



BEL-RIDGE POLICE DEPARTMENT

8920 Natural Bridge Road
Bel-Ridge, MO 63121
(314) 429-2878
www.bel-ridge.us
[facebook.com/belridgepd](https://www.facebook.com/belridgepd)

POLICE OFFICER APPLICATION

Name of Applicant: _____

Date of Application: _____

CERTIFICATE OF APPLICANT AND AUTHORIZATION FOR RELEASE OF INFORMATION

| | | |
|-----------|---------------|---|
| LAST NAME | FIRST NAME | MIDDLE NAME |
| SSN | DATE OF BIRTH | APPLICATION # (completed by department) |

I, _____ (Print full name), hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions of material facts will cause forfeiture on my part of all rights to initial employment or continued employment by the Bel-Ridge Police Department.

The intent of this authorization is to make available a full and complete disclosure of any and all information pertaining to my person; therefore, I do hereby authorize all present or past employers, all law enforcement agencies, all military agencies, the Veterans Administration, the U.S. Army, U.S. Air Force, U.S. Coast Guard, all Federal, State or local government agencies, State and Federal tax bureaus, credit bureaus, schools, insurance companies and universities to furnish the Supervisor of the Bel-Ridge Police Department, with any and all available information regarding my past or present performance, conduct or behavior. I further authorize the release of any punitive or disciplinary action, or memorandum, to the Supervisor in order that the information be evaluated to assist in the determination of my suitability for police work.

I understand the Bel-Ridge Police Department's acquisition, retention, and sharing of information related to my employment application is generally authorized under state and federal citations. The purpose for the Department requesting this information is to conduct a complete background investigation pertaining to my fitness to serve as a Bel-Ridge Police Department employee. This background investigation may include inquires pertaining to my employment, education, medical history, credit history, criminal history, and any information relevant to my character and reputation. By signing this form, I am acknowledging that I have received notice and have provided consent for the Bel-Ridge Police Department to use this information to conduct such a background investigation, which may include the searching of N-Dex, criminal justice databases, private databases, and public databases.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal and business life for the specific purpose of conducting a pre-employment background investigation.

I authorize the Bel-Ridge Police Department to make an inquiry and gather any documents of my present and past employers regarding my character, integrity, reputation and performance.

I authorize the release of any and all of the aforesaid information regarding my person, employment, credit or any other aspect, whether personal or otherwise, that may or may not be in their written records.

I understand that all materials pertaining to this background investigation become the property of the Bel-Ridge Police Department and will not be made available or returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented, along with the company or organization therein from any and all claims, damages, losses and expenses, including reasonable attorney's fees arising out of complying with this request.

I understand that in the event my application is disapproved, the sources of information obtained are confidential and cannot be revealed to me.

A copy of this authorization will be considered as effective and valid as the original, even though the copy does not contain an original writing of my signature.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

Subscribed and sworn before me this _____ day of _____, 20_____

My commission expires _____, 20_____

Notary: _____

Applicant Signature: _____ Address: _____

APPLICANT PERSONAL HISTORY QUESTIONNAIRE

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 Bel-Ridge Police Department. An extensive background investigation will be conducted into your personal history.

Any FALSE, MISLEADING or INCOMPLETE information substituted for accurate information will be grounds to disqualify you from further consideration in the application process with the Bel-Ridge Police Department.

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

Signature

Date

DIRECTIONS

1. **BEFORE YOU BEGIN**, read the entire set of directions and listing of documents required for submission. An application checklist is provided for your convenience. This is a competitive process, therefore, applications will not be accepted, processed or evaluated unless complete. All addresses and phone numbers must include zip codes and area codes.
2. **USE BLACK INK PEN ONLY**. Complete this form in your own handwriting. If you need any special accommodations in completing this questionnaire, contact the Bel-Ridge Police Department at 314-429-2878.
3. Read each question carefully before answering. Follow any and all instructions as directed. Be sure that your answers are legible.
4. Be certain that each question is answered **COMPLETELY** and **CORRECTLY**. Submit all documents as requested. If a question does not apply to you, write "N/A" (not applicable) in the space.
5. The completed application and all documents need to be placed in a sealed manila envelope with your name, phone number and date written on the envelope.
6. Initial **EACH** page on the bottom left corner.
7. Additional space is provided on Pages 11 and 12 for answers that require clarification or further explanation. All entries on Pages 18 and 19 will begin with page, section number (Roman numerals I-XII) and question (letters A-L) you are explaining or clarifying.

Thank you for your interest in applying with the Bel-Ridge Police Department. Our mission is to employ the most qualified personnel to enable us to provide exemplary protection for the residents and businesses of the City of Bel-Ridge.

Required Documents

Please submit the following documents with your application:

- A photocopy of your driver's license
- A photocopy of high school transcripts/diplomas (if applicable)
- A photocopy of college/university transcripts/diplomas (if applicable)
- A photocopy of your Missouri State Law Enforcement Officer License or a photocopy of your Law Enforcement Graduating Certificate.
- All completed documents attached to this application
- A photocopy of any military discharge papers DD214 (if applicable)

If documents are not included, a typed or neatly written explanation for their absence is required for each.

Note: Applications not including all required documents or explanations/or their absence will not be reviewed.

The application and review process will include the following steps:

- Review of Application
- Employment Testing
- Background Investigation
- Interview with Officer Board
- Interview with Board of Alderman
- Conditional Offer of Employment
- Physical Examination
- Substance Abuse Screening
- Polygraph Examination (if applicable)

If you are dismissed from the hiring process for any reason, you may reapply after six (6) months. Applications will be kept on file for one (1) year after being received.

II. REFERENCES

List three (3) people who know you well enough to provide current information about you. Do not list relatives, past/present employers/supervisors/co-workers.

Name: _____ Occupation: _____

Address: _____

Home Phone: _____ Work Phone: _____

Years Acquainted : _____ Relationship: _____

Name: _____ Occupation: _____

Address: _____

Home Phone: _____ Work Phone: _____

Years Acquainted : _____ Relationship: _____

Name: _____ Occupation: _____

Address: _____

Home Phone: _____ Work Phone: _____

Years Acquainted : _____ Relationship: _____

III. ARREST HISTORY

- A. Other than traffic citations, have you, as an adult or juvenile, been arrested, convicted, charged, questioned, accused or detained for any reason by any police, security officer or military police authority, either in the United States or in any foreign country? Yes No

If “yes”, describe below and explain in full detail on Pages 18 and 19.

| Date | Charge | Department / Agency | Location | Disposition |
|------|--------|---------------------|----------|-------------|
| | | | | |
| | | | | |
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| | | | | |

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

If “yes” explain in full detail on pages 18 and 19.

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

If “yes” explain in full detail on pages 18 and 19.

- D. Have you ever been involved in any undetected crime? Examples of an undetected crime include, but are not limited to, the buying and selling of illicit drugs, driving under the influence of alcohol or drugs, theft, underage consumption/possession of alcohol, etc. Yes No

If “yes” explain in full detail on pages 18 and 19.

- E. Are you now under charges for any violation of law? Yes No

If “yes” explain in full detail on pages 18 and 19.

IV. EDUCATION AND SKILLS

A. Starting with the most recent, list all elementary, high school, colleges/universities you have attended

| Date Attended | Name | Credits Completed | Type of Degree | Major |
|---------------|------|-------------------|----------------|-------|
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| | | | | |
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| | | | | |
| | | | | |

B. Have you been suspended, expelled or asked to leave any school for disciplinary reasons? Yes No
 If “yes” explain in full detail on pages 18 and 19.

C. Have you ever been placed on academic probation? Yes No
 If “yes” explain in full detail on pages 18 and 19.

D. Are you a graduate of a Certified Police Academy or Law Enforcement training program? Yes No Post License Number _____
 If “yes” explain in full detail on pages 18 and 19.

E. Is your Post License current and up to date on continued education hours? Yes No
 If “no” explain in full detail on pages 18 and 19.

F. Has there ever been any disciplinary action taken against your Post License? Yes No
 If “yes” explain in full detail on pages 18 and 19.

G. Have you held a position of leadership (indicate position, organization and dates held)? Yes No
 If “yes” explain in full detail on pages 18 and 19.

H. Special skills, qualifications and awards – Summarize skills, qualifications, and accomplishments that you wish to be considered

V. EMPLOYMENT HISTORY

- A. Start with your present or last job and list all of the places you have worked for the past ten (10) years. List any additional employers on Pages 18 and 19. If you are presently employed, may we contact your employer? Yes No

Employer: _____

Address: _____

Job Title: _____ Dates Employed From: _____ To: _____

Employer Phone Number: _____ Reason for Leaving: _____

Supervisor: _____ Co-worker: _____

Duties/ Responsibilities: _____

Employer: _____

Address: _____

Job Title: _____ Dates Employed From: _____ To: _____

Employer Phone Number: _____ Reason for Leaving: _____

Supervisor: _____ Co-worker: _____

Duties/ Responsibilities: _____

Employer: _____

Address: _____

Job Title: _____ Dates Employed From: _____ To: _____

Employer Phone Number: _____ Reason for Leaving: _____

Supervisor: _____ Co-worker: _____

Duties/ Responsibilities: _____

Employer: _____

Address: _____

Job Title: _____ Dates Employed From: _____ To: _____

Employer Phone Number: _____ Reason for Leaving: _____

Supervisor: _____ Co-worker: _____

Duties/ Responsibilities: _____

Employer: _____

Address: _____

Job Title: _____ Dates Employed From: _____ To: _____

Employer Phone Number: _____ Reason for Leaving: _____

Supervisor: _____ Co-worker: _____

Duties/ Responsibilities: _____

Employer: _____

Address: _____

Job Title: _____ Dates Employed From: _____ To: _____

Employer Phone Number: _____ Reason for Leaving: _____

Supervisor: _____ Co-worker: _____

Duties/ Responsibilities: _____

B. Have you ever been dismissed, fired or asked to resign from any employment?

Yes No

If "yes" explain in full detail on pages 18 and 19.

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

If "yes", explain in full detail on pages 18 and 19.

VI. MILITARY STATUS

A. Are you registered with the selective service? Yes No
 Registration Number: _____ Location: _____

B. Do you have a current obligation with the military service?
 Yes No
 Unit: _____ Commander: _____
 Address: _____

C. Have you ever served in the Army, Navy, Marine Corps, Air Force, Coast Guard, ROTC, or any other military or semi-military organization? Yes No

| Month/Yr Entered | Branch | Discharge Date | Type of Discharge | Rank |
|------------------|--------|----------------|-------------------|------|
| | | | | |
| | | | | |
| | | | | |

D. Has any branch of the armed forces ever rejected you? Yes No
 If “yes”, explain in full detail on pages 18 and 19.

E. Were you ever reduced in rank in the military? Yes No
 If “yes” explain in full detail on pages 18 and 19.

F. Were you ever court martialed? Yes No
 If “yes” explain in full detail on pages 18 and 19.

G. Have you ever received a Captain’s mast, Company punishment or Article 15?
 Yes No
 If “yes” explain in full detail on pages 18 and 19.

H. Have you ever served in a military or naval organization of any foreign government? Yes No
 If “yes” explain in full detail on pages 18 and 19.

VII. DRIVING HISTORY

A. List all driver's or chauffeur's licenses you now hold

| State | Type of License | License Number | Expiration Date |
|-------|-----------------|----------------|-----------------|
| | | | |
| | | | |
| | | | |

B. List all driving citations/tickets or summonses you have received as an adult or juvenile, beginning with the most recent. If you cannot remember exact dates or locations, give approximate dates and locations.

| Month/Year | Charge | City/State | Issuing Agency | Disposition |
|------------|--------|------------|----------------|-------------|
| | | | | |
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C. Has your license ever been suspended or revoked? Yes No
If "yes" explain in full detail on pages 18 and 19.

D. Have you ever had a hearing for suspension/revocation? Yes No
If "yes" explain in detail on pages 18 and 19.

E. Have you ever been classified as an assigned risk for insurance?
 Yes No
If "yes" explain in detail on pages 18 and 19.

F. Have you ever been involved in an accident and left the scene prior to identifying yourself? Yes No
If "yes" explain in detail on pages 18 and 19.

G. Do you currently have automobile insurance? Yes No
If "no" explain in detail on pages 18 and 19.

Insurance Company: _____ Policy Number: _____

H. List all traffic accidents you have been involved in during the past three (3) years. Give dates and explain circumstances for each. Use additional space on pages 18 and 19 if necessary.

| Date | Circumstances |
|------|---------------|
| | |
| | |

VIII. MARTIAL STATUS / FAMILY MEMEBERS

A. Check your current marital status. Use additional space on pages 18 and 19 if explanation is necessary.

- Single Engaged Married Separated Divorced Widowed

If engaged or married, indicate the following information relative to fiancé or spouse:

Name (include maiden name): _____ Date of Birth: _____

Address: _____ Phone Number: _____

Date of Marriage or Anticipated Date of Marriage: _____

If separated or divorced, indicate the following information relative to ex-spouse:

Name (include maiden name): _____ Date of Birth: _____

Address: _____ Phone Number: _____

Date of Separation / Divorce Cause #: _____

If spouse is deceased, indicate the following information:

Name (include maiden name): _____ Date Deceased: _____

B. List all children and/or dependents. Use additional space on pages 18 and 19 if necessary.

| Name | Date of Birth | Relationship | With Whom Residing | % Support Provided |
|------|---------------|--------------|--------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |

C. Do you now support all children born to you? Yes No
 If "no" explain in full detail on pages 18 and 19.

D. List full name(s) of your immediate family, such as father, mother, brothers and sisters:

| Name | Date of Birth | Relationship | Address | Phone Number |
|------|---------------|--------------|---------|--------------|
| | | | | |
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IX. ORGANIZATIONAL MEMBERSHIPS

A. List all civic or social organizations, fraternities, clubs, brotherhoods, societies or groups of which you are, or have been a member or associate. Also furnish their locations.

| Name of Organization | Address | Office Held |
|----------------------|---------|-------------|
| | | |
| | | |
| | | |

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

If "yes" explain in detail on pages 18 and 19.

X. PRIOR POLICE EXPERIENCE QUESTIONNAIRE

- A. Have you ever accepted money or any material object in return for not enforcing a law? Yes No If “yes” explain in detail on pages 18 and 19.
- B. Have you ever made any type of false statement in any type of police report or any other official document? Yes No If “yes” explain in detail on pages 18 and 19.
- C. Have you ever committed a crime as a legal adult? Yes No If “yes” explain in detail on pages 18 and 19.
- D. Have you ever been accused or counseled for excessive force, use of force, rough handling, or brutality? Yes No If “yes” explain in detail on pages 18 and 19.
- E. Have you ever received any oral reprimands, written reprimands, or suspensions? (include unfounded, unsubstantiated, exonerated, sustained, overturned appellate cases) Yes No If “yes” explain in detail on pages 18 and 19.
- F. Have you ever been involved in a shooting, including off duty accidental discharges, etc? Yes No If “yes” explain in detail on pages 11 and 12.
- G. Has a former employer ever classified you as ineligible for re-hire?
 Yes No If “yes” explain in detail on pages 18 and 19.
- H. Have you ever been offered an opportunity to resign to avoid termination or discipline? Yes No If “yes” explain in detail on pages 18 and 19.
- I. To your knowledge have you ever been investigated criminally or civilly by any law enforcement agency other than your own agency?
 Yes No If “yes” explain in detail on pages 18 and 19.
- J. Have you ever resigned under investigation? Yes No
If “yes” explain in detail on pages 18 and 19.
- K. Have you ever been terminated from any job, not just those listed in this packet? Yes No If “yes” explain in detail on pages 18 and 19.

- L. Have you ever consumed any alcohol beverages while on duty?
 Yes No If "yes" explain in detail on pages 18 and 19

- M. Have you ever been convicted or arrested for any crime?
 Yes No If "yes" explain in detail on pages 18 and 19

- N. Have you ever been the subject in a court proceeding and received delayed adjudication or any other type of probation? Yes No
If "yes" explain in detail on pages 18 and 19

- O. Have you ever been accused of sexual harassment or discrimination?
 Yes No If "yes" explain in detail on pages 18 and 19

- P. Have you ever been accused of or charged with any type of domestic violence? Yes No If "yes" explain in detail on pages 18 and 19

XI. NARRATIVE

What do you consider to be the highlights of your experience and accomplishments?

Why do you want to be a police officer (500 words or less)?
