

BOWLING GREEN POLICE DEPARTMENT

PERSONAL HISTORY QUESTIONNAIRE

Christopher Beard, Chief of Police | 15 W. Church Street, Bowling Green, MO 63334 | 573-324-3202

The City of Bowling Green and the Bowling Green Police Department provide equal opportunity for consideration, selection, appointment, advancement, and retention to all qualified applicants, subject to applicable state and federal law.



AN EQUAL OPPORTUNITY EMPLOYER

BOWLING GREEN POLICE DEPARTMENT

BACKGROUND INVESTIGATION AUTHORIZATION AND RELEASE

Christopher Beard, Chief of Police | 15 W. Church Street, Bowling Green, MO 63334 | 573-324-3202

Last Name	First Name	Middle Name
Social Security Number	Date of Birth	Applicant Number Department Use Only

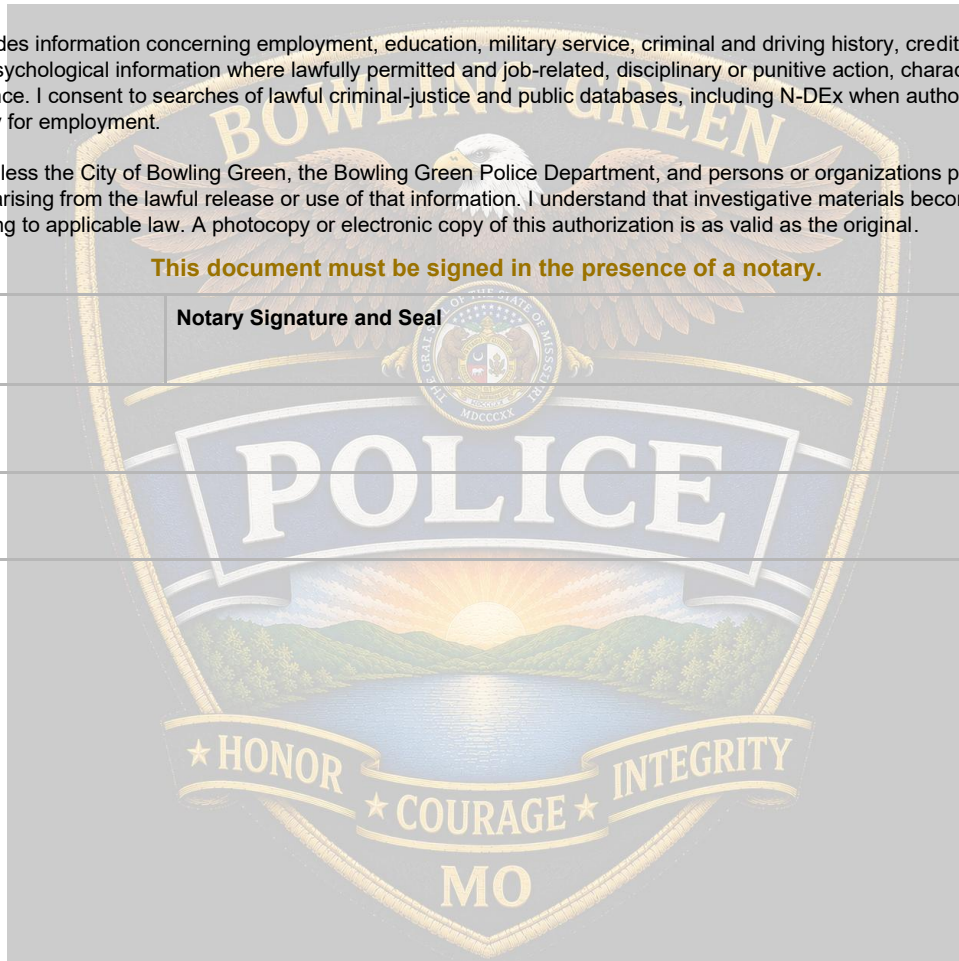
I, _____, certify that all statements made in connection with my application are true and complete to the best of my knowledge. I understand that material misstatements or omissions may disqualify me from employment or result in termination. I authorize present and former employers; law enforcement, military, federal, state, and local government agencies; educational institutions; credit bureaus; insurance companies; and other persons or organizations having information relevant to my background to furnish that information to the Bowling Green Police Department.

This authorization includes information concerning employment, education, military service, criminal and driving history, credit history where lawfully permitted, medical or psychological information where lawfully permitted and job-related, disciplinary or punitive action, character, integrity, reputation, conduct, and performance. I consent to searches of lawful criminal-justice and public databases, including N-DEX when authorized, for purposes of evaluating my suitability for employment.

I release and hold harmless the City of Bowling Green, the Bowling Green Police Department, and persons or organizations providing information in good faith from claims arising from the lawful release or use of that information. I understand that investigative materials become agency records and will be handled according to applicable law. A photocopy or electronic copy of this authorization is as valid as the original.

This document must be signed in the presence of a notary.

Date of Notarization	Notary Signature and Seal
Applicant Address	
Applicant Signature	



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APPLICANT PERSONAL HISTORY QUESTIONNAIRE

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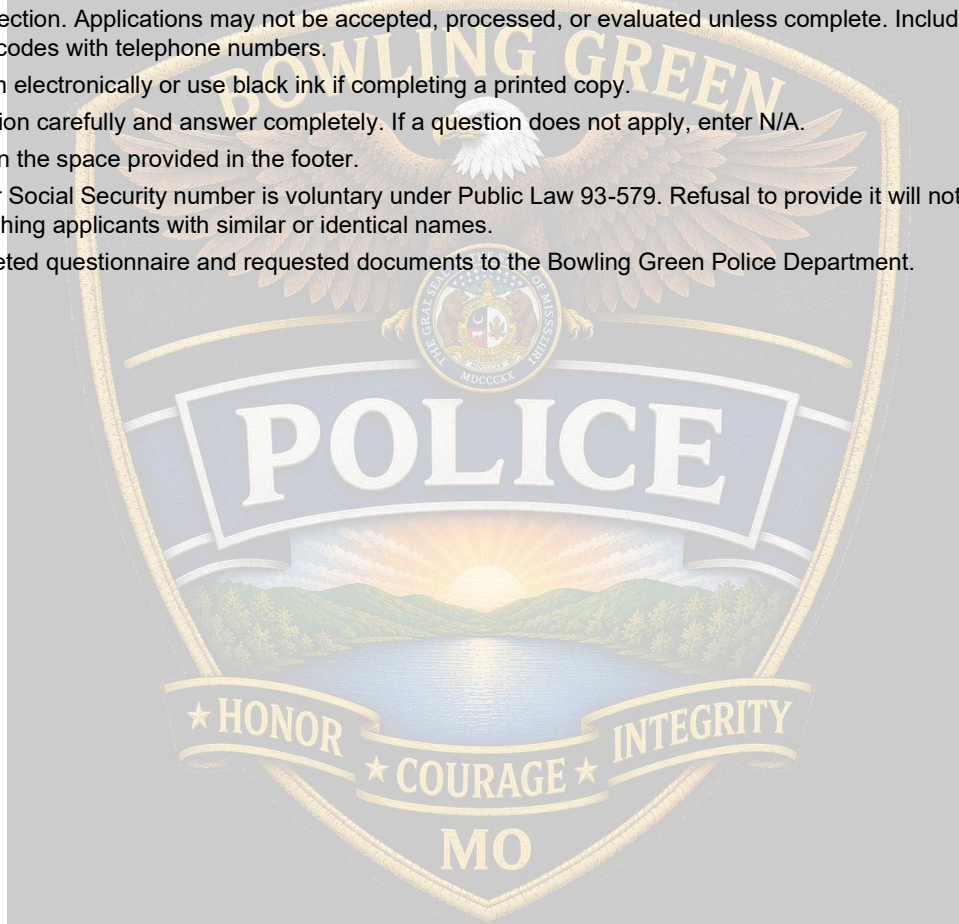
The information requested in this questionnaire will be used to evaluate your application for employment. An extensive background investigation may be conducted. False, misleading, or incomplete information may disqualify you from further consideration.

I confirm that I have read and understand the statement above and that the information and documents I provide are true, correct, and complete.

Applicant Signature	Date
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DIRECTIONS FOR QUESTIONNAIRE

1. Complete every section. Applications may not be accepted, processed, or evaluated unless complete. Include ZIP codes with addresses and area codes with telephone numbers.
2. Complete the form electronically or use black ink if completing a printed copy.
3. Read every question carefully and answer completely. If a question does not apply, enter N/A.
4. Initial each page in the space provided in the footer.
5. Disclosure of your Social Security number is voluntary under Public Law 93-579. Refusal to provide it will not affect consideration; it assists in distinguishing applicants with similar or identical names.
6. Return the completed questionnaire and requested documents to the Bowling Green Police Department.



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PERSONAL DATA

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Position Applied For

Answer every question accurately. False statements, omitted material facts, or attempted deception may disqualify you from further consideration.

Last Name

First Name

Middle Name

Other Names Used Maiden Names Nicknames Aliases

ADDRESS HISTORY PAST 10 YEARS

List your present address first, followed by every other address where you have lived during the past 10 years, including military and college addresses.

Street	City	State	ZIP Code

Home Phone

Cell Phone

Business Phone

Email Address

Alternate Email Address

Date of Birth

Social Security Number

Missouri Driver License Number

Operator or Class Code

Expiration Date

State Issued

Do you possess a Missouri chauffeur or commercial driver license? Yes ☐ No ☐

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EMPLOYMENT HISTORY

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Have you previously applied to this department? Yes ☐ No ☐ If yes, date: _____

Are you acquainted with or related to any City employee or official? Yes ☐ No ☐ If yes, identify below.

Name	Position	Relationship

Record the last 10 years, beginning with the most recent position. Account for every period, including unemployment and part-time employment.

EMPLOYER 1					
Employer Name		Contact Number			
Address					
Position		From	To		
Description of Duties		Reason for Leaving			
Last Salary	Income Verified By	May We Contact		Yes or No	
EMPLOYER 2					
Employer Name		Contact Number			
Address					
Position		From	To		
Description of Duties		Reason for Leaving			
Last Salary	Income Verified By	May We Contact		Yes or No	
EMPLOYER 3					
Employer Name		Contact Number			
Address					
Position		From	To		
Description of Duties		Reason for Leaving			
Last Salary	Income Verified By	May We Contact		Yes or No	
EMPLOYER 4					
Employer Name			Contact Number		
Address					
Position		From		To	
Description of Duties		Reason for Leaving			
Last Salary	Income Verified By		May We Contact Yes or No		

BOWLING GREEN POLICE DEPARTMENT

EDUCATION SKILLS AND TRAINING

Christopher Beard, Chief of Police | 15 W. Church Street, Bowling Green, MO 63334 | 573-324-3202

High school graduate? Yes ☐ No ☐ Equivalency certificate? Yes ☐ No ☐

Highest Level of Education	Field of Degree or Study
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List all schools and colleges in the order attended.

Dates Attended	School Name and Location	Credits Completed	Degree or Certificate	Year	Major

SKILLS AND TRAINING	
Typing Speed WPM	Data Entry Keystrokes
Microsoft Office Proficiency	Office Equipment Proficiency
Languages Other Than English	
Special Skills Licenses Certifications and Training	

U.S. Armed Forces service? Yes ☐ No ☐ Currently Reserve or National Guard? Yes ☐ No ☐

Supervisory experience? Yes ☐ No ☐ Number supervised: _____

Referred to the City of Bowling Green? Yes ☐ No ☐ By whom: _____

Can you perform the essential functions of the position, with or without reasonable accommodation? Yes ☐ No ☐

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ARREST SUMMONS AND POLICE CONTACT HISTORY

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List all arrests, detentions, citations, summonses, and non-traffic violations, including the outcome and investigating agency.

Date	Arrest or Contact Type	Violation or Allegation	Outcome	Agency

Have you ever been arrested, detained, or taken into custody? Yes ☐ No ☐ State(s): _____

Have you ever been the subject of a criminal or administrative investigation? Yes ☐ No ☐

If yes, describe the matter and outcome below. Also list any occasion when police were called to your residence.

Incident Date	Incident Type	Incident Details and Outcome

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REFERENCES MEMBERSHIPS AND FINANCIAL INFORMATION

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REFERENCES

List four non-relative references who have known you during the past five years.

Name	Address	Phone Number	Email Address

ORGANIZATIONAL MEMBERSHIPS

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

Organization	Address	Office Held or Role

FINANCIAL STATUS

List all current sources of income.

Type of Income	Firm or Source Name	Monthly Amount
Salary		
Other Employment		
Dividend or Interest		
Military		
Other Specify		

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INFORMATION TO APPLICANT

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REFERENCE AND BACKGROUND REVIEW

As part of the employment process, personal, educational, and employment references may be checked. If you misrepresent or omit material facts and are subsequently hired, you may be discharged from employment with the City of Bowling Green. You may submit a written request for information derived from the checking of your references to the extent permitted by law.

If necessary for employment, you may be required to provide a birth certificate or other proof of authorization to work in the United States, complete a job-related physical examination or drug test, or sign and comply with a conflict-of-interest agreement. By signing below, you acknowledge and agree to the statements above.

Applicant Signature	Date
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EQUAL EMPLOYMENT OPPORTUNITY

The City of Bowling Green and the Bowling Green Police Department provide equal employment opportunity as required by law. Voluntary demographic information may be requested for planning and reporting purposes only. Choosing not to provide optional demographic information will not affect consideration for employment.

FINAL CERTIFICATION

I certify that I have reviewed this questionnaire and that my answers are true, complete, and accurate to the best of my knowledge. I understand that material omissions or false statements may disqualify me or result in termination.

Applicant Printed Name	Applicant Signature	Date
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