



APPLICATION FOR EMPLOYMENT PORTLAND POLICE DEPARTMENT

An Equal Opportunity Employer



POSITION APPLIED FOR:

Patrolman PT Patrolman Reserve Dispatcher PT Dispatcher Code Enforcement

NAME _____
LAST FIRST MIDDLE

ADDRESS _____
STREET CITY STATE ZIP CODE

TELEPHONE# _____ MOBILE _____

SOCIAL SECURITY NUMBER - - DATE OF BIRTH - -

DRIVERS LICENSE NUMBER _____ STATE OF ISSUE _____

EMAIL ADDRESS _____

HAVE YOU EVER BEEN EMPLOYED WITH THE CITY OF PORTLAND _____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THIS COUNTRY _____

DATE AVAILABLE FOR WORK _____

HAVE YOU EVER BEEN ARRESTED AND OR CONVICTED OF A CRIMINAL
OFFENSE, IF YES EXPLAIN

CONVICTIONS WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT

SKILLS AND QUALIFICATIONS

SUMMARIZE ANY TRAINING, SKILLS, LICENSE OR CERTIFICATES THAT MAY QUALIFY YOU AS BEING ABLE TO PERFORM JOB-RELATED FUNCTIONS IN THE POSITION FOR WHICH YOU ARE APPLYING.

PSID NUMBER _____ - _____ If you have one issued

EDUCATION BACKGROUND

NAME AND LOCATION	YEARS COMPLETED	GRADUATE YES/NO	COURSE OF STUDY
HIGH SCHOOL			
COLLEGE			
OTHER			

HAVE YOU EVER SERVED IN THE MILITARY _____

IF YES WHAT BRANCH(ES) OF SERVICE _____

WHAT TYPE AND WHEN WERE YOU DISCHARGED _____

ARE YOU STILL IN THE MILITARY _____ IF YES, WHICH BRANCH _____

REFERENCES: LIST SIX (6) REFERENCES OTHER THAN RELATIVES

NAME	TELEPHONE	YEARS KNOWN

PERSONAL OVERVIEW:

IN THE SPACE BELOW INDICATE WHY YOU FEEL YOU WOULD BE AN ASSET TO THE POSITION APPLIED FOR.

IN THE SPACE PROVIDED BELOW, PLEASE ATTACH A COLOR PICTURE, *OTHER THAN A DRIVERS LICENSE*, OF YOURSELF TAKEN WITHIN THE LAST 2 YEARS.



EMPLOYMENT HISTORY

PROVIDE THE FOLLOWING INFORMATION FROM YOUR PAST FOUR (4) EMPLOYERS, ASSIGNMENT OR VOLUNTEER ACTIVITIES, STARTING WITH THE MOST RECENT.

FROM _____ TO _____ EMPLOYER _____ PHONE _____

JOB TITLE _____ ADDRESS _____

IMMEDIATE SUPERVISOR & TITLE _____

NATURE OF WORK PERFORMED AND RESPONSIBILITIES _____

REASON FOR LEAVING _____

HOURLY RATE OR SALARY _____

FROM _____ TO _____ EMPLOYER _____ PHONE _____

JOB TITLE _____ ADDRESS _____

IMMEDIATE SUPERVISOR & TITLE _____

NATURE OF WORK PERFORMED AND RESPONSIBILITIES _____

REASON FOR LEAVING _____

HOURLY RATE OR SALARY _____

FROM _____ TO _____ EMPLOYER _____ PHONE _____

JOB TITLE _____ ADDRESS _____

IMMEDIATE SUPERVISOR & TITLE _____

NATURE OF WORK PERFORMED AND RESPONSIBILITIES _____

REASON FOR LEAVING _____

HOURLY RATE OR SALARY _____

FROM _____ TO _____ EMPLOYER _____ PHONE _____

JOB TITLE _____ ADDRESS _____

IMMEDIATE SUPERVISOR & TITLE _____

NATURE OF WORK PERFORMED AND RESPONSIBILITIES _____

REASON FOR LEAVING _____

HOURLY RATE OR SALARY _____

I UNDERSTAND THAT IF I AM EMPLOYED, ANY MISREPRESENTATION OR MATERIAL OMISSION MADE BY ME ON THIS APPLICATION WILL BE SUFFICIENT CAUSE FOR CANCELLATION OF THIS APPLICATION OR IMMEDIATE DISCHARGE FROM THE EMPLOYER'S SERVICES, WHENEVER IT IS DISCOVERED.

I GIVE THE EMPLOYER THE RIGHT TO CONTACT AND OBTAIN ANY INFORMATION FROM ALL REFERENCES, EMPLOYERS, AND EDUCATIONAL INSTITUTIONS AND TO OTHERWISE VERIFY THE ACCURACY OF THE INFORMATION CONTAINED IN THIS APPLICATION. I HEREBY RELEASE FROM LIABILITY THE EMPLOYER AND ITS REPRESENTATIVES FOR SEEKING, GATHERING AND USING SUCH INFORMATION AND ALL OTHER PERSONS, CORPORATIONS OR ORGANIZATIONS FOR FURNISHING SUCH INFORMATION.

THIS APPLICATION DOES NOT UNLAWFULLY DISCRIMINATE IN EMPLOYMENT AND NO QUESTION ON THIS APPLICATION IS USED FOR THE PURPOSE OF LIMITING OR EXCUSING ANY APPLICANT, IT WILL BE NECESSARY TO FILL OUT A NEW APPLICATION.

IF I AM HIRED, I UNDERSTAND THAT I AM FREE TO RESIGN AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, THE EMPLOYER RESERVES THE RIGHT TO TERMINATE MY EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE AND WITHOUT PRIOR NOTICE, EXCEPT AS MAY BE REQUIRED BY LAW. THIS APPLICATION DOES NOT CONSTITUTE AN AGREEMENT OR CONTRACT FOR EMPLOYMENT FOR ANY SPECIFIED PERIOD OR DEFINITE DURATION. I UNDERSTAND THAT NO REPRESENTATIVE OF THE EMPLOYER, OTHER THAN AN AUTHORIZED OFFICER, HAS THE AUTHORITY TO MAKE ANY ASSURANCES TO THE CONTRARY, I FURTHER UNDERSTAND THAT ANY SUCH ASSURANCES MUST BE IN WRITING AND SIGNED BY AN AUTHORIZED OFFICER.

I UNDERSTAND IT IS THE COMPANY POLICY NOT TO REFUSE TO HIRE A QUALIFIED INDIVIDUAL WITH A DISABILITY BECAUSE OF THAT PERSON'S NEED FOR A REASONABLE ACCOMODATION AS REQUIRED BY THE ADA.
I ALSO UNDERSTAND THAT IF I AM HIRED, I WILL BE REQUIRED TO PROVIDE PROOF OF IDENTITY AND LEGAL WORK AUTHORIZATION.

I REPRESENT AND WARRANT THAT I HAVE READ AND FULLY UNDERSTAND THE FORGOING AND SEEK EMPLOYMENT UNDER THESE CONDITIONS.

SIGNATURE OF APPLICANT _____

DATE OF APPLICATION: _____

PORTLAND POLICE DEPARTMENT

CRIMINAL RECORD CHECK/DRIVERS LICENSE CHECK

INFORMED CONSENT

DATE ____/____/____

THE FOLLOWING INDIVIDUAL HAS MADE APPLICATION WITH THIS AGENCY:

NAME:

LAST FIRST MIDDLE

STREET CITY STATE ZIP CODE

MAIDEN, PREVIOUS, ALIAS: _____

DATE OF BIRTH _____ DRIVERS LICENSE # _____
MONTH / DAY / YEAR

SOCIAL SECURITY # _____ - _____ - _____

I AUTHORIZE THE PORTLAND POLICE DEPARTMENT TO OBTAIN A COPY OF MY CRIMINAL RECORD CHECK FOR CRIMINAL JUSTICE EMPLOYMENT. I ALSO AUTHORIZE THE PORTLAND POLICE DEPARTMENT TO OBTAIN A COPY OF MY MOTOR VEHICLE RECORD THROUGH THE INDIANA BUREAU OF MOTOR VEHICLES FOR PURPOSE OF EMPLOYMENT AS A POLICE OFFICER, DISPATCHER (FULL-TIME, PART-TIME, OR RESERVE) WITH THIS AGENCY.

THE EXPIRATION OF THIS AUTHORIZATION SHALL BE FOR A PERIOD NO LONGER THAN ONE YEAR FROM THE DATE OF MY SIGNATURE.

SIGNATURE OF APPLICANT _____ Date _____

PRINTED NAME OF APPLICANT _____

DEPARTMENT USE ONLY:

DATE OF III _____ OFFICER _____

DATE OF BMV CHECK _____ OFFICER _____

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..... YES ___ NO ___
- S. 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 your 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. _____ Quaalude's

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. _____ Amil-nitrates

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 known 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 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 here 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!* _____

Do you have any active or pending internal investigations or discipline? _____

11. 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. _____

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

13. Have you ever taken cash, property, or valuable from a dead body? _____

14. Have you ever taken property, cash, or valuable from an intoxicated person? _____

15. Have you ever lied to a police supervisor? _____

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

17. Have you ever provided or been paid to provide confidential information to an unauthorized person? _____

18. Have you ever removed, destroyed, or altered police records or files? _____

19. Have you ever disclosed the identity of a confidential informant to an unauthorized person?

20. Have you ever disclosed the identity of an undercover law enforcement officer to an unauthorized person? _____

21. Have you ever lied under oath? EXPLAIN CIRCUMSTANCES. _____

22. Since becoming a law enforcement officer, have you ever committed a felony crime?

23. Have you ever used your position as a law enforcement officer to take sexual advantage of anyone? _____

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

25. Have you ever been involved in any shooting incident? _____

26. Have you ever been the subject of a grand jury investigation? _____

27. Have you ever been the subject of any civil lawsuits, prior or pending? _____

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

29. Have you ever had sex with a relative (other than spouse)? _____

30. Have you ever had any sexual involvement with a juvenile? _____

31. Since becoming a law enforcement officer, have you used any illegal drugs? _____

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

33. 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 inmate's property? _____

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

Signature _____

Date: _____