



Foristell Police Department

121 Mulberry Street
Foristell, Mo. 63348

Employment Application

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants for employment, whether commissioned or civilian, shall be given equal opportunity for consideration, selection, appointment and retention regardless of race, color, religion, sex, national origin, disability, veteran status, and any other characteristic protected by law.

Verification of Information

The information requested on this questionnaire will be used for reference by those who will be considering your application for employment with the Foristell Police Department. An extensive background investigation will be conducted into your personal and professional history. You may also be asked to provide more detailed information on your personal and social affiliations and your finances.

Any False, Misleading, Incomplete or Omitted information will be grounds to disqualify you from further consideration in the application and hiring process with the Foristell Police Department or to immediately terminate your employment if the information is discovered after you are hired.

I confirm that I have read and understand the above and that all statements and documents presented to the Foristell Police Department are true, correct and complete, and made in good faith.

Signature

Date

DIRECTIONS

1. Use BLACK INK PEN ONLY. Complete this form in your own handwriting or printing.
2. Be certain your answers are legible.
3. Read each questions carefully before answering.
4. Be certain each question is answered completely and correctly. Submit all documents requested. If a question does not apply to you, write N/A in the space. Leave no blank spaces.
5. Initial each page on the bottom right corner
6. Pursuant to law, the disclosure of your Social Security Number is completely voluntary.
7. Please fill out all sections of the application. Failure to complete the application form may affect you being considered for employment.

Initials _____

REFERENCES

List four (4) character references, not relatives, in-laws or past employers, who have known you well during the past three years or more.

1. _____
Name Address City State Zip

Home Phone Cell Phone Occupation

2. _____
Name Address City State Zip

Home Phone Cell Phone Occupation

3. _____
Name Address City State Zip

Home Phone Cell Phone Occupation

ARREST HISTORY

Other than traffic citations, have you been arrested, convicted, charged, questioned, accused, or detained for any reason by police, security officer, military police authority, either in the United States or in any foreign country? Yes ___ No ___ If yes, describe below and explain in detail on last page of application.

1. _____
Date Charge Dept. or Agency Location Disposition

2. _____
Date Charge Dept. or Agency Location Disposition

3. _____
Date Charge Dept. or Agency Location Disposition

4. _____
Date Charge Dept. or Agency Location Disposition

Were you ever served with a criminal or civil subpoena or summons other than traffic? Yes ___ No ___

Have the police ever been called to any of your former or current residences for any reason? Yes ___ No ___

Have you ever been involved in any undetected crime, including the buying or selling of illicit drugs? Yes ___ No ___

Are you now on probation or parole for any violation of the law? Yes ___ No ___

Are you now under charges for any violation of the law? Yes ___ No ___

If "Yes" for any above, explain in full detail on the last page of this application.

Initials _____

EDUCATION AND SKILLS

Do you have: (Check appropriate lines)

____ GED Certificate ____ High School Diploma ____ College Degree
____ Vocational / Technical Certificate ____ Post-Graduate Degree

List all high school, colleges and universities you have attended:

1. _____
Years attended Name and location (street, city, state, zip)

Major Type of Degree # credits completed Year of Degree

2. _____
Years attended Name and location (street, city, state, zip)

Major Type of Degree # credits completed Year of Degree

3. _____
Years attended Name and location (street, city, state, zip)

Major Type of Degree # credits completed Year of Degree

Student Associations / Activities _____

Have you ever been suspended, expelled or asked to leave any school for disciplinary reasons? Yes ____ No ____

Have you ever been placed on academic probation? Yes ____ No ____

Have you ever received any police academy training to be a police officer? Yes ____ No ____

If "Yes" to any of above, please explain in detail on last page of application.

If you wish to do so, on a voluntary basis, please indicate languages you speak, read and/or write other than English:

Summarize special skills, qualifications and accomplishments (including clerical skills) that you wish to be considered:

What skills or programs are you familiar with on the computer?

Initials _____

EMPLOYMENT HISTORY

Start with your present or last job, and list all of the places you have worked for the past ten years. Any additional information can go on the last page of this application.

1. _____
Employer _____ Address (Street, city, state, zip) _____

Job Title _____ Work Performed _____ Dates Employed _____

Supervisor _____ Salary / Hourly Rate _____ Reason for Leaving _____

2. _____
Employer _____ Address (Street, city, state, zip) _____

Job Title _____ Work Performed _____ Dates Employed _____

Supervisor _____ Salary / Hourly Rate _____ Reason for Leaving _____

3. _____
Employer _____ Address (Street, city, state, zip) _____

Job Title _____ Work Performed _____ Dates Employed _____

Supervisor _____ Salary / Hourly Rate _____ Reason for Leaving _____

4. _____
Employer _____ Address (Street, city, state, zip) _____

Job Title _____ Work Performed _____ Dates Employed _____

Supervisor _____ Salary / Hourly Rate _____ Reason for Leaving _____

Have you ever been dismissed, fired, suspended (with or without pay) or asked to resign from any employment?
Yes _____ No _____

Have you ever stolen any money or merchandise from any place of employment? Yes _____ No _____

If "Yes" to any of the above, please explain on the last page of this application.

Initials _____

ORGANIZATION MEMBERSHIP

List all civic or social organizations, fraternities, clubs, brotherhoods, societies, or groups of which you are, or have been, a member or associate:

1. _____
Name of Organization Address Office Held

2. _____
Name of Organization Address Office Held

3. _____
Name of Organization Address Office Held

4. _____
Name of Organization Address Office Held

Are you now, or have you been, a member of any foreign or domestic organization, association, movement, group or club which has adopted, or shows a policy of advocating the commission of acts of force or violence or the denial of other persons their rights under the Constitution of the United States, or the State of Missouri, by any unlawful means? Yes _____ No _____

If "Yes", please explain in detail on the last page of this application.

MILITARY STATUS

Have you ever served in the Army, Navy, Marine Corps, Air Force, Coast Guard, and R.O.T.C, National Guard or any other military or semi-military organization? Yes _____ No _____

1. _____
Month/Year Entered Branch / Organization Discharge Date Type of Discharge

Rank Occupational Specialty
2. _____
Month/Year Entered Branch / Organization Discharge Date Type of Discharge

Rank Occupational Specialty
3. _____
Month/Year Entered Branch / Organization Discharge Date Type of Discharge

Rank Occupational Specialty

Were you ever reduced in rank in the military? Yes _____ No _____
Were you ever involved in a court martial? Yes _____ No _____
Have you ever served in a military or naval organization of any foreign government? Yes _____ No _____
If you answered "Yes" to any above questions, please explain in detail on last page of this application.

Initials _____

FINANCIAL STATUS

Have you ever been delinquent in any of your financial obligations? Yes _____ No _____
Have you ever been refused credit? Yes _____ No _____
Have you ever had your property repossessed? Yes _____ No _____
Have you ever filed for bankruptcy? Yes _____ No _____
Have you ever been sued in court? Yes _____ No _____
Have you ever received a settlement in payment for damages? Yes _____ No _____
Have you ever filed a lawsuit or had a representative file a lawsuit on your behalf? Yes _____ No _____
Has your tax return ever been audited by the IRS for any reason other than a random audit? Yes _____ No _____

NARCOTIC AND LIQUOR USAGE

Do you consume alcohol? Yes _____ No _____ If yes, list number of drinks per week:

Have you ever used any illegal narcotics? Yes _____ No _____ If yes, list what types and dates last used:

Have you used any prescription drugs that were not prescribed to you? Yes _____ No _____
If yes, list type and date last used:

AVAILABILITY FOR WORK

An employee of the Department works a minimum twelve hours a day, minimum seven days per pay period, 26 pay periods per calendar year which will include nights, weekends, and / or holidays. Are you available to meet these requirements? Yes _____ No _____

ARTICLES AND PUBLICATIONS

Please list all articles, blogs or other works written by you which have been widely disseminated. You may be asked to provide copies of or access to this information.

- 1. _____
Name

- 2. _____
Name

- 3. _____
Name

- 4. _____
Name

Initials _____

USE OF FORCE

If the necessity arose for you to shoot another person in the course of your duties as an officer, would you have any reluctance to do so? Yes_____ No_____ If "yes", please explain:

Have you ever used a weapon to defend yourself or others? Yes_____ No_____ If Yes, please explain:

As the need to do so may arise at any time, are you physically capable of making a forceful arrest requiring physical strength and exertion? Yes_____ No_____ If No, Please explain:

DRIVING HISTORY

List all operator or chauffeur licenses you now hold or have previously held, in Missouri or anywhere else:

1.

State	Type of License	License #	Exp. Date
2.

State	Type of License	License #	Exp. Date
3.

State	Type of License	License#	Exp. Date

Have any of the above licenses ever been suspended or revoked? Yes_____ No_____ If "Yes", please explain:

List all driving citations / tickets, or summons' you have received as an adult or juvenile, beginning with the most recent:

1.

Month/Year	Charge	Agency Issuing Ticket	Disposition
2.

Month/Year	Charge	Agency Issuing Ticket	Disposition
3.

Month/Year	Charge	Agency Issuing Ticket	Disposition
4.

Month/Year	Charge	Agency Issuing Ticket	Disposition

Initials_____

List any and all full prior names used, legal and nick names: _____

List all vehicles you own, lease or have for your personal use:

1. _____
Year Make Model License # State
2. _____
Year Make Model License # State
3. _____
Year Make Model License # State
4. _____
Year Make Model License # State

How many traffic accidents have you been involved (Driver or Passenger) in during the past ten years? _____
List them: _____

Have you recently changed automobile insurance companies? Yes _____ No _____
If "Yes", indicate date, name and phone number of previous company:

Current Insurance: _____
Current Insurance Agent Name: _____
Insurance Company: _____
Address: _____
City _____ State _____ Zip _____
Agent Phone # _____
Policy # _____

Have you ever been denied automobile insurance or had insurance denied? Yes _____ No _____
If "Yes", please explain: _____

APPLICATION CHECK LIST

A copy of the following documents must be included with this application, or explain fully as to why they are not included. All documents submitted become the property of the Foristell Police Department and will not be returned.

The following items should be submitted by all applicants:

1. Birth Certificate – photocopy with application (certified or notarized copy at time of hire) Yes _____ No _____
2. Military Discharge DD214, indicating type of discharge Yes _____ No _____
3. Special awards, commendations (school, military, etc.) Yes _____ No _____
4. Copy of any licenses held, including stated issued operator license, pilot’s license, Radio operator license.
Yes _____ No _____
5. Missouri Police Officer License - Class A (No training certificates with application) Yes _____ No _____
6. Copy of High School and College Diploma (certified copies of high school and college transcripts at time of hire)
Yes _____ No _____

I, _____, hereby certify that all statements made in connection with this application are true and complete to the best of my knowledge and belief, and I understand and agree that any misstatements or omission of facts will cause forfeiture on my part of all rights to initial employment by the City of Foristell or continued employment if I am hired and the misstatement or omission is later discovered, even if the information would not have disqualified me for employment if timely disclosed.

Signature of Applicant: _____

Date: _____

Initials _____

City of Foristell

Job Title Police Officer
Exempt /Non-Exempt Non-Exempt

The City of Foristell Police Department is seeking to establish an eligibility list for Police Officers to perform police patrol, investigation, traffic regulation, and related law enforcement duties. Prior to accepting employment, applicants will be free of tattoos/brands that would be visible on the head, neck, hands, or arms while wearing uniform apparel inclusive of short sleeve shirts and/or shorts, as well as civilian attire while on duty. The selection process will include a written exam, oral board, interview with the Chief of Police and a background investigation.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and/or assigned:

- Conducts Law Enforcement patrols within the City to preserve the peace, enforce the law, control vehicle and pedestrian traffic, prevent, deter, and investigate reports of violations of law, while promoting the safety and security of the public.
- Acts as a First Responder to emergency and other calls for service and takes appropriate action to mitigate injury, damage, and safe guard property.
- Conducts follow-up investigations of crimes to include questioning victims, witnesses, suspects, and gathering of physical evidence.
- Prepares all reports and records as required by departmental policy in a professional manner and appears in Court as required.
- Assists citizens with stalled vehicles, directions, crime prevention, drug awareness and traffic safety.
- Coordinates enforcement activities within the department and with other agencies as required.
- Consults with and exchanges information with officers, the City Attorney, County Prosecutor's Office and others as required to ensure timely and effective prosecution of cases.
- Consults with police supervisory staff to coordinate investigation and enforcement activity.
- Carries out all duties in conformance with Federal, State, County, and City laws and ordinances, and in compliance with departmental rules, regulations and code of conduct.
- Maintains normal availability by radio for emergency and routine calls for service.
- Must have the ability to work all shift hours including rotating shifts as required in all types of weather for prolonged periods of time.
- Municipal court security and prisoner transport.

Minimum Training and Experience Required to Perform Essential Job Functions

All applicants must be a minimum of 21 years of age or older at the time of employment and possess or be able to obtain by date of hire a valid driver's license without record of suspension or revocation in any state. Felony convictions and disqualifying criminal histories are not permitted. Must be a U.S. Citizen, read and write the English language fluently. Applicants must be licensed to practice Law Enforcement in a Fourth Class City, located in a First Class County, with a Charter form of government (Class A license) as mandated by the Missouri Department of Public Safety Police Officer Standards in Training program (POST).

Initials _____

Authority For Release of Information

Last Name: _____ First Name: _____
Middle Name: _____ AKA's _____
Date of Birth: _____ SSN: _____ Place of Birth: _____
County of Birth: _____ City of Birth: _____ State: _____

I _____, do hereby authorize a review of full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Foristell Police Department, whether the said records are of public, private or confidential nature.

The intent of the authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and the salary records, real and personal property tax statements and records, and other financial statements and records wherever filed, records of complaint, arrest, trial and/or conviction for alleged or actual violations of law, including criminal, civil and/or traffic records, the results of any polygraph examinations, records of complaint of a civil nature made by or against me, wherever filed, and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case which I presently have had an interest.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of personal life, for the specific purpose of pursuing a background investigation, which may provide pertinent data for the Foristell Police Department to consider in determining my suitability for employment by that department. It is my specific intent to provide access to personal information, however personal confidential it may appear to be, and sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon the release authorization will be considered in determining my suitability for employment by the Foristell Police Department. I understand that all the materials pertaining to this background investigation become the property of the Foristell Police Department and will not be returned to me. I agree to indemnify and hold harmless the person to 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. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

A photocopy of this release form will be valid as the original hereof, even though the said photocopy does not contain and original writing of signature.

I also do hereby authorize all law enforcement agencies, the Veterans Administration, all military agencies, all Federal, State or local government agencies, State and Federal tax bureaus, credit bureaus, schools and universities, to furnish the Foristell Police Department with any and all available information regarding me, and for the release of any medical, physical, psychiatric, psychological records to the Chief of Police, that may determine my suitability for police work.

I authorize The Foristell Police Department to make inquiry of my present and past employers regarding my character, integrity and reputation.

I authorize the release of any and all information regarding my employment, credit, or any other information, whether personal or otherwise, that may or may not be in their records, and release said company or person from all liability for any damage whatsoever that may issue from furnishing such information to the Foristell Police Department.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

Signature: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Subscribed and sworn before me this

_____ day of _____ 20_____

My commission expires _____ 20_____

Notary: _____