

Windsor Police Department Employment Application



Windsor Police Department
56 E. Windsor Blvd, Windsor, VA 23487
Phone 757-242-6799 Fax 757-242-0328

Windsor Police Department



Personal History Statement (PHS) for Police Officer

Name: _____
Last Name, First Name Middle Name

Instructions on Completing This Packet

READ CAREFULLY

Thank you for your interest in joining the Windsor Police Department. All applicants for the position of Police Officer must undergo a thorough background investigation as part of our pre-employment selection process. Applicants must provide ALL information requested in this packet. This packet must be signed and notarized upon completion and prior to turning it in. **If your packet is incomplete** (not signed, not notarized, or missing **ANY** pages, to include this instruction page) **you will not be permitted to move to the next phase of our application process, the Oral Board Interview.** In addition to this packet, a signed and notarized release form (which is attached) must also be submitted.

Important Information on Completing this Packet:

- All responses must be truthful! A polygraph examination will be administered as part of the post conditional offer hiring process.
- Omissions or an incomplete Personal History Statement packet could disqualify you from further consideration for employment. It is YOUR responsibility to notify the Background Investigations Unit with ANY/ALL updates, throughout the application process. Submit information updates to the Windsor Police Department ASAP if there is a change.
- When completing this packet, if you are unsure of an exact date, use the approximate date. (Example: *Approximately March, 1998*)
- All juvenile and adult incidents, citations, arrests, and/or illegal drug use must be listed on your application, regardless of whether or not it shows on your record or your age at the time of incident/offense. **Omitting this information may disqualify you.**
- Print legibly or type your responses. Use blue or black ink only.
- If additional space is needed for your responses, use only the provided supplemental pages. Do not write on the back of the pages.
- When printing your PHS, print single sided. **Do not** use the 2-sided page option.
- **YOU MUST HAVE PAGES 18 & 22 OF THIS PHS PACKET SIGNED AND NOTARIZED**
 - *A notary must witness you sign the form. Do not sign it yourself until you are with the notary.*

SECTION 1: PERSONAL / BIOGRAPHICAL INFORMATION

LAST NAME:	
FIRST NAME:	
MIDDLE NAME:	
MAIDEN (or Other Names):	

DOB:	SSN:	U.S. CITIZEN	PLACE OF BIRTH-CITY/STATE:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

STREET ADDRESS:	
APT. NUMBER:	
CITY	
STATE	
ZIP	

HOME PHONE:	
CELL PHONE:	
WORK PHONE:	
EMAIL ADDRESS:	

ARE YOU CURRENTLY EMPLOYED AS A SWORN LAW ENFORCEMENT OFFICER?

NO YES

AGENCY:	
STATE:	
TITLE:	
DCJS CERTIFICATION LEVEL:	

MARITAL STATUS

SINGLE MARRIED SEPARATED DIVORCED

NAME OF SPOUSE:

SPOUSE'S DOB:

List all persons that reside (live, stay) in the same residence as you:

NAME: LAST, FIRST MI	RELATIONSHIP TO YOU:	DATE OF BIRTH:

SECTION 2: DRIVING INFORMATION

DRIVER'S INFORMATION:

DO YOU HAVE A VALID DRIVER'S LICENSE?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Note: A valid driver's license is required for this job)
CURRENT DRIVER'S LICENSE #:	
STATE:	
EXPIRATION DATE:	

HAVE YOU EVER HAD A DRIVER'S LICENSE IN ANY OTHER STATE?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____ Year
If Yes, Which State?	
DRIVER'S LICENSE NUMBER (IF KNOWN):	

Have your driving privileges with Virginia or any other state ever been suspended or revoked for any reason?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____ Year
If Yes, Which State?	
Reason for Suspension	
Do you have any unpaid parking tickets in this or any other state?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____ Year
Reason for Tickets Not Being Paid?	

ACCIDENT INFORMATION:

Have you Ever Been Involved in a Motor Vehicle Accident as the Driver?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
If Yes, Complete the Following:			
Date: Month/Year	City / State	Did the Police Respond to Scene?	Were You Determined to be at Fault? (By police or court)
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

TRAFFIC OFFENSES:

1. Have You Ever Received a Traffic Citation (ticket, summons)? No Yes

If YES Complete the Information Below:

DATE: Month and Year	CITY / STATE	CHARGE: If speeding, indicate the speed convicted of & posted speed limit (ex: 60/45mph)	GUILTY or NOT GUILTY DISPOSITION?	FINE PAID?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Do you own an automobile? Yes No

If YES, give make, model and year:

3. Do you have automobile insurance, assigned risk or certification of compliance with the Uninsured Motor Vehicle Act? Yes No

Name of Insurance Company:

4. Do you drive a vehicle which you are not the registered owner? Yes No

If YES give make, model, year AND owner of vehicle:

SECTION 3: CRIMINAL HISTORY

5. Have you EVER been arrested? Yes No

This includes offenses as a juvenile. Do not omit any offenses regardless of how minor they may seem.

6. Taken into physical custody? Yes No

7. Issued a misdemeanor summons? Yes No (Not including traffic citations already listed)

8. Released on your own signature or turned yourself in for any reason?

Yes No

9. Are you currently under provisions of a Protective Order or any Court Orders?

Yes No If YES, give detailed summary on top of next page.

If Yes, Complete the Following:

DATE	ARRESTING AGENCY	CHARGE	DISPOSITION

If you answered YES to any of the above questions, provide details below, including approximate dates. Explain in detail all entries above. Use the attached supplemental sheet if necessary.

10. Have you ever been a member of a gang or participated in gang activity?

Yes No (If yes, list all details on separate supplemental page.)

11. Do you have any gang tattoos or gang related body markings? Yes No

If yes, list all details:

UNDETECTED CRIMES:

12. Have you ever committed, participated in, or been present when any of the crimes below were committed or attempted? Yes No If YES - Check all that Apply:

MURDER	<input type="checkbox"/> Yes <input type="checkbox"/> No	BURGLARY	<input type="checkbox"/> Yes <input type="checkbox"/> No
MANSLAUGHTER	<input type="checkbox"/> Yes <input type="checkbox"/> No	LARCENY / THEFT	<input type="checkbox"/> Yes <input type="checkbox"/> No
ARSON	<input type="checkbox"/> Yes <input type="checkbox"/> No	SHOPLIFTING	<input type="checkbox"/> Yes <input type="checkbox"/> No
RAPE	<input type="checkbox"/> Yes <input type="checkbox"/> No	VANDALISM	<input type="checkbox"/> Yes <input type="checkbox"/> No
ROBBERY	<input type="checkbox"/> Yes <input type="checkbox"/> No	SELLING DRUGS	<input type="checkbox"/> Yes <input type="checkbox"/> No
ASSAULT	<input type="checkbox"/> Yes <input type="checkbox"/> No	BUYING DRUGS	<input type="checkbox"/> Yes <input type="checkbox"/> No
PEDOPHILIA	<input type="checkbox"/> Yes <input type="checkbox"/> No	MANUFACTURING DRUGS(Growing, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
SALE OF STOLEN ITEMS	<input type="checkbox"/> Yes <input type="checkbox"/> No	FAILURE TO APPEAR FOR COURT	<input type="checkbox"/> Yes <input type="checkbox"/> No

Provide detailed responses in the next section if you answered "YES" to any of the questions on question 12.

If you answered YES to any of the above provide details below including approximate dates:

13. Have you ever had ANY contact with law enforcement? Yes No

This includes as a victim reporting a crime, a witness, or questioned by any law enforcement officer for any reason other than incidents already listed above in questions 1 - 9? If YES, provide details below:

CRIMINAL ASSOCIATIONS:

14. Do you know of, associate with, or reside with any known criminals, gang members or convicted felons? Yes No

If YES, give SPECIFIC details of your relationship with the individual(s) and the criminal conduct/acts they are responsible for. List Name and Date of Birth of any convicted felons that you reside with:

DRUG USE:

15. Have you ever used or taken any illegal drug or substance? Yes No

This includes experimentation and/or one time use.

This also includes prescription medication/drugs **not prescribed** to you AND steroids.

If YES, complete the following:

DRUG	DATE FIRST USED (Month/Year)	DATE LAST USED (Month/Year)
Marijuana (Cannabis)		
Spice		
Hashish		
Cocaine		
Crack Cocaine		
Methamphetamines		
LSD		
Mushrooms		
Heroin		
PCP		
Barbiturates		
Ecstasy		
Inhalants (Huffing)		
Anabolic Steroids		
Prescription Drugs (<u>Not Prescribed to you</u>)		
Other Illegal Drugs Not Listed Above:		

If you listed Prescription Drugs or Other Illegal Drugs, describe the drug and circumstances:

SECTION 4: EDUCATION

HIGH SCHOOL:

Virginia State Code requires Police Officers to possess a high school diploma or its equivalent. Please indicate your current status with regard to this requirement.

High School Diploma	<input type="checkbox"/> Yes <input type="checkbox"/> No	
GED	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Home School	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, you must have met the requirements of Virginia for successful completion of home school program. See VA Code § 22.1-254.2

POST SECONDARY EDUCATION (IF APPLICABLE):

TYPE		DEGREE EARNED- Do NOT check YES unless you have actually been CONFIRMED to have received that degree status from your college. You must provide CERTIFIED transcript or Original Diploma.
Some College	Credit Hours: _____	List level of Degree and your Major (s) and/or Minor:
Associates Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
Bachelor's Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
Master's Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:

SCHOOLS ATTENDED:

List all high schools and if applicable post-secondary (college or university) attended.

Do not list individual military training schools.

Note: For college or university education/credits you will be required to provide an original copy of your certified transcripts at a later time.

NAME	LOCATION	DATES	DIPLOMA \ DEGREE

SECTION 5: EMPLOYMENT HISTORY:

List ALL jobs held within the last ten (10) years. Do not leave out any employment regardless of how short it was. Include military, temporary and volunteer experience. Employment will be verified.

Omitting any employment could be cause for disqualification.

If necessary use supplement form at end of this document to list additional employment.

List in order of CURRENT EMPLOYER and then most recent employment.

NAME OF EMPLOYER				
ADDRESS				
CITY			STATE	ZIP
PHONE NUMBER	DATES OF EMPLOYMENT	JOB TITLE		FULL TIME or PART TIME?
SUPERVISOR AT TIME OF EMPLOYMENT		SALARY / RATE	CIRCUMSTANCES FOR LEAVING	REASON FOR LEAVING?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, STATE REASON:	

NAME OF EMPLOYER				
ADDRESS				
CITY			STATE	ZIP
PHONE NUMBER	DATES OF EMPLOYMENT	JOB TITLE		FULL TIME or PART TIME?
SUPERVISOR AT TIME OF EMPLOYMENT		SALARY / RATE	CIRCUMSTANCES FOR LEAVING	REASON FOR LEAVING?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
ADDRESS				
CITY		STATE	ZIP	
PHONE NUMBER	DATES OF EMPLOYMENT	JOB TITLE		FULL TIME or PART TIME?
SUPERVISOR AT TIME OF EMPLOYMENT		SALARY / RATE	CIRCUMSTANCES FOR LEAVING	REASON FOR LEAVING?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
ADDRESS				
CITY		STATE	ZIP	
PHONE NUMBER	DATES OF EMPLOYMENT	JOB TITLE		FULL TIME or PART TIME?
SUPERVISOR AT TIME OF EMPLOYMENT		SALARY / RATE	CIRCUMSTANCES FOR LEAVING	REASON FOR LEAVING?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
ADDRESS				
CITY		STATE	ZIP	
PHONE NUMBER	DATES OF EMPLOYMENT	JOB TITLE		FULL TIME or PART TIME?
SUPERVISOR AT TIME OF EMPLOYMENT		SALARY / RATE	CIRCUMSTANCES FOR LEAVING	REASON FOR LEAVING?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
ADDRESS				
CITY		STATE	ZIP	
PHONE NUMBER	DATES OF EMPLOYMENT	JOB TITLE		FULL TIME or PART TIME?
SUPERVISOR AT TIME OF EMPLOYMENT		SALARY / RATE	CIRCUMSTANCES FOR LEAVING	REASON FOR LEAVING?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

16. Have you ever been terminated or forced to resign from any employer outside the 15 years of listed employment history? Yes No

If yes, list employer, dates of employment and reason.

17. Have you ever taken, or given away, merchandise, supplies, or food from an employer without their permission? Yes No

EMPLOYER	ITEM TAKEN	VALUE OF ITEM(S)	DATE(S) OCCURRED

LAW ENFORCEMENT APPLICATIONS:

18. Have you ever made application for employment (any position) with this or any other law enforcement or corrections agency? Yes No

If YES, Complete the Following:

AGENCY NAME	POSITION APPLIED FOR	YEAR APPLIED	CURRENT STATUS OF APPLICATION	LAST PHASE COMPLETED

SECTION 7: PREVIOUS ADDRESSES

Begin with your present address and list all previous places you have resided during the last ten (10) years:
List the apartment number if applicable.

ADDRESS	CITY / STATE / ZIP	DATES

List all States you have lived in since the age of 18:

Ex. <i>NJ</i>		

SECTION 8: ADDITIONAL INFORMATION

Please list all social media platforms you have utilized in the last 2 years including your listed name (If different then current legal name) and / or screen names.

Ex. <i>Facebook - Bob Smith</i>	

List three individuals who you have known for 3 years or more and who are familiar with your work history. These individuals may include co-workers, supervisors, subordinates, or past employers not previously listed. Include full name, professional title, and current phone number.

List three personal references who you have known for 5 years or more and who are not related to you. These individuals may include friends, neighbors, coaches, volunteer leaders and educators not previously listed. Include full name, professional title, and current phone number.

List any current or former Windsor Police Department Employee who is a family member, friend, neighbor, former co-worker or acquaintance. List the employee's name and relationship.

SECTION 9: FINANCIAL

22. Have you ever filed for or declared bankruptcy? Yes No

If YES, please give details to include when, where, why and chapter filed.

23. Have any of your debts ever been turned over to a collection agency?

Yes No

If yes, give information for each account to include date(s), account name, why it went into collections and whether the debt(s) have been satisfied.

24. Have your wages ever been garnished? Yes No

If yes, please give details to include date(s), account name, and your employer at the time of garnishment.

25. Have you ever had any goods repossessed? Yes No

If yes, please explain date(s), what item(s) and circumstances.

26. Have you ever been delinquent on child support, alimony, income tax or other tax payments? Yes No

If yes, please give details to include when, where, why and whether the account(s) is/are paid in full and/or currently in good standing.

27. Do you currently have any outstanding judgments? Yes No

If yes, please give details to include when, where, why.

SECTION 10: SIGNATURE & NOTARY

THIS PAGE MUST BE NOTARIZED

I hereby certify that all statements made in this questionnaire are true and complete and authorize the verification of this fact by the Windsor Police Department. I understand that any misrepresentation of material facts, in addition to the omission of information, could subject me to disqualification.

Applicant's Signature

Date

City/County of: _____

Commonwealth / State of: _____

The foregoing instrument was subscribed sworn before me this:

_____ day of _____, _____
(Month) (Year)

By: _____
(Notary Public's Printed Name)

(Notary Public's Signature)

My commission expires: _____

EMPLOYMENT SUPPLEMENT

Use this form (only if necessary) to list additional employment.

NAME OF EMPLOYER				
ADDRESS				
CITY			STATE	ZIP
PHONE NUMBER	DATES OF EMPLOYMENT	JOB TITLE		FULL TIME or PART TIME?
SUPERVISOR AT TIME OF EMPLOYMENT		SALARY / RATE	CIRCUMSTANCES FOR LEAVING	REASON FOR LEAVING?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
ADDRESS				
CITY			STATE	ZIP
PHONE NUMBER	DATES OF EMPLOYMENT	JOB TITLE		FULL TIME or PART TIME?
SUPERVISOR AT TIME OF EMPLOYMENT		SALARY / RATE	CIRCUMSTANCES FOR LEAVING	REASON FOR LEAVING?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

Windsor Police Department

RELEASE OF INFORMATION

To Whom It May Concern:

As an applicant for employment with the Windsor Police Department, I hereby authorize the release of such information as may be requested by the Windsor Police Department, or its agents. This information to include, but not be limited to my background, character, education, credit rating and such other information and supporting documents as may be authorized by the Windsor Police Department, or its agents.

I hereby authorize the photocopying of any and all such records or information that you may have concerning me.

(Name of Applicant – Printed)

(Applicant’s Signature)

(Date)

(Applicant’s DOB)

(Applicant’s SSN)

City/County of: _____

Commonwealth / State of: _____

The foregoing instrument was subscribed sworn before me this:

_____ day of _____ , _____
(Month) (Year)

By: _____
(Notary Public’s Printed Name)

(Notary Public’s Signature)

(Date)

My commission expires: _____