

APPLICATION INTRODUCTION

This application is required for consideration for employment with the King Police Department. Please pay close attention to the instructions. Applicants who do not follow instructions may be eliminated from consideration for this purpose alone.

ENTRIES MUST BE HANDWRITTEN IN PRINT (NOT CURSIVE) BY THE APPLICANT (AND ONLY THE APPLICANT) IN BLUE INK.

Prior to completing this document, closely read all of the instructions, which are written throughout. There are a number of copies of official documents, which you are required to obtain, and these documents will be necessary for serious consideration of your application. The King Police Department understands that some documents may have to be requested and mailed to you. In that case, a written explanation of why the document is missing and what you are doing to obtain the document will be required with the application.

When mentioning individual persons, be sure to identify fully the individual by his or her full and accurate current name. Further, provide complete addresses when called for. **DO NOT ASSUME** that the background investigator will attempt to determine street numbers, correct street spellings, apartment numbers, telephone numbers or zip codes. If your questionnaire is not complete at the time of your initial processing, the processing of your application may be discontinued.

When completing the residence portion of this questionnaire, be sure that you provide every address where you have lived for the last ten (10) years, in reverse chronological order from your present address backward. You are advised to verify the exact street addresses and the time period during which you resided at that address. If you resided in an apartment, list the name of the apartment complex and individual number or letter.

When completing the employment portion of this questionnaire, be sure you provide each employer you have had for the past ten (10) years, in reverse chronological order from your present employer backward. If you have ever had a previous law enforcement / corrections employment, you must list it, even if it was more than ten (10) years ago. If there was a period of unemployment, enter it in the employment section in the same sequence and manner as if this were another employer indicating "from" and "to" and printing "UNEMPLOYED" in the block headed "Employer Name." Further, if you worked more than one job at a time, place the primary job first and enter the part-time or secondary job in the block immediately after the primary.

If you need more space, feel free to use a blank sheet of paper, but make sure you clearly state what section the continuation is from. Be as thorough as possible. It is better to provide too much information than too little. If a question does not apply to you, write "N/A" in the response line. Do not leave questions unanswered. Respond to each question as completely and honestly as possible. Remember that more applicants are not selected due to omission and concealment rather than because of previous behavior. Omissions and concealments are considered deceptive, and deceptive applicants will be considered fraudulent and eliminated from further consideration.

Instructions

Applicants must personally prepare this form. All entries, except the signature must be **PRINTED** in **BLUE** ink. Read and answer every question. If a question does not apply to you, so state with "N/A". All addresses listed for prior employers and references must consist of a complete mailing address (i.e. street number, city, state and zip code). If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application, and number answers to correspond with the questions.

Do not misstate or omit any material fact since the statements made herein are subject to verification to determine your qualifications for employment.

One (1) legible copy of each of the following must be submitted with this application. **DO NOT EXPECT COPIES TO BE MADE FOR YOU.**

- *Certified* copy of Birth Certificate or the original Naturalization Certificate (Hospital certificates are NOT acceptable)
- *Official* High School Transcripts or GED with test scores (Copies of High School diplomas are no longer acceptable)
- *Official* transcript of college credit hours and notation of degree (if applicable)
- Color Photocopy of your Driver's License
- Photocopy of your Social Security Card
- DD-214 if applicable (showing character of service, discharge status and re-enlistment codes)
- A copy of all documented name changes (i.e. marriage license, divorce decree, adoption, etc.)
- One current color photograph no older than six (6) months and no larger than six (6) inches (Please avoid using a photograph with other people in the picture. We only want YOU in the photo.)
- Basic Law Enforcement Training Certificate (for certified applicants)
- Basic Law Enforcement Training Examination Scores (for certified applicants)
- *Certified* copy of your Criminal History/Criminal Records Check from every county in which you have resided since you were 16 years of age.

KING POLICE DEPARTMENT EMPLOYMENT APPLICATION

Sworn Police Officer (fulltime)

Sworn Police Officer (part-time)

Nonsworn/Administrative Position

Name: _____

Male
Female

Race: White American Indian / Alaskan Native
Black Asian / Pacific Islander Hispanic

Address: _____
Street Number City/State Zip Code County

Home Phone: (_____) Business Phone: (_____)

Cell Phone: (_____) Email Address: _____

Additional Contact Information: _____

Date of Birth: _____ Place of Birth _____ Social Security #: _____

List any other names you may have used: _____

List any social media accounts you have or have had in the past five years and your user/identifying name: _____

United States Citizen? Yes No Naturalization # _____ Port of Entry: _____

Marital Status: Single Married Widowed Divorced Annulled

Full Name of Spouse/Former Spouse(s): _____

_____ Maiden Name: _____

Declaration of Applicant

"I understand that this questionnaire becomes the property of the King Police Department, that all appointments are probationary, during which time the employee must demonstrate his/her fitness for employment. I also understand that any employment tendered me will be contingent upon the result of a complete character and fitness investigation; and I am aware that willfully withholding information or making false statements on this application will be the basis for dismissal from the appointment. Traffic violations, arrests, receipts of any summons to appear in court, criminal or civil, from any jurisdiction that are received during the application process, must be reported to the King Police Department during the application process and thereafter, if hired. This includes contact with any police agency which involves a police report naming the application as a suspect, victim or complainant. Applicants must report any changes in their employment performance or status as job-related counseling, discipline, resignations, or terminations. Failure to report any of the aforementioned information may result in suspension of my application. I agree to these conditions and authorize the King Police Department to verify conditions and authorize the Police Department to verify any and all statements made by me on this application. I hereby certify that all statements made by me on this application are true and correct to the best of my knowledge."

Applicant's Signature

Date

CITY OF KING EMPLOYMENT

Name: _____

Position: _____

Current City Employee: Yes No Department: _____

Date of Employment: _____ Title: _____

(I understand that a City employee who is later hired from an open eligibility list in a different position does not have reversion rights to the former position.)

Retired City Employee: Yes No Department: _____

(I understand that a retired City employee is NOT eligible to receive pension benefits while employed with the City in either a full-time or part-time position.)

CERTIFICATION DATA

Have you been certified by the State of North Carolina for the position for which you are applying?

Yes No If yes, complete the following:

BLET Center Attended / Attending: _____

Telephone Number: _____ Location: _____

Type of Training Received	Course Length (Hours)	From/To
1. BLET	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

Type of Certificate held: _____

Have you ever worked under a temporary employment authorization? If yes, when and where?

DRIVING HISTORY

1. Are you a licensed North Carolina automobile operator? Yes No
License # _____ Date of Expiration: _____
Class _____ Restrictions: _____
2. Do you hold or have you ever held an operator or chauffeur license in another state?
Yes No If yes, provide state(s), name used and approximate dates license(s) was/were held:

3. Have you ever been refused a driver's license in any state? Yes No
4. Has your license ever been suspended in any state? Yes No
5. Do you have outstanding or pending traffic citations at this time? Yes No
6. Do you have any parking tickets which you have failed to pay? Yes No

CITATION HISTORY

List all traffic offenses you have ever received whether adjudication was withheld or not:

<u>Date</u>	<u>Location</u>	<u>Violation</u>	<u>Disposition</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ACCIDENT HISTORY

List all accidents in which you have been involved:

<u>Date</u>	<u>Location</u>	<u>Injury/Death</u>	<u>At Fault</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY

1. Have you ever been dismissed, or asked to resign, or had any disciplinary action taken against you from any employment or position you have held? Yes No If yes, please explain.

2. Have you resigned, or left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance? Yes No If yes, please explain.

3. Have your employers always treated you fairly? Yes No If no, please explain.

4. Are you now, or have you ever been employed by any law enforcement agency? Yes No If yes, list name of agency(ies), job title and length of employment.

Have you **ever** applied to a law enforcement agency (city, county, state or federal)? Yes No
If yes, **list every agency** starting with the most recent. Give complete and accurate agency addresses. **All** agencies must be listed regardless of outcome or current status. Check **all** boxes that apply to each agency.

Agency Names and Dates of Application: _____ Date of Application _____

Complete Address including Zip Code _____

Position Applied For _____

- | | |
|--|---|
| <input type="checkbox"/> Submitted interest card only | <input type="checkbox"/> Submitted application only |
| <input type="checkbox"/> Took written test | <input type="checkbox"/> Failed written test |
| <input type="checkbox"/> Oral interview taken | <input type="checkbox"/> Failed oral board |
| <input type="checkbox"/> Placed on eligibility list | <input type="checkbox"/> Background investigation completed |
| <input type="checkbox"/> Took polygraph | <input type="checkbox"/> Disqualified / Suspended |
| <input type="checkbox"/> Was not selected | <input type="checkbox"/> Hired / Job offer made |
| <input type="checkbox"/> Unknown status | <input type="checkbox"/> No reason from agency |
| <input type="checkbox"/> Withdrawn application or declined offer | |

Background Investigator's name and telephone number _____

Agency Name: _____ Date of Application _____
Complete Address including Zip Code _____

Position Applied For _____

- | | |
|--|---|
| <input type="checkbox"/> Submitted interest card only | <input type="checkbox"/> Submitted application only |
| <input type="checkbox"/> Took written test | <input type="checkbox"/> Failed written test |
| <input type="checkbox"/> Oral interview taken | <input type="checkbox"/> Failed oral board |
| <input type="checkbox"/> Placed on eligibility list | <input type="checkbox"/> Background investigation completed |
| <input type="checkbox"/> Took polygraph | <input type="checkbox"/> Disqualified / Suspended |
| <input type="checkbox"/> Was not selected | <input type="checkbox"/> Hired / Job offer made |
| <input type="checkbox"/> Unknown status | <input type="checkbox"/> No reason from agency |
| <input type="checkbox"/> Withdrawn application or declined offer | |

Background Investigator's name and telephone number _____

Agency Name: _____ Date of Application _____
Complete Address including Zip Code _____

Position Applied For _____

- | | |
|--|---|
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| <input type="checkbox"/> Was not selected | <input type="checkbox"/> Hired / Job offer made |
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Background Investigator's name and telephone number _____

Agency Name: _____ Date of Application _____
Complete Address including Zip Code _____

Position Applied For _____

- | | |
|--|---|
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| <input type="checkbox"/> Took polygraph | <input type="checkbox"/> Disqualified / Suspended |
| <input type="checkbox"/> Was not selected | <input type="checkbox"/> Hired / Job offer made |
| <input type="checkbox"/> Unknown status | <input type="checkbox"/> No reason from agency |
| <input type="checkbox"/> Withdrawn application or declined offer | |

Background Investigator's name and telephone number _____

CRIMINAL HISTORY

NOTICE TO APPLICANT: If you answer “Yes” to any of the following questions, you **must** attach a detailed and complete explanation. For the purposes of criminal justice employment, an arrest or conviction sealed or expunged under North Carolina law may not be denied. You will be required to provide court documents and/or law enforcement documentation when responding to any question in the affirmative, where applicable or determined necessary by the background investigator.

- 1. Have you ever been arrested, received a notice to appear, charged, convicted, pled nolo contendere, or pled guilty to any criminal violation, regardless if the record was sealed or expunged? Yes No
- 2. Have you ever had a criminal prosecution plea bargained or otherwise settled? Yes No
- 3. Have you ever had a criminal prosecution deferred? Yes No
- 4. Have you ever served community service in lieu of a criminal or civil conviction? Yes No
- 5. Have you ever been involved in the sale, delivery, manufacture or trafficking of any illegal or controlled substance? Yes No
- 6. Have you possessed a controlled substance within the past two years? Yes No
- 7. Do you have any criminal wants, warrants, or court process of any type pending? Yes No
- 8. Have you ever aided, abetted, solicited, or been an accessory before or after the fact in a criminal matter? Yes No
- 9. Has a law enforcement agency ever been called to any activity in which you were involved or a participant? Yes No
- 10. Have you ever been convicted of Domestic Violence or Battery? Yes No
- 11. Have you ever committed or been involved in an undetected crime of any type? Yes No
- 12. Have you ever been interviewed or interrogated by a law enforcement officer as a suspect in an investigation of any type? Yes No
- 13. Have you ever possessed Heroin, LSD, PCP, ICE, Ecstasy, Mescaline, Psilocybin, GHB, or any other designer or hallucinogenic substance? Yes No
- 14. Have you ever physically abused another person? Yes No
- 15. Have you ever taken a polygraph examination? Yes No
- 16. Have you ever had a criminal record expunged or sealed? Yes No
- 17. Have you ever committed perjury or made a false statement/affirmation of any type? Yes No
- 18. Have you ever made a false report to a law enforcement officer? Yes No
- 19. Have you ever made a false insurance claim? Yes No

CRIMINAL HISTORY EXPLANATION SECTION

EDUCATION / TRAINING

<p align="center">High School (last)</p> <hr/> <p>Name:</p> <hr/> <p>City:</p> <hr/> <p>State:</p>	<p align="center">Dates Attended</p> <hr/> <p>From: Month / Year</p> <hr/> <p>To: Month / Year</p>	<p>Did you graduate Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, did you receive a GED or high school equivalency? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>State: _____ Year: _____</p>
<p align="center">College</p> <hr/> <p>Name:</p> <hr/> <p>City:</p> <hr/> <p>State:</p>	<p align="center">Dates Attended</p> <hr/> <p>From: Month / Year</p> <hr/> <p>To: Month / Year</p>	<p>Course of Study:</p> <hr/> <p>Degree Received? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, how many credits have you completed? _____</p>
<p align="center">College</p> <hr/> <p>Name:</p> <hr/> <p>City:</p> <hr/> <p>State:</p>	<p align="center">Dates Attended</p> <hr/> <p>From: Month / Year</p> <hr/> <p>To: Month / Year</p>	<p>Course of Study:</p> <hr/> <p>Degree Received? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, how many credits have you completed? _____</p>
<p align="center">Vocational / Technical School</p> <hr/> <p>Name:</p> <hr/> <p>City:</p> <hr/> <p>State:</p>	<p align="center">Dates Attended</p> <hr/> <p>From: Month / Year</p> <hr/> <p>To: Month / Year</p>	<p>Course of Study:</p> <hr/> <p>Degree Received? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, how many credits have you completed? _____</p>
<p align="center">College (Post Graduate)</p> <hr/> <p>Name:</p> <hr/> <p>City:</p> <hr/> <p>State:</p>	<p align="center">Dates Attended</p> <hr/> <p>From: Month / Year</p> <hr/> <p>To: Month / Year</p>	<p>Course of Study:</p> <hr/> <p>Degree Received? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If no, how many credits have you completed? _____</p>

EMPLOYMENT HISTORY (cont)

Employer: _____ From: _____ To: _____
Month/Year Month/Year

Complete Address _____
Number Street Apt.
City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

Reason for Leaving _____

Terminated Resigned Full-time Part-time

Employer: _____ From: _____ To: _____
Month/Year Month/Year

Complete Address _____
Number Street Apt.
City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

Reason for Leaving _____

Terminated Resigned Full-time Part-time

Employer: _____ From: _____ To: _____
Month/Year Month/Year

Complete Address _____
Number Street Apt.
City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

Reason for Leaving _____

Terminated Resigned Full-time Part-time

EMPLOYMENT HISTORY (cont)

Employer: _____ From: _____ To: _____
Month/Year Month/Year

Complete Address _____
Number Street Apt.
City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

Reason for Leaving _____

Terminated Resigned Full-time Part-time

Employer: _____ From: _____ To: _____
Month/Year Month/Year

Complete Address _____
Number Street Apt.
City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

Reason for Leaving _____

Terminated Resigned Full-time Part-time

Employer: _____ From: _____ To: _____
Month/Year Month/Year

Complete Address _____
Number Street Apt.
City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

Reason for Leaving _____

Terminated Resigned Full-time Part-time

EMPLOYMENT HISTORY (cont)

Employer: _____ From: _____ To: _____
Month/Year Month/Year

Complete Address _____
Number Street Apt.
City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

Reason for Leaving _____

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Month/Year Month/Year

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Month/Year Month/Year

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City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

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Terminated Resigned Full-time Part-time

EMPLOYMENT HISTORY (cont)

Employer: _____ From: _____ To: _____
Month/Year Month/Year

Complete Address _____
Number Street Apt.
City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

Reason for Leaving _____

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Month/Year Month/Year

Complete Address _____
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City State Zip Code

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Employer: _____ From: _____ To: _____
Month/Year Month/Year

Complete Address _____
Number Street Apt.
City State Zip Code

Job Title & Description of Work _____

Supervisor _____ Telephone # _____

Reason for Leaving _____

Terminated Resigned Full-time Part-time

RESIDENCES

You must list all places you have resided during the **past ten (10) years in reverse chronological order** starting with your present address. If you lived with a roommate and the residence where you lived was in the roommate's name, please give the name, address and phone number of the roommate. Do not use post office box numbers when other addresses can be used. If you **own your residence free and clear**, indicate that in the Landlord / Mortgage Company section. If you lived in an apartment, list name of complex.

Note: Make sure to complete all blank spaces in this section. This section must be complete for your application to be processed.

From: _____ To: _____
Month/Year Month/Year

Street Number	Street Name	Apt #
City	County	State
Zip Code		
Name, Address & Telephone # of Landlord, Mortgage Company or name of Apartment Complex		

From: _____ To: _____
Month/Year Month/Year

Street Number	Street Name	Apt #
City	County	State
Zip Code		
Name, Address & Telephone # of Landlord, Mortgage Company or name of Apartment Complex		

From: _____ To: _____
Month/Year Month/Year

Street Number	Street Name	Apt #
City	County	State
Zip Code		
Name, Address & Telephone # of Landlord, Mortgage Company or name of Apartment Complex		

From: _____ To: _____
Month/Year Month/Year

Street Number	Street Name	Apt #
City	County	State
Zip Code		
Name, Address & Telephone # of Landlord, Mortgage Company or name of Apartment Complex		

From: _____ To: _____
Month/Year Month/Year

Street Number Street Name Apt #

City County State Zip Code

Name, Address & Telephone # of Landlord, Mortgage Company or name of Apartment Complex

From: _____ To: _____
Month/Year Month/Year

Street Number Street Name Apt #

City County State Zip Code

Name, Address & Telephone # of Landlord, Mortgage Company or name of Apartment Complex

From: _____ To: _____
Month/Year Month/Year

Street Number Street Name Apt #

City County State Zip Code

Name, Address & Telephone # of Landlord, Mortgage Company or name of Apartment Complex

From: _____ To: _____
Month/Year Month/Year

Street Number Street Name Apt #

City County State Zip Code

Name, Address & Telephone # of Landlord, Mortgage Company or name of Apartment Complex

From: _____ To: _____
Month/Year Month/Year

Street Number Street Name Apt #

City County State Zip Code

Name, Address & Telephone # of Landlord, Mortgage Company or name of Apartment Complex

REFERENCES

You must provide the names, addresses and phone numbers of five (5) persons not related to you and not former employers who have known you for a substantial period, for at least five (5) years.

Name _____ Address _____
City _____ State _____ Zip Code _____
Business Address _____
Business Phone (_____) _____ Residential Phone (_____) _____

Name _____ Address _____
City _____ State _____ Zip Code _____
Business Address _____
Business Phone (_____) _____ Residential Phone (_____) _____

Name _____ Address _____
City _____ State _____ Zip Code _____
Business Address _____
Business Phone (_____) _____ Residential Phone (_____) _____

Name _____ Address _____
City _____ State _____ Zip Code _____
Business Address _____
Business Phone (_____) _____ Residential Phone (_____) _____

Name _____ Address _____
City _____ State _____ Zip Code _____
Business Address _____
Business Phone (_____) _____ Residential Phone (_____) _____
