

**EMPLOYMENT HISTORY - BEGIN WITH YOUR PRESENT OR MOST RECENT POSITION.
PLEASE INCLUDE ANY MILITARY SERVICE AND ANSWER ALL QUESTIONS IN THIS SECTION
IN DETAIL.**

1. NAME AND ADDRESS OF COMPANY _____

TYPE OF BUSINESS _____

STARTING DATE _____ **JOB TITLE** _____ **SALARY** _____

PRESENT POSITION _____ **SALARY** _____

DATE OF TERMINATION(IF APPLICABLE) _____

REASON FOR LEAVING _____

NAME AND TITLE OF IMMEDIATE SUPERVISOR _____

JOB DUTIES _____

2. NAME AND ADDRESS OF COMPANY _____

TYPE OF BUSINESS _____

START DATE _____ **JOB TITLE** _____ **SALARY** _____

PRESENT POSITION _____ **SALARY** _____

DATE OF TERMINATION _____

REASON FOR LEAVING _____

NAME AND TITLE OF IMMEDIATE SUPERVISOR _____

JOB DUTIES _____

3. NAME AND ADDRESS OF COMPANY _____

TYPE OF BUSINESS _____

START DATE _____ **JOB TITLE** _____ **SALARY** _____

PRESENT POSITION _____ **SALARY** _____

DATE OF TERMINATION _____

REASON FOR LEAVING _____

NAME AND TITLE OF IMMEDIATE SUPERVISOR _____

JOB DUTIES _____

LIST THREE REFERENCES WHO ARE NOT RELATIVES OR PREVIOUS SUPERVISORS:

NAME

OCCUPATION

TELEPHONE NUMBER

ARE YOU RELATED TO ANYONE EMPLOYED HERE? YES ___ NO ___ IF SO WHO AND WHAT ARE THERE RELATIONSHIP TO YOU?

Date of birth: _____ Social Security # _____

Place of birth: _____

Are you a U.S. Citizen? ___ Yes ___ No

If Naturalized Citizen: # _____ Place _____

Court _____

Marital Status: ___ Single
 ___ Married– Date: _____
 ___ Separated
 ___ Divorced

SCDL# _____

All States where you have been licensed to drive

State: _____ DL #: _____

State: _____ DL #: _____

State: _____ DL #: _____

2. PREVIOUS RESIDENCES

List chronologically ALL residences in the past 10 years, including addresses while attending school and all military addresses, both on and off military base.

Dates	To	Street Address	City	State
From				

3. MILITARY RECORD

- a. Are you registered for Selective Service? _____ No _____ Yes
 Selective Service # _____ Local board _____
- b. Have you ever served on active duty in the Armed Forces of the United States?
 _____ No _____ Yes

- 1) **Branch of Military Service** _____
- 2) **Highest Rank Achieved** _____
- 3) **Dates of Active Service** From _____ To _____
- 4) **Type of Discharge** _____
- 5) **Was any type of disciplinary action taken against you in the service?**
 No Yes Nature of action _____

c. **Are you a member of the Reserve or National Guard?** No Yes

- 1) **Ready** _____ 2) **Standby** _____
- 2) **Service Branch** _____

4. COURT RECORD

a. **If you were ever arrested or charged with any violation, list below even if there were no formal charges, no court appearance, found not guilty or other disposition.**

Date	Place	Charge	Final Disposition	Details

b. **List all traffic citations except parking tickets.**

Date	Place	Charge	Final Disposition	Details

c. List any court action where you have ever been a plaintiff or defendant, including divorce.

Date	Place	Names of Involved	Nature of Action	Court	Final Disposition
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5. CREDIT RECORD

Has your credit record every been considered unsatisfactory or have you ever been refused credit?
___No ___Yes. If yes, give dates and places, creditors and explanation.

Date	Creditor	City/State	amount	Explanation
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6. RELATIVES/FRIENDS EMPLOYED BY GOVERNMENT

List complete names of any close relatives or friends (including in-laws) who are employed in law enforcement.

Complete name	Agency where employed	City & State	Relationship
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7. SOCIAL REFERENCES

List three social acquaintances in your own age group, listing complete information.

Note: Do not duplicate any individuals listed as references on the City application.

**Telephone number Monday-Friday, 8 a.m.-5 p.m.

Name	City/State	Phone Number	Length of Acquaintance

8. RELATIVES

List complete information concerning relatives. If you have been married more than once, list information concerning each former spouse. If you or your spouse has step-parents, legal guardians or others with whom you lived other than your parents, list the information on supplied NARRATIVE. If you are engaged to be married in the near future, complete information should be included about your future spouse and future in-laws as well.

A.

Name	City & State	Telephone #
Father		
Mother		
Father-in-law		
Mother-in-law		

B.

Name	Address if different from applicant	date of birth
Spouse		
Children		
Children		
Children		
Children		

C. Other Relatives/Legal Guardians with whom you have resided for an extended time

Name	City & State	Phone Number	Relation

9. NARRATIVE

In the space provided, please explain why you want to work for the city of Conway Police Department. Also include any skills or expertise that you will bring. Also use this space to explain any item if necessary on this background investigation form.

10. DOCUMENTS

In order to be considered for employment, the following documents **MUST** accompany this **completed** form:

- a) Legible copy of birth certificate
- b) Legible copy of High School diploma or G.E.D.
- c) If licensed in South Carolina, a certified original 10 year driver's license history
- d) For out of state driver's license, a certified driver's license history with an official signature affixed for a minimum of five years.
- e) Certified Statement from the clerk of court in applicant's jurisdiction showing there are no civil judgements against the applicant.

11. ACKNOWLEDGMENT OF INFORMATION BY APPLICANT

I understand that all appointments are probationary for a period of six months during which time I must demonstrate my fitness for continued employment with the City of Conway. I further understand that any appointment tendered me will be contingent upon the results of a complete background investigation, and I am aware that willfully withholding information or making false statements on this document will be the basis for dismissal by the City of Conway. I agree to these conditions, and I hereby certify that all statements that were made by me on this document are true and complete to the best of my knowledge.

Full Signature of Applicant (No Nicknames)

Date_____

In making and filing this document with the Conway Police department, I authorize all persons, firms, officers, corporations, associations, organizations and institutions to furnish to the Conway Police Department or any of their authorized representatives all relevant documents, records or other information and opinions that are requested for this background information.

Full Signature of Applicant (No Nicknames)

Date_____

IMPORTANCE OF HONESTY

The City of Conway Police Department participates in the City of Character program. Applicants who are seeking employment most demonstrate good character traits at all times. Honesty is one of the most important character traits that you must demonstrate. It is extremely important that you are completely honest in all of your answers.

The importance of honesty from the time of completion of all application documents, questionnaires, and the Personal History statement, as well as during all interviews cannot be overemphasized. Failure to respond to any questions accurately and completely, whether orally or in writing will result in disqualification. Many applicants have been disqualified for dishonesty.

While filling out documents, you are cautioned to take your time and to be thorough and specific in all answers. If you have any doubt in your mind concerning a particular question, or if you are unsure whether to include certain information, the answer is “Yes: include it.”

You may think that something you have done will disqualify you from further consideration. It may or may not. What will certainly disqualify you is lying or distorting the truth. For example, an arrest (either when you were a juvenile or as an adult) may or may not disqualify you; however, lying about the arrest will disqualify you from further consideration. Or, you may have been fired from a job. That, by itself, may or may not disqualify you; however, lying about it will disqualify you from further consideration. The use of drugs, including marijuana, may or may not disqualify you; however, lying about it will disqualify you from further consideration.

I have read and understand the contents of this paper:

Name of Applicant

Signature of Applicant

Date