

OFFICE OF THE MAYOR
Diane Bendekovic,
Mayor

HUMAN RESOURCES
Margie Moale,
Director



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Lynn Stoner

CITY OF PLANTATION **POLICE OFFICER APPLICANTS** **QUALIFICATION/INFORMATION SHEETS**

CERTIFIED POLICE OFFICERS
SALARY RANGE: \$54,968 - \$80,306

UNCERTIFIED POLICE OFFICERS
\$14.62 per hour
while attending Police Academy (5 months)
plus 12.5 hours overtime/bi-weekly.

This is general Police work in the protection of life and property through the enforcement of laws and ordinances. Police officers perform work in accordance with departmental rules and regulations and receive assignments and instructions from Police personnel of higher ranks.

The City of Plantation has a population of 84,955 and is 22.8 square miles. The Police Department consists of 173 certified officers and 100 full-time civilians.

The following information is provided to you in anticipation of your application for the position of Police Officer with the City of Plantation. It is essential that you review this information carefully before completing the application. Your application and background information book MUST be completed in your own handwriting and required documents MUST be attached. When listing schools, employers and references, provide "complete" addresses (street address, city, state, zip code and telephone number.) Incomplete applications will NOT be processed. The Employment Application, Background Book and information you submit to the Human Resources Department will remain active for one (1) year from the date you applied.

The Police Department has constantly maintained the highest standards in the selection of personnel who will represent the City of Plantation. All applicants for the Plantation Police Department should be aware of these standards and the phases of the selection process before attempting to qualify for the position.

If you have any questions regarding the process, contact the City of Plantation, Human Resources Department at (954) 797-2240, Mailing Address: 400 NW 73 Avenue, Plantation, FL 33317.

09/2011

QUALIFICATIONS:

To apply for the position of Police Officer (certified or non-certified) applicants **MUST** meet the following requirements:

1. Must be a U.S. citizen past the 19th birth date as of the date of application.
2. Currently possess, or be eligible to obtain, a Florida driver's license with an overall good driving record. No single suspension of driver's license within the past two (2) years and more than two (2) suspensions within the past five (5) year history (except if suspension was due to insurance error or clerk of court error).

Any of the following convictions or admissions may be grounds for disqualification from the hiring process:

- *DUI or DWI
- *Leaving the scene of an accident (with or without injury)
- *Failure to report an accident involving injuries
- *Failure to render aid at an accident
- *Vehicular homicide
- *Fleeing or eluding a Police Officer
- *Reckless driving
- *Three (3) moving violations committed during any 12 month period within Five (5) years of application date
- *More than 2 license suspensions during a 5 year period
- *Any more than 5 moving violations in past 5 years
- *An applicant who shows a history of "at fault" accidents
- *Any failure to disclose any Driver's License information without reasonable explanation

3. Associates Degree, **or** 60 semester hours (with minimum 2.0 GPA) **or** 90 quarter hours (with minimum 2.0 GPA) of college course work **and/or** an honorable discharge from service in the U.S. Armed Forces **and/or** related law enforcement work experience.
4. **NEVER** have been convicted of a felony or other crime, which would indicate a lack of good moral character.
5. Required to take and successfully pass the following tests given through Broward College Criminal Justice Institute:
 - Criminal Justice Basic Abilities Test (CJ BAT Test) and achieve a preferred passing score of 80%
 - T.A.B.E. test with a preferred score of 12.9 in each section (Math, Reading, Language and Spelling)
 - Basic Motor Skills Test
 - Swim Test

DOCUMENTS REQUIRED TO APPLY:

(Applications, which do not include all documents specified below **will not** be processed)

1. Birth Certificate
2. High School Diploma **or** G.E.D. certificate recognized by the State of Florida (G.E.D. transcript of test results required)

3. "Official" College transcript indicating an Associates Degree, or 60 semester hours (with minimum 2.0 GPA) or 90 quarter hours (with minimum 2.0 GPA) of college course work and/or an honorable discharge from service in the U.S. Armed Forces and/or previous sworn law enforcement work experience.

NOTE: Official transcripts can be mailed directly to the City of Plantation,
Human Resources Department, 400 NW 73 Avenue, Plantation, Florida 33317

4. Social Security Card (with current name)
5. Driver's License (current name/address)
6. Test results of the Criminal Justice Basic Abilities Test (CJ BAT Test) (T.A.B.E.); Basic Motor Skills test and Swim test from Broward College Criminal Justice Testing Center.

Additional documentation, if applicable:

1. College/University and/or Vocational Diploma and official transcripts which should be mailed directly to the City of Plantation, Human Resources Department, 400 NW 73 Ave., Plantation, Florida 33317
2. DD 214, reflecting character of service or Statement of Non-Military Service
3. All legal documents indicating all name changes, including, but not limited to:
 - Marriage License
 - Divorce Decree
 - Court documents indicating name change
4. If a naturalized citizen, original naturalization papers must be shown at the Human Resources Department. DO NOT copy Certificate of Naturalization (Federal Offense).
5. State Police Standards Certificate: State certification as a Police or Corrections Officer including certificates, diplomas, grade reports, transcripts and curricula, which will be used to evaluate for equivalency of training.
6. If you have ever been arrested or charged with any crime as an adult, a copy of the court's disposition **MUST** be included with the application.

TESTING SELECTION PROCESS:

It is a necessary requirement and policy that applicants for the position of Police Officer pass all of the pre-employment tests. Please keep in mind that the testing process may take up to one (1) year. If you fail any part of our testing selection, your application will not be processed further. However, you are eligible to reapply one year from the date on which you failed part of our testing procedures, unless otherwise stated.

All applicants are required to take and successfully pass the following tests given through Broward College Criminal Justice Institute:

Basic Abilities Test Criminal Justice Basic Abilities Test (CJ BAT Test) and achieve a preferred
(CJ BAT Test) passing score, which is 80%.

T.A.B.E. T.A.B.E. test with a preferred score of 12.9 in each section – Math, Reading, Language and Spelling (**NOTE:** Please notify the Testing Center that the testing is for the City of Plantation Police Department.)

Basic Motor Skills Swim Test: Basic Motor Skills Test and Swim Test
PLEASE NOTE: In order to participate in the Basic Motor Skills Test, Broward College Criminal Justice Institute requires you to present a properly completed and signed "PHYSICIAN'S STATEMENT" form, completed by a physician licensed to practice medicine in the State of Florida. The physical examination must be within 90 days of the date of the Basic Motor Skills Test.

You **MUST** submit a copy of the verification of test scores along with your application to the Human Resources Department no later than October 14, 2011. Please contact Broward College at (954) 201-6931 to make arrangements to participate in the testing. Or go to <http://www.broward.edu/ips/> then click on "Testing Center" for testing information.

Application Screening: Applications are reviewed to determine if applicants meet the Police Department's minimum standards.

Oral Board Only applicants who meet the Police Department's minimum standards will be considered for an oral board interview.

Interview: The following steps in the examination process may NOT be repeated unless the unsuccessful candidate receives written approval from the Chief of Police:

Polygraph Examination: Prior to the polygraph examination being administered, a conditional job offer is presented. The extensive pre-employment polygraph examination will concern the applicant's honesty and integrity. Areas of questioning will include, but not be limited to:

1. Any past criminal activity on the part of the applicant.
2. Completeness and truthfulness of all statements made during the selection process.
3. Any past or present use or sale of illegal drugs/narcotics.

Background Investigation Applicants will be required to sign a Background Investigation release form for a social security check. As part of the selection process, the background investigation is one of the most important tools for evaluating the qualifications of an applicant. A thorough background investigation will yield job-relevant information concerning an individual's past behaviors, experience, education, performance and other critical factors important in the overall selection process. The background investigation is utilized in conjunction with other screening criteria, which are equally important in determining applicants that best meet the needs of the Plantation Police Department.

The background investigation may include but is not limited to the following:

- Criminal conduct
- Moral Turpitude
- False Information
- Employment History/Credit Check
- Moral Character
- Military Service Record

Psychological
Evaluation:

The in-depth psychological evaluation will test the applicant's ability to perform under stress and his or her general mental and emotional suitability for this position.

Medical
Examination
Drug Testing:

Prior to being employed, applicants will be examined by a physician designated by the City. Applicants whose physical and condition is found by the physician to be such that they are unable to perform the essential functions of the position or that they would pose a direct threat to their own safety or that of others will have their conditional job offer revoked.

The medical examination also includes drug and alcohol testing of all applicants who are being considered for a position with the City. If testing indicates that traces of drugs or controlled substances are present in an applicant's blood or urine and such drugs have not been obtained and taken as directed by a valid prescription, an applicant's conditional job offer will be revoked.

Personal
Interview:

Applicants who complete the preceding steps will be scheduled for a personal interview with the Chief of Police.

NOTE: The above information is subject to change without prior notice.

*Equal Opportunity Employer
Drug Free Workplace*

CITY OF PLANTATION
POLICE OFFICER
BENEFITS/EMPLOYMENT INFORMATION

CONTRACT

All Police Officer applicants hired by the City of Plantation are required to sign a two (2) year contract. The contract states that if the applicant should leave the City of Plantation's police force anytime between the signing of the agreement and 24 months from State Certification as a Police Officer, he/she agrees to reimburse the City the expenses the department incurred in hiring and training the applicant.

PROBATIONARY PERIOD

A probationary Police Officer must successfully pass Florida Police Standards and Training Commission Police Officer Academy and successfully pass the Police Officer State Certification Examination. ALL new employees serve a one (1) year probationary period from date of appointment as Police Officer.

PAY CHECK

Issued bi-weekly on every other Friday; Direct Deposit is mandatory for all new employees with a Credit Union or Banking Institution.

INSURANCE COVERAGE

Life and Accidental	One times Annual Earnings, rounded to the next higher Death and Dismemberment \$1,000. (Policy paid for by the City). Maximum of \$50,000.
Hospitalization, Major Medical Dental and Vision	Coverage fully paid for individual employee. Dependent Coverage: Employee pays portion of cost. Spouses may participate if they meet eligibility criteria.
Police Officer's Accidental Death and Dismemberment	\$167,505 death and dismemberment policy for Police Officers. (Policy paid for by the City.) While at work only.
Long Term Disability	Available for the first five (5) years of employment. 60% of monthly salary/\$5,000 max.

RETIREMENT

While in an uncertified Police Officer status, mandatory contribution of 4 % of salary to the General Employee's Pension Plan. Upon achieving a certified Police Officer status, mandatory contribution of 8% total cash remuneration with up to 300 hrs overtime, excluding special duty pay and unused sick leave. Completion of 20 yrs of credited service regardless of age. Normal Retirement Benefits: 3% of average monthly wage of highest 5 years times number of years of credited service.

HOLIDAYS

Eleven paid holidays per year as declared by City Council each year.

PERSONAL DAY

All full-time employees will be given the benefit of one (1) personal day per calendar year. Cannot be used until employed 6 months; can only be used with your Department Head's approval; cannot be carried over from one year to the next.

SAFE DRIVING DAYS

Two days per year - non-cumulative

SICK LEAVE

13 days per year

Accrues 4 hours at end of each bi-weekly pay period. Maximum accrual is 480 hours.

ANNUAL LEAVE

<u>Completed Years of Service with the City</u>	<u>Days Earned</u>
0 – 5 years of service	13 days per year
6 – 10 years of service	16.25 days per year
11 – 15 years of service	19.5 days per year
16 – 20 years of service	22.75 days per year
Over 20 years of service	26 days per year

Maximum accrual is 240 hours

NOTE: Not entitled to use annual leave until employed 6 months

FUNERAL LEAVE

3 consecutive days

JURY DUTY

Paid full salary - all fees received, excluding mileage, must be turned over to the City.

UNIFORM ALLOWANCE

Plain clothes - \$750 a year

Uniformed Officers - \$250 a year (dry-cleaning)

EDUCATIONAL REIMBURSEMENT

City reimburses 100% tuition and required books for pre-approved courses that obtain Grades "A or B"; 75% tuition reimbursement for grade "C"; paid at state rate unless class is not otherwise available; eligible for benefit after one year as certified Police Officer.

DEFERRED COMPENSATION

Made available to employees through payroll deduction upon employee's request.

ADDITIONAL INSURANCE

Whole life

Supplemental Term Life

Enhanced Vision

AFLAC

Made available to employees through payroll deduction upon employee's request.

NOTE: The above information is subject to change without prior notice.

09/2011



CITY OF PLANTATION, FLORIDA
 Application for Employment
 Human Resources Department
 400 NW 73rd Avenue, Plantation, Florida 33317
 Telephone (954) 797-2240
 Website: www.plantation.org

Please note: Applications are accepted only for current open positions. Should you wish to do so, you may attach addendum to your application (i.e. resume, certification, or license) at the end of the application form.

I would like to apply for the following positions:

1.
2.
3.
4.
5.
6.

Are you claiming Veteran's Preference? Yes No. If yes, please complete Page 6 (Veteran's Preference Claim Form) and you must submit a copy of DD214 at time of application.

I am interested in Full-time Part-time Temporary Seasonal / Summer

The City of Plantation collects your Social Security Number for the following purposes: Classification of Accounts; Identification and Verification; Credit Worthiness; Billing and Payments; Data Collection, Reconciliation, Tracking, Benefit Processing, Tax Reporting, and to initiate and process applicant or employee background checks to include consumer reports, educational institutions, government agencies, companies, corporations, and credit reporting agencies in compliance with the Fair Credit Reporting Act; and for Drug Screening Identification.

Name
 Last First Middle Maiden

Social Security Number

Address

Apt

City, State, Zip

Home Phone Number Other (Cell, Beeper)

Email Address

Are you a U.S. Citizen? Yes No If not, you will need to provide documents authorizing work in the U.S.A.

Have you previously applied for employment with the City of Plantation? Yes No

If yes, state position and date:
Position Date

Have you ever been employed by the City of Plantation? Yes No

If yes, give dates and position:

State names / relationships of relatives or any person in your same household employed by the City of Plantation.

Have you **ever** been arrested, received a Notice to Appear, been charged, convicted, pleaded Nollo Contedere or pleaded guilty to **any** criminal violation? Yes No

If yes, please give details and disposition.

Note: Be sure you respond accurately, providing all requested information. Failure to disclose requested details will be counted as an omission of relevant facts.

Have you ever been accused of a civil action or wrongful injury, assault and/or battery? Yes No

If yes, please describe the outcome of the situation.

Note: Be sure you respond accurately, providing all requested information. Failure to disclose requested details will be counted as an omission of relevant facts.

If you do not have a driver's license, check this box.

Drivers License #

Class Endorsements

State Expiration Date

EMPLOYMENT HISTORY

Begin with your present or most recent employment, including self-employment, part-time employment, and military service. Describe your paid work experiences for at least the past 10 years or, if applicable, list your past three (3) employers. Attach addendum if needed to complete this section.

May we contact your present employer(s)? Yes No

Employer Name	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>	Duties and Responsibilities	<input type="text"/>
City / State/ Zip	<input type="text"/>		
Telephone	<input type="text"/>		
Supervisor Name	<input type="text"/>	Supervisor Title	<input type="text"/>
Reason for leaving	<input type="text"/>	Presently employed	<input type="radio"/> Yes <input type="radio"/> No
Employed Dates	From <input type="text"/>	To	<input type="text"/>
Final Salary	<input type="text"/>	<input type="radio"/> Yearly <input type="radio"/> Monthly <input type="radio"/> Weekly	
		<input type="radio"/> Bi-weekly <input type="radio"/> Semi-monthly <input type="radio"/> Other	

Employer Name	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>	Duties and Responsibilities	<input type="text"/>
City / State/ Zip	<input type="text"/>		
Telephone	<input type="text"/>		
Supervisor Name	<input type="text"/>	Supervisor Title	<input type="text"/>
Reason for leaving	<input type="text"/>	Presently employed	<input type="radio"/> Yes <input type="radio"/> No
Employed Dates	From <input type="text"/>	To	<input type="text"/>
Final Salary	<input type="text"/>	<input type="radio"/> Yearly <input type="radio"/> Monthly <input type="radio"/> Weekly	
		<input type="radio"/> Bi-weekly <input type="radio"/> Semi-monthly <input type="radio"/> Other	

Employer Name	<input type="text"/>	Position	<input type="text"/>
Address	<input type="text"/>	Duties and Responsibilities	<input type="text"/>
City / State/ Zip	<input type="text"/>		
Telephone	<input type="text"/>		
Supervisor Name	<input type="text"/>	Supervisor Title	<input type="text"/>
Reason for leaving	<input type="text"/>	Presently employed	<input type="radio"/> Yes <input type="radio"/> No
Employed Dates	From <input type="text"/>	To	<input type="text"/>
Final Salary	<input type="text"/>	<input type="radio"/> Yearly <input type="radio"/> Monthly <input type="radio"/> Weekly	
		<input type="radio"/> Bi-weekly <input type="radio"/> Semi-monthly <input type="radio"/> Other	

Explain any gaps in work history listed on page 3.

Have you ever been fired, forced to resign, or resigned in lieu of termination? Yes No

If yes, please explain.

List all special skills, computer programs, office machines, equipment, tools, etc., you are familiar in using.

EDUCATION AND SPECIAL TRAINING DATA

High School or GED

Name Year Completed

Address

Degree Major

Check Highest Grade Completed: 9 10 11 12

College / University

Name Year Completed

Address

Degree Major

From Year To Year

College / University

Name Year Completed

Address

Degree Major

From Year To Year

Special Training School

Name Year Completed

Address

Licenses or Certificates

From Year To Year

REFERENCES

Please list three (3) references. (Not former employers or relatives).

Name Telephone Number

Address, City, State, Zip

Name Telephone Number

Address, City, State, Zip

Name Telephone Number

Address, City, State, Zip

VETERANS' PREFERENCE CLAIM FORM

Instructions: Complete ONLY if you are claiming Veterans' Preference.

Subsection 1.01(14) Florida Statute defines the term "Veteran" as one who has served in the active military and who is discharged UNDER HONORABLE conditions, notwithstanding any action by the Department of Veterans' Affairs on individuals discharged or released with "Other than Honorable" discharges. To receive benefits as a wartime veteran, a veteran must have served at least 1 day during one of the following periods:

(DOCUMENTATION OF SUCH SERVICE MUST BE PROVIDED AT TIME OF APPLICATION)

Please check the appropriate statement as it applies to you:

- World War II: December 7, 1941 to December 31, 1946
- Korean Conflict: June 27, 1950 to January 31, 1955
- Vietnam Era: February 28, 1961 to May 7, 1975
- Persian Gulf: August 2, 1990 to January 2, 1992
- Operation Enduring Freedom: October 7, 2001 to Present
- Operation Iraqi Freedom: March 19, 2003 to Present
- A Veteran who has served in a Campaign or Expedition for which a qualifying Campaign Badge has been authorized: including any Armed Forces Expeditionary Medal or the Global War on Terrorism Expeditionary Medal.

Also, please check the following appropriate statement as it applies to you.

- * A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans' Affairs, or
- * The spouse of a veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power, or
- A veteran of any war who has served on active duty for one day or more during a wartime period, excluding active duty for training, and who was discharged under honorable conditions from the Armed Forces of the United States of America, or
- * The un-remarried widow or widower of a veteran who died of a service-connected disability.
- A Veteran who has served in a Campaign or Expedition for which a qualifying Campaign Badge has been authorized: including any Armed Forces Expeditionary Medal or the Global War on Terrorism Expeditionary Medal.

* A STATEMENT OF DISABILITY CERTIFICATION FORM FROM THE DEPARTMENT OF VETERANS' AFFAIRS MUST BE SUBMITTED AT THE TIME OF APPLICATION.

Yes No I am claiming Veterans' Preference. Please attach DD214 form, Member 4 copy of equivalent showing Character of Service.

Yes No Are you a resident of the State of Florida? (Veterans' Preference is only available to Florida residents.)

If active service:

Date of Entry: _____ Date of Discharge: _____

Branch of Service: _____ Social Security Number: _____

Signature: _____ Date: _____

If an applicant claiming Veterans' Preference for a vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs, Mary Grizzle Office Building, 11351 Ulmerton Road, Largo, FL 33778. A complaint must be filed with the Florida Department of Veterans' Affairs within 21 days of the applicant receiving notice of the hiring decision made by the employing agency or within 3 months of the date of application if no notice given.

The City of Plantation complies with State Statutes on Veterans' Preference and Federal Statutes on non-discrimination on the basis of race, color, sex, religion, national origin, age, disability or marital status. For additional information on Veterans' Preference, the following link is provided as a public service: <http://www.floridavets.org/benefits/veteranspref.htm>.

APPLICANT'S STATEMENT

I hereby certify that all statements made in this application are true and complete. Further, I understand that misrepresentation or omission of information by me shall serve as a basis for termination of my employment with the City of Plantation. Permission is granted to the City of Plantation to investigate and verify any information provided on this and successive documents completed for purposes of employment consideration. In return for consideration of my application, I release any person who provides information pertaining to me from all claims or liabilities that might otherwise result from such information or opinions. I understand that if I am employed by the City of Plantation that some potential employer may in the future contact the City concerning my work record and performance at the City. I hereby consent to and authorize persons employed by the City to divulge any and all information they consider to be relevant to any person representing themselves to be an employer of mine or a potential employer of mine with respect to my work record and performance of my job at the City of Plantation.

Signature of Applicant Date

AN EQUAL OPPORTUNITY / DRUG FREE WORKPLACE EMPLOYER

RELEASE TO PROCURE CONSUMER REPORT

I understand that in connection with my Application for Employment with the City of Plantation certain background information contained in a consumer report may be obtained in addition to my driving record and/or criminal background. I also understand that I have the right to decline authorization for the City of procure a consumer report concerning me, but by doing so, I will not be considered further for employment.

Position(s) applied for

Position 1

Position 2

Position 3

Position 4

Position 5

Position 6

- I authorize the City of Plantation to procure a consumer report concerning me.
- I do not authorize the City of Plantation to procure a consumer report concerning me.

Signature of Applicant Date

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THE CITY OF PLANTATION
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Plantation is committed to the concept of equal employment opportunity as a fundamental element of the City's employment principles. To reaffirm this, it is the practice of the City of Plantation to

- prohibit discrimination in all phases of employment because of race, color, creed, religion, national origin, sex, age, political affiliation, handicap, disability, or other non-merit factors (except where such factor is a bona fide occupational qualification or required by state and/or federal law),
- ensure that all decision in all phases of employment are based to further the principle of equal employment for all persons.

EQUAL EMPLOYMENT OPPORTUNITY DATA GATHERING

NOTICE: This information will not be kept with your Application for Employment. It is being gathered as data necessary under Equal Employment Opportunity.

Date

Positions Applied For:

Name

Female Male

Address

City State Zip Code

Date of Birth Social Security Number

Veteran Yes No

Check One White Black Hispanic Asian American
 American Indian / Alaskan Native

How did you first learn about this position? (Check one)

- Newspaper Ad Name of Newspaper
- Walk-In or Write-In
- City of Plantation Job Bulletin
- Professional Journal or Publication
- Internet
- City of Plantation Web Site
- City of Plantation Job Line
- Other (Specify)

**TO BE COMPLETED BY APPLICANTS NOT CLAIMING
MILITARY BACKGROUND**

STATEMENT OF NON-MILITARY SERVICE

This is to certify that I, _____, have never been a member of any branch of the U.S. Military Service and, accordingly, have never received any type of discharge from any of the Armed Forces of the United States.

NOTICE: This document shall constitute an official statement within the purview of SECTION 837.06. Florida Statutes, and is subject to verification by the employing agency and/or the Criminal Justice Standards and Training Commission. Any intentional omission when submitting application or false execution of this affidavit shall disqualify you from employment as a police officer.

Signature

Date

The foregoing instrument was acknowledged before me this _____ day of _____ 2011, by _____, who is personally known to me or who has produced _____ as identification and who did take an oath.

Signature of Notary Public

Name of Notary taking acknowledgement and
Stamp/Seal

**CITY OF PLANTATION
POLICE DEPARTMENT**

BACKGROUND INFORMATION

Read every question carefully and ANSWER EACH QUESTION ACCURATELY AND COMPLETELY, include work and home numbers and zip codes. An applicant may be disqualified from further processing if he/she intentionally makes a false statement of a material fact, practices or attempts to practice any deception or fraud in his/her application, in his/her examination, or in his/her appointment. ALL ENTRIES, EXCEPT SIGNATURE, MUST BE PRINTED LEGIBLY WITH PEN AND INK. If space provided is not sufficient for complete answers or you wish to furnish additional information, use page 8 and number answers to correspond with questions.

Position applied for: _____ Date: _____

I – PERSONAL DATA

1. Name _____
Last First Middle

2. List all other names you have used, including nicknames or aliases:

3. Social Security #: _____ Date of Birth: _____

4. Place of Birth: City: _____ State: _____ Country: _____

5. Age: _____ Sex: _____ Race: _____ Weight: _____ Hair Color: _____ Eye Color: _____

6. Home Telephone Number () _____ Alternate Telephone Number () _____

7. Present Address: _____
Street No./Name Apt. #

_____ City State Zip Code

8. How long have you lived at this address: _____

9. Give your home address for the past ten years, excluding your present address: (if you rent, give name, etc. of landlord)

MONTH AND YEAR

LOCATIONS

From	To	Street	City	State
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

II – RELATIVES

10. All applicants must give complete information concerning their relatives. Even though a relative is deceased, give all the information requested and indicate last residence and year of death. Include step-brothers and sisters, half-brothers and sisters. If you have step-parents, legal guardians or others who, instead of your parents raised you, the requested information should be furnished concerning them as well as your real parents.

COMPLETE NAME (NO INITIALS) AND COMPLETE ADDRESS		OCCUPATION AND NAME AND ADDRESS OF FIRM WHERE EMPLOYED	
<u>FATHER</u>		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>MOTHER</u> (Include Maiden Name)		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>STEP-FATHER</u>		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>STEP-MOTHER</u> (Include Maiden Name)		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>SPOUSE</u> (Wife's Maiden Name)		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>FATHER-IN-LAW</u>		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>MOTHER-IN-LAW</u>		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>BROTHERS/SISTERS</u>		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>BROTHERS/SISTERS</u>		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>BROTHERS/SISTERS</u>		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

<u>BROTHERS/SISTERS</u>		Occupation	Number of Years Employed
Address		Employer's Name/Address	
Date of Birth	Telephone Number ()		

III – EDUCATION

11. List all the schools, colleges and business schools, in the order attended:

FROM	TO	SCHOOL	COMPLETE ADDRESS	DATE OF COMPLETION

12. If no High School Diploma was received, do you have a High School Equivalent Certificate (GED)?

Yes No Date Issued: _____

If Yes, who issued the Certificate? _____

13. If you attended college, please indicate your: Major _____ Minor _____

What degree if any, was conferred? _____

If no degree was conferred, indicate total hours earned: _____

14. Were you ever dismissed from a school or college, or was any other disciplinary action, including scholastic probation, ever taken against you? Yes No If “yes”, indicate below:

_____ School or College _____ Date _____ Type of Action

15. Have you ever applied for employment with this agency, any other police department, or fire department, or any other governmental agency? Yes No

If yes, give details, position(s) sought, date and agencies, and current processing status with each.

16. Have you had any training in law enforcement? Yes No If yes, give details:

27. Are you now or have you ever been a member of any Reserve or National Guard Organization? Yes No

If yes, give details: _____

28. Are you required to attend military training meetings? Yes No

If yes, check one: Weekly Semi-mo. Monthly Annual

If Annual, how long a period: _____

29. What is the terminal date of your reserve obligation: _____

30. If you were enrolled in specialist schools in the Armed Forces, specify the military school, length of time attended and type of study:

31. Have you ever served in a military organization of any foreign government? Yes No

If yes, give details: _____

32. List all commendations and citations awarded you as a member of the Armed Forces: _____

V – REFERENCES

33. Give three references (**not relatives, former employers, fellow employees, or school teachers**) who are responsible adults of reputable standing in their communities, such as householders, property owners, business or professional men or women, who have known you well during the past five years.

A.	_____	_____
	Complete Name	Years Known
	_____	() _____
	Residence Address	Telephone Number
_____	() _____	
Business Address	Telephone Number	

Occupation		

B.	_____	_____
	Complete Name	Years Known
	_____	() _____
	Residence Address	Telephone Number
_____	() _____	
Business Address	Telephone Number	

Occupation		

C.	_____	_____
	Complete Name	Years Known
	_____	() _____
	Residence Address	Telephone Number
_____	() _____	
Business Address	Telephone Number	

Occupation		

34. Provide three social acquaintances in your own age group:

A.	_____	_____
	Complete Name	Years Known
	_____	()
	Residence Address	Telephone Number
	_____	()
	School or Business Address	Telephone Number

	Occupation	

B.	_____	_____
	Complete Name	Years Known
	_____	()
	Residence Address	Telephone Number
	_____	()
	School or Business Address	Telephone Number

	Occupation	

C.	_____	_____
	Complete Name	Years Known
	_____	()
	Residence Address	Telephone Number
	_____	()
	School or Business Address	Telephone Number

	Occupation	

35. Are you now or have you ever been a member of any communist, fascist, foreign or domestic organization, association, movement, group or combination of persons which has adopted or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional or unlawful means?

Yes No

If yes, explain fully: _____

36. Have you paid, promised to pay, or given any money, material, service or consideration to any person, directly or indirectly, for any recommendation, service or influence promised toward procuring your appointment to this department?

Yes No

If yes, explain fully: _____

37. Do you have any knowledge or information, in addition to that specifically called for in the preceding questions, which is or which may be relevant, directly or indirectly, in connection with an investigation of your eligibility or fitness for appointment to the Police Department; including, but not limited to, knowledge or information concerning your character, employment, education, subversive activities, family, associations, criminal record, traffic violations, residence or otherwise?

Yes No

If yes, explain fully: _____

8. Were you ever arrested, detained or taken into custody in this State, in any other State, in military service, or elsewhere; or were you ever investigated by the police? Yes No

If yes, how many times, excluding parking and other traffic violations? _____

9. Indicate below all arrests, including juvenile arrests:

DATE	VIOLATION (ACTUAL CHARGE)	LOCATION	COURT DISPOSITION OR SENTENCE	POLICE AGENCY CONCERNED

10. Has any member of your family or close relative (including in-laws) ever been arrested for anything other than traffic violations? Yes No

If yes, give details below:

NAME	RELATIONSHIP	DATE	LOCATION	CHARGE	FINAL DISPOSITION

11. Have you ever been a party (plaintiff or defendant) in a civil action in this State or elsewhere? Yes No

If yes, give details below:

DATE	ACTION OR PROCEEDING	AS A PLAINTIFF, DEFENDANT, PETITIONER, RESPONDENT OR WITNESS	COURT DISPOSITION



Florida Department of Law Enforcement

AUTHORITY FOR RELEASE OF INFORMATION (Background Investigation Waiver)



CJSTC 58

Incorporated by Reference in Rule 11B-27.0022(2)(b), F.A.C.

To: Concerned Person or Authorized Representative of Any Organization, Institution or Repository of Records
APPLICANT'S NAME:
DATE OF BIRTH:

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:

AGENCY REQUESTING BACKGROUND INFORMATION:

ADDRESS:

Having made application for certification or employment as a law enforcement, correctional, or correctional probation officer within the state of Florida, I hereby authorize for one year, from the date of execution hereof, any authorized representative of a Florida criminal justice agency or a Regional Criminal Justice Selection Center bearing this release to obtain any information pertaining to my employment, credit history, education, residence, academic achievement, personal information, work performance, background investigations, polygraph examinations, any and all internal affairs investigations or disciplinary records, including any files that are deemed to be confidential and/or sealed.

I also authorize release of any criminal justice records of arrests, citations, detentions, probation and parole records, or any police reports or other police records in which I may be named for any reason, including any files that are deemed to be juvenile and confidential. I hereby direct you to release this information upon the request of the bearer, whether in person or by correspondence. I further authorize the bearer to make copies of these records.

This release is executed with the full knowledge and understanding that these records and information are for the official use of a Florida criminal justice agency or Regional Criminal Justice Selection Center in fulfilling official responsibilities, which may include sharing the records or information with other criminal justice agencies, Regional Criminal Justice Selection Centers or the State of Florida or release to third parties as may be required by Florida public records laws. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A copy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or copies from my military personnel and related medical records, including a copy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

Section 768.095, F.S., titled Employer Immunity from Liability: disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Applicant's Signature Date

Applicant's Address

AFFIDAVIT

STATE OF COUNTY OF The forgoing instrument was acknowledged before me this date

By: who is personally known

or who has produced identification. Type of identification:

Notary's Signature Print, type, or stamp Commissioned Name of Notary

Notary Seal: Upon witnessing the applicant signing of this affidavit, the notary public shall complete the notary block.