

Ashley Police Department  
Background Questionnaire

## Background Questionnaire

Applicants Name: \_\_\_\_\_

***Follow Directions Carefully***

1. Use black or blue ink only or type in the fields to complete questionnaire.
2. The applicant must be the one completing the questionnaire.
3. The questionnaire must legible.
4. Read each question carefully.
5. Answer each question completely and accurately.
6. Answer ALL questions.
7. If a question does not apply, write in N/A in the space.

8. If you need additional space, please use additional sheet(s) and attach.

Please reference the section, i.e. "Employment History" on the sheet(s).

9. Sign the questionnaire and have it notarized.
10. When complete, return to (mail, facsimile, or email):

Chief Scott Santos  
Ashley Police Department  
3 N. Harrison St.  
Ashley, OH 43003  
Fax 740-747-3610  
Email: SSantos@villageofashley.org

### **NOTES**

Failure to follow instructions, or providing incomplete information, will delay the background process and may eliminate you from further processing.

If you have any questions while completing the questionnaire, please contact Chief Scott Santos or your assigned background investigator.

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**To the Applicant:**

This questionnaire will be used for reference by those who will be considering you for employment with the Village of Ashley Police Department.

An extensive background investigation will be conducted into your personal and professional history. During this process, your current and past employer will be contacted.

Applicants may be required to take a Computer Voice Stress Analysis (CVSA) examination to confirm the information in the questionnaire, and to determine other items of background information.

The applicant understands that he/she will not receive, and is not entitled to, a copy of the report or to know its content, and further understands that the contents will be used in evaluation process for employment with the Ashley Police Department. Further, that no documents submitted by the applicant will be returned and no copies of any other reports or documents utilized for or during the background process for employment or a commission will be furnished or given to the applicant. Unless the applicant is not selected for employment based on a SINGLE test, the applicant will not be advised of the reason for non-selection.

Where written explanations are required in this form, it is MANDATORY that the information be listed totally and completely.

Once complete, return the background questionnaire with the follow items:

1. Copy of Birth Certificate.
2. Copy of Driver's License.
3. Copy of High School Diploma.
4. Copy of College Diploma.
5. Copy of DD form, if a Veteran.
6. Proof of completion of an approved OPOTC Peace Officer Basic Training Academy (if available)

If selected to move forward in the hiring process after the background investigation is completed, the applicant may be subject to a psychological screening and drug screen before any formal offer of employment is offered. Additionally, proof of completion of an approved OPOTC Peace Officer Training Academy must be presented (certificate or letter from the Attorney General's Office) within 30 days of a final offer of employment.

The existence of any of the conditions listed below may result in rejection from the selection process. These areas may be explored during an extensive background investigation and/or psychological and polygraph examinations.

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**Criteria Standards for Disqualifications**

1. Any FELONY conviction.
2. Participation in any serious crime.
3. Any misdemeanor (M-4 or above) conviction involving drugs, domestic violence or violent crime(s).
4. Be under disability to carry a firearm.
5. Any selling of illegal drugs.
6. Any use of marijuana within the past 24 months, or excessive use of marijuana.
7. Any illegal use of opiates narcotics, hallucinogens and/or other dangerous drugs within the past 5 years. (includes LSD, PCP, Mescaline, Codeine, Heroin, Morphine, Opium, Psilocybin, Cocaine, Hash, Speed, Barbiturates, etc.)
8. Any history of disregard for traffic laws with such frequency as to indicate a disrespect for the traffic laws and a disregard for public safety, or any license suspension (except for random verification suspensions that are satisfactorily shown to be falsely imposed) within the past 36 months.
9. Any sexual conduct prohibited by law.
10. Gross negligence in maintaining financial responsibility.

Please confirm that you have read, understand and agree to the aforementioned conditions and criteria by signing below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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<b>Personal</b>			
Name			
Last	First	Middle	
Other names you have been known by			
Address where you reside			
Street		Apt/unit	
City		State	Zip
Contact phone numbers			
Home	Cell	Other	
Date of Birth	Social Security Number	Are you authorized to work in the United States?	
Email Addresses			

<b>Residence</b>			
Please list all your residences during the last 10 years starting with most current.			
From	To	Address	Owner or rent collector
			Name Phone #
			Name Phone #
			Name Phone #
			Name Phone #
			Name Phone #

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**Please list individuals, excluding immediate family members you have resided with during the past 10 years  
starting with the most current.**

<b>Name</b>	<b>Relationship</b>	<b>Phone #</b>

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<b>Relatives</b>	
<b>Mother name</b>	<b>Phone #</b>
<b>Father name</b>	<b>Phone #</b>
<b>Step mother name</b>	<b>Phone #</b>
<b>Step father name</b>	<b>Phone #</b>
<b>Spouse or Significant Other</b>	<b>Phone #</b>
<b>Sibling</b>	<b>Phone #</b>
<b>Sibling</b>	<b>Phone #</b>
<b>Sibling</b>	<b>Phone #</b>
<b>Adult Child</b>	<b>Phone #</b>
<b>Adult Child</b>	<b>Phone #</b>
<b>Adult Child</b>	<b>Phone #</b>

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<b>References: List five persons not related to you</b>		
Name	Address	
Occupation	Phone number	Email Address
How long known	Relationship	
Name	Address	
Occupation	Phone Number	Email Address
How long known	Relationship	
Name	Address	
Occupation	Phone number	Email Address
How long known	Relationship	
Name	Address	
Occupation	Phone number	Email Address
How long known	Relationship	
Name	Address	
Occupation	Phone number	Email Address
How long known	Relationship	

<b>Social Media Accounts – Please list all Social Media Accounts and your username for each.</b>
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<b>Employment History</b>				
Beginning with the most current, list all jobs you have had, including part time, temporary or volunteer. List all periods of unemployment.				
From	To	Name of company	Phone #	Supervisor
Address (Street, City, State, Zip)			Supervisor's Email Address	
Starting Pay		Ending Pay		Reason for leaving
Duties/Assignments				
From	To	Name of company	Phone #	Supervisor
Address (Street, City, State, Zip)			Supervisor's Email Address	
Starting Pay		Ending Pay		Reason for leaving
Duties/Assignments				
From	To	Name of company	Phone #	Supervisor
Address (Street, City, State, Zip)			Supervisor's Email Address	
Starting Pay		Ending Pay		Reason for leaving
Duties/Assignments				
From	To	Name of company	Phone #	Supervisor
Address (Street, City, State, Zip)			Supervisor's Email Address	
Starting Pay		Ending Pay		Reason for leaving
Duties/Assignments				



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**Employment History, Continued**

Beginning with the most current, list all jobs you have had, including part time, temporary or volunteer. List all periods of unemployment.

From	To	Name of company	Phone #	Supervisor
Address (Street, City, State, Zip)			Supervisor's Email Address	
Starting Pay		Ending Pay		Reason for leaving
Duties/Assignments				
From	To	Name of company	Phone #	Supervisor
Address (Street, City, State, Zip)			Supervisor's Email Address	
Starting Pay		Ending Pay		Reason for leaving
Duties/Assignments				
From	To	Name of company	Phone #	Supervisor
Address (Street, City, State, Zip)			Supervisor's Email Address	
Starting Pay		Ending Pay		Reason for leaving
Duties/Assignments				

**You may make copies of this page to include additional employers, periods of unemployment, or volunteer work history.**

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Have you ever been terminated from a job, asked to resign, or resigned after being informed that you were to be fired, or resigned for similar reasons?      Yes  No       If yes, please explain.

Have you ever been disciplined at work? This includes written warnings, formal letters, reprimands, suspension, reduction in pay or a demotion?      Yes  No       If yes, give detail including when, why and name of employer.

If a former law enforcement officer, have you ever used excessive force or failed to report excessive force?  
Yes  No  NA       If yes, please explain.

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**Military experience**

Have you ever served in one of the following?

Active Military

National Guard

Military Reserves

Branch of service

Dates of service

Type of discharge:

List any citations, commendations, or disciplinary actions

**Financial**

Have you ever filed for or declared bankruptcy?      Yes  No

If yes, please explain and include when, where and the circumstances.

Have you ever had purchased goods repossessed?      Yes  No

If yes, please when and the circumstances.

Have you ever failed to file an income tax return?      Yes  No

If yes, please explain when, where and why.

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**Legal / Criminal**

Have you ever been arrested or convicted of any crime in this state or any other? Yes  No

If yes, list all offenses.

Approximate date

Law enforcement agency involved

Explain circumstances

Approximate date

Law enforcement agency involved

Explain circumstances

Approximate date

Law enforcement agency involved

Explain circumstances

Have you ever been the subject of a protection order?

Yes  No

If yes please explain

Have you ever committed perjury or falsified a document?

Yes  No

If yes, please explain

Have you ever been arrested or convicted of a crime as a juvenile? Yes  No

(list offenses even if sealed by the court or found not guilty)  
If yes, please explain why, when and where.

What undetected crimes have you committed? Please explain what, when and where.

How many physical fights have you been involved in? Please explain details.

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**Legal / Criminal, Cont.**

Have you ever committed an act of domestic violence? Yes  No

If yes, please explain when, where, who was involved and provide details of the incident.

Have you ever damaged property out of anger? Yes  No

If yes please explain

**Drug Use**

Have you ever used any illegal narcotic drug, marijuana, barbiturates, amphetamines, or any hallucinogenic drugs? Yes  No

If yes, please list and provide date of last use:

Name of Drug	Times Used	Date of Last Use

Have you ever illegally sold or given to others, marijuana or any other controlled substance? Yes  No

If yes, please explain what and when

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**Motor Vehicle Operation**

Current DL number	State of issue	Expiration Date	Name under which DL was granted
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List all other states where you have been licensed

State of issue	DL number
<b>1)</b>	
<b>2)</b>	

**List all traffic citations you have received in the past 7 years. Attach additional sheet(s) if needed.**

Nature of violation	Location	Approximate date

Other than for medical reasons, has your driver's license ever been suspended or revoked in the last three years? Yes  No   
If yes, please explain

As a driver, have you been involved in any motor vehicle crashes within the last 7 years? Yes  No   
If yes, please explain, include where, when and action taken

Have you ever driven a motor vehicle while impaired or under the influence of drugs or alcohol? Yes  No   
If yes, please explain

Have you ever been arrested for driving while impaired or under the influence? Yes  No   
If yes, please explain when and where

Has your car insurance ever been cancelled or been placed into a high-risk category? Yes  No   
If yes, please explain when and why

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**Other Law Enforcement Agency Applications**

Please list any other law enforcement agencies were you have applied for employment.

Agency	Date	Reason you were not hired

**If you need additional space for any section, attach additional pages, specify which section and which question you are supplementing. You may copy and use additional pages as necessary**

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The Ashley Police Department is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, disability or handicap, or veteran status.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Ashley Police Department to hire me. If I am hired, I understand that either the Ashley Police Department or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of the Ashley Police Department has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to the Ashley Police Department true and complete information on this application. No requested information has been concealed. I authorize the Ashley Police Department to contact references provided for employment reference checks and to conduct a background check.

If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

By signing below you acknowledge you personally completed this questionnaire and that all statements made are true to the best of your knowledge. Signature indicates you understand misstatement of any of the information provided may subject you to disqualifications.

\_\_\_\_\_

Signature Date

**Notary Public** (This document must be notarized prior to returning, affirming you swear the information contained in the entire background questionnaire is truthful and accurate.)

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_ Affix Seal Here

Signature of Notary Public