SCOTT CITY
POLICE DEPARTMENT

Email Completed Application to:
klitten@scottlec.org

Application For Employment

Last Name: _____ First Name: _____ Middle Name: _____

Other Names (including nicknames) you have used or are known by.

_____

Date of Birth: ____/_____/_____SSN: _____-____-_____ Driver's License: _____ST: _____

Height: _____ Weight: _____ Sex: ☐ Male ☐ Female Race: _____

Place of Birth: _____ Daytime Phone :(____)-_____-_____

Please list your Current Address and phone number:

Street: _____City: _____State: _____Zip Code: _____

Phone :(____)-_____-_____ Can we contact you at this address and Phone? ☐ YES ☐ NO

If No, Please list an Address and Phone number you may be contacted at:

Street: _____City: _____State: _____Zip Code: _____

Daytime Phone Number:(____)-_____-_____Evening Phone Number:(___)____-_____

Hours that will be best for contact: _____

You must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship. Can you provide such documentation? ☐ YES ☐ NO

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Education The commission on Peace Officer Standards and Training requires a peace officer to possess a U.S. High School Diploma or its equivalent. Please indicate your current situation with regards to this requirement by filling out the following information.

Grammar School

School Attended: _____ Years attended _____to_____
Address: _____
City: _____ State: _____ Zip code: _____
Highest Grade Completed: _____

Grammar School

School Attended: _____ Years attended _____to_____
Address: _____
City: _____ State: _____ Zip code: _____
Highest Grade Completed: _____

Grammar School

School Attended: _____ Years attended _____to_____
Address: _____
City: _____ State: _____ Zip code: _____
Highest Grade Completed: _____

High School or GED

Name of School: _____ Highest Grade Completed: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Graduated: ☐ YES ☐ NO Dates Attended From _____to_____

Name of School: _____ Highest Grade Completed: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Graduated: ☐ YES ☐ NO Dates Attended From _____to_____

Name of School: _____ Highest Grade Completed: _____
Address: _____
City: _____ State: _____ Zipcode: _____
Graduated: ☐ YES ☐ NO Dates Attended From _____to_____

If you attended additional Grammar or High Schools, please list them on a separate paper.

College

College Attended: _____ Credit Hours Completed: ____
Address: _____
City: _____ State: _____ Zip Code: _____
Degree Attained: _____
Dates Attended From: _____to_____

College Attended: _____ Credit Hours Completed: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Degree Attained: _____
Dates Attended From: _____to_____

College Attended: _____ Credit Hours Completed: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Degree Attained: _____
Dates Attended From: _____to_____

Please list additional College education on a separate piece of paper.

Law Enforcement Certification Courses

i.e. state police officer certification

Certification_____
Where Attained: _____
City: _____ State: _____ Zip Code: _____
Description of Course:

Certification_____
Where Attained: _____
City: _____ State: _____ Zip Code: _____
Description of Course:

Have you ever been expelled from any High School or post-secondary School? ☐ **YES** ☐ **NO**
Explanation:

Residences

Please list all of your residences during the last 10 years (list no information prior to your 15th birthday). Begin with your most current residence.

Address of Residence	City, State, Zip Code	From Month/ Year	To Month/ Year	Person, You Rented From

Relatives that you have a close personal relationship.

Name/ Relationship	Address	Phone Number
Name/ Relationship	Address	Phone Number
Name/ Relationship	Address	Phone Number
Name/ Relationship	Address	Phone Number
Name/ Relationship	Address	Phone Number
Name/ Relationship	Address	Phone Number
Name/ Relationship	Address	Phone Number

References other than Family:

Name	Address	Phone Number
Name	Address	Phone Number
Name	Address	Phone Number

Use a separate paper if needed.

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Employment & Experience

Beginning with your most current employment, please list all jobs (including part time, temporary, and voluntary positions) you have held in the past 15 years. (For the purpose of this personal history statement, volunteer work should be included as employment) For identification and verification, please indicate the nature of the activity: i.e. full time, part time, or voluntary. If you have held intervening periods of military service or unemployment, please list those periods in sequence in the spaces provided.

Dates of Employment From: _____ To: _____ ◉ Full Time ○ Part Time ○ Volunteer
Employer: _____ Supervisor: _____
Address: _____ City: _____ St.____ Phone: _____
Title or Duties:

Dates of Employment From: _____ To: _____ ◉ Full Time ○ Part Time ○ Volunteer
Employer: _____ Supervisor: _____
Address: _____ City: _____ St.____ Phone: _____
Title or Duties:

Dates of Employment From: _____ To: _____ ◉ Full Time ○ Part Time ○ Volunteer
Employer: _____ Supervisor: _____
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Employer: _____Supervisor: _____
Address: _____ City: _____ St.____ Phone: _____
Title or Duties:

Dates of Employment From: _____ To: _____ ◉ Full Time ○ Part Time ○ Volunteer
Employer: _____Supervisor: _____
Address: _____ City: _____ St.____ Phone: _____
Title or Duties:

Dates of Employment From: _____ To: _____ ◯ Full Time ◯ Part Time ◯ Volunteer
Employer: _____ Supervisor: _____
Address: _____ City: _____ St.____ Phone: _____
Title or Duties:

Dates of Employment From: _____ To: _____ ◯ Full Time ◯ Part Time ◯ Volunteer
Employer: _____ Supervisor: _____
Address: _____ City: _____ St.____ Phone: _____
Title or Duties:

Dates of Employment From: _____ To: _____ ◉ Full Time ◯ Part Time ◯ Volunteer
Employer: _____ Supervisor: _____
Address: _____ City: _____ St.____ Phone: _____
Title or Duties:

Dates of Employment From: _____ To: _____ ◯ Full Time ◯ Part Time ◉ Volunteer
Employer: _____ Supervisor: _____
Address: _____ City: _____ St.____ Phone: _____
Title or Duties:

If additional space is needed, use a separate piece of paper.

Military Service

If you are under the age of 26, please provide the following:

Selective Service Number: _____ Registration Date: _____
Place of Regestration: _____
Have you ever served in the Armed Forces, National Guard, or Military Reserves: ☐ YES ☐ NO
If Yes, provide the following information:
Branch of Service: _____ Service Number: _____
Date of Service From: _____ To: _____
Type of Discharge: _____
Are you currently participating in any military reserve or National Guard program: ☐ YES ☐ NO
If yes, please provide Details:

Please list Past commanding officers, posts, and contact information:

Officer Name	Post	Contact Information

Please list any other military information that you think may be relevant to obtaining employment at this department:

Please provide the following information about your bank and charge accounts:

Name of Firm	Address	Phone Number	Account Number

Have you ever filed or declared bankruptcy: ☐ YES ☐ NO
Describe:

Have any of your bills been turned over to a Court or collection agency: ☐ YES ☐ NO
Describe:

Have you ever had goods you purchased repossessed: ☐ YES ☐ NO
Describe:

Have you ever had your wages, or bank accounts garnished: ☐ YES ☐ NO
Describe:

Legal

Have you ever been arrested or convicted for any crime that would constitute a felony, or serious Misdemeanor: ☐ YES ☐ NO
If yes, Provide the following:

Date	Police Agency/Location	Circumstances

Have you ever been placed on probation as an adult: ☐ YES ☐ NO
If Yes, please explain:

Please list all the citations you have received in the past five (5) years.

Have you been involved in a traffic accident in the last five (5) years.

Date	Location	Injury/Non-injury	Investigating Police Agency

Has your Driver's License ever been suspended or revoked: ☐ YES ☐ NO

Is there anything you wish to discuss about your driving record:

Please list any additional information that you think may be relevant to you obtaining employment with this agency:

I hereby certify that all statements made in this personal history statement and application are true and complete, and I understand that any misstatements of material facts will be subject me to being disqualified from employment at this agency or will be used in termination proceedings if I am hired.

_____ _____

Signature Date

Please provide copies of all certificates, awards, and accommodations with this application. Along with any resume you may wish to submit.

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