

INDEPENDENCE POLICE DEPARTMENT



APPLICANT PERSONAL HISTORY INFORMATION PACKET

*** *CONFIDENTIAL* ***

INSTRUCTIONS TO THE APPLICANT

The information you provide in this Personal History Information (PHI) Packet will be used in the investigation into your background, which will assist in determining your suitability for a position within the Independence Police Department. Please print off and fill out this PHI **completely** and **accurately**. **Return it to the Independence Police Department by the indicated deadline on the job posting.**

Keep in mind that:

1. The completion of this questionnaire is mandatory.
2. All statements are subject to verification.
3. Deliberate inaccuracies or omissions (leaving blanks) may disqualify you from further testing and employment.
4. All time periods in your background must be accounted for.
5. All information contained on the Personal History Information questionnaire and any information you provide will be reviewed with you during your pre-employment interview.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job you are applying for. For example, being fired from a job or having an arrest record is not in itself grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

You must list all arrests and/or convictions even if you received a release or a pardon. You must also list the time(s) you were detained by the police for any reason. Document this information in the Criminal History section of this questionnaire.

If a question does not apply to you, write "N/A" (not applicable) in the space provided for your answer. If you need more space to respond to a question, attach an additional sheet and reference the inquiry and page number.

Each page needs to be initialed to indicate that you have read the page and/or filled the page out accurately and completely.

RETURN PACKET TO THE INDEPENDENCE POLICE DEPARTMENT

**223 N. MEMORIAL
INDEPENDENCE, MO 64050
Sunday – Saturday 6am – 12am (Midnight)**

Applicant's Initials _____

INDEPENDENCE POLICE DEPARTMENT

SELECTION STANDARDS

1. Applicant must be at least 21 years of age to be certified as an officer by the State of Missouri. Applicant must be 18 years of age to be employed by the department in civilian positions.
2. Minimum Education: Proof of high school diploma or a certified GED.
3. UNITED STATES CITIZENSHIP IS REQUIRED TO BE HIRED AS A POLICE OFFICER.
4. MILITARY RECORD: The applicant must not have been discharged under dishonorable conditions.
5. Police Officer applicants must have a valid Driver's License prior to being hired.
6. TRAFFIC RECORD: An applicant's driving record will be thoroughly assessed and may be a factor for disqualification. Examples of infractions/traffic crimes that may be disqualifying include:
 - A. Driving While Intoxicated (DWI), Reckless Driving or Hit & Run Driving.
 - B. Suspension of your driver's license within five years of the date of application.
 - C. Excessive moving violations (speeding, negligent driving, etc.) in the past five years of the date of application will be carefully reviewed.
 - D. Two or more accidents within five years of the date of application, wherein applicant was judged to be at fault and/or charged with a moving violation.
7. CRIMINAL ACTIVITY: An applicant's criminal record, including all arrests, prosecutions, deferred prosecutions, 'Alford' pleas, and non-conviction information will be thoroughly assessed and may be grounds for disqualification. The following will be disqualifying:
 - A. Any adult felony convictions.
 - B. Any misdemeanor or felony conviction while employed in a criminal justice and/or law enforcement capacity.
 - C. Any domestic violence conviction.
8. EMPLOYMENT: An applicant's employment history, including any terminations, or leaving an employer in lieu of termination, will be thoroughly assessed and may be grounds for disqualification.

***Residence in the City of Independence is not required.

Applicant's Initials_____

INDEPENDENCE POLICE DEPARTMENT

GENERAL INFORMATION

All applicants will have their Personal History Information Packet, original application and resume (if applicable) reviewed to determine the best qualified candidates.

If invited, the remaining steps in the process may include the following:

1. Written examination.
2. Physical Ability Test (Police Officer).
3. Oral Board Interview.
4. Department background investigation.
5. Pre-employment polygraph.
6. Pre-employment psychological examination.
7. Drug screen.
8. Police Officer applicants must pass a medical examination.
Telecommunicator applicants must pass a typing test and hearing test.
Records Clerk applicants must pass a comprehensive/typing test.

MILITARY VETERANS

If given a conditional offer of employment, applicants will be required to present a DD-214 with the Member-4 page indicating the nature of discharge.

OTHER INFORMATION

1. The Independence Police Department accepts lateral transfers at this time for Police Officer positions.
2. Academic degrees and prior police experience are not required for appointment. Promotions do require varying college credit hours.
3. Academic incentive pay is not available.

Applicant's Initials_____

INDEPENDENCE POLICE DEPARTMENT

FAMILY RECORD/HISTORY

List below the full legal name(s) of all your children; alive or deceased:

<u>First</u>	<u>Middle</u>	<u>Last</u>	<u>Date of Birth</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List relatives by number on first line: 1-Spouse or Domestic Partner, 2-Parents, 3-Guardians, 4-Step-Parents, 5-Foster Parents, 6-Parents-in-Law, 7-Brothers, 8-Sisters, 9-Former Spouse/Domestic Partner

#__ Name_____ Phone_____ Alternate Phone_____

Street_____ City_____ State_____ Zip_____

#__ Name_____ Phone_____ Alternate Phone_____

Street_____ City_____ State_____ Zip_____

#__ Name_____ Phone_____ Alternate Phone_____

Street_____ City_____ State_____ Zip_____

#__ Name_____ Phone_____ Alternate Phone_____

Street_____ City_____ State_____ Zip_____

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Street_____ City_____ State_____ Zip_____

#__ Name_____ Phone_____ Alternate Phone_____

Street_____ City_____ State_____ Zip_____

Applicant's Initials_____

INDEPENDENCE POLICE DEPARTMENT

RELATIVES (Cont'd)

#__ Name _____ Phone _____ Alternate Phone _____
Street _____ City _____ State _____ Zip _____

#__ Name _____ Phone _____ Alternate Phone _____
Street _____ City _____ State _____ Zip _____

#__ Name _____ Phone _____ Alternate Phone _____
Street _____ City _____ State _____ Zip _____

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INDEPENDENCE POLICE DEPARTMENT

PERSONAL REFERENCES

List **THREE** adult references (not relatives or former/present employers) you have known for a minimum of three years. It is very important that you list alternate phone numbers for all references. You may also need a list of alternative references that can be supplied to your background detective in the event some of the references cannot be contacted.

Years____ Name_____ Phone_____ Alternate Phone_____
Street_____ City_____ State_____ Zip_____

Years____ Name_____ Phone_____ Alternate Phone_____
Street_____ City_____ State_____ Zip_____

Years____ Name_____ Phone_____ Alternate Phone_____
Street_____ City_____ State_____ Zip_____

EDUCATION

List all high schools you have attended (use a separate piece of paper if additional space is needed):

Name_____ City_____ State_____ Country_____
Dates Attended_____ Date Graduated_____

Name_____ City_____ State_____ Country_____
Dates Attended_____ Date Graduated_____

List all College and/or Universities attended (use a separate piece of paper if additional space is needed):

Name_____ City_____ State_____ Country_____
Dates_____ Major_____ Degree_____ GPA_____

Name_____ City_____ State_____ Country_____
Dates_____ Major_____ Degree_____ GPA_____

POLICE OFFICER APPLICANTS ONLY:

Are you Missouri Class A POST certified: Yes () No () If yes, please list the name of the academy, address and the dates attended: _____

Are you POST Certified in another state: Yes () No () If yes, please list the name of the academy, address and the dates attended: _____

Applicant's Initials_____

INDEPENDENCE POLICE DEPARTMENT

EMPLOYMENT

Have you ever been terminated, asked to resign, or subjected to disciplinary actions? Yes () No ()

If yes, please explain: _____

BEGINNING WITH YOUR MOST RECENT JOB, list your complete history for the past **ten years**, including temporary or seasonal employment, and all periods of unemployment, schooling, or military service. (use a separate piece of paper if additional space is needed): **Deliberate inaccuracies, omissions or leaving blanks may disqualify you from further testing and employment.**

PROVIDE THE COMPLETE ADDRESS AND PHONE NUMBER OF EACH EMPLOYER.

From _____ To _____ Name of Employer _____

Street _____ City _____ State _____ Zip _____

Job Title _____ Supervisor _____ Phone Number _____

Salary \$ _____ Hrly () Annual () Reason for leaving? _____

Description of Duties _____

From _____ To _____ Name of Employer _____

Street _____ City _____ State _____ Zip _____

Job Title _____ Supervisor _____ Phone Number _____

Salary \$ _____ Hrly () Annual () Reason for leaving? _____

Description of Duties _____

Applicant's Initials _____

INDEPENDENCE POLICE DEPARTMENT

EMPLOYMENT (Cont'd)

From _____ To _____ Name of Employer _____

Street _____ City _____ State _____ Zip _____

Job Title _____ Supervisor _____ Phone Number _____

Salary \$ _____ Hrly () Annual () Reason for leaving? _____

Description of Duties _____

From _____ To _____ Name of Employer _____

Street _____ City _____ State _____ Zip _____

Job Title _____ Supervisor _____ Phone Number _____

Salary \$ _____ Hrly () Annual () Reason for leaving? _____

Description of Duties _____

From _____ To _____ Name of Employer _____

Street _____ City _____ State _____ Zip _____

Job Title _____ Supervisor _____ Phone Number _____

Salary \$ _____ Hrly () Annual () Reason for leaving? _____

Description of Duties _____

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INDEPENDENCE POLICE DEPARTMENT

EMPLOYMENT (Cont'd)

From _____ To _____ Name of Employer _____

Street _____ City _____ State _____ Zip _____

Job Title _____ Supervisor _____ Phone Number _____

Salary \$ _____ Hrly () Annual () Reason for leaving? _____

Description of Duties _____

From _____ To _____ Name of Employer _____

Street _____ City _____ State _____ Zip _____

Job Title _____ Supervisor _____ Phone Number _____

Salary \$ _____ Hrly () Annual () Reason for leaving? _____

Description of Duties _____

From _____ To _____ Name of Employer _____

Street _____ City _____ State _____ Zip _____

Job Title _____ Supervisor _____ Phone Number _____

Salary \$ _____ Hrly () Annual () Reason for leaving? _____

Description of Duties _____

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INDEPENDENCE POLICE DEPARTMENT

PRIOR APPLICATIONS

Have you previously **applied** with any other law enforcement agency or the Independence Police Department? Yes () No () If yes, list:

Date_____ Agency_____ Status_____

Date_____ Agency_____ Status_____

Date_____ Agency_____ Status_____

Have you ever had a background investigation done by this or any other agency? Yes () No ()
If yes, list:

Year_____ Agency_____ Backgrounder's Name_____

Year_____ Agency_____ Backgrounder's Name_____

Year_____ Agency_____ Backgrounder's Name_____

MILITARY STATUS

Have you ever served in the military services of the United States? Yes () No ()
If yes, complete the following:

Branch_____ Dates_____ Military Installation_____

City_____ State_____ Country_____

Branch_____ Dates_____ Military Installation_____

City_____ State_____ Country_____

Branch_____ Dates_____ Military Installation_____

City_____ State_____ Country_____

While in the military, were you ever charged with an offense which resulted in a trial by deck court or by summary, special or general court martial; or resulted in an Article 15 or company punishment?

Yes () No ()

If yes, explain:

Applicant's Initials_____

INDEPENDENCE POLICE DEPARTMENT

CRIMINAL HISTORY

NOTE: Any information of a criminal nature provided herein and/or otherwise during your background investigation with Independence Police Department may be reported to the appropriate authorities.

Have you ever been **cited** for, **arrested, charged, indicted** or **convicted** of any **criminal** or **traffic** violations other than parking citations? Yes () No ()

Has your driver's license **ever** been suspended or revoked? Yes () No ()

TRAFFIC VIOLATIONS

List the date, place and full details of each incident below (an arrest or conviction record will not necessarily disqualify you for employment):

Date_____ City/State_____ Country_____
Details of Traffic Citations/Dispositions_____

Date_____ City/State_____ Country_____
Details of Traffic Citations/Dispositions_____

Date_____ City/State_____ Country_____
Details of Traffic Citations/Dispositions_____

TRAFFIC ACCIDENTS

List the date, place and full details of each incident below:

Date_____ City/State_____ Country_____
Details of Accidents (Injury/Non-Injury) _____

Date_____ City/State_____ Country_____
Details of Accidents (Injury/Non-Injury) _____

Date_____ City/State_____ Country_____
Details of Accidents (Injury/Non-Injury) _____

ARRESTS/OFFENSES – Juvenile and Adult

List any time you have been contacted by law enforcement and law enforcement has taken your information.

Date_____ City/State_____ Country_____
Details of Arrests/Offenses/Disposition – was only a report written? Deferred prosecution? _____

Date_____ City/State_____ Country_____
Details of Arrests/Offenses/Disposition – was only a report written? Deferred prosecution? _____

Date_____ City/State_____ Country_____
Details of Arrests/Offenses/Disposition – was only a report written? Deferred prosecution? _____

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INDEPENDENCE POLICE DEPARTMENT

CRIMINAL HISTORY (Cont'd)

If your name appears in Case.net, what name will it appear under? _____

Have you ever been involved in any civil court proceedings? Yes () No ()

If yes, please list:

_____	vs. _____	Year _____	State _____
_____	vs. _____	Year _____	State _____
_____	vs. _____	Year _____	State _____

Have you ever been named in any legal restraining order (by spouse/romantic partner, employer, etc.)?

Yes () No () If yes:

List Date(s) _____ Reason(s) _____

List Date(s) _____ Reason(s) _____

Have you ever viewed child pornography (Internet, Magazines, Movies, Other Media, etc.)?

Yes () No () If yes:

List Date(s) _____ How Often? _____

List Date(s) _____ How Often? _____

In your lifetime, either as an adult or juvenile, have you ever committed a crime for which you were not caught? Yes () No () If yes:

Describe _____

List all incidents in which you were a defendant, complainant or a witness in a criminal, civil, juvenile court proceeding, an administrative or investigative hearing by a City, County, State, Federal Agency or a Grand Jury other than in the performance of duties as a police officer:

Applicant's Initials _____

INDEPENDENCE POLICE DEPARTMENT

ILLEGAL DRUG USE

Have you ever used any of the **illegal** drugs listed below experimentally or recreationally in your lifetime?
 Yes () No ()

Please complete the following information by writing your responses in the spaces below each inquiry specific to each illegal drug listed (including prescription drugs used illegally).

Deliberate inaccuracies, omissions or minimizing may be grounds for automatic disqualification from further testing and employment.

Illegal Drugs Used	Indicate whether you have used any illegal drug(s) listed below by marking a "Y" in the appropriate box.	List number of times the drug(s) were used illegally .	List month(s) and year(s) the illegal drug(s) were used.
Cannabis Substances - Marijuana, Hashish, Hashish Oil, K2, etc.			
Stimulants - Cocaine, Crack, Rock, Crank, Crystal, Angel Dust, Speed, Ice, Amphetamines, Methamphetamines, Glass, etc.			
Club Drugs - Ecstasy, MDMA, Ketamine, GHB, Rohypnol, etc.			
Hallucinogens - LSD, PCP (Phencyclidine), Peyote, Mushrooms (Psylocybin), Mescaline, etc.			
Narcotics - Codeine, Opium, Morphine, Heroin, etc.			
Depressants - Tranquilizers, Barbiturates, Methaqualone, Benzodiazepines, etc.			
Inhalants - Aerosols, Spray Paint, Gasoline, Khat, Whippits (Nitrous Oxide), Butane, etc.			
Pharmaceuticals <u>NOT</u> prescribed to you by a doctor - Oxycontin, Oxycodone, Vicodin, Ritalin, Methcathinone, Steroids (injection or pills), etc.			

Applicant's Initials _____

INDEPENDENCE POLICE DEPARTMENT

MISCELLANEOUS

Can you perform the essential job duties of this position with or without reasonable accommodations?

Yes () No ()

If no, explain: _____

Please provide any additional information regarding your background, other than medical, that your background investigator should be aware of:

VERIFYING DOCUMENTS

A **clear photocopy** of the following documents must be provided when you return this Personal Information Packet to the Independence Police Department.

1. Driver's License.
2. Copy of your high school diploma or G.E.D.
3. Resume, if not submitted on-line with application.

RETURN PACKET TO THE INDEPENDENCE POLICE DEPARTMENT

223 N. MEMORIAL

INDEPENDENCE, MO 64050

Sunday – Saturday 6am – 12am (Midnight)

Applicant's Initials _____