

Houlton Police Department



Background Information

And

Personal History Questionnaire

Name of Applicant: _____

Date: _____

Directions for completing the Employment Background Booklet

1. Read and sign the waiver that immediately follows this page.
2. When completing the Background Booklet please **print clearly** and use black ink only. Make sure to include all contact information for persons (work #'s, cellular #'s, etc, daytime contact #'s)
3. Please complete and sign the set of releases at the end of the Background Booklet. **Do not mail any release forms to the third parties.** Return them along with the Background Booklet to the Houlton Police Department.
4. If there is not enough space to answer a specific question, provide as much information as space permits then continue your response on individual sheets of paper. Include the number of the question and maintain the same format as in the Background Booklet.
5. If a question doesn't not apply to you please write or check N/A (Not applicable)
6. Make sure to include copies of all requested and required documents. Checklist:
 - ___ Birth certificate
 - ___ High School diploma
 - ___ College transcripts
 - ___ Police Academy certificates (If applicable)
 - ___ Military discharge papers and DD214
 - ___ Drivers license and proof of insurance
 - ___ Professional or occupational licenses, permits or certificates
7. Please sign the Background Booklet and the autobiography
8. Make sure all time periods requested in your background are accounted for.

The Houlton Police Department will use the Background Booklet as an investigation aid. Employers and individuals that have become acquainted with you by reason of your residing in different locations and different jobs are often helpful in providing useful information for the background investigation. Persons who know you will be asked to comment on your suitability for employment.

Please respond openly when filling out the Background Booklet. 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 position being sought.

All statements are subject to verification by both an investigation and polygraph examination. (The polygraph exam applies to Police Officer and Dispatcher candidates only.)

Call the **Houlton Police Department** at 207-532-2287 and speak to Chief Timothy B. DeLuca when you have completed the Background Booklet and/or if you have any questions.

SECTION 1: Waiver

As an applicant for employment as a police officer, you are being asked to provide information about yourself that will be used in evaluating your qualifications and suitability for a position with the Houlton Police Department.

Attached are several documents that require your signature and/or personal information about you. You are being asked to sign these documents and complete the information requested in order to permit the Houlton Police Department to fully consider your employment with the Houlton Police Department. You are not legally required to supply any of the data requested or to sign any release and authorizations forms. However, the information is being requested of you for the purposes outlined above. If you cannot provide that information, the Houlton Police Department will be unable to adequately determine your suitability for employment that will, in turn, reduce the chance you may have for consideration as a police officer.

The information that you are being asked to provide is personal in nature. Some is classified as public data and the remaining information is classified as private. The following information is an example of personal data which can be defined as public: your name, value and nature of employer paid fringe benefits, job title, job description, education and employment, work location, work telephone number, honors and awards received, city and county of residence, etc. Public data is available to any person upon request. The remaining data that you provided would generally be considered private information that you would be entitled to have access to. A third party is entitled access to such data only with your consent, pursuant to a court order or statutory provision.

The authorizations for information that you sign and the data you provide may be conveyed to third parties. Considering that they reveal private information, they will be disclosed only to the extent that is necessary to complete this background investigation.

I have read and understand the above

Signature of applicant

Print name

Date

SECTION 2: Personal Information

The following information is requested of you for verification and contact purposes. The Houlton Police Department acknowledges that the requested information is sensitive in nature but it is necessary to perform the various criminal records and background checks. The information furnished cannot be used to discriminate against you per **Title 5 M.R.S.A. Subsection 4551.**

2.1. What is your full name?

Last

First

Middle

2.2. Give any other names you have used or been known by. (If none write N/A)

2.3. Date of birth: _____ Sex: Male ____ Female ____

Height _____ Weight _____ Hair color _____ Eye color _____

2.4. Scars, marks, tattoos or other distinguishing marks?

2.5. Social Security Number: _____

In accordance with the privacy act of 1974, disclosure of this information is voluntary. The Social Security Number will be used for identification purposes to ensure proper records are obtained

SECTION 3: Residence

3.1. Where do you now reside? _____
Street address Apt. #

City County State Zip Code

3.2. Contact Information

Home Phone	
Work Phone	
Cell Phone	
Pager	
Email Address	

3.3. How long have you resided there? _____

3.4. Mailing address if different than #. _____
Street address Apt. #

City County State Zip Code

3.5. Do you own/ rent/ share? _____

3.6. With whom do you reside?

Name & DOB	Relationship	Occupation

3.7. In chronological order, state each and every place in which you have resided during the past ten years, beginning with your present address. Include school and the military.

(List no information prior to your 15th birthday)

From and To: (Month & Year)	Rent / Own (If a rent, Landlord Name and contact #)	Street address,Apt#, City State Zip code

SECTION 4: Citizenship

Each candidate for original appointment to the Houlton Police Department shall be a citizen of the United States of America.

4.1. Are you a citizen? (Please include birth certificate or other documentation)

Yes _____ No _____

Are you a native born or naturalized citizen? (Please check one)

Native Born _____ Naturalized _____

SECTION 5: Family

5.1. Marital status: Single__ Married__ Divorced__ Separated__ Engaged__

5.2. If you are or have been married, complete the following:

Date and location	Spouse name & DOB (include maiden)	Address and contact #'s

5.3 If applicable, list the following information on all separations, annulments or divorces.

Date of order or decree	Issued by (Court, include address and #'s)	Offending party as decreed by law	Reason

Name of steady girlfriend or boyfriend, if applicable: _____

Address City State Zip Contact #s

5.5 Number of children you support? (Including adopted and Stepchildren): _____

5.6 List the names of your spouse, father, mother (Include maiden name), sisters, brothers, and any children not residing with you.

Relationship	Name & DOB	Address & Contact #'s	Occupation

5.7 List the names of three friends and/or associates. Do not include former employers, teachers or relatives. Please give daytime contact numbers if possible.

Relationship	Name & DOB	Address & contact #'s	Occupation

5.8 List any police officers personally known to you and the departments for which they work.

Officer name/ Rank	Department Name and contact #'s

Section 6: Education

6.1 List earliest dates for all schools and colleges you have attended. (Type 1 release)

NAME, ADDRESS & CONTACT #'S	DATE FROM & TO	LAST GRADE OR TERM	DIPLOMA OR DEGREE	GPA AND CREDIT HOURS

6.2. Have you successfully completed the Maine Criminal Justice Academy? Yes ___ No ___
 Pre-Service _____ Full Time _____

Class #: _____ Date of Graduation: _____

6.3. Have you successfully completed any other Law Enforcement Academy? Yes ___ NO ___

Academy Name: _____ Contact #: _____

6.4. List all licenses, special skills, or special machinery) (i.e Intoxilyzer, Radar, Office Equipment, etc.) Operating skills you possess.

License/ Skill/ Machinery	Date of License	License Issued By:

6.5. Have you ever been expelled or suspended from any school, or disciplined by any school official?

Yes _____ No ___ If yes, give details

6.6 List any foreign language in which you have skills and state your proficiency in the skills listed using Fair, Average, Excellent.

LANGUAGE	UNDERSTANDING	READING	WRITING	SPEAKING

SECTION 7: Military and Selective Service

7.1. If you are a male and were born after 1960, have you registered with the Selective Service?

Yes _____ No _____ If yes, selective service number and date _____

If No, explain

7.2. Have you ever served in a military organization of the United States, including ROTC?

No _____ If yes, branch of service _____

Unit or Ship _____ Service # _____

Highest rank _____ Dates of service _____

List all medals and decorations awarded:

Give period (s) of active service including drafts, enlistments and recalls of service

TYPE	FROM	TO

7.4 What is your discharge (s) or separation (s) from the service?

Honorable ___ General ___ Honorable Conditions ___ Dishonorable ___ Medical ___

If other, explain:

Has your discharge or separation notice ever been changed or corrected? Yes ___ No ___

If yes, explain:

7.6 Have you ever been the subject of a court martial, trial, or investigation, or have you ever been the subject of a summary court, deck court, captain's mast, company punishment, or any other disciplinary action?

Yes ___ No ___

If yes, provide details:

DATE	INVESTIGATIVE AGENCY	CHARGES	DISPOSITION

7.7. Are you now, or were you ever, an active or inactive member of the Reserve Forces of the United States, any foreign government, or the National Guard?

Yes ___ No ___ Are you currently, Active ___ Inactive ___

7.8. Provide the following if you are an active or inactive member of the Reserve Forces of the United States, any foreign government, or the National Guard?

Branch _____ Regiment _____ Unit _____

Rank _____ Address _____

Dates from and to _____

Commander and contact #'s _____

Section 8: Employment History

8.1. Present Employer _____

Address: _____

Phone#: _____

Date of Hire: _____

Job Duties: and description:

8.2 Can your current employer be contacted prior to a job offer? Yes _____ No _____

If no, explain:

If you checked no, please understand that your employer will be contacted should the Houlton Police Department make a conditional job offer. Any negative report will be considered in continuing your employment.

8.3. Are you know engaged in any business as an owner, active or silent, partner, stockholder, corporate officer or director?

Yes _____ No _____

If yes, give the name of the business and involvement.

8.4 List in chronological order every place you have previously been employed since the age of 15. **Omit none** and give addresses and contact numbers. (Include all part time employment)

DATES FROM/TO (MO/YR)	NAME OF EMPLOYER	ADDRESS	CONTACT NUMBERS	IMMEDIATE SUPERVISOR	REASON FOR LEAVING

8.5 Were you ever discharged, terminated, fired or forced to resign from any employment?
 Yes ___ No ___

EMPLOYER	DATE	EXPLAIN CIRCUMSTANCES

8.6 Were you ever subjected to disciplinary action in connection with any employment?

Yes _____ No _____

EMPLOYER	DATE	EXPLAIN CIRCUMSTANCE

8.7 Have you ever possessed a professional or occupational license, permit, or certificate? (Include Copies)

Yes _____ No _____

If yes, give details:

8.8 List any professional and/or social organizations of which you are a member or have applied to for membership:

STATUS: MEMBER APPLYING	ORGANIZATION	ADDRESS & CONTACT #'S	DATES OF MEMBERSHIP

QUESTIONS 8.9, 8.10, AND 8.11 ARE POLICE OFFICER AND DISPATCHER CANDIDATES ONLY

8.9 List any law enforcement agency to which you have applied for employment including the Houlton Police Department:

DATE	POLICE DEPARTMENT NAME & CONTACT#	PRESENT STATUS

8.10 Have you ever submitted to a pre-employment polygraph exam? Yes _____ No _____

DATE	POLICE DEPARTMENT NAME & CONTACT #	REASON WHY

8.11 Have you ever been turned down for employment by a law enforcement agency:
Yes _____ No _____

DATE	POLICE DEPARTMENT NAME ADDRESS AND CONTACT #	REASON WHY

Section 9: Financial History

9.1. What is your present hourly/ weekly salary? _____

9.2. Do you have any other source of income other than your principal occupation?

Yes ___ No ___

If yes, provide details to include source and amount of income:

9.3. List any real estate owned by you or your spouse:

ADDRESS	VALUE	LOAN AMOUNT	MONTHLY PAYMENY

9.4. List all checking, savings, money market accounts with any bank institution in your name:

INSTITUTION NAME, ADDRESS AND ACCOUNT # CONTACT #'S	BALANCE

9.5. List any outstanding loans of any type and indebtedness to any individual, company or others to include rent payments, mortgages, vehicle and student loans, charges, accounts, credit cards, and any other debts or payments.

Type (Credit Card loan, Mortgage etc)	Name address and contact #'s of creditor	Account #	Total Balance	Monthly Payment

9.6. Have you ever defaulted on a student loan? Yes _____ No _____
If yes, explain:

9.7. Have you filed for, or declared bankruptcy, had repossessions, been placed into a collection agency or filed for wage earners plan?

Yes _____ No _____ If yes, explain:

9.8. Have you ever had your wages garnished for any reason (non-payment of child support, IRS etc.)?

Yes _____ No _____ If yes, explain:

Section 10: Litigation

10.1. Have you or your spouse ever been a party to a civil action or proceeding in this state or elsewhere, or have you been named in a notice of claim that you may be a defendant in a civil action or proceeding?

Yes _____ No _____ If yes, explain:

Date	Court address & contact #	Docket #	Action / Proceeding	As a plaintiff Defendant, Petitioner (ETC)	Court Disposition

10.2. Have you ever been named as a defendant in a criminal proceeding? Yes _____ No _____
 If yes, Please explain:

Date	Location	Docket #	Agency bringing charges, offense and Offense #	Court disposition

10.3. Have you ever been the subject of a criminal investigation by any law enforcement agency? This includes any arrests not resulting in criminal charges, detentions, missing person reports and any criminal charges that were expunged. (Include police and court records if available).

Yes _____ No _____

Date	Crime	Agency and contact information	Outcome

SECTION 11: Drivers license and Motor vehicle history

11.1. List all current and past drivers' licenses held by you in Maine or other location

State	License #	Type of License	Permission, Restrictions & Expiration date

11.2 Has your right to register a motor vehicle ever been suspended? Yes _____ No _____ If yes, explain:

11.3 Has your drivers license or other vehicles operator's license ever been revoked or suspended?

Yes _____ No _____ If yes, explain:

11.4 If your license has ever been revoked or suspended, was it restored? Yes _____ No _____

11.5 Have you ever received a summons, citation or other traffic ticket for violation of the traffic laws of this or any other state or county? (This does not include parking violations).

Yes _____ NO _____ If yes, explain:

Date	Age	Offense	Location	Agency	Outcome

11.6 Have you ever been involved in a motor vehicle accident? Yes _____ No _____ If yes, explain:

Date	Location	Investigating Agency		

11.7. Have you ever been in a motor vehicle accident and not reported it to law enforcement agency?

Yes _____ No _____ If yes, explain

11.8 List all motor vehicles listed in your name or joint ownership, or which you drive on a regular basis.

11.9. Has your insurance ever been revoked or refused? Yes _____ No _____ If yes, explain

12.1 Do you have any current or previous permits to carry concealed firearms by any issuing authority?

Yes _____ No _____ If yes, explain:

Dates from and To	Permit #	Issuing State & Authority

Houlton Police Department

MANDATORY QUESTIONNAIRE

MUST be completed and submitted with application

Name: (please print)

READ AND ANSWER EVERY QUESTION: A candidate shall be rejected who has intentionally made a false statement of a material fact, practiced or attempted to practice any deception or fraud in his/her application, examination or in securing his/her eligibility for appointment. All information on this form will be subject to review for truthfulness and integrity during a polygraph examination.

(Circle Yes or No)

- | | |
|--|--------|
| 1. Have you sold, purchased or offered for sale any illegal drug? | Yes No |
| 2. Have you induced or attempted to induce another person in the use of illegal drugs? | Yes No |
| 3. Have you used cannabis, marijuana, hash, hash oil or any of its derivatives in the last six months? | Yes No |

Explain any "yes" answer, giving dates:

Have you ever used any of the following other than those prescribed for you while under the care of a physician?

DRUG	SLANG NAME	CRICLE YES OR NO	IF YES, LIST NUMBER OF TIMES USED	IF YES, LIST LAST DATE USED
Cocaine, crack Freebase, or any Cocaine derivative	Snow, blow, nose Candy, toot	YES NO		
LSD	Acid	YES NO		
PCP	Angel Dust	YES NO		

Opium		YES	NO		
Heroin	Horse Smack, red eagle, monkey	YES	NO		
Psilocybin	Mushrooms, schrooms	YES	NO		
Mdma	XTC, Ecstasy	YES	NO		
Barbiturates	Barbs, downers Yellow jackets Phennies	YES	NO		
Amphetamines	Bennies, dexies Speed	YES	NO		
Inhalants	Glue, gasoline Poppers, rush	YES	NO		
Quaaludes	Ludes, downers	YES	NO		
Methamphetamine	Crank, crystal, ice	YES	NO		
Steroids	Human performance Drugs, anabolics	YES	NO		
Marijuana	Grass, weed, Herb, smoke	YES	NO		
Hashish	Hash, THC	YES	NO		
Other (Please list)		YES	NO		

I hereby certify that the information set forth in this two page questionnaire is true and complete. I understand that failure to disclose any information requested in **this questionnaire or my application** will disqualify me from consideration. Houlton Police Department is hereby authorized to make any investigation into my personal history as it relates to my application for employment.

Applicants Signature

Date

Printed name of Applicant

