

BOROUGH OF RUNNEMEDE POLICE DEPARTMENT
FORMAL EMPLOYMENT APPLICATION



DATE RECEIVED: _____

POSITION APPLIED FOR:

Full Time Police Officer- _____ **Special Officer-I** _____ **Special Officer-II** _____

**AFFIX HEAD AND
SHOULDER COLOR
PHOTOGRAPH**

**TAKEN WITHIN THE
LAST SIX MONTHS**

LAST NAME **FIRST** **MIDDLE**

STREET ADDRESS **CITY, STATE, ZIP CODE**

PHONE NUMBER **ALTERNATE NUMBER**

FORMAL EMPLOYMENT APPLICATION

This formal application form will be used to record information concerning applicants for employment with the Runnemede Police Department. Read every question carefully. Answer every question. LEAVE NO BLANK SPACES. If a question does not apply to you, enter N/A (not applicable). The applicant will personally prepare this form. All entries except signatures must be printed legibly in block letters and BLACK ink. If space is insufficient for answering a question add an additional page.

WARNING:

Any misstatement of fact, omissions or attempt to mislead this agency, its investigators or the appointing authority, deliberate or in error, may lead to your disqualification.

ANSWER ALL QUESTIONS

NOTE: It is the responsibility of the applicant to notify the Runnemede Police Department in writing of any changes after application is processed.

PERSONAL DATA

1) WHAT IS YOUR FULL NAME?

LAST NAME

FIRST NAME

MIDDLE

2)

SOCIAL SECURITY NUMBER

STATE ISSUED

3) WHERE WERE YOU BORN?

CITY/TOWN

STATE

BIRTH CERTIFICATE

NUMBER

CITY/TOWN

STATE/COUNTRY

IF FOREIGN BORN, ARE YOU NATURALIZED?

YES

NO

CERTIFICATE # _____

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4) DATE OF BIRTH _____ AGE _____ SEX _____
 HEIGHT _____ WEIGHT _____ EYECOLOR _____ HAIR _____

5) In chronological order (starting with the most recent) List every place you have resided

| FROM (MONTH/YEAR) | TO (MONTH/YEAR) | STREET | ADDRESS/CITY | STATE | ZIP |
|-------------------|-----------------|--------|--------------|-------|-----|
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6) ARE YOU SINGLE DIVORCED MARRIED WIDOW

7) If separated or divorced, what is the present address of your spouse(s)?

a. _____

b. _____

8) List below ever child born to you – include adopted and step children

| Name | Date of Birth | Place of Birth | With whom resides and address |
|------|---------------|----------------|-------------------------------|
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9) Are you now supporting these children? YES NO

IF NO, EXPLAIN _____

10) List other dependants or persons residing in your household

| Name | Date of Birth | Social Security Number | Occupation/Employer |
|------|---------------|------------------------|---------------------|
| | | | |
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11) List family information – Father, mother, spouse, sisters, and brothers

| Name | Relation | Address | Birthday | SSN | Phone # | Employer |
|------|----------|---------|----------|-----|---------|----------|
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12) List the names of three (3) friends or associates-include boyfriend, girlfriend or significant other if you don't reside with them currently

| Name | Relationship | Full Address | Date of Birth | Phone Number |
|------|--------------|--------------|---------------|--------------|
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EDUCATION

- 13)** List chronologically (earliest dates first) since elementary school, all high schools and colleges that you have attended; you may also list any training course you feel may benefit this application.

| From | | To | | Name of school | Exact Address | Last Grade |
|-------|------|-------|------|----------------|---------------|------------|
| Month | Year | Month | Year | | | |
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- 14)** List any problems with school/college (absenteeism, tardiness, poor grades, other discipline problems)

| Date | Name of School/College | Problem (explain) |
|------|------------------------|-------------------|
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EMPLOYMENT

13) List present employer (Include self, part-time, military and volunteer work)

NAME OF COMPANY _____
 ADDRESS _____
 DATE HIRED _____ POSITION _____
 DUTIES _____
 SUPERVISOR _____ COMPANY PHONE # _____

NAME OF COMPANY _____
 ADDRESS _____
 DATE HIRED _____ POSITION _____
 DUTIES _____
 SUPERVISOR _____ COMPANY PHONE # _____

14) Are you engaged in any business as an owner, partner, stockholder or corporate member (active or silent)? **YES** **NO** **IF YES, EXPLAIN** _____

15) List each and every place you were previously employed since age 18 in chronological order, starting with the most recent. Include part-time, full-time, military service and volunteer work.

| START DATE | END DATE | EMPLOYERS NAME/ BRANCH OF MILITARY | PHONE # | SUPERVISOR | REASON FOR LEAVING |
|------------|----------|---------------------------------------|---------|------------|--------------------|
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16) Did you ever serve in the military of any country? YES NO

IF YES, WHAT COUNTRY? _____

| BRANCH | HIGHEST RANK | SPECIALTY | SERVICE SERIAL # |
|--------|--------------|-----------|------------------|
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17) Were you ever discharged or asked to resign from employment? YES NO

| EMPLOYER | DATE OF ACTION | SUPERVISOR | TYPE OF DISCHARGE AND REASON |
|----------|----------------|------------|------------------------------|
| | | | |
| | | | |
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18) Were you ever subjected to any disciplinary action in connection with any employment or military service? YES NO IF YES, GIVE DETAILS BELOW

| EMPLOYER | DATE OF ACTION | SUPERVISOR | TYPE OF DISCHARGE AND REASON |
|----------|----------------|------------|------------------------------|
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19) Have you previously made application to the Runnemedde Police Department? YES NO
Or any other law enforcement agency? YES NO

IF YES, WHAT POSITION DID YOU APPLY FOR _____

COMPLETE INFORMATION BELOW

| AGENCY NAME – STATE | WHEN / DATE | STATUS OF APPLICATION |
|---------------------|-------------|-----------------------|
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20) **ARRESTS, SUMMONSES**

Have you ever been arrested or charged with juvenile delinquency? YES NO

Have you ever been arrested, indicted or convicted for a criminal violation? YES NO

Have you ever had any criminal record expunged? YES NO

Have you ever been arrested for or charged as a disorderly person? YES NO

Have you ever been arrested or charged for violating a city ordinance? YES NO

Have you ever been investigated by any law enforcement or private agency? YES NO

Have you ever been held as a material witness? YES NO

IF YOU ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, YOU MUST EXPLAIN AND PROVIDE DETAILS BELOW:

| DATE | AGE | VIOLATION/ CHARGE | LOCATION | DISPOSITION | AGENCY NAME |
|------|-----|----------------------|----------|-------------|-------------|
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21) Have you or your spouse ever been subpoenaed, summoned, requested or required to testify before any municipal, state or federal agency, committee, or other investigative body?

YES NO

| DATE | ACTION OR PROCEEDING | REASON | NAME OF AGENCY, BODY |
|------|-------------------------|--------|-------------------------|
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ILLEGAL DRUGS

22) Have you ever, or are you presently using illegal drugs? YES NO

Have you ever inhaled or ingested any illicit substance to experience euphoria or feeling of well being? YES NO

IF YES EXPLAIN: _____

DRUG SCREENING THROUGH URINALYSIS IS MANDATORY DURING PRE EMPLOYMENT AND AGAIN DURING TRAINING. A POSITIVE CONFIRMATION OF THE PRESENCE OF ILLEGAL DRUGS IN THE APPLICANTS URINE WILL RESULT IN. (REJECTION FOR EMPLOYMENT), (INCLUSION OF THE APPLICANTS POSITIVE TESTING IN A CENTRAL REGISTRY MAINTAINED BY THE NJSP, WHICH INFORMATION WILL BE AVAILABLE THROUGH COURT ORDER OR SHOULD APPLICANT AGAIN APPLY FOR FUTURE LAW ENFORCEMENT EMPLOYMENT AND (A BAN FROM OBTAINING SWORN LAW ENFORCEMENT EMPLOYMENT FOR A PERIOD OF TWO YEARS FROM THE DATE OF A POSITIVE CONFIRMATION TEST.

***FAILURE TO PROVIDE THE SAMPLE WILL RESULT IN REJECTION FOR EMPLOYMENT**

SIGNATURE

FORMAL EMPLOYMENT APPLICATION

MOTOR VEHICLE HISTORY

23) If you possess any of the following items, complete the form below.

| Item | Plate/DL Number | State | Description | Date Issued | Date Expires |
|--|-----------------|-------|-------------|-------------|--------------|
| Motor Vehicle Registration | | | | | |
| 2 nd Motor Vehicle Registration | | | | | |
| Motor Vehicle Driver's License | | | | | |
| Operator's License For any other vehicle | | | | | |

- 24) Have you ever received a summons for violating motor vehicle laws in NJ? **YES** **NO**
- Or violating motor vehicle laws in any other state? **YES** **NO**
- Has your motor vehicle registration ever been revoked or suspended? **YES** **NO**
- Has your driver's license ever been revoked or suspended? **YES** **NO**

If you answered YES provide details below (attach additional sheet if necessary)

| Date | Age | Violation | Location | Disposition | Name of Agency |
|------|-----|-----------|----------|-------------|----------------|
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25) Have you ever been involved in a motor vehicle accident as a registered owner or operator?
 (regardless of fault) **YES** **NO**

If **YES**, how many times? _____ Give details of accident(s) below

| Location | Date of Accident | Disposition | Agency Occurred |
|----------|------------------|-------------|-----------------|
| | | | |
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26) Has your motor vehicle insurance ever been cancelled or refused? **YES** **NO**

IF YES explain: _____

27) List below current insurance information

| Insurance Co. | Policy # | Name of Agency | Phone Number |
|---------------|----------|----------------|--------------|
| | | | |
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GENERAL

28) Have you any garnishment, wage assignment, lien, or judgment pending against you? YES NO

If YES give details below

| TYPE: Garnishment, Judgment, etc. | With whom: Name, Address & Zip Code | Area Code & Phone # | When Incurred | Original Amount | Present Amount | Monthly Payment | Amount of Arrears |
|---|--|------------------------|---------------|--------------------|-------------------|--------------------|----------------------|
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31) Are all tax payments required to be made by you current? YES NO

Are payments on all loans (including student loans) current? YES NO

Are all charge accounts or other monthly installment obligations current? YES NO

If **NO** to any of the above please explain: _____

32) Have you ever been bonded? YES NO

Have you ever been refused a bond? YES NO

If **YES** to any of the above please explain: _____

33) Were you or your spouse ever summoned or subpoenaed to court in a civil action or proceeding in this state or elsewhere, or could such a possibility ensue as a result of a recent occurrence or transaction?

YES NO

Indicate below every civil action or proceeding in which you or your spouse were summoned or subpoenaed, or in which you or your spouse were a third party and also the contingent possibilities as described above:

| Date | Action or Proceeding | Plaintiff, defendant, petitioner, respondent or witness? | Court Disposition |
|------|----------------------|--|-------------------|
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ALL APPLICANTS MUST COMPLETE THIS SECTION

34) Have you ever applied for any pistol license, firearms ID card, or dealer's license in this or any other state? YES NO

SUBVERSIVE ACTIVITY

35) Are you now, or have you ever been, a member, associated with, or affiliated with any subversive organization, movement, or group, or have you associated with any individuals, including relatives whom you have reason to believe are or have been members of any such organization or group which advocates the overthrow of our constitutional form of government, or which seeks to alter the form of the state or federal government by unconstitutional or unlawful means?
YES NO

Are you now, or have ever been, a member associated with, or affiliated with any organized crime group or family, association, or have you associated with any individuals, including relatives whom you have reason to believe are or have been members of any such organization or group?
YES NO

If YES to the above, please explain: _____

36) Do you have any knowledge or information in addition to that specifically called for in the preceding questions which is or may be relevant, directly or indirectly, in connection with an investigation of your eligibility and qualifications for this position, including but not limited to, knowledge or information concerning your character, temperance, habits, employment, education, family, association, criminal records, traffic violations, residence or otherwise?
YES NO

If YES to the above, please explain: _____

37) List the names of any Federal, State, or Local Law Enforcement Officers with whom you are personally acquainted.

| Name | Phone # | Agency Name | How are you acquainted? |
|------|---------|-------------|-------------------------|
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FORMAL EMPLOYMENT APPLICATION

CERTIFICATION

I certify that all the statements made in this application are true, complete, and correct to the best of my knowledge and belief; and are made in good faith. I am aware that if it is determined that I have misrepresented any facts in this application that I will be disqualified from the selection process. Further, I authorize the Runnemedede Police Department to verify any and all information contained herein and to review my employment, education, financial and criminal history, military, medical, disciplinary and other records and information from any source as noted in the duty executed authorization and release form.

I have read this Certification and I understand and agree to the conditions imposed herein.

APPLICANT SIGNATURE: _____

DATE: _____

AFFADAVIT

STATE OF _____

COUNTY OF _____

Before me personally appeared the said _____ who stated that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Sworn to and subscribed before me this _____ day of _____ 20____

My Commission expires on _____ Notary Public _____

FORMAL EMPLOYMENT APPLICATION

THIS PAGE MUST BE COMPLETED FOR ALL THAT ARE APPLYING FOR THE POSITION OF POLICE OFFICER OR SPECIAL LAW ENFORCEMENT OFFICER ONLY AND THE REFERENCE MUST NOT BE A SWORN MEMBER OF THE RUNNEMEDE POLICE DEPARTMENT, OR PERSONS WHO ARE ALREADY LISTED IN ANY OTHER SECTION OF THIS APPLICATION.

THE POLICE OFFICER OR SPECIAL OFFICER APPLICANT MUST OBTAIN THREE REPUTABLE CITIZENS (NO RELATIVES) WHO WILL VOUCH FOR THE HONESTY, REPUTATION AND ABILITY OF THIS APPLICANT.

PERSONAL REFERENCE #1

I, the undersigned, declare that I am over eighteen years of age, I have personally known the applicant for at least one year, that I have read the whole of the foregoing application and believe all the statements therein to be true. I am not related in any way to the applicant.

I will, upon request, give further facts concerning the applicant as I may possess.

ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL
(PLEASE PRINT OR TYPE)

Name _____ Home Phone No. _____

Address _____

City, State, Zip Code _____

Date of Birth _____ Social Security No _____

Occupation _____ Business Phone No _____

Business Address _____

How long have you known the applicant? _____

Is the applicant of good character and reputation? _____

Reference Signature _____ Date _____

FORMAL EMPLOYMENT APPLICATION

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PERSONAL REFERENCE #2

I, the undersigned, declare that I am over eighteen years of age, I have personally known the applicant for at least one year, that I have read the whole of the foregoing application and believe all the statements therein to be true. I am not related in any way to the applicant.

I will, upon request, give further facts concerning the applicant as I may possess.

ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL
(PLEASE PRINT OR TYPE)

Name _____ Home Phone No. _____

Address _____

City, State, Zip Code _____

Date of Birth _____ Social Security No _____

Occupation _____ Business Phone No _____

Business Address _____

How long have you known the applicant? _____

Is the applicant of good character and reputation? _____

Reference Signature _____ Date _____

FORMAL EMPLOYMENT APPLICATION

THIS PAGE MUST BE COMPLETED FOR ALL THAT ARE APPLYING FOR THE POSITION OF POLICE OFFICER OR SPEICLA LAW ENFORCEMENT OFFICER ONLY AND THE REFERENCE MUST NOT BE A SWORN MEMBER OF THE RUNNEMEDE POLICE DEPARTMENT, OR PERSONS WHO ARE ALREADY LISTED IN ANY OTHER SECTION OF THIS APPLICATION.

THE POLICE OFFICER OR SPECIAL OFFICER APPLICANT MUST OBTAIN THREE REPUTABLE CITIZENS (NO RELATIVES) WHO WILL VOUCH FOR THE HONESTY, REPUTATION AND ABILITY OF THIS APPLICANT.

PERSONAL REFERENCE #3

I, the undersigned, declare that I am over eighteen years of age, I have personally known the applicant for at least one year, that I have read the whole of the foregoing application and believe all the statements therein to be true. I am not related in any way to the applicant.

I will, upon request, give further facts concerning the applicant as I may possess.

ALL INFORMATION WILL BE TREATED AS CONFIDENTIAL
(PLEASE PRINT OR TYPE)

Name _____ Home Phone No. _____

Address _____

City, State, Zip Code _____

Date of Birth _____ Social Security No _____

Occupation _____ Business Phone No _____

Business Address _____

How long have you known the applicant? _____

Is the applicant of good character and reputation? _____

Reference Signature _____ Date _____

FORMAL EMPLOYMENT APPLICATION

TO WHOM IT MAY CONCERN, I am an applicant for a position with the Runnemedede Police Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above department.

I hereby authorize any representative of the Runnemedede Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of the bearer. I do hereby authorize a review of and full disclosure of all records, or any part thereof concerning myself, by and to any duly authorized agent of the Runnemedede Police Department whether said records are of public, private, or confidential nature. The intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing a background investigation that may provide pertinent data for the Runnemedede Police Department to consider in determining my suitability for employment in that department. It is my specific intent to provide access to personnel information however personal and confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against the records or recollections of attorneys at law or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed.

I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, at the custodian of such records of the Runnemedede Police Department, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Runnemedede Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to this release will discontinue processing my application if you refuse to disclose the information requested.

For and in consideration of the Runnemedede Police Departments acceptance and processing of my application for employment, I agree to hold the police department, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Runnemedede Police Department. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Runnemedede Police Department in conjunction with employment procedures.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said Photocopy or FAX does not contain an original writing of my signature.

This waiver is valid for a period of _____ from the date of my signature.

Should there be any questions as the validity of this release, you may contact me at the address listed on this form.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the person whom this request is presented and his agents and employees, from and against all claims damages, losses, and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Print Name _____ Date _____

Address: _____ Phone No _____

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AUTHORITY TO RELEASE INFORMATION

To whom it may concern,

I hereby authorize any authorized representative of the Runnemedde Police Department bearing this release, or copy thereof, to obtain any information personally or copies of, your files, records, or references, pertaining to me that will be utilized in an investigation for potential employment. The release is approved for disclosure of records of employment, educational records (including but not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records), medical records, credit records, (including credit card and payment device numbers), and law enforcement records (including but not limited to, any record of charge, prosecution or conviction for criminal or civil offenses). I hereby direct you to release such information upon request to the bearer. This release is executed with full knowledge and understanding that the information is for the use of the Runnemedde Police Department. Consent is granted for the Runnemedde Police Department to furnish such information as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, the custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, retail business establishment, law enforcement agency, or criminal justice agency, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I am furnishing my social security account number on a voluntary basis with the understanding such is not required by federal statute or regulation. This serves as notice that the Runnemedde Police Department will utilize this number only to facilitate the location of employment, military, credit and educational records concerning me in connection with this application.

Full Name: _____
(Signature)

Full Name: _____
(Printed)

Date: _____

Social Security No: _____

Witness: _____
(Runnemedde Police Department)