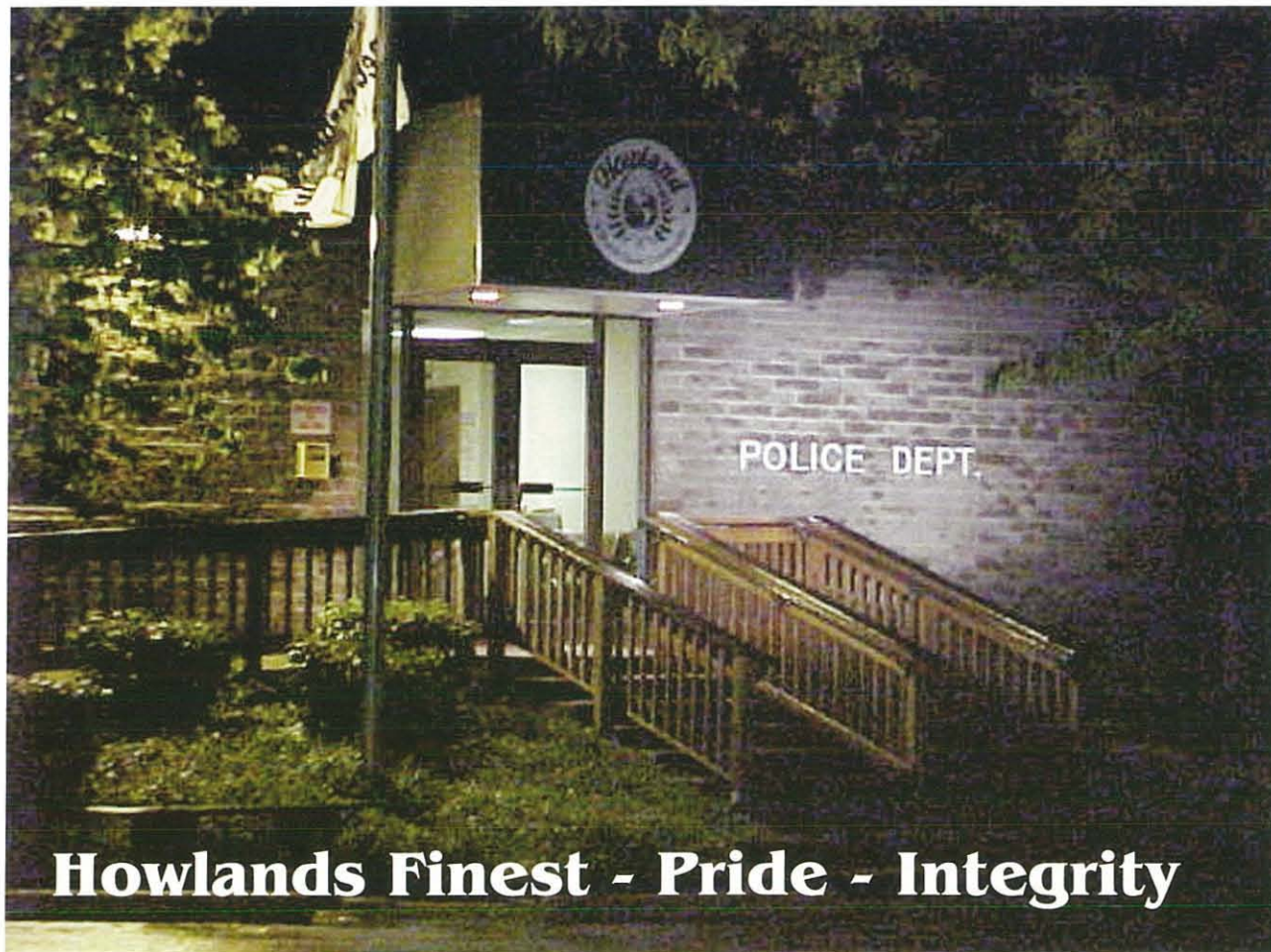


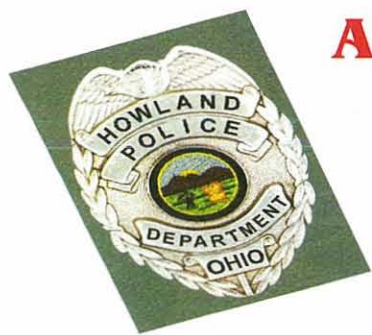
HOWLAND POLICE DEPARTMENT

169 Niles Cortland Rd NE, Howland, Ohio 44484

PHONE: 330-856-5555 FAX: 330-856-5075



Howlands Finest - Pride - Integrity



APPLICATION QUESTIONNAIRE FORM

Application # _____
Date Issued: ____/____/____
Date Returned: ____/____/____



POLICE DEPARTMENT HOWLAND TOWNSHIP

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The Howland Township is An Equal Opportunity Employer

Application Guidelines

**Do not complete
Pages 5, 7, or 9 at this time**

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POLICE DEPARTMENT HOWLAND TOWNSHIP

APPLICATION GUIDELINES

I. PURPOSE

To obtain information from Patrol Officer candidates / applicants and to assist the polygraph and/or voice stress analysis, psychological, drug testing, and medical examiner in conducting a pre-employment polygraph and/or voice stress analysis, psychological, drug testing, and medical examinations, as well as assist the background investigator in completing the background investigation.

II. USE

The information obtained from the Employment Questionnaire will be used to determine if the applicant meets specified requirements for the position being sought. The Howland Police Department Office Administrative Staff will provide the questionnaire to Patrol candidates / applicants. The applicant must print all answers to the questionnaire legibly in black ink.

III. THE FORM

Prior to giving the Application Questionnaire to the applicant, the applicant must present a current Resume' to the Howland Police Department. The date the Application Questionnaire is issued will be placed on the appropriate line on the cover of the Application Questionnaire. The applicant must complete and return the Application Questionnaire to the Office of Howland Police Department *within 15 days of issuance*. Upon return of the completed questionnaire, the applicant may be scheduled for fingerprinting, photographing, and an interview. If the applicant does not wish to participate in a polygraph and/or stress analysis, psychological, drug testing and medical examinations, he/she may withdraw this application by signing the appropriate caption on the front page of the questionnaire.

IV. DISPOSITION

Receipt of your application will be acknowledged in writing, within thirty (30) calendar days. Applicants will be advised in the letter that they will be notified should they be considered for employment. Applications are kept on file for a period of one (1) year. If no consideration for employment for a candidate takes place during the year on file, the application is destroyed and another application must be submitted for consideration. The Application Questionnaire will become part of the background investigation. If a background investigation is not completed, the Application Questionnaire will be kept on file as per department policy within the Administrative Division.

**HOWLAND TOWNSHIP
POLICE DEPARTMENT
BACKGROUND INVESTIGATION CONSENT FORM**

I, _____, authorize the Howland Township Police Department and/or their designee(s), _____, to make an independent investigation of my background, criminal, and/or police records.

The intent of this authorization is to give my full consent for the full and complete disclosure of certain documents and records, including, but not limited to, records of education institutions; records of financial or credit institutions; records of commercial or retail credit agencies, including credit reports and/or ratings; past employment and pre-employment records, including background reports, polygraph and/or voice stress analysis examinations, efficiency ratings, performance evaluations, attendance records, investigator files, disciplinary records, complaints filed against me, salary records, and data contained within the application of employment; military service records; real and personal property tax records, and other financial statements and records wherever filed; records of arrest, criminal, and/or traffic offenses, including records relative to any trial proceedings; the results of past polygraph and/or voice stress analysis examinations; records of civil complaints made against me, including records relative to any trial proceedings and records and recollections of attorneys at law, or other counsel, whether representing me or another person in a case in which I presently have, or previously had, an interest, including any files which are deemed to be confidential, expunged, or sealed pursuant to R.C. 2953.33.

I agree that 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 completing a background investigation, which may provide pertinent data to the Howland Township Police Department for its consideration in determining my suitability for employment. It is my specific intent to provide access to information, however personal or confidential it may be, including, but not limited to, the 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 this release authorization will be considered in determining my suitability for employment by the Howland Township Police Department, and will not be returned to me.

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

I understand that should information of a serious criminal nature be revealed as a result of this background investigation, such information may be disclosed to all proper authorities.

I, for myself, successors, assigns, heirs, executors, and administrators, hereby release, hold harmless, and forever discharge Howland Township and the Howland Township Police Department, and any person or entity that provides information pursuant to this authorization, from any and all liabilities, claims, lawsuits, damages, losses and expenses, including reasonable attorney's fees, which I, my successors, assigns, heirs, executors, or administrators have now or may ever have resulting from, out of, or in connection with the information obtained from, but not limited to, any and all of the above referenced sources.

I agree that a photocopy, facsimile, or other electronic reproduction of this form will be valid as an original thereof, even though the said photocopy, facsimile, or other electronic reproduction does not contain an original writing of my signature or witness thereof.

I understand that this background investigation requires that I notify the Howland Township Police Department relative to any change of my name, address, phone number, marital status, or other personal information. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

Full Name (Printed)

Maiden Name or Other Names Used

Present Home Address

(City, State, Zip)

How Long?

Former Home Address (City, State, Zip)

How Long?

(Please provide 5 years of address history. Use back of page if necessary)

Date of Birth

Social Security Number

Driver's License No. & State

Signature

Date

SWORN and duly SUBSCRIBED before me, a Notary Public, according to law, by the above named applicant this _____ day of _____, 20____ at _____, County of _____, State of _____.

Notary Public

HOWLAND TOWNSHIP POLICE DEPARTMENT

POST-OFFER/PRE-EMPLOYMENT EXAMINATIONS CONSENT FORM

I, _____, do voluntarily consent to post-offer/pre-employment medical, psychological, drug screen, and polygraph and/or voice stress analysis examinations conducted at the request of the Howland Township Police Department ("Department"). I understand that the offer of employment I have received is conditioned upon the successful completion of the aforementioned examinations. Additionally, I understand that, if I cannot perform essential job functions relative to the position I have been offered, even with reasonable accommodation, I will not be employed. Further, I understand that I will receive copies of written reports pertaining to the noted examinations and evaluations of my ability to perform essential job functions. In response to the noted written evaluations, I will be offered the opportunity to provide additional information. I understand that I may ask questions of the examiners concerning any portion of the noted examinations, and that I may stop the examinations at any time. However, if I do not complete the noted examinations, I understand that the offer of employment will be withdrawn, as the Department will not have been able to determine whether I can perform essential job functions, even with reasonable accommodation.

I have had the opportunity to ask a representative of the Department about these examinations, and any questions I had have been completely and satisfactorily answered.

I understand that the cost of the examinations will be paid by the Department.

I consent to the release of the results of the preceding examinations to the Department, as well as consent to the release to the Department of all of my medical records, as evidenced by my signature on any attached HIPAA authorization forms.

I represent that I am in good physical and mental condition, and I know of no physical or mental ailment or condition that may be impaired by the noted examinations.

I, for myself, successors, assigns, heirs, executors, and administrators, hereby release, hold harmless, and forever discharge the Department, Howland Township, and

_____ (Examiners), and/or _____
(Testing laboratory) from any and all claims, liabilities, lawsuits, damages, losses, and expenses, including reasonable attorney's fees, which I, my successors, assigns, heirs, executors, or administrators have now or may ever have resulting directly, indirectly, or remotely from, out of, or in connection with the: (1) examinations to be conducted by the above-named examiners and/or the above-named laboratory; (2) the diagnosis or results of the examinations; and (3) the use of any diagnosis or results.

I agree that a photocopy, facsimile, or other electronic reproduction of this form will be valid as an original thereof, even though the said photocopy, facsimile, or other electronic reproduction does not contain an original writing of my signature or witness thereof.

Signature of Conditional
Employee

Signature of Witness

Printed Name

Printed Name

Date

Date

SWORN and duly SUBSCRIBED before me, a Notary Public, according to law, by the above named applicant this _____ day of _____, 20__ at _____, County of _____, State of _____.

Notary Public

HOWLAND TOWNSHIP POLICE DEPARTMENT

HIPAA AUTHORIZATION FORM

TO: _____

I hereby authorize the use or disclosure of protected health information about me as described below:

1. The following specific person or class of persons or facility is authorized to make the requested use or disclosure: _____

2. The following person or class of persons may receive disclosure of protected health information about me:

His/her/its name is: _____

His/her/its address is: _____

3. The specific information that should be disclosed is:

4. I understand that the information used or disclosed may be subject to re-disclosure by the person or class of persons or facility receiving it, and would then no longer be protected by federal privacy regulations.

5. I may revoke this authorization by notifying _____
_____ in writing of my desire to revoke it. However, I understand that any action already taken in reliance on this authorization cannot be reversed, and my revocation will not affect those actions. I understand that the medical provider to whom this authorization is furnished may not condition its treatment of me on whether or not I sign the authorization.

6. This authorization expires on _____, 200__, OR upon occurrence of the following event that relates to me or to the purpose of the intended use or disclosure of information about me: _____

THIS FORM MUST BE FULLY COMPLETED BEFORE SIGNING.

Signature of Individual, Date of Individual's Signature, Date of Birth or Social Security Number
(The person about whom the information relates)

POLICE DEPARTMENT HOWLAND TOWNSHIP

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ do hereby authorize the Veterans Administration, U.S. Navy, Army, Air Force, Marine Corps, Coast Guard, Medical Doctors, Insurance Companies, State and Federal Tax Bureaus, and the Credit Bureaus to furnish the Howland Police Department of Trumbull County, Ohio, with any and all available information regarding me in order that he may determine my suitability for police work.

I authorize the Howland Police Department of Trumbull County, Ohio to make inquiry of my present and past employers regarding my character, integrity, and reputation. Exceptions, if any:

Exceptions: *(Make note if you do not wish your present employer contacted and why.)*

Date: _____
Applicant

Sworn to before me and Subscribed in my presence this _____ day of _____, 20 _____.

(Notary Seal) _____
Notary Public

COMMENTS:

POLICE DEPARTMENT HOWLAND TOWNSHIP

INSTRUCTIONS

It is important to read these instructions carefully before completing this Questionnaire

You must be complete and truthful in ALL your answers. All answers that you give in this application are subject to verification. Any failure to report completely or any untruthful answers may subject you to rejection as an employee. All Information will be considered confidential to the extent that this information is excluded from disclosure under state and federal law. The information provided will be used to assist the Howland Police Department determination of the qualifications of the applicant.

The answers to this questionnaire are subject to verification by polygraph, 'lie detector,' and/or voice stress analysis, interviews, psychological testing, drug screen, and a complete background investigation.

Hand PRINT your answers in black ink. Do not leave any questions blank. If a question does not apply to you, write "DNA" Your answers must be legible. If additional space is needed to explain an answer, please use the continuation sheets provided and reference the specific question number and letter.

Be aware that your spelling, grammar, and neatness will be considered part of your personal attributes involved in the selection process. Also, your dress, speech, and manner will be scrutinized during all phases of the background investigation process and will be similarly considered.

If you are applying to become a Howland Police Officer you are required to make known to us any criminal record you have that has been expunged or legally sealed.

I wish to withdraw from consideration for the position of _____ with the Howland Police Department.

Date: _____

Applicant Signature

Please sign and date, only if you are withdrawing your request for employment.

↑
APPLICANT NAME: _____

Social Security Number: _____ Position Applied for: _____

Date Questionnaire Issued: _____ Date Returned: _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

1. PERSONAL DATA

NAME: _____
Last First Middle Jr., II, etc.

ADDRESS: _____
Street Address Apt. Number

_____ City State Zip Code

TELEPHONE: () _____ () _____ () _____
Home Work Cell

Social Security Number: _____ Date of Birth _____

Place of Birth: _____ U.S. Citizen () Yes () No

List any other names that you have used: _____

How long have you lived at the above address: _____ Years _____ Months

(Second Address, if applicable, (i.e. College, Military, etc.)

ADDRESS: _____
Street Address Apt. Number

_____ City State Zip Code

How long have you lived at the above address: _____ Years _____ Months

PREVIOUS ADDRESSES:

Street Numbers	City	State	From Mo/Yr	To Mo/Yr
----------------	------	-------	---------------	-------------

(Use Additional Sheets If Necessary)

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

PERSONAL DATA- continued

Are you aware of any information about yourself or anyone with whom you have been closely associated (including relatives and roommates) that tends to reflect unfavorably on your reputation, morals, character, abilities or loyalty to the United States?

☐ Yes ☐ No

Do you understand that all prospective employees will be required to submit to a urinalysis test for drug abuse prior to employment?

☐ Yes ☐ No

*If sufficient space is not available on this form, please continue on a separate sheet of paper
(Please make sure to note your name, social security number and the question)*

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

2. MARITAL STATUS

Are you (check one): ☐ Married ☐ Separated ☐ Divorced ☐ Widowed ☐ Single

Spouse's Maiden Name: _____ Spouse's Date of Birth _____

Spouse's SSN _____

If previously married disposition of former marriage: _____

Ex-Spouse Name: _____ DOB _____

Address: _____ Phone _____

Name and Address of Spouse's Employer, if any:

Have you ever been separated from your spouse due to marital problems: ☐ Yes ☐ No

If yes, please explain:

Are you now supporting all dependents that you are required to support: ☐ Yes ☐ No

Are you paying alimony or child support: ☐ Yes ☐ No

If yes, how much: _____ Estimated date for termination of payment: _____

Have you ever been sued for alimony or child support: ☐ Yes ☐ No

Are you in arrears or have your wages been garnished for
back child support or alimony payments: ☐ Yes ☐ No

What does your spouse think of you becoming an employee of this department:

Any additional information: _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

3. RELATIVES

Father's Name: _____
Address: _____

Occupation: _____
Birthdate: _____

Mother's Name: _____
Address: _____

Maiden Name: _____
Occupation: _____
Birthdate: _____

Do you have any children () Yes () No

(If yes, please state the following, whether or not residing with you):

Son/Daughter	Complete Name & Address	Birthdate	Relationship

Do you have any serious problems with relatives or in-laws. () Yes () No
If yes, please explain: _____

Do you have any members of your family, close relatives or in-laws that are now or have been previously employed by this department:

If yes, please state:

Complete Name & Address	Relationship

Have you any members of your family, close relatives or in-laws of you or your spouses ever been arrested, convicted or imprisoned: If yes, please explain () Yes () No

Name: _____ **Address:** _____
Name: _____ **Address:** _____
Name: _____ **Address:** _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

4. REFERENCES				
List three (3) references (NOT relatives, former employees or neighbors) who are responsible adults, and who have known you well during the past five years:				
Name		Residence or Business Address (Number & Street)		
How Long Known?	Occupation	City	State	Zip Phone Number
Reference 2				
Name		Residence or Business Address (Number & Street)		
How Long Known?	Occupation	City	State	Zip Phone Number
Reference 3				
Name		Residence or Business Address (Number & Street)		
How Long Known?	Occupation	City	State	Zip Phone Number

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

5. EMPLOYMENT INFORMATION

Begin with your present or last employment and list in order your complete work history in chronological order. Include all full-time, part-time employment(s) and military service, auxiliary and volunteer (Use additional sheets of paper, if necessary)

EMPLOYER Name: _____ Phone: _____

Address

City

State

Zip

Date Hired: _____ Date Left: _____ Title/Position: _____

Reason for Leaving: _____

Immediate Supervisor: _____ Last Salary: _____

Ever Disciplined for any Reason: () Yes () No How Many Times: _____

Type of Discipline: _____

Late for Work: () Yes () No How many times: _____

EMPLOYER Name: _____ Phone: _____

Address

City

State

Zip

Date Hired: _____ Date Left: _____ Title/Position: _____

Reason for Leaving: _____

Immediate Supervisor: _____ Last Salary: _____

Ever Disciplined for any Reason: () Yes () No How Many Times: _____

Type of Discipline: _____

Explain: _____

Late for Work: () Yes () No How many times: _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

5. EMPLOYMENT INFORMATION (Continue)

EMPLOYER Name: _____ Phone: _____

Address

City

State

Zip

Date Hired: _____ Date Left: _____ Title/Position: _____

Reason for Leaving: _____

Immediate Supervisor: _____ Last Salary: _____

Ever Disciplined for any Reason: () Yes () No How Many Times: _____

Type of Discipline: _____

Explain: _____

Late for Work: () Yes () No How many times: _____

EMPLOYER Name: _____ Phone: _____

Address

City

State

Zip

Date Hired: _____ Date Left: _____ Title/Position: _____

Reason for Leaving: _____

Immediate Supervisor: _____ Last Salary: _____

Ever Disciplined for any Reason: () Yes () No How Many Times: _____

Type of Discipline: _____

Explain: _____

Late for Work: () Yes () No How many times: _____

Has any organization investigated, interviewed, tested, or subjected you to a polygraph examination? If yes, indicate the name of the agency, the date, and they type of pre-screening method. () Yes () No

Agency: _____

Date: _____ Pre-screening method: _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

6. EDUCATION

HIGH SCHOOL ATTENDED:

Name	Address	City/State
------	---------	------------

HIGHEST GRADE COMPLETED: _____ **Graduated:** () Yes () No **If yes year** _____

OTHER EQUIVALENCY CERTIFICATE: _____ **Year Obtained:** _____

COLLEGE/ UNIVERSITY:	Address	Dates Attended
-----------------------------	---------	----------------

YEAR GRADUATED: _____ **Credit Hours:** _____ **DEGREE:** _____

MAJOR SUBJECT(s): _____

List the Name and Address of any other type of school(s) attended: (i.e. Vocational School, Trade School, Business School, Police Academy)

Police Academy Attended	Address	City/State
From ____/____/____ to ____/____/____ #	Academy I.D. Number	Graduated/Year
Dates Attended		

Name	Address	City/State
------	---------	------------

Dates Attended	Course Type	Graduated/Year
----------------	-------------	----------------

ANY OTHER EDUCATION OR SPECIAL SCHOOLING RECEIVED (Excluding Military):

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

7. EMPLOYMENT HISTORY

Have you ever applied for a position with any government agency, police or fire department(s): ☐ Yes ☐ No

Department	Position Applied For	Hired (Yes/No/Pending)
------------	----------------------	------------------------

Do you have experience with shift work: ☐ Yes ☐ No

Do you object to being assigned to afternoon or midnight shift: ☐ Yes ☐ No

Do you object to working frequent weekends and/or overtime: ☐ Yes ☐ No

Do you object to wearing a uniform to work: ☐ Yes ☐ No

Have you ever been terminated, dismissed or asked to resign from any employment: If yes, explain: ☐ Yes ☐ No

Have you ever received any police training: ☐ Yes ☐ No

Type of Training	When	Where

Have you ever received unemployment compensation or other federal, state, or local benefits or assistance: ☐ Yes ☐ No

If yes, explain:

Type of Assistance	Name of Agency	Date

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

8. MILITARY INFORMATION

Your Selective Service Record:

Are you a male born after December 31, 1959? ☐ Yes ☐ No

If "Yes" have you registered with the Selective Service System? ☐ Yes ☐ No

If "Yes" provide your registration number _____

If "No" show the reason for your legal exemption _____

Have you ever served in the Military: ☐ Yes ☐ No Branch: _____

Dates Served From: _____ To: _____

Highest Rank Held: _____ Specialty: _____

Date of Discharge: _____ Type: _____

Are you now, or have you ever been a member of the US Reserves or National Guard:

☐ Yes ☐ No If yes, unit and location: _____

Were you ever overseas: ☐ Yes ☐ No

Were you ever AWOL: ☐ Yes ☐ No

How Many Times: _____

Ever given non-jurisdictional punishment (Article 15): ☐ Yes ☐ No

How Many Times: _____

Ever Reduced in Rank: ☐ Yes ☐ No

Ever Received a Court Martial: ☐ Yes ☐ No

Ever Spend Time in a Brig or Stockade: ☐ Yes ☐ No

Did you ever convert or sell any government property: ☐ Yes ☐ No

If you have had no military service, please explain: _____

ATTACH A COPY OF YOUR DD-214

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

9. RESERVE OFFICER INFORMATION

Do you hold a reserve officer status with any law enforcement agency: ☐ Yes ☐ No

If yes, please provide the following:

LAW ENFORCEMENT AGENCY	COMMISSION DATE	STATUS

Have you ever been denied a commission status with any law enforcement agency:

☐ Yes ☐ No

If yes, please explain:

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

10. DRIVING RECORD

Do you have a valid driver's license: () Yes () No Status _____

License Number: _____ Any Restrictions _____

How long have you been a licensed driver: _____

Approximately how many miles do you drive each year: _____

Have you ever had your license suspended: () Yes () No

If yes, explain: _____

Do you have liability/property damage insurance on vehicles owned by you: () Yes () No

Have you ever had your insurance cancelled: () Yes () No

If yes, explain: _____

List all accidents you were involved in as the driver. Include the dates, agency which investigated, if you were issued a citation and if there were injuries. List unreported accidents also.

Date of Accident	Investigating Agency	Citation	Injuries

List all traffic violations, convictions and bond forfeitures:

Date	Place of Arrest	Offense	Issuing Agency	Amount Owed

Have you ever been sentenced to a driver improvement school: () Yes () No

If yes, explain when and where: _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

11. CRIMINAL HISTORY

Have you ever committed, participated or conspired to commit any of the following serious crimes:

Murder _____	Arson _____
Larceny _____	Manslaughter _____
Robbery _____	Burglary _____
Drug Offense _____	Other _____

Sex Offenses:

Rape _____	Sodomy _____
Assault _____	Prostitution _____
Pandering Obscenity _____	

EXPLAIN:

Have you ever been convicted of any crime other than traffic: () Yes () No

Explain: _____

Have you ever been arrested or sent to a Juvenile Court: () Yes () No

Explain: _____

As a juvenile, did you ever report to a Juvenile Officer: () Yes () No

Were you ever expelled or suspended from school: () Yes () No

Have you ever been summoned or ordered to appear in any court as a witness or accused:

() Yes () No **Explain:** _____

Have you ever paid anyone to engage in a sexual activity: () Yes () No

Explain: _____

How many times have you been convicted of a criminal offense (include misdemeanors, felonies and military):

Nature of Offense	When (Mo/Yr)	Location	Disposition

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

11. CRIMINAL HISTORY (Continued)

Have you ever worked for an illegal gambling operation: ☐ Yes ☐ No
Explain: _____

Have you ever used another person's money to gamble without their knowledge:
☐ Yes ☐ No How much: _____ When: _____

Do you have any gambling debts at this time: ☐ Yes ☐ No How much: _____

Have you ever borrowed money to gamble: ☐ Yes ☐ No How much: _____

Have you ever worked for a gambling operation or booked any bets: ☐ Yes ☐ No
If yes, explain: _____

Have you ever been involved in any type of situation for which someone could blackmail you:
☐ Yes ☐ No Explain: _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

12. INDEBTEDNESS & FINANCIAL STATUS

Are you: _____ Buying/Own a Home
 _____ Renting
 _____ Living with Another
 _____ Living with Parents
 _____ Other: _____

Are you the co-maker on a loan for another person: () Yes () No
 Explain: _____

Have you ever been taken to court over a debt: () Yes () No
 Explain: _____

Do you owe money to any of the following:

	Yes/No	Amount Owed	Times Late
Home Loan			
Personal Loan			
Auto Loan			
Credit Union			
Past/Present Fellow Worker			
Past/Present Employers			
Internal Revenue Service			
Back Taxes (any entity)			
Alimony			
Gasoline Credit Card			
Household Furnishings			
Back Rent			
Financial Institution			
Clothing			
Student Loan			
In-Laws			
Parents			
Court Judgments			
Charge Accounts			
Union Dues			
Employment Agency			
Child Support			
Rent			
Any Other Debts Not Listed			

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

12. INDEBTEDNESS & FINANCIAL STATUS (Continued)

Have you ever had a debt turned over to a collection agency: () Yes () No

Explain: _____

Are any creditors pressing you for a payment: () Yes () No

Have you ever declared or filed bankruptcy: () Yes () No

When: _____ Where: _____

Have you ever had anything repossessed: () Yes () No

What: _____ When: _____

Have your wages ever been attached or garnished: () Yes () No

Explain: _____

Do you have any civil action pending: () Yes () No

Explain: _____

Have you ever been a defendant in a small claims or other court: () Yes () No

Explain: _____

Have you declared delinquent in child support payments: () Yes () No

Explain: _____

Have you ever been evicted from any dwelling: () Yes () No

Explain: _____

Have you ever received a settlement in payment for damages, injury, libel, etc. either without court action: () Yes () No

Explain: _____

Have you ever been refused credit: () Yes () No

Explain: _____

Did you ever knowingly write a check with insufficient funds: () Yes () No

How many times: _____ Explain: _____

Do you have a checking account: () Yes () No Account Number: _____

Institution Name: _____

Do you have a savings account: () Yes () No Account Number: _____

Institution Name: _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

12. INDEBTEDNESS & FINANCIAL STATUS (Continued)

Are you currently delinquent or have you ever been in default on any student loan?

☐ Yes ☐ No Explain: _____

Are you current on all federal, state, and local tax debts (including individual and employer tax debts that apply to you?) ☐ Yes ☐ No

Do you have income from sources other than your salary and your spouse's salary?

☐ Yes ☐ No If yes, specify the source and amount _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

13. MISCELLANEOUS

If the necessity arose for you to shoot a human being in the course of your duties as an Officer, would you have any reluctance to do so: () Yes () No

If yes, explain: _____

Have the police ever been called to your home for any reason: () Yes () No

If yes, explain: _____

Do you have any problem controlling your temper: () Yes () No

Have you ever traveled outside the United States: () Yes () No

If yes, what countries: _____

Do you own any business or commercial property: () Yes () No

If yes, what countries: _____

If employed by Howland Township, do you have or anticipate any income other than your salary: () Yes () No

If yes, amount and source: _____

Other than a driver's license, do you possess any permit or license issued by a unit of the government: () Yes () No

Do you possess any other licenses or certifications (e.g. Nurse, Emergency Technician, Real Estate, etc.)? If yes, provide the information requested below. () Yes () No

License Type: _____ Issuing Entity: _____

Also indicate on a separate sheet of paper if any complaints or grievances were ever filed against you.

Do you have any skills, personal interests or hobbies, which would be useful in the position, you are seeking: () Yes () No

If yes, explain: _____

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

13. MISCELLANEOUS (Continued)

List all organizations, clubs and social groups of which you are now, or have been a member and position held:

How much advance notice (i.e., number of weeks) would you need to report to work at Howland Police Department? Number of weeks: _____

In the last 7 years have you consulted with a mental health professional (psychiatrist, psychologist, counselor, etc.) or have you consulted with another health care provider about a mental health related condition? () Yes () No

If yes, provide the dates of treatment and the name and address of the therapist or doctor below, unless the consultation(s) involved only marital, family, or grief counseling, not related to violence by you.

Date	Name/Address of Therapist or Doctor	State	Zip code
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The following questions pertain to the illegal use of drugs or drug activity. You are required to answer the questions fully and truthfully, and your failure to do so could be grounds for an adverse employment decision or action against you, but neither your truthful responses nor information derived from your responses will be used as evidence against you in any subsequent criminal proceeding.

Since the age of 16 or in the last 7 years, whichever is shorter, have you illegally used any controlled substance, for example, marijuana, cocaine, crack cocaine, hashish, narcotics (opium, morphine, codeine, heroin, etc.), amphetamines, depressants (barbiturates, methaqualone, tranquilizers, etc.), hallucinogenic (LSD, PCP, etc.) or prescription drugs? () Yes () No

POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

13. MISCELLANEOUS (Continued)

Have you ever used a controlled substance as a law enforcement officer, prosecutor, or courtroom official; while possessing a security clearance; or while in a position directly and immediately affecting the public safety? () Yes () No

In the last 7 years, have you been involved in the illegal purchase, manufacture, trafficking, production, transfer, shipping, receiving, or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis for your own intended profit or that of another? () Yes () No

If "Yes" to any of the above questions, provide the following information:

Date	Controlled substance/prescription drug used	# of times used
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In the past 7 years, has your use of alcoholic beverages (such as liquor, beer, wine) resulted in any alcohol-related treatment or counseling (such as for alcohol abuse or alcoholism)? () Yes () No

If yes, provide the dates of treatment and name and address of counselor or doctor below. Do not repeat information reported in response to previous questions reference seeking a mental health professional.

Date	Name/Address of Therapist or Doctor	State	Zip code
------	-------------------------------------	-------	----------

Application Questionnaire

Use this sheet if you need additional room to explain or further add to your answers to a specific question. Place the Section and question in the column at the left, to correspond to the information you are adding.

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Application Questionnaire

Use this sheet if you need additional room to explain or further add to your answers to a specific question. Place the Section and question in the column at the left, to correspond to the information you are adding.

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POLICE DEPARTMENT HOWLAND TOWNSHIP

Application Questionnaire

15.CERTIFICATION

I hereby certify that the statements contained in this questionnaire are true and correct to the best of my knowledge, and that there are no willful misrepresentations, omissions, or falsifications in the preceding statements and answers. I am fully aware that, if an investigation reveals misrepresentations, omissions, or falsifications in any documents I submit or statements I make as part of this application questionnaire or background investigation, my application may be rejected and I may be disqualified from employment with the Howland Township Police Department. Additionally, I understand that, in the event I am offered employment by and accept employment with the Howland Township Police Department, any application questionnaire misrepresentations, omissions, or falsifications, which are revealed in any subsequent investigation, shall be just cause for immediate dismissal. Further, I realize that any falsehoods may subject me to prosecution under R.C. 2921.13.

I understand that this application questionnaire requires that I inform the Howland Township Police Department relative to any change of my name, address, phone number, marital status, or other information contained in this application questionnaire.

For and in consideration of the Howland Township Police Department's acceptance and processing of this application for employment, I agree to hold Howland Township, the Howland Township Police Department, and their agents and employees harmless from any and all claims and liabilities associated with this application for employment, or in any way related to the decision whether or not to employ me with the Howland Township Police Department.

DATE: _____

Signature of Applicant

SWORN and duly SUBSCRIBED before me, A Notary Public, according to law, by the above named applicant this _____ day of _____, 20____ at _____, County of _____, State of _____.

Notary Public

POLICE DEPARTMENT HOWLAND TOWNSHIP

Police Officer Background and Experience Evaluation

Please indicate what, in your background and experience, best illustrates the below listed statements. Please use a word processing program to type your responses. Your responses do not need to be lengthy, and are limited to a single page. Your responses will also be evaluated for proper spelling, grammar, clarity, etcetera. Feel free to use situations within or outside your career. For each of the responses, indicate a name and contact information for an individual who can verify your response. Do not use the same situation for more than one statement.

Use the following format when responding to the statements

- Situation – what was going on, who was involved, etc.
- Behavior – what exactly did you do, what did others do, etc.
- Outcome – how did things turn out, what was the result, etc.

Sample Response

Statement - Taking initiative to solve a problem

Situation – Members of the police department were unhappy about their current uniform.

Behavior – I took it upon myself to research new uniform options. I got permission from the Chief of Police for several officers to wear and test several different styles of uniforms. After a week of testing, the officers voted on the uniform that they liked best. I calculated the cost of outfitting the department with the new uniforms and presented my findings to the Chief of Police for review.

Outcome – The Chief of Police agreed to the uniform changes and the officers were outfitted with the new uniforms.

Person who can verify- Chief Joe Smith

Contact Info- (330) 856-1234

Statements

1. Accepting responsibility and obligation
2. Treating people fairly
3. De-escalating a volatile situation
4. Communicating effectively under stress
5. Maintaining physical fitness (describe activities and frequency, do not use "SBO" format)
6. Problem solving
7. Thinking on your feet
8. Accepting responsibility for your mistakes
9. Handling stress
10. Doing the right thing
11. Making an un-popular decision