

Bellevue Marshal's Office

EMPLOYMENT APPLICATION FORM

Employing Agency: _____

DATE: _____

A. INSTRUCTIONS

Application must be typewritten or **printed legibly** in ink. All questions must be answered. Applications which are not complete will not be considered. 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 questions.

B. POSITION APPLYING FOR

Job Title: _____

Are you applying for:
☐ F/T ☐ P/T ☐ Temp/Seasonal
☐ Reserve/Volunteer

What shifts will you work?
☐ Days ☐ Nights ☐ Any

NOTICE: During the Background Check, we will be contacting your present employer.

Available Start Date: _____

C. PERSONAL HISTORY

1. Full Name:

First

Middle

Last

2. Applicant's Current Address:

Address

City

County

State

Zip

()

Telephone Number

()

Message Number

Email: _____

Web Page: _____

Emergency Contact Name & Number: _____

Applicant Name: _____ (Print Legibly)

Other: List all other names you have used including circumstances and time periods you used them. (For example: maiden name, former name(s), alias (es), or nickname(s)).

| Name | Circumstance | Dates From Mo./Yr. | Dates To Mo./Yr. |
|------|--------------|--------------------|------------------|
| | | | |
| | | | |
| | | | |

4. Are you a United States Citizen? ☐ Yes ☐ No

If naturalized, please provide: _____

Place

Court

Naturalization No.

5. Do you have or have you ever applied for a passport? ☐ Yes Passport # _____ ☐ No

6. Can you perform the essential functions of this job with or without reasonable accommodation? ☐ Yes ☐ No

D. EDUCATION/TRAINING

| High School or GED Name/Address | Dates Attended Mo./Yr. | | Years Completed | Did You Graduate? | Type of Diploma |
|---------------------------------|------------------------|----|-----------------|-------------------|-----------------|
| | From | To | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| *College/University Name/Address | Dates Attended Mo./Yr. | | Credit Hours Earned | | Did You Graduate? | Type of Degree |
|----------------------------------|------------------------|----|---------------------|------|-------------------|----------------|
| | From | To | Qtr. | Sem. | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Applicant Name: _____ (Print Legibly)

Major _____ Minor _____

Other Schools (Trade, Vocational, Business or Military):

| Name/Address | Dates Attended Mo./Yr. | | Credit Hours Earned | Area of Study | Did You Graduate? | Type of Degree or Certificate |
|--------------|---------------------------|----|---------------------------|------------------|----------------------|----------------------------------|
| | From | To | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

1. Describe any awards, honors, citations, positions held in school organizations, and any other special recognition you received while attending school that you would like us to know about:

2. Have you ever been suspended or expelled from school? ☐ Yes ☐ No

If yes, please explain.

3. List any foreign languages you can speak:

List any foreign languages you can read:

List any foreign languages you can write:

4. Indicate any law enforcement education/training (attach additional paper as necessary):

| Name/Topic of Training | Certificate? | Date | Location of Training |
|------------------------|--------------|------|----------------------|
| | | | |
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| | | | |
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| | | | |

Applicant Name: _____ (Print Legibly)

5. Has your law enforcement certification ever been suspended, revoked, relinquished or subject to discipline or investigation by POST or any other state's law enforcement certification agency? ☐ Yes ☐ No

If yes, explain.

_____ Date(s)

_____ Date(s)

_____ Date(s)

6. Describe any special abilities, interests, and hobbies including the degree of proficiency:

7. Indicate any type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued, and date current license expires (except vehicle operator's license):

8. Indicate any special skills you possess and equipment you can use which may be related to law enforcement work. (For example: two-way radio communications, breathalyzer, speed detection equipment, firearms):

9. Have you had any training/education with K-9's? ☐ Yes ☐ No

If yes, provide details:

E. TECHNOLOGY SKILLS

Check All Skills & Software Applications You Have Experience Using (any version):

- ☐ PC User ☐ Macintosh User ☐ Windows ☐ Microsoft Word ☐ Microsoft Access ☐ Microsoft Excel
☐ Microsoft Publisher ☐ Web Page Design/Maintenance ☐ E-Mail ☐ Internet ☐ Scanner ☐ Copier ☐ Fax
☐ Other: Please list _____

Professional Licenses or Certificates Held:

Applicant Name: _____ (Print Legibly)

F. EMPLOYMENT HISTORY

(List chronologically all employment beginning with present employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, set forth dates of unemployment):

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From:

To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Next Employer:

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From:

To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Next Employer:

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From:

To:

Final Rate of Pay:

Position Held:

Primary Duties:

Applicant Name: _____ (Print Legibly)

Reason for Leaving:

1. Have you ever been dismissed or asked to resign or had any disciplinary action taken against you from **any** employment or volunteer position you have held?

☐ Yes ☐ No

If YES, please give details, including dates, employer's name, and specifics:

2. Have you resigned or left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance?

☐ Yes ☐ No

If YES, please give details, including dates, employer's name, and specifics:

3. Have you ever applied to or performed paid or unpaid services for a law enforcement agency not listed as an employer?

☐ Yes ☐ No

If yes, please provide name of agency and date of application or service.

4. Do you or have you owned a business, or are you or were you a partner or corporate officer in any business or organization not listed previously as a current or former employer?

☐ Yes ☐ No

If yes, please provide name and address of business, corporation or organization and describe your relationship or position, and nature of business.

Applicant Name: _____ (Print Legibly)

G. APPLICANTS WITH CURRENT OR PRIOR LAW ENFORCEMENT EXPERIENCE

1. Identify **ALL** complaints (however characterized) made against you by any member of the public.

| Agency | Name of Complainant | Approximate Date | Disposition |
|--------|---------------------|------------------|-------------|
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| | | | |

2. Identify **ALL** complaints (however characterized) made against you by any law enforcement personnel (including supervisors or administrators)

| Agency | Name of Complainant | Approximate Date | Disposition |
|--------|---------------------|------------------|-------------|
| | | | |
| | | | |
| | | | |

3. Identify **ALL** claims or lawsuits (however characterized) filed against you or your employing agency based on allegations of negligent or wrongful acts or omissions by you.

| Agency | Name of Plaintiff(s) | Approximate Date | Court Where Filed |
|--------|----------------------|------------------|-------------------|
| | | | |
| | | | |
| | | | |

Applicant Name: _____ (Print Legibly)

4. Identify **ALL** disciplinary action (however characterized) taken against you by a law enforcement employer.

| Agency | Supervisor or Administrator Taking Action | Approximate Date | Basis and Form of Discipline |
|--------|---|------------------|------------------------------|
| | | | |
| | | | |
| | | | |

5. Identify **ALL** circumstances in which you have been requested or ordered to take a polygraph exam, CVSA or any other form of truth/deception technology.

| Agency | Basis for Exam | Approximate Date | Outcome |
|--------|----------------|------------------|---------|
| | | | |
| | | | |
| | | | |

H. DRIVING HISTORY

1. Are you a licensed Idaho automobile operator? ☐ Yes ☐ No License No.: _____

Date of Expiration:_____ Restrictions:_____

2. Do you hold or have you ever held an operator license in another state? ☐ Yes ☐ No

If yes, please provide state(s), name used and approximate dates license(s) was/were held.

3. Have you ever been denied issuance of a license or have you ever had a license suspended or revoked?

☐ Yes ☐ No

If yes, please provide complete details including why license was revoked.

Applicant Name: _____ (Print Legibly)

4. Have you ever had automobile insurance refused, withdrawn, revoked, or required to obtain special risk insurance?

☐ Yes ☐ No

If yes, please provide complete details.

I. MILITARY HISTORY

1. Have you ever served on active duty in the Armed Forces of the United States? ☐ Yes ☐ No

Branch of Service: _____ Highest Rank: _____

Serial #: _____ Duty Dates: From: _____ To: _____ From: _____ To: _____

From: _____ To: _____ From: _____ To: _____

2. Date and type of discharge: _____

3. Are you now or have you ever been a member of a reserve unit or the National Guard? ☐ Yes ☐ No

4. If yes state the branch of service, name and location of your unit:

5. Was any type of disciplinary action taken against you in the service? ☐ Yes ☐ No

If yes, please provide:

Date: _____ Place: _____

Nature of Offense: _____

Action Taken: _____

6. Have you ever served in the Armed Forces of a foreign country? ☐ Yes ☐ No

If yes, please specify countries and dates.

Applicant Name: _____ (Print Legibly)

VETERAN’S PREFERENCE

If you are **NOT** claiming Veteran’s Preference, please initial here _____ and proceed to the next section.

Per Idaho Code, Title 65, Chapter 5, Employer will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran’s preference, please complete the information below and attach a copy of your DD-214 to this application.

(Reference Idaho Code, Title 65, Chapter 5, and 5 U.S.C. § 2108)

The term “**active duty**” means full-time duty in the Armed Forces, but NOT active duty for training.

Preference Eligible Veterans:

- ☐ I served on active duty in the armed forces of the United States for a period of more than one-hundred eighty (180) days and was honorably discharged.
- ☐ I have a service-connected disability of 10% or more.
- ☐ I am the spouse of an eligible disabled veteran, who has a service-connected disability.
- ☐ I am the widow or widower of an eligible veteran and have remained unmarried.
- ☐ I have attached a copy of my DD-214. Veteran’s preference will not be considered without this document.

J. BUSINESS INTERESTS & LICENSES

- 1. Do you or have you ever owned any stock or interest in any firm, partnership or corporation dealing wholly or partly in the sale or distribution of alcoholic beverages? ☐ Yes ☐ No
- 2. Are you now issued or have you ever been issued a license to engage in a business or profession? ☐ Yes ☐ No
- 3. Was any such license ever cancelled, relinquished, suspended or revoked? ☐ Yes ☐ No

If yes to question #1, #2 or #3, please provide details including name and address of business, the type of license or certificate, the agency that issued the license, effective date of license and license number.

Applicant Name: _____ (Print Legibly)

K. ORGANIZATION MEMBERSHIP

1. Are you now, or have you ever been, a member of any foreign or domestic organization, association, movement, group or combination of persons which advocates or approves 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 means?

☐ Yes ☐ No

If YES, including name of organization, dates of membership and location.

2. Have you ever made a financial or other material contribution to any organization of the type described in question #1 above?

☐ Yes ☐ No

If YES, explain including name of organization, date(s) and location.

3. At the time of your membership, participation, or contribution, did you know of any unlawful aims of the organization?

☐ Yes ☐ No

If YES, explain including name of organization, dates and location.

Applicant Name: _____ (Print Legibly)

L. PERSONAL & PROFESSIONAL REFERENCES

1. Personal References: Please list the names of three (3) persons not related to you by blood or marriage)

| | | |
|---------------------|------------|--------------------------|
| Complete Name | | Home Address:_____ |
| (Last,First,Middle) | | City, State, & Zip:_____ |
| Yrs. Known | Occupation | Home Phone: _____ |
| | | Business Address:_____ |
| | | City, State & Zip:_____ |
| | | Business Phone:_____ |
| Complete Name | | Home Address:_____ |
| (Last,First,Middle) | | City, State, & Zip:_____ |
| Yrs. Known | Occupation | Home Phone: _____ |
| | | Business Address:_____ |
| | | City, State & Zip:_____ |
| | | Business Phone:_____ |
| Complete Name | | Home Address:_____ |
| (Last,First,Middle) | | City, State, & Zip:_____ |
| Yrs. Known | Occupation | Home Phone: _____ |
| | | Business Address:_____ |
| | | City, State & Zip:_____ |
| | | Business Phone:_____ |

2. Professional References: List names of three (3) professional references who have known you well for at least five (5) years and who are not related to you by blood or marriage.

| | | |
|---------------------|------------|--------------------------|
| Complete Name | | Home Address:_____ |
| (Last,First,Middle) | | City, State, & Zip:_____ |
| Yrs. Known | Occupation | Home Phone: _____ |
| | | Business Address:_____ |
| | | City, State & Zip:_____ |
| | | Business Phone:_____ |

Applicant Name: _____ (Print Legibly)

| | | |
|---------------------|------------|---------------------------|
| Complete Name | | Home Address: _____ |
| (Last,First,Middle) | | City, State, & Zip: _____ |
| Yrs. Known | Occupation | Home Phone: _____ |
| | | Business Address: _____ |
| | | City, State & Zip: _____ |
| | | Business Phone: _____ |
| Complete Name | | Home Address: _____ |
| (Last,First,Middle) | | City, State, & Zip: _____ |
| Yrs. Known | Occupation | Home Phone: _____ |
| | | Business Address: _____ |
| | | City, State & Zip: _____ |
| | | Business Phone: _____ |

M. DOCUMENTS TO BE ATTACHED TO APPLICATION

1. Attach a certified copy of birth certificate.
2. Attach a certified copy of high school diploma or GED, college diploma or transcripts.
3. Attach a copy of military discharge(s).

N. OTHER REQUIREMENTS

When requested by this agency, applicant will be fingerprinted and shall be required to submit to a drug test and complete physical examination, as well as be required to complete the Background Information form and a polygraph examination.

Applicant Name: _____ (Print Legibly)

O. SIGNATURE & CERTIFICATION OF ACCURACY & NOTARY SEAL

I, _____, hereby certify that each and every statement made on this form is true and complete to the best of my knowledge, and I understand that any misstatement or omissions of information will subject me to disqualification or dismissal. I, also, acknowledge that I have a continuing duty to update all information contained in this document and, if employed by this Agency, I acknowledge that my failure to update this information may result in my discipline up to and including termination from employment. I understand that should an investigation disclose inaccurate, incomplete or misleading answers, my application may be rejected and my name removed from consideration for employment with Employer, and if employed, my termination from employment.

Signed this the _____ day of _____, 20____

Signature in Full

Print Named in Full

NOTARY

State of _____)
:ss.
County of _____)

On this ____ day of _____, 20____, before me, the undersigned notary public in and for said State, personally appeared _____ or identified to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this Statement first above written.

Notary Public in and for the State of _____
Residing in _____
My Commission Expires: _____, 20____.

(Official Seal)

Applicant Name: _____ (Print Legibly)

RELEASE OF INFORMATION

Full Name: _____ Date: _____

Social Security Number: _____ Date of Birth _____
(for the purpose of conducting a background check only)

Current Address: _____

Telephone Number: _____

I have made application for employment with the Bellevue Marshal's Office as a sworn police officer or other non-sworn employee.

I do hereby authorize a review and full disclosure of all records or files, or any part thereof, concerning myself that may be related to my application for employment to the Bellevue Marshal's Office, its employees or agents bearing or furnishing this release, within six months of its date, whether the said records are public or private, and including those which may be deemed to be of privileged or confidential nature.

I authorize the full and complete disclosure of the records and files of educational institutions, financial or credit agencies; medical and psychiatric consultation and/or treatment, including hospitals, clinics, private practitioners, the U.S. Veterans Administration, and all military and psychiatric facilities; public utility companies; employment and pre-employment records including background investigation reports, the results of polygraph examinations, efficiency ratings, complaints or grievances filed by or against me; records of complaints of civil nature made by or against me, and including, but not limited to, the records and recollections of attorneys at law, or other counsel representing or having represented me; and any records of any type whatsoever which concern any arrests or criminal charges involving me.

I further authorize the release of information to the Bellevue Marshal's Office concerning all of the above mentioned areas, or any other information which has a bearing on my fitness or ability to become trained and employed as a law enforcement officer or support employee, even though such information is not contained in written records and regardless of whether such information is considered privileged or confidential in nature.

This release is executed with full knowledge and understanding that the information is for the official use of Bellevue Marshal's Office, and I further understand that such information can be released to any law enforcement agency where I might later wish to make application for employment.

I release from liability and hold harmless the Bellevue Marshal's Office, the City of Bellevue, and the State of Idaho, for all actions taken as a result of the information they receive.

Signature _____ Date: _____

On this ____ day of _____, 20____, before me, the undersigned notary public in and for said State, personally appeared _____ or identified to me to be the person whose name is subscribed to the within instrument, and acknowledged to me that he/she executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this Statement first above written.

Notary Public in and for the State of _____
Residing in _____
My Commission Expires _____, 20____

(Official Seal)