you have stolen in your entire life and explain each incident. (Include personal cash thefts from family or friends and cash thefts from employers, along with any other incidents.)

7) Have you ever purchased, pawned or sold an item in which you knew or should have know it to have been stolen? Yes_____ No_____ (If yes, explain details)

EMPLOYMENT HISTORY

1) Have you ever been terminated or asked to resign from a job?
Yes_____ No_____ (If yes, explain details)

2) Have you ever been disciplined by your current or previous employers? (If discipline was by a law enforcement agency, refer to law enforcement experience questions.)
Yes_____ No_____ (If yes, explain details)

3) Have you ever resigned or been given the opportunity to resign from a job in which you were under investigation for policy violation or misconduct?
Yes_____ No_____ (If yes, explain details)

4) Did you list ALL of you jobs for the past ten years on your employment application, to include part-time and temporary jobs? Yes_____ No_____ (If no, explain details)

DRIVING HISTORY

1) Has your driver's license ever been suspended or revoked?
Yes_____ No_____ (If yes, explain details)

2) What states, other than **Indiana** have you had a driver's license in? (List all states and include temporary and learning permits)

3) Are all the traffic citations that you have ever received listed on your employment application?
Yes_____ No_____ (If no, explain details)

4) Have you been involved in a traffic accident that was your fault?
Yes_____ No_____ (If yes, explain details)

5) Has your auto insurance ever lapsed? Yes_____ No_____ (If yes, explain details)

6) How many times have you driven a vehicle while under the influence of alcohol, where if stopped, you could have been arrested?_____ When was the last time?_____

7) Have you been involved in any other acts, involving alcohol, that could be considered criminal?
Yes_____ No_____ (If yes, explain details)

FINANCIAL HISTORY

1) Have you ever filed for bankruptcy?
Yes_____ No_____ (If yes, explain details)

2) Have you ever had anything repossessed?
Yes_____ No_____ (If yes, explain details)

3) Have your ever been involved in any civil actions (past or present)?
Yes_____ No_____ (If yes, explain details)

4) Are you currently more than three months behind on any bills?
Yes_____ No_____ (If yes, explain details)

5) Are any creditors pursuing you for outstanding debts?
Yes_____ No_____ (If yes, explain details)

6) Are there any financial obligations or bills that you have refused to pay or feel that you are not responsible for?
Yes_____ No_____ (If yes, explain details)

7) Have you ever been or are you currently responsible for any child support payments?
Yes_____ No_____ (If yes, explain details)

8) Estimate the amount of debt you owe, not including house or car payments:_____

ALIASES

1) List ALL NAMES that you have ever used, to include maiden, nick names, married, and legal name changes.

I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS TRUE AND CORRECT. I HAVE BEEN COMPLETELY TRUTHFUL IN MY ANSWERS TO THESE QUESTIONS.

_____
SIGNATURE

QUESTIONS FOR CURRENT OR FORMER LAW ENFORCEMENT OFFICERS

If you answer yes to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrence. Use additional paper or the back of this questionnaire if necessary.

1) Have you ever accepted a cash bribe or gratuity?

2) Have you ever taken (stolen) anything from an investigative site?

3) Have you ever stolen from a prisoner or detainee?

4) Have you ever been investigated or accused of using excessive force?

5) Have you ever used more force than was necessary to subdue another person or have you ever witness an excessive force situation?

6) Have you ever struck a handcuffed or restrained prisoner?

7) Have you ever handled evidence in an illegal manner?

8) Have you ever falsified any type of official report?

9) Have you ever used your position as a law enforcement officer for personal gain?

10) Have you ever been the subject of an internal investigation?
If yes, list in chronological order, short synopsis and outcome to include disciplined received.
PLEASE BE SPECIFIC!

11) Do you have any active or pending internal investigations or discipline?

12) As a law enforcement officer, have you ever been disciplined? Please include oral and written reprimands, suspensions, and anything that would currently or have been purged from your personnel file.

13) Have you ever taken anything from a place that had already been burglarized? Please give dollar amount and list items.

14) Have you ever taken cash, property, or valuable from a dead body?

15) Have you ever taken property, cash, or valuable from an intoxicated person?

16) Have you ever lied to a police supervisor?

17) Have you ever told a friend, acquaintance, or relative about an investigation involving them?

18) Have you ever provided or been paid to provide confidential information to an unauthorized person?

19) Have you ever removed, destroyed, or altered police records or files?

20) Have you ever disclosed the identity of a confidential informant to an unauthorized person?

21) Have you ever disclosed the identity of an undercover law enforcement officer to an unauthorized person?

22) Have you ever lied under oath? EXPLAIN CIRCUMSTANCES.

23) Since becoming a law enforcement officer, have you ever committed a felony crime?

24) Have you ever used your position as a law enforcement officer to take sexual advantage of anyone?

25) As a law enforcement officer, have you ever engaged in a sexual act on duty? EXPLAIN EACH INCIDENT.

26) Have you ever been involved in any shooting incident?

27) Have you ever been the subject of a grand jury investigation?

28) Have you ever been the subject of any civil lawsuits, prior or pending?

29) Have you ever been involved in any on duty motor vehicle accident? Please list each on and include who was at fault.

30) Have you ever had sex with a relative (other than spouse)?

31) Have you ever had any sexual involvement with a juvenile?

32) Since becoming a law enforcement officer, have you used any illegal drugs?

33) Have you ever used alcohol or illegal drugs on duty? (Other than sanctioned law enforcement operations)

34) Explain any circumstances or incidents in which you have been involved in as a law enforcement officer that could have a negative impact on your employment with the Portland Police Department:

ADDITIONAL QUESTIONS FOR OFFICERS WITH CORRECTIONS EXPERIENCE

If you answer yes to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrence. Use additional paper or the back of this questionnaire if necessary.

1) Have you ever introduced contraband into a correctional facility for an inmate or another officer?

2) Since becoming a correctional officer, have you had sexual involvement with an inmate or another officer on duty?

3) Have you ever accepted a bribe from an inmate?

4) Have you ever had or maintained a friendship or relationship with an inmate after they were released?

5) Have you ever kept, used, or given away an inmates property?

I certify that the above information provided is true and correct. I have been completely truthful in my answers to these questions.

Signature _____

PPD 01/04/2005

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application

How Did You Learn About Us?

☐ Advertisement ☐ Relative ☐ Inquiry
☐ Employment Agency ☐ Friend ☐ Other _____

Last Name	First Name	Middle Name

Address *Number*	*Street*	*City*	*State*	*Zip Code*

Telephone Number(s)	Social Security Number (Voluntary)

Best time to contact you at home is: ____:_____ AM PM

If you are under 18 years of age, can you provide required proof of your eligibility to work? ☐ Yes ☐ No

Have you ever filed an application with us before? ..... ☐ Yes ☐ No

..... If Yes, give date _____

Have you ever been employed with us before?..... ☐ Yes ☐ No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? ..... ☐ Yes ☐ No

Are you currently employed? ..... ☐ Yes ☐ No

May we contact your present employer? ..... ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. ..... ☐ Yes ☐ No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: ☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? ..... ☐ Yes ☐ No

Can you travel if a job requires it? ..... ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

NAME: _____ POSITION: _____ DATE: ___/___/___

EDUCATION

	Name and Address of School	Course of Study	Number of Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

2.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

3.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

4.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

_____

_____

_____

_____

_____

Additional Information

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

_____

_____

_____

_____

_____

Specialized Skills (Check Skills/Equipment Operated)

		Production/Mobile Machinery (list)	Other (list)
___Terminal	___Spreadsheet		
___PC/MAC	___Word Processing	_____	_____
___Typewriter	___Shorthand	_____	_____
WPM ___	WPM ___	_____	_____
		_____	_____

State any additional information you feel may be helpful to us in considering your application.

_____

_____

_____

_____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Can you perform the essential functions of the job, for which you are applying, either with or without a reasonable accommodation? ____YES ____NO

References

1. _____ (_____) _____
(Name) Phone #

_____
(Address)

2. _____ (_____) _____
(Name) Phone #

_____
(Address)

3. _____ (_____) _____
(Name) Phone #

_____
(Address)

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: ☐ Yes ☐ No

Position(s) Considered For: _____

_____

Date _____

NAME: _____ POSITION: _____ DATE: ___ / ___ / ___

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an *"at will"* nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

_____ _____

Signature of Applicant Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

_____ _____

INTERVIEWER DATE

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/ Salary _____ Department _____

By _____

NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

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BACKGROUND QUESTIONNAIRE

You may use the back page of the questionnaire to further explain your answers if necessary. If you have any questions concerning your background or truth verification testing, write them on the back of the last page.

(Note: This is your opportunity to fully explain your history. Please take full advantage of this and be as specific and detailed as possible. If you are not completely honest and up front with your answers, or you intend to be intentionally vague with your responses, the result will be termination from the employment process.)

UNDETECTED CRIMES

1) Have you ever committed an act that you were not caught doing, but if caught, you would have been arrested? Yes_____ No_____(If yes, explain details)

2) Have you ever been involved in any of the following? (If yes to any, please include when, where and value on the back of this page.)

A.	Switching price tags	Yes_____	No_____
B.	Car theft	Yes_____	No_____
C.	Theft of car parts	Yes_____	No_____
D.	Robbery	Yes_____	No_____
E.	Burglary (home/business)	Yes_____	No_____
F.	Embezzlement	Yes_____	No_____
G.	Concealed weapon	Yes_____	No_____
H.	Fires you started	Yes_____	No_____
I.	Con games	Yes_____	No_____
J.	Leaving the scene of an accident	Yes_____	No_____
K.	Counterfeiting	Yes_____	No_____
L.	Fire bombing	Yes_____	No_____
M.	Mugging	Yes_____	No_____
N.	Assault	Yes_____	No_____
O.	Buy, sell, or possess stolen property	Yes_____	No_____
P.	Using stolen credit cards	Yes_____	No_____
Q.	Failure to pay alimony or child support	Yes_____	No_____
R.	Illegally obtaining public assistance, workers compensation or unemployment by fraud.	Yes_____	No_____

3) Have you ever filed an insurance claim that was not accurate (overestimating losses)?
Yes_____ No_____ (If yes, explain details)

4) Has a law enforcement agency ever been called because of something that you were involved in? Yes_____ No_____ (If yes, explain details)

5) When did you last write a check that bounced or when you knew that there were no funds to cover the value of the check?_____
How many in lifetime?_____ Have you ever written a check using another person's name? Yes_____ No_____ (If yes, explain details)

6) Have you ever used a fraudulent document to obtain money?
Yes_____ No_____ (If yes, explain details)

7) Were you ever in a fight in which a weapon was used?
Yes_____ No_____ (If yes, explain details)

8) Have you ever injured or caused the death of another person?
Yes_____ No_____ (If yes, explain details)

9) Have you ever physically abused a spouse, girlfriend, boyfriend, or child?
Yes_____ No_____ (If yes, explain details)

10) Have you ever intentionally damaged property belonging to another person?
Yes_____ No_____ (If yes, explain details)

11) Have you ever filed a false police report? Yes_____ No_____ (If yes, explain details)

12) What is the most serious thing you have ever done in your life?

13) Have you ever participated in a riot or disturbance?
Yes_____ No_____ (If yes, explain details)

14) Since you have been an adult (18 years old), have you ever had any sexual involvement with someone under 18 years old? Yes_____ No_____ If yes, how old were they?_____ How old were you?_____ How long ago?_____ (Explain details)

15) Have you ever sexually assaulted anyone? Yes_____ No_____ (If yes, explain details)

16) Have you ever engaged in prostitution or used the services of a prostitute?
Yes_____ No_____ (If yes, explain details)

17) Have you ever been accused of any misconduct?
Yes_____ No_____ (If yes, explain details)

18) Have you ever been questioned by a law enforcement agency as a suspect in an investigation? (Do not include situations in which you were a victim or witness to a crime.)
Yes_____ No_____ (If yes, explain details)

19) Other than what has already been covered, have you been involved in anything that you could have been arrested for? Yes_____ No_____ (If yes, explain details)

20) Have you ever belonged to, or associated with anyone belonging to any organization, past or present, that would place the integrity of the Department in question (e.g., KKK, Nazi organization, gang member, organized crime)?
Yes_____ No_____ (If yes, explain details)

21) Do you now or have you ever had regular associations with persons whom you knew, or should have known, were under criminal investigation, or who had a reputation in the community or with law enforcement agencies for involvement in criminal behavior? Yes_____ No_____ (If yes, explain details)

MILITARY

1) Have you ever served in any military organization of the United States?
Yes_____ No_____ If yes, what branch?_____

2) What type of discharge did you receive? Honorable_____ Dishonorable_____ Honorable conditions_____ General_____ Other_____

3) Dates of active duty - _____

4) Have you ever been court martialed, tried on charges, or were you the subject of a summary court, deck court, Captain's Mast, company punishment, or any other type of disciplinary action while a member of the armed forces?
Yes_____ No_____ (If yes, explain details for each incident)

5) Are there any incidents concerning your military career that could possibly affect this examination? Yes_____ No_____ (If yes, explain details)

ARREST RECORD

1) Have you ever been arrested, charged, or detained by a law enforcement agency? (Include any arrests in which the charges were dropped, reduced, found not guilty, or in which the records were sealed or expunged. Failure to do so could result in termination of the application process. A Notice To Appear is considered an arrest and must also be listed)
Yes_____ No_____ (If yes, explain details to include the charge, arresting agency, date and the final disposition of the case.)

2) Have you ever served probation, parole, community control, or community service?
Yes_____ No_____ (If yes, explain details)

3) What fines have you been required to pay, and were they paid on time? (Other than traffic)

4) Have you ever been fingerprinted by a law enforcement agency?
Yes_____ No_____ (If yes, provide agency, date and the reason why you were fingerprinted.)

DRUG USAGE

1) How many times in your life have you used marijuana? (Please include approximate dates and how many times weekly, monthly) _____

2) When was the last time that you used marijuana? _____

3) Have you used any of the following? (If yes, include total number of times and the date last used)

A. _____ Speed
B. _____ Barbiturates (downers)
C. _____ Amphetamines (uppers)
D. _____ Rush
E. _____ Quaaludes
F. _____ LSD
G. _____ Hash
H. _____ Ice or methamphetamine
I. _____ Mushrooms
J. _____ Another person's prescription
K. _____ Mescaline
L. _____ Steroids
M. _____ PCP (angel dust)
N. _____ Crack
O. _____ Cocaine
P. _____ Heroin
Q. _____ Ecstasy
R. _____ Amilnitrates
S. _____ Designer drugs
T. _____ Peyote

Any other illegal substance not listed_____

4) Have you ever used inhalants, or any other legal substance, to get high? (Paint thinner, aerosol, glue) Yes_____ No_____ (If yes, explain details)

5) Have you ever been involved in the purchase of any illegal drug? (Any amount from a joint to a kilo) Yes_____ No_____ (If yes, include type of drug, the amount, the circumstances, and the last time)

6) Have you ever been involved in the sale of illegal drugs, either directly or indirectly? Yes_____ No_____ (If yes, include type of drug, the amount, the circumstances, and the last time)

7) Have you ever benefited from the sale of illegal drugs, to include money, free drugs or sexual favors? (Note, if you received any money from a friend or family member involved in drug sales indirectly, list here and give details.) Yes_____ No_____ (If yes, explain details)

8) Have you ever set up a drug deal? Yes_____ No_____ (If yes, explain details)

9) Have you ever been in the company of people using illegal drugs? Yes_____ No_____ (If yes, explain details and the last time)

10) What is the total amount of money you have spent on illegal drugs in your life?_____

11) Have you ever stolen money or drugs from another drug dealer? Yes_____ No_____ (If yes, explain details)

12) Have you ever driven a motor vehicle under the influence of illegal drugs? Yes_____ No_____ (If yes, explain details)

13) Have you ever used medication from another person's prescription to get high? Yes_____ No_____ (If yes, explain details)

14) Have you ever tried to grow or cultivate any illegal drugs? (Include any amount from one seed and up) Yes_____ No_____ (If yes, explain details)

15) Explain, in detail, any other information relating to illegal drug use or involvement which has not been covered, to include transportation, manufacturing, etc.

THEFT OF MERCHANDISE

1) Estimate the total amount of merchandise, tools and equipment that you have taken:

___$50,000	___$5,000	___$500	___$75
___$40,000	___$4,000	___$400	___$50
___$30,000	___$3,000	___$300	___$25
___$20,000	___$2,000	___$200	___$10
___$10,000	___$1,000	___$100	___$5

2) Name the single most expensive item that you have ever taken?
Item_____ amount_____ date_____

3) Have you ever taken anything or shoplifted anything from a business? (Include personal and employee theft) Yes_____ No_____ (If yes, explain details)

4) Have you ever been with anyone who was stealing merchandise or equipment?
Yes_____ No_____ (If yes, explain details)

5) Have you ever taken anything from a current or former employer?
Yes_____ No_____ (If yes, explain details)

6) Estimate the amount of cash that you have stolen in your entire life and explain each incident. (Include personal cash thefts from family or friends and cash thefts from employers, along with any other incidents.)

7) Have you ever purchased, pawned or sold an item in which you knew or should have know it to have been stolen? Yes_____ No_____ (If yes, explain details)

EMPLOYMENT HISTORY

1) Have you ever been terminated or asked to resign from a job?
Yes_____ No_____ (If yes, explain details)

2) Have you ever been disciplined by your current or previous employers? (If discipline was by a law enforcement agency, refer to law enforcement experience questions.)
Yes_____ No_____ (If yes, explain details)

3) Have you ever resigned or been given the opportunity to resign from a job in which you were under investigation for policy violation or misconduct?
Yes_____ No_____ (If yes, explain details)

4) Did you list ALL of you jobs for the past ten years on your employment application, to include part-time and temporary jobs? Yes_____ No_____ (If no, explain details)

DRIVING HISTORY

1) Has your driver's license ever been suspended or revoked?
Yes_____ No_____ (If yes, explain details)

2) What states, other than **Indiana** have you had a driver's license in? (List all states and include temporary and learning permits)

3) Are all the traffic citations that you have ever received listed on your employment application?
Yes_____ No_____ (If no, explain details)

4) Have you been involved in a traffic accident that was your fault?
Yes_____ No_____ (If yes, explain details)

5) Has your auto insurance ever lapsed? Yes_____ No_____ (If yes, explain details)

6) How many times have you driven a vehicle while under the influence of alcohol, where if stopped, you could have been arrested?_____ When was the last time?_____

7) Have you been involved in any other acts, involving alcohol, that could be considered criminal?
Yes_____ No_____ (If yes, explain details)

FINANCIAL HISTORY

1) Have you ever filed for bankruptcy?
Yes_____ No_____ (If yes, explain details)

2) Have you ever had anything repossessed?
Yes_____ No_____ (If yes, explain details)

3) Have your ever been involved in any civil actions (past or present)?
Yes_____ No_____ (If yes, explain details)

4) Are you currently more than three months behind on any bills?
Yes_____ No_____ (If yes, explain details)

5) Are any creditors pursuing you for outstanding debts?
Yes_____ No_____ (If yes, explain details)

6) Are there any financial obligations or bills that you have refused to pay or feel that you are not responsible for?
Yes_____ No_____ (If yes, explain details)

7) Have you ever been or are you currently responsible for any child support payments?
Yes_____ No_____ (If yes, explain details)

8) Estimate the amount of debt you owe, not including house or car payments:_____

ALIASES

1) List ALL NAMES that you have ever used, to include maiden, nick names, married, and legal name changes.

I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS TRUE AND CORRECT. I HAVE BEEN COMPLETELY TRUTHFUL IN MY ANSWERS TO THESE QUESTIONS.

_____
SIGNATURE

QUESTIONS FOR CURRENT OR FORMER LAW ENFORCEMENT OFFICERS

If you answer yes to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrence. Use additional paper or the back of this questionnaire if necessary.

1) Have you ever accepted a cash bribe or gratuity?

2) Have you ever taken (stolen) anything from an investigative site?

3) Have you ever stolen from a prisoner or detainee?

4) Have you ever been investigated or accused of using excessive force?

5) Have you ever used more force than was necessary to subdue another person or have you ever witness an excessive force situation?

6) Have you ever struck a handcuffed or restrained prisoner?

7) Have you ever handled evidence in an illegal manner?

8) Have you ever falsified any type of official report?

9) Have you ever used your position as a law enforcement officer for personal gain?

10) Have you ever been the subject of an internal investigation?
If yes, list in chronological order, short synopsis and outcome to include disciplined received.
PLEASE BE SPECIFIC!

11) Do you have any active or pending internal investigations or discipline?

12) As a law enforcement officer, have you ever been disciplined? Please include oral and written reprimands, suspensions, and anything that would currently or have been purged from your personnel file.

13) Have you ever taken anything from a place that had already been burglarized? Please give dollar amount and list items.

14) Have you ever taken cash, property, or valuable from a dead body?

15) Have you ever taken property, cash, or valuable from an intoxicated person?

16) Have you ever lied to a police supervisor?

17) Have you ever told a friend, acquaintance, or relative about an investigation involving them?

18) Have you ever provided or been paid to provide confidential information to an unauthorized person?

19) Have you ever removed, destroyed, or altered police records or files?

20) Have you ever disclosed the identity of a confidential informant to an unauthorized person?

21) Have you ever disclosed the identity of an undercover law enforcement officer to an unauthorized person?

22) Have you ever lied under oath? EXPLAIN CIRCUMSTANCES.

23) Since becoming a law enforcement officer, have you ever committed a felony crime?

24) Have you ever used your position as a law enforcement officer to take sexual advantage of anyone?

25) As a law enforcement officer, have you ever engaged in a sexual act on duty? EXPLAIN EACH INCIDENT.

26) Have you ever been involved in any shooting incident?

27) Have you ever been the subject of a grand jury investigation?

28) Have you ever been the subject of any civil lawsuits, prior or pending?

29) Have you ever been involved in any on duty motor vehicle accident? Please list each on and include who was at fault.

30) Have you ever had sex with a relative (other than spouse)?

31) Have you ever had any sexual involvement with a juvenile?

32) Since becoming a law enforcement officer, have you used any illegal drugs?

33) Have you ever used alcohol or illegal drugs on duty? (Other than sanctioned law enforcement operations)

34) Explain any circumstances or incidents in which you have been involved in as a law enforcement officer that could have a negative impact on your employment with the Portland Police Department:

ADDITIONAL QUESTIONS FOR OFFICERS WITH CORRECTIONS EXPERIENCE

If you answer yes to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrence. Use additional paper or the back of this questionnaire if necessary.

1) Have you ever introduced contraband into a correctional facility for an inmate or another officer?

2) Since becoming a correctional officer, have you had sexual involvement with an inmate or another officer on duty?

3) Have you ever accepted a bribe from an inmate?

4) Have you ever had or maintained a friendship or relationship with an inmate after they were released?

5) Have you ever kept, used, or given away an inmates property?

I certify that the above information provided is true and correct. I have been completely truthful in my answers to these questions.

Signature _____

PPD 01/04/2005