POWDER SPRINGS POLICE DEPARTMENT

BACKGROUND QUESTIONNAIRE
CIVILIAN

Applicant Name (Print): _____

Directions:
Applicants must print all pages of the background questionnaire and complete in black or blue ink. Required explanations must be written on the back of the corresponding page. Incomplete questionnaires will not be reviewed for consideration.

Completed questionnaires must be submitted in person and left for Internal Affairs.

Revised June 2016

Powder Springs Police

John Robison, Chief of Police

Matt Boyd
Deputy Chief of Police

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Operations Division Commander

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POWDER SPRINGS POLICE DEPARTMENT
PRE-INVESTIGATIVE QUESTIONNAIRE

Name: _____
(Print) (Last) (First) (Middle)

INSTRUCTIONS
(Read completely and thoroughly)

The information you provide in this questionnaire will be used as a part of your background investigation to assist the Powder Springs Police Department, and the community, in which it serves, in determining your suitability as a Civilian Employee. Completion of this questionnaire is necessary if you wish to continue in the selection process.

The community of Powder Springs has a right to expect, and in fact demand, truthfulness from the men and women who are to serve as police department employees. Honesty is expected and required from the very onset of this processing.

Your background investigator **will not** distinguish between lies, big or small. **Any perceived or deliberate inaccuracies, incomplete statements, untruthfulness or omissions will not be tolerated and may be grounds for disqualification.**

Please print (legibly) all responses. If you need more space to answer a question, turn the sheet over, identify the question numeral and write your response on the back of the page. **Leave no question blank or unanswered.** Write "None" if this is an appropriate answer. If a question does not apply to you, print "N/A" (not applicable). No question is intended as a medical inquiry. The American with Disabilities Act prohibits employers from making medically related inquiries **prior** to a conditional offer of employment. Therefore, if you are completing this questionnaire before you have received a conditional offer of employment, **do not;** divulge information concerning physical or medical conditions, either past of current.

Remember, your responses may be confirmed by an in-depth polygraph examination and background investigation.

If you have read and understand the instructions, sign and date as indicated.

_____
Signature of Applicant Date

Date: _____

Name: _____
Last First Maiden Middle

Address: _____
Number Street Apt. No.

_____
City State Zip Code

Telephone Number: Home: (_____) _____ Cell: (_____) _____

SSN#: _____ Driver's License No: _____ State _____

Place of Birth: _____ Date of Birth: _____
City County State

Sex: _____ Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

CRIMINAL HISTORY

List ALL convictions or pending charges against you:

List all arrests, indictments, and convictions for all felonies and misdemeanors, either civilian or military:

Offense	Arresting Agency	Case No.	Date	City, State and Court

UNDETECTED CRIME(S)

List any and all crimes you have committed which have gone undetected or for which you never were charged:

Offense	Approximate Date	Explanation

DRIVING HISTORY

List **ALL** traffic citations, arrests, and convictions for all traffic offenses, including pleas of guilty and nolo contendere, and including a list of ALL traffic accidents you've been involved in (whether charged or not):

Offense	Disposition (fine, etc.)	Date	City, State, and Court

If more space is needed, use additional sheet.

MARITAL STATUS AND SPOUSAL INFORMATION

Spouse: (If applicable)

Name: _____
Last First Middle Maiden

Date of Birth: _____ Age: _____ Place of Birth: _____
Month/Day/Year City County State

Telephone: Home: _____ Cell: _____

_____
Employer Employer's Address (Number, street, city, state) Telephone

Former Spouse (If applicable):

Name: _____
Last First Middle Maiden

Date of Birth: _____ Age: _____ Place of Birth: _____
Month/Day/Year City County State

Telephone: Home: _____ Cell: _____

_____
Employer Employer's Address (Number, street, city, state) Telephone

Former Spouse (If applicable):

Name: _____
Last First Middle Maiden

Date of Birth: _____ Age: _____ Place of Birth: _____
Month/Day/Year City County State

Telephone: Home: _____ Cell: _____

_____
Employer Employer's Address (Number, street, city, state) Telephone

PREVIOUS ADDRESSES

List previous addresses beginning with last address:

Number Street City State Zip

Apt. No. Complex Name County | Dates: From To

Name of Law Enforcement Agency Phone Number

Number Street City State Zip

Apt. No. Complex Name County | Dates: From To

Name of Law Enforcement Agency Phone Number

Number Street City State Zip

Apt. No. Complex Name County | Dates: From To

Name of Law Enforcement Agency Phone Number

Number Street City State Zip

Apt. No. Complex Name County | Dates: From To

Name of Law Enforcement Agency Phone Number

PERSONAL REFERENCES

List three people who are personally acquainted with you. Do not give the names of relatives or former employers.

Reference #1

Name Phone: Cell Home Years Known

Address City State Zip

Employer Occupation

Reference #2

Name Phone: Cell Home Years Known

Address City State Zip

Employer Occupation

Reference #3

Name Phone: Cell Home Years Known

Address City State Zip

Employer Occupation

PERSONAL

1. Are you a citizen or naturalized citizen of the United States?

   Yes No (explain on reverse side)

2. Do you have any relatives or friends who are or who have been incarcerated in a federal or state prison? County Jail?

   No Yes (explain on reverse side)

3. Do you have any relatives or friends who have ties to gang activity or organized crime?

   No Yes (explain on reverse side)

4. Do you have any friends or associate with individuals you believe to be or have been involved in illegal activity?

   No Yes (explain on reverse side)

5. Do you know, or have you ever knowingly associated with any member of a street gang?

   No Yes (explain on reverse side)

6. Has any member of your family ever knowingly associated with any member of a street gang?

   No Yes (explain on reverse side)

7. Have you ever attended a gathering of any street gang?

   No Yes (explain on reverse side)

8. Have you ever violated any law while associating with members of a street gang?

   No Yes (explain on reverse side)

9. Have you ever participated in any gang activity?

   No Yes (explain on reverse side)

10. Have you ever participated in a drive by shooting of a person, home, or vehicle?

    No Yes (explain, what role did you play, shooter, driver etc.)

11. Have you ever "tagged" or participated in "tagging" someone else's property?

    No Yes (explain on reverse side)

12. Have you ever been a member of a gang?

    No Yes (explain on reverse side)

13. Do you have, or are you known by, any other names or monikers (AKA's)?

    No Yes (list on back and what they mean)

14. Have you ever been a victim of any crime or criminal activity?

    No Yes (explain on reverse side)

15. Have you any reason to be concerned about an investigation into your personality traits?

    No Yes (explain on reverse side)

16. Do you have any prejudices against minority, religious, or military groups?

    No Yes (explain on reverse side)

17. During a background investigation, is anyone likely to report that you have any prejudices against minority, religious, or military groups?

    No Yes (explain on reverse side)

18. Do you feel that your prejudices may affect your ability to perform this job?

    No Yes (explain on reverse side)

19. Do you frequently lose your temper?

    No Yes (explain on reverse side)

20. Have you ever had any difficulties or disputes with a neighbor?

    No Yes (explain on reverse side)

21. Have you ever lost your temper with your family, friends, co-workers, supervisors, or a stranger?

    No Yes (explain on reverse side)

22. During a background investigation, is anyone likely to report that you have any personality characteristics, which would make you unsuitable for the position you are applying for?

    No Yes (explain on reverse side)

23. Do you have any tattoos?

    No Yes (description, location, and meaning/significance)

EDUCATION

1. Have you graduated from high school or obtained a G.E.D.?

   Yes No (explain on reverse side)

2. Have you ever attended continuation (remedial) school?

   No Yes (explain on reverse side)

3. Have you ever been expelled/suspended from high school?

   No Yes (explain on reverse side)

4. Have you ever been placed on academic probation, suspension or dismissal?

   No Yes (explain on reverse side)

5. Have you ever attended a Basic or Reserve law enforcement academy?

   No Yes (explain on reverse side)

6. Have you ever been contacted, detained or arrested by any school police, police or sheriff's department?

   No Yes (explain on reverse side)

7. Has any teacher ever spoken to you about being tardy or absent too often from school.

   No Yes (explain on reverse side)

EMPLOYMENT

1. How many times have you resigned in lieu of being terminated? _____

   (Explain on reverse if one time or more)

2. Have you ever been asked to resign?

   No Yes (explain on reverse side)

3. Have you ever quit a job to avoid being terminated?

   No Yes (explain on reverse side)

4. How many times have you been inexcusably late/tardy for work within the last 5 years? ___

   (Explain on reverse if one time or more)

5. Have you ever called in sick when you in fact were not sick?

   No Yes (explain on reverse side)

6. Are there any jobs you have declined to list on your application or personal history statement form?

   No Yes (explain on reverse side)

7. Have you ever been accused of misconduct at a place of employment?

   No Yes (explain on reverse side)

8. Have you ever stolen any money from a place where you worked?

   No Yes (explain on reverse side)

9. Have you taken any property that did not belong to you from a place where you worked?

   No Yes (explain on reverse side)

10. Have you ever borrowed money from your employer and not paid it back?

    No Yes (explain on reverse side)

11. Have you ever been overpaid by your employer and not reported it?

    No Yes (explain on reverse side)

12. Have you ever taken any money, without company authorization, from work?

    No Yes (explain on reverse side)

13. Have you ever intentionally stolen any merchandise or property from an employer?

    No Yes (explain on reverse side)

14. While working for an employer, have you ever given or taken any unauthorized discounts of merchandise or goods for friends or relatives?

    No Yes (explain on reverse side)

15. While working for an employer have you ever switched price tags to pay a lower price?

    No Yes (explain on reverse side)

16. What is the total dollar value of the materials, merchandise, or supplies, which you have, without company authorization, taken from an employer? _____

    (Explain and describe items on reverse side)

17. How many times have you falsified your work record (time sheet)? _____

    (Explain on reverse side if one time or more)

18. Have you ever lied or falsified any employment application?

    No Yes (explain on reverse side)

19. Have you ever illegally worked while collecting unemployment benefits?

    No Yes (explain on reverse side)

20. Have you ever filed a false worker's compensation claim?

    No Yes (explain on reverse side)

21. Have you ever received an unfavorable employee evaluation?

No Yes (explain on reverse side)

22. How would you rate your current work performance?

_____ Above average

_____ Average

_____ Below Average

23. How many written or verbal reprimands have you received at work within the last five (5) years? _____ (explain on reverse side if one time or more).

24. Have you ever been suspended from work?

No Yes (explain on reverse side)

25. Have you ever received disciplinary action at work?

No Yes (explain on reverse side)

26. Have you ever quit a job out of anger?

No Yes (explain on reverse side)

27. How many times have you argued with an employer or supervisor? ____

(explain on reverse side)

28. How many times have you argued with co-workers?____

(explain on reverse side)

29. Have you ever been in a physical fight with an employer, supervisor or co- worker?

No Yes (explain on reverse side)

30. Have you ever left a job without giving proper notice?

No Yes (explain on reverse side)

31. During your background investigation, is anyone likely to report derogatory information about your work performance to the background investigators?

    No Yes (explain on reverse side)

MILITARY

1. Were you required by law to register for the military draft/selective service?

   Yes No (explain on reverse side)

2. Did you register for the military draft/selective service when required by law?

   Yes No (explain on reverse side)

3. Have you any reason to be concerned about an investigation into your military record?

   No Yes (explain on reverse side)

4. Have you ever been denied enlistment or re-enlistment in the military service?

   No Yes (explain on reverse side)

5. While in the military, did you or were you: A recipient of any disciplinary action?

   No Yes (explain on reverse side)

6. Ever absent without leave?

   No Yes (explain on reverse side)

7. Reduced in rank?

   No Yes (explain on reverse side)

8. Complete all the terms of your enlistment?

   Yes No (explain on reverse side)

9. Receive an Honorable discharge?

   Yes No (explain on reverse side)

10. Restricted to base?

No Yes (explain on reverse side)

11. Ever in military confinement?

No Yes (explain on reverse side)

12. Ever court martialed?

No Yes (explain on reverse side)

13. Receive Non-judicial office hours, Captain's Mast, or similar punishment?

No Yes (explain on reverse side)

14. Ever involved in a "hazing" incident?

No Yes (explain on reverse side)

15. What was your rank upon separation from the military? _____

16. Did you serve in more than one branch of the military service?

No Yes (explain on reverse side)

17. What is you present military status (i.e. active, inactive, etc.)? _____

FINANCIAL

18. Are you currently, or have you ever been delinquent in payments on any of your bills?

No Yes (explain on reverse side)

19. Have you ever had a vehicle or personal property repossessed?

No Yes (explain on reverse side)

20. How often are you late in paying your financial obligations?

_____ Sometimes

_____ Always

_____ Never

21. Have you ever been late in paying any of your financial obligations?

No Yes (explain on reverse side)

22. Have you ever filed for bankruptcy or Wage Earners Plan?

No Yes (explain on reverse side)

23. Have any of your bills ever been turned over to a collection agency?

No Yes (explain on reverse side)

24. Have your wages ever been garnished?

No Yes (explain on reverse side)

25. Have you ever had a state or federal tax refund seized for payment of funds?

No Yes (explain on reverse side)

26. Have you ever filed a false income tax return?

No Yes (explain on reverse side)

27. Have you ever written a check knowing funds were not available to cover the payment?

No Yes (explain on reverse side)

28. Have you ever avoided a debt by moving away?

No Yes (explain on reverse side)

29. Have you ever failed to support any child of yours?

No Yes (explain on reverse side)

30. Have you ever filed a false insurance claim?

    No Yes (explain on reverse side)

31. Have you ever obtained financial gain through dishonest means?

    No Yes (explain on reverse side)

32. During the background investigation, is anyone likely to report that you have had financial problems?

    No Yes (explain on reverse side)

33. Have you ever provided false information on a credit or loan application?

    No Yes (explain on reverse side)

34. Have you ever been evicted or asked to leave by a landlord?

    No Yes (explain on reverse side)

35. Have you ever been sued over a debt?

    No Yes (explain on reverse side)

LEGAL

1. Do you have any criminal actions pending?

   No Yes (explain on reverse side)

2. As a juvenile (under the age of 18) how many times have you been?

   _____ Detained by a law enforcement agency?

   _____ Arrested by a law enforcement agency?

   _____ Convicted of a crime?

   (Explain any positive responses on the back)

3. As an adult how many times have you been?

_____ Detained by a law enforcement agency?

_____ Arrested by a law enforcement agency?

_____ Convicted of a crime?

(Explain any positive responses on the back)

4. Has anyone ever called the police about you?

No Yes (explain on reverse side)

5. Were you ever named as a suspect in a police report or questioned as a suspect by any law enforcement agency?

No Yes (explain on reverse side)

6. As a juvenile or adult, have you ever been placed on probation or parole?

No Yes (explain on reverse side)

7. Have you ever been convicted of, pleaded guilty to or pleaded no contest to a misdemeanor or felony?

No Yes (explain on reverse side)

8. Have you ever had a conviction sealed or expunged?

No Yes (explain on reverse side)

9. Are you now wanted, for any reason, by any law enforcement agency?

No Yes (explain on reverse side)

10. Have you ever testified in a criminal proceeding?

No Yes (explain on reverse side)

11. Have you ever had a warrant issued for your arrest?

No Yes (explain on reverse side)

12. Have you ever carried a concealed weapon without a permit to do so?

    No Yes (explain on reverse side)

13. Does law prohibit you from owning, possessing or carrying a firearm?

    No Yes (explain on reverse side)

14. Have you ever applied for a permit to carrying a concealed weapon?

    No Yes (explain on reverse side)

15. Have you ever illegally carried a weapon? (Includes any dagger, billy club, metal knuckles, nunchaku, throwing star, sap, short-barreled rifle/shotgun, butterfly knife, gun or any explosive device)?

    No Yes (explain on reverse side)

16. During your background investigation, is anyone likely to report that you have illegally carried or used a firearm or other weapon?

    No Yes (explain on reverse side)

17. Have you ever had to register as a sex offender?

    No Yes (explain on reverse side)

18. Have you in the past, or do you currently associate with persons who you know are involved in illegal sexual activity?

    No Yes (explain on reverse side)

19. Have you ever illegally exposed yourself in a public place?

    No Yes (explain on reverse side)

20. Have you ever committed any lewd or sexual acts in a public place?

    No Yes (explain on reverse side)

21. Have you ever participated in any form of sex-related entertainment for pay or received payment for sex related entertainment (both legal and illegal)?

    No Yes (explain on reverse side)

22. Have you ever been involved in a fight?

No Yes (explain on reverse side)

23. In the past year have you ever been in or started any fights?

No Yes (explain on reverse side)

24. Have you ever been detained by a law enforcement agency for evaluation for being a danger to yourself or others?

No Yes (explain on reverse side)

25. How many times have you purchased property believing or knowing it was stolen? _____ (explain on reverse side).

26. How many times have you sold property believing or knowing it was stolen? _____ (explain on reverse side).

27. Have you ever been issued a misdemeanor citation in lieu of going to jail?

No Yes (explain on reverse side)

28. Have you ever struck someone living with you?

No Yes (explain on reverse side)

29. Have you ever had to physically defend yourself? If so, how many times? (other than training in military, law enforcement or self defense courses)

No Yes (explain on reverse side)

30. Other than warfare, have you ever caused the death of another human being?

No Yes (explain on reverse side)

31. Other than in warfare, have you ever used a weapon against someone?

No Yes (explain on reverse side)

32. Other than in warfare, have you been involved in a violent incident such as a shooting, knifing or fight where someone was, or could have been seriously injured or killed?

No Yes (explain on reverse side)

33. Has your spouse or any other family member called the police on you for any reason?

No Yes (explain on reverse side)

34. Have you ever committed the following acts?

- Arson (intentionally set fire)

  No Yes (explain on reverse side)

- Burglary (entry of structure or car to commit theft or other crime)

  No Yes (explain on reverse side)

- Robbery (theft utilizing force or fear)

  No Yes (explain on reverse side)

- Homicide (including manslaughter)

  No Yes (explain on reverse side)

- Theft (including price switching)

  No Yes (explain on reverse side)

- Forgery (signing someone else's name)

  No Yes (explain on reverse side)

- Kidnapping (including own children)

  No Yes (explain on reverse side)

- Extortion (blackmail)

  No Yes (explain on reverse side)

- Embezzlement (theft of money or valuables entrusted to you)

  No Yes (explain on reverse side)

- Rape (sexual intercourse by force)

  No Yes (explain on reverse side)

- Any forcible sex act

  No Yes (explain on reverse side)

- Any violent assault upon another

  No Yes (explain on reverse side)

- Domestic Violence (spousal, co-habitant, elder or child abuse)

  No Yes (explain on reverse side)

- Vandalism (property damage)

  No Yes (explain on reverse side)

- Prostitution (paying for or receiving money for sexual services)

  No Yes (explain on reverse side)

- Sex with a minor (while you were 18 or older)

  No Yes (explain on reverse side)

- Incest (sexual relations with family members or relatives)

  No Yes (explain on reverse side)

- Public Intoxication

  No Yes (explain on reverse side)

- Bestiality (any sex act with an animal)

  No Yes (explain on reverse side)

SUBSTANCE USE

"Under the influence" is synonymous with "tipsy or a "buzz". Any time drugs or alcohol impairs one's senses or judgment then you are at the minimum "under the influence".

"Public" is anywhere within public view (including front yards, restaurant or bar).

1. How many times have you operated a motor vehicle, bicycle, horse, or watercraft (i.e. boats, seadoo, jetski) while you were under the influence of alcohol within the past 5 years? _____
   (explain on reverse side if one time or more)

2. Have you ever been in trouble on the job because of drinking an alcoholic beverage?
   No Yes (explain on reverse side)

3. Have you ever been warned by an employer regarding the drinking of alcoholic beverages?
   No Yes (explain on reverse side)

4. Do you, or have you ever, consumed alcoholic beverages during work hours or just prior to reporting to work?
   No Yes (explain on reverse side)

5. Have you ever been terminated for drinking alcoholic beverages on or off the job?
   No Yes (explain on reverse side)

6. Have you ever been told by a family member that you drink too much?
   No Yes (explain on reverse side)

7. During your background investigation, is anyone likely to report that you have had any problems related to alcohol?
   No Yes (explain on reverse side)

8. Do you associate with anyone or have any family members that use any drugs, narcotics, or other illegal substances?
   No Yes (explain on reverse side)

9. In the past 5 years, have you remained in a place where drugs, narcotics, or other illegal substances are being used?

   No Yes (explain on reverse side)

10. Have you ever purchased drugs, narcotics or other illegal substances, without a doctor's prescription?

    No Yes (explain on reverse side)

11. Have you ever inhaled any fumes (i.e. gasoline, glue, paint, nitrous oxide, etc.) for the purpose of becoming intoxicated?

    No Yes (explain on reverse side)

12. Have you knowingly allowed anyone to use illegal drugs in your home during the past 5 years?

    No Yes (explain on reverse side)

13. Have you ever sold any drug, narcotic or other illegal substances to another person?

    No Yes (explain on reverse side)

14. Have you ever given away or furnished any drug, narcotic or other illegal substances to another person?

    No Yes (explain on reverse side)

15. Have you ever possessed, cultivated (grown), manufactured, or transported any drug, narcotic or other illegal substances?

    No Yes (explain on reverse side)

16. Have you ever possessed, sold or given away any chemical used to manufacture a drug, narcotic or other illegal substances?

    No Yes (explain on reverse side)

17. Have you ever possessed or used any drug, narcotic, or other illegal substances in the work place?

    No Yes (explain on reverse side)

18. Have you ever worked under the influence of any drug, narcotic, or other illegal substances in the work place?

    No Yes (explain on reverse side)

19. Have you ever ingested a substance you thought was a drug, narcotic or other illegal substance and then found out later it was not?

    No Yes (explain on reverse side)

20. Have you ever been given, by someone, any drug, narcotic, or other illegal substances as a joke?

    No Yes (explain on reverse side)

21. Have you ever given any drug, narcotic, or other illegal substances to another person as a joke?

    No Yes (explain on reverse side)

22. Have you ever had to register as a narcotic offender?

    No Yes (explain on reverse side)

23. Have you ever misused or abused any prescription drugs?

    No Yes (explain on reverse side)

24. Have you ever taken someone else's prescription medication?

    No Yes (explain on reverse side)

25. Have you ever provided your prescription medication to another person?

    No Yes (explain on reverse side)

26. Have you purchased steroids in the past 15 years?

    No Yes (explain on reverse side)

27. Have you ever helped another person purchase steroids?

    No Yes (explain on reverse side)

28. Has anyone, other than a medical person, injected anything into your body?

No Yes (explain on reverse side)

29. During your background investigation, is anyone likely to report that you have been involved in the use or sales of illegal drugs?

No Yes (explain on reverse side)

30. How many times have you operated a motor vehicle, bicycle, horse, or watercraft (i.e. boats, seadoo, jetski) while under the influence of any drug, narcotic or other illegal substance?

No Yes (explain on reverse side)

31. Is there any illegal drug or narcotic, which you have used within the past 10 years?

No Yes (explain on reverse side)

32. Have you ever used, consumed or experimented with any of the following drugs without a prescription?

Drug Type/ Name	Last Time Used	How many times?
Marijuana (grass, pot)		
Hashish (concentrated Marijuana)		
Cocaine (powder or rock)		
PCP (Angel dust)		
Ketamine (Special K)		
Methamphetamine (speed, crank, crystal)		
Amphetamine (diet pills, bennies, cross tops)		
Depressants (downers, Rohypnol or Ruffies)		
Hallucinogens (LSD, STP, MDMA, Ecstasy)		

Psilocybin (magic mushrooms)		
Heroin		
Morphine/ Demerol/ Dilaudid/ Vicodin/ Percodan/ Codeine		
Mescaline/Peyote		
Thai Sticks (opiated grass)		
Quaaludes (ludes, black beauties)		
Steroids		
Gamma Hydroxy Butyrate (GHB, great bodily harm, G,)		
Any other drug not listed above:		

CIVIL

1. Do you have any civil court actions pending?

   No Yes (explain on reverse side)

2. Have you ever had a restraining order served against you?

   No Yes (explain on reverse side)

3. Have you ever refused to sign or accept a restraining order against you?

   No Yes (explain on reverse side)

4. Have you ever disobeyed a restraining order or court order?

   No Yes (explain on reverse side)

5. Is there a court order or judgement in effect directing child support or alimony?

   No Yes (explain on reverse side)

6. Are you now or have you ever been involved as a plaintiff, defendant, petitioner, or respondent in any civil court action?

   No Yes (explain on reverse side)

7. Have you ever been sued for a car accident?

   No Yes (explain on reverse side)

8. Have you ever sued some else for a car accident?

   No Yes (explain on reverse side)

MOTOR VEHICLE OPERATION

1. Does the vehicle you drive have liability insurance?

   Yes No (explain on reverse side)

2. Have you ever driven a vehicle without liability insurance?

   No Yes (explain on reverse side)

3. In obtaining liability insurance, were you truthful with the insurance company in disclosing all required information (i.e. mileage, area vehicle is housed)?

   Yes No (explain on reverse side)

4. Have you ever been denied liability insurance?

   No Yes (explain on reverse side)

5. Has your liability insurance ever been cancelled?

   No Yes (explain on reverse side)

6. Have you ever had a traffic citation that did not show on your DMV printout.

   No Yes (explain on reverse side)

7. Have you ever had a traffic citation go to warrant?

   No Yes (explain on reverse side)

8. Have you ever been placed on probation for a traffic-related offense?

   No Yes (explain on reverse side)

9. How many parking citations have you received in the past 3 years? _____

10. How many traffic citations have you received in the past 7 years? _____

11. How many accidents have you been involved in as a driver within the past 7 years? (List location, date, brief description of the accident, if police responded, if police took a report and who was at fault, and police agency's name). (explain on reverse side)

12. Have you ever been involved in a police pursuit?

    No Yes (explain on reverse side)

13. Have you ever fled the scene of a hit and run accident in which you were involved?

    No Yes (explain on reverse side)

14. Have you ever been involved in or attended a street racing event?

    No Yes (explain on reverse side)

15. Have you ever caused anyone serious injury by your operation of a motor vehicle?

    No Yes (explain on reverse side)

16. Have you ever caused the death of anyone by your operation of a motor vehicle?

    No Yes (explain on reverse side)

17. Have you ever had your vehicle searched by a law enforcement agency?

    No Yes (explain on reverse side)

MISCELLANEOUS

1. Have you had any family problems because of gambling?

   No Yes (explain on reverse side)

2. Have you had any employment problems because of gambling?

   No Yes (explain on reverse side)

3. Have you ever placed a bet on a sporting event for a friend or relative?

   No Yes (explain on reverse side)

4. Have you ever gambled while delinquent or behind in your financial obligations?

   No Yes (explain on reverse side)

5. Have you gambled in the last year?

   No Yes (explain on reverse side)

6. Have you ever borrowed money to gamble with?

   No Yes (explain on reverse side)

7. Do you feel now, or did you ever feel you had a gambling problem?

   No Yes (explain on reverse side)

8. What is the most money you have ever won while gambling? _____

9. What is the most money you ever lost while gambling? _____

10. Have you ever used falsified identification or used identification other than your own?

    No Yes (explain on reverse side)

11. Have you ever been reported to a law enforcement agency as a missing or runaway?

    No Yes (explain on reverse side)

12. Have you ever taken a polygraph?

    No Yes (explain on reverse side)

13. Have you ever been refused security clearance?

    No Yes (explain on reverse side)

14. Have you intentionally omitted any fact or facts from your application or withheld any adverse information from your background investigator?

    No Yes (explain on reverse side)

15. Have you ever given confidential information to any organization or individual that would jeopardize our national security?

    No Yes (explain on reverse side)

16. Is there anything in your background that you have not been asked about that might eliminate you from consideration of this job, if it were found out?

    No Yes (explain on reverse side)

17. Have you previously applied at the Powder Springs Police Department for a sworn and/or a civilian position?

    No Yes (explain on reverse side)

18. Have you applied for any other law enforcement or fire department agency?
    (please list application date, agency and status in employment process)

    No Yes (explain on reverse side)

19. Have you ever been disqualified from a law enforcement agency background investigation? (exclusive of medical or psychological fails)

    No Yes (explain on reverse side)

20. Have you ever lied on or falsified a background application or questionnaire?

    No Yes (explain on reverse side)

21. Have you ever worked at a law enforcement agency?

No Yes (explain on reverse side)

Powder Springs Police

John Robison, Chief of Police

Matt Boyd
Deputy Chief of Police

Major Michael Cochran
Operations Division Commander

P.O. Box 46 * 1114 Richard D. Sailors Pkwy * Powder Springs, GA 30127 * 770-943-1616 * 770-943-8027 Fax

NAME: _____

The following points will be scrutinized and may be automatic disqualification for all sworn and non-sworn positions. However, the background investigator may present any application for review. All points will be verified by an in-depth polygraph examination and background investigation.

- Conviction of a felony as an adult or juvenile (or offense which would be a felony in Georgia).
- Dishonorable Discharge from the United States Armed Forces.
- Excessive use/possession of marijuana.
- Excessive use/possession of cocaine.
- Any illegal use of hallucinogens or opiates.
- Illegal and excessive use/possession of methamphetamine/hashish
- Illegal steroid use/possession within the last 5 years.
- Any abuse of prescription medication.
- Use of peyote for other than religious reasons by those within that religion.
- Excessive DUI's or more than one DUI conviction.
- Breach of Integrity (Lying, thefts, theft from employers, falsifying information, and failure to disclose information on applications or during interviews).
- Conviction for domestic violence and/or a history of domestic violence.
- Driving record – Excessive moving violations, loss of license or chargeable accidents within the last 36months.
- Excessive or recent thefts (particularly from employer).
- Financial instability (current).
- Misdemeanor arrest(s) particularly assault, disorderly conduct, domestic violence).
- Any undetected crimes: sex issues, DUI, Domestic violence, thefts, insurance fraud, or any offense determined by society or the courts to be illegal.
- Misuse of law enforcement computer data systems.

_____

Signature Date

By signing this document you understand that you may be disqualified from the background process and it can be discoverable through the background process with other police agencies.

Powder Springs Police

John Robison, Chief of Police

Matt Boyd
Deputy Chief of Police

Major Michael Cochran
Operations Division Commander

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BACKGROUND INVESTIGATION DISCOVERY WAIVER

I fully recognize that individuals must clearly demonstrate the following characteristics, including, but not limited to, their personal, medical, physical, and psychological fitness to serve in the position of **police officer and/or any employment position** within a criminal justice agency. I further recognize that an employing agency has a legal as well as a moral obligation to take every reasonable effort to insure that persons employed by them as peace officers and/or any employment position within a criminal justice agency, conform to the very highest standards.

TO that end, I recognize that a law enforcement agency will conduct an intensive investigation, including, but not limited to, my personal, medical and psychological fitness, and that such an investigation will include contacting persons and/or organizations who may have information relating to my fitness. I further understand that those persons and/or organizations may feel inhibited, intimidated, or otherwise reticent about furnishing legitimate information concerning me if the confidentiality of their information cannot be guaranteed on a permanent basis.

THEREFORE, I release and hold harmless the **Powder Springs Police Department**, **officers, agents or assigns**, **now** and in the **future**, from any claim or damages in law or in equity on behalf of myself, my heirs and assigns, for their refusal to make available any and all of the information contained in this pre-employment personal, medical, and/or psychological history investigation, including, but not limited to, the identity(ies) or any persons(s) and/or organization(s) which may have supplied information in the course of this investigation, as well as the substance of any information supplied.

I hereby waive my right to request return of, examine, review, or otherwise discover the contents of this investigation and all related documents thereto.

_____ _____
Print Name (Applicant) Signature (Applicant)

_____ _____
Witness Signature Date

Powder Springs Police

John Robison, Chief of Police

Matt Boyd
Deputy Chief of Police

Major Michael Cochran
Operations Division Commander

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ACKNOWLEDGEMENT WAIVER

Name: _____

Address:_____

Position Applied For: _____

You will undergo a rigorous, in-depth background investigation as a result of your application for employment with the Powder Springs Police Department. In the event that your background investigation should uncover information that leads to a belief that you have or are engaged in illegal activities, we will notify the appropriate law enforcement agency for their continued investigation and possible prosecution.

I have read the above notice and understand that any information concerning criminal activity that I have participated in is NOT protected by any form of confidentiality, regardless of where the information came from. I understand that any information discovered about me during the background process may be used against me in further criminal investigation and prosecution.
_____(Initial)

It is required that your background investigator be notified of any changes to your status during the course of the background investigation. You must notify your investigator immediately, if you change your address, phone number(s), marital status, have any contact with a law enforcement or government regulatory agency, declare bankruptcy, or have any other changes in your status.

Failure to notify your investigator of any changes during the background investigation can be grounds to dismiss you from the hiring process.

Unreported law enforcement contacts will be cause for immediate disqualification.

_____ _____

Signature Date

Powder Springs Police

John Robison, Chief of Police

Matt Boyd
Deputy Chief of Police

Major Michael Cochran
Operations Division Commander

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POLYGRAPH EXAMINATION WAIVER

The polygraph examination is a part of the selection process for all positions within the Powder Springs Police Department. I, the undersigned, do hereby declare my interest in and desire to participate in this phase of the selection process. I do hereby agree to submit to and take a polygraph examination as administered through Internal Affairs. I understand that the results of such tests are confidential and are to be used solely by the Powder Springs Police Department unless a waiver signed by me expressly waiving this right is presented by another law enforcement agency.

Signed _____ Date _____

Print Full Name_____

Georgia Bureau of Investigation
Georgia Crime Information Center

Georgia Driver's History Consent Form

I hereby authorize the _____
(fire department/Iaw enforcement agency name)
to receive a copy of my Georgia driver's history information as part of my application for criminal justice employment, or for use relative to the performance of my official duties with this agency.

_____
Full Name (Print)

_____ _____ _____
Sex Date of Birth Driver's License Number

_____
Signature

_____
Date

2006-09 Attachment
GCIC Consent Form
July 2006

POWDER SPRINGS POLICE DEPARTMENT
REQUIRED DOCUMENTS

Instructions: Please read these instructions carefully. Your ability to follow instructions accurately and in a timely manner is part of the pre-employment process. Please note that all the items covered on this list are your responsibility to obtain.

It is your responsibility to submit ALL required documents to the Background Investigator as soon as possible. These must be CERTIFIED or OFFICIAL COPIES and BEAR a RAISED/ORIGINAL SEAL, in a sealed envelope. Opened envelopes will not be accepted.

1. A copy of your OFFICIAL BIRTH CERTIFICATE (available from the City/County Registrar of Births or the State Vital Statistics Office.) Note: if you were born outside the United States of America, you will need to show either your original Certificate of Naturalization or your U.S. Passport to your background investigator.

   _____ Enclosed
   _____ Pending--Reason: _____

2. Background Investigation Discovery Waiver, Authorization to Release Waiver, (signed in the presence of a valid notary of the public.)

   _____ Enclosed
   _____ Pending--Reason: _____

3. OFFICIAL SEALED HIGH SCHOOL TRANSCRIPTS whether or not you graduated, (available from the high school, district or diocese records office.)

   _____ Enclosed
   _____ Pending--Reason: _____

4. OFFICIAL SEALED COLLEGE/UNIVERSITY TRANSCRIPTS from each college and university you have attended, whether or not you graduated.

   _____ Enclosed
   _____ Pending--Reason: _____
   _____ Not Applicable (N/A)

5. OFFICIAL SEALED STANDARDIZED TEST RESULTS (Compass, Asset, SAT, ACT, CPE) from a recognized school through the Technical College System of Georgia.
   (Non-certified Applicants Only)

   _____ Enclosed
   _____ Pending--Reason: _____
   _____ Not Applicable (N/A)

The following should also be included in your package with only one item per page.

6. A copy of your high school diploma, G.E.D. Certificate or Certificate of High School Proficiency.

   _____ Enclosed
   _____ Pending--Reason: _____
   _____ Not Applicable (N/A)

7. A copy of any college diploma you possess.

   _____ Enclosed
   _____ Pending--Reason: _____
   _____ Not Applicable (N/A)

8. PROOF of AUTOMOBILE LIABILITY INSURANCE (if you are operating a motor vehicle in Georgia)

   _____ Enclosed
   _____ Pending--Reason: _____
   _____ Not Applicable (N/A)

9. Copies of Vehicle Registration (of vehicles you utilize).

   _____ Enclosed
   _____ Pending--Reason: _____

10. A copy of your GEORGIA DRIVER'S LICENSE.

    _____ Enclosed
    _____ Pending--Reason: _____

11. Completed and Signed GEORGIA DRIVER'S HISTORY CONSENT FORM

    _____ Enclosed
    _____ Pending--Reason: _____

12. A copy of your SOCIAL SECURITY CARD.

    _____ Enclosed
    _____ Pending--Reason: _____

13. A copy of DD214 Long Form if you were in the military, along with any awards or decorations received

    _____ Enclosed
    _____ Pending--Reason: _____
    _____ Not Applicable (N/A)

14. Judicial or Non-Judicial, disciplinary action, while in the military.

_____ Enclosed
_____ Pending--Reason: _____
_____ Not Applicable (N/A)

15. A copy of any TRAFFIC ACCIDENT REPORTS in which you have been named as a driver.

_____ Enclosed
_____ Pending--Reason: _____
_____ Not Applicable (N/A)

16. A copy of any POLICE REPORTS in which you were a primary aggressor (arrested or not), suspect (arrested or not), arrested or convicted.

_____ Enclosed
_____ Pending--Reason: _____
_____ Not Applicable (N/A)

17. If you have been married, a copy of your County-issued MARRIAGE CERTIFICATE for each marriage (available from the County Registrar).

_____ Enclosed
_____ Pending--Reason: _____
_____ Not Applicable (N/A)

18. For any marriage dissolved, a copy of the final DISSOLUTION/ANNULMENT ORDER for each marriage dissolved.

_____ Enclosed
_____ Pending--Reason: _____
_____ Not Applicable (N/A)

19. Copies of any other certificates, awards, recognitions, etc. you would like considered.

_____ Enclosed
_____ Pending--Reason: _____
_____ Not Applicable (N/A)

20. Civil Court documents (plaintiff or defendant), child support documents, restraining orders, etc.

_____ Enclosed
_____ Pending--Reason: _____
_____ Not Applicable (N/A)

21. Polygraph waiver (Signed and dated).

_____ Enclosed
_____ Pending--Reason: _____

ACKNOWLEDGMENT

I have been informed and I understand that once I have submitted all documents requested by the background investigator and the Powder Springs Police Department, those documents become the property of the City of Powder Springs and they will not be returned to me. If I desire copies of these documents, I will make my own copies prior to submitting them to the background investigator or the Powder Springs Police Department.

I HAVE READ AND KEPT A COPY OF THIS NOTICE.

_____

Signature of Applicant Date