



MATTHEW A. HANKINSON
CHIEF OF POLICE

Margate City Police Department

111 North Decatur Avenue
Margate City, NJ 08402
(609) 822-1151
Fax (609) 823-8602



CAPTAIN JEFFREY LEE
OPERATIONS DIVISION COMMANDER

LIEUTENANT JOSEPH SCULLION
ADMINISTRATIVE DIVISION COMMANDER

Dear Applicant,

Thank you for your interest in the position of Telecommunicator with the Margate City Police Department. As the hiring process for this position continues, you will be required to complete the attached Margate City Police Department Employment Application Form within **10 days** of receiving it.

This form must be returned completed and notarized. No answers can be left blank. If you have a problem with any of the questions or need extra time to obtain a required document, you can contact Capt. Jeffrey Lee or SCO Jessica Johansson at (609) 822-1151.

Additionally, this packet includes an "Employment Process Checklist", which you must bring with you every time you are required to report to the Margate City Police Department during the hiring process. Again, thank you for your interest in the Margate City Police Department.

Captain Jeffrey K. Lee
Operations Division Commander



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Dear Applicant,

In addition to the Application for Employment, please bring the following original documents with you. Copies will be made and the originals immediately returned to you.

1. Driver's License
2. Vehicle(s) registration
3. Birth Certificate
4. Marriage License
5. High School Diploma or other Degree
6. Military Discharge (00214)
7. Social Security Card
8. 40 Hour Basic 9-1-1 Certification
9. 32 Hour EMO (Emergency Medical Dispatch) Certification
10. Current CPR Card
11. A recent photograph affixed to the application

Note: Application must be notarized in all applicable places.

Captain Jeffrey K. Lee
Operations Division Commander



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RELEASE AUTHORIZATION

To all Courts, Probation Departments, Selective Service Boards, Physicians, Hospitals, Employers, Educational and other institutions and Agencies without exception.

I, _____, am making application for appointment to the **Margate City Police Department**. As a result, an investigation is being conducted to determine my eligibility.

Therefore, you are authorized to release to the **Margate City Police Department** or its representative any and all information, documentary or otherwise pertaining to me that they may request.

I hereby release, discharge and exonerate the **Margate City Police Department**, its agents and representatives, and any person so furnishing information from any and all liability of every nature and kind arising out of the furnishing, inspection or collection of such documents, records and other information or the investigation made by the **Margate City Police Department**.

A photo static copy of this authorization will be considered as effective and valid as the original.

Date _____

Signature _____

Witness _____

Sworn to before me this _____ day of _____ 20____

Notary Public



MARGATE CITY POLICE DEPARTMENT

EMPLOYMENT PROCESS CHECKLIST FOR COMMUNICATIONS

PHASE 1: RECEIPT OF APPLICATION			
	DATE RECEIVED	SIGNATURE OF OFFICER	SIGNATURE OF APPLICANT
Application:			
Fingerprint Applicant:			

PHASE 2: RETURN OF APPLICATION			
	DATE RETURNED	SIGNATURE OF OFFICER	SIGNATURE OF APPLICANT
Application:			
BASIC 9-1-1 CERTIFICATION:			
EMD CERTIFICATION AND CURRENT CPR CARD:			
DRIVER'S LICENSE:			
VEHICLE REGISTRATION:			
BIRTH CERTIFICATE:			
MARRIAGE LICENSE:			
HIGH SCHOOL DIPLOMA:			
COLLEGE TRANSCRIPTS: (IF APPLICABLE)			
MILITARY DISCHARGE: (IF APPLICABLE)			
SOCIAL SECURITY CARD:			
RECENT PHOTOGRAPH: (AFFIXED TO THE APPLICATION)			
AUTHORIZATION FORM : (INCLUDE D IN APPLICATION)			

PHASE 3: BACKGROUND INVESTIGATION	
DATE STARTED:	DATE COMPLETED:

PHASE 4: INTERVIEW APPLICANT		
DATE OF INTERVIEW:	SIGNATURE OF INTERVIEWERS :	SIGNATURE OF APPLICANT:

PHASE ;5: COMMANDER'S INTERVIEW		
DATE OF INTERVIEW:	SIGNATURE OF INTERVIEWERS:	SIGNATURE OF APPLICANT:

CITY OF MARGATE

Employment Application

City Hall, 9001 Winchester Ave., Margate, NJ 08402

For your application to be evaluated properly, you must answer each of the following questions carefully and completely. The City of Margate ("City" or "Margate") is an equal opportunity employer and considers all applications for employment without regard to the person's protected class status or association with a member of a protected class. A list of protected classes is attached to the back of this application for your review. No question on this application is intended to secure information to be used for a discriminatory purpose. All job applicants and employees will be provided equal employment opportunity in all terms and conditions of employment, recruitment, selection, placement, training, layoff and termination decisions. Please add any additional information which will help us evaluate your qualifications. The City recognizes its obligation to provide reasonable accommodation for qualified individuals with disabilities in all aspects of the application process. If you are an individual with a disability who requires reasonable accommodation to participate in the application process, please notify the Personnel Officer at 609-822-0432 (ext. 106) or the Human Resources Consultant at 609-822-0424 (ext. 108).

Please note that job applications are only considered in connection with the position actually applied for.

Applications remain active for six (6) months and are not considered after that time. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time and submit a new application.

NOTE: If you have retired from a NJ local, county or state government position within the last 180 days, employment by the City will negatively impact your pension and pension rights.

Please print in ink or type all information.

Name (last, first) _____ Home Phone# _____
Cell Phone# _____ Business Phone# _____ E-mail Address: _____
Address: Street _____ City _____ State _____ Zip Code _____
Positions Applying for: _____

Have you previously worked for the City of Margate? If yes, year and department: _____

Indicate the type of position(s) desired:

Full Time
Part Time

Temporary
Seasonal

If Seasonal, dates available:
From _____ To _____

Proof of Birth, Education, Military Status and Employment Eligibility, etc., will be required upon employment offer.

Do you possess a driver's license that is valid in New Jersey? (if applicable to the position)

Yes

No

CDL

Endorsement: _____

NAME: (Last, First) _____

Have you established Veterans Preference with the New Jersey Civil Service Commission after 4/1/1980?

Y

No

Are you 18 or older?

Yes

No

Are you 16 or older?

Yes

No

(If you are under 18, you will be required to submit working papers if offered employment.)

Are you responding to an advertisement?

Yes

No

If no, please indicate referral source: _____

Have you taken any exams or do you hold any Certifications issued by the New Jersey Civil Service Commission:

Yes

No

If yes, please indicate title(s): _____

Is any member of your family an employee of the City of Margate?

If yes, please indicate name(s) and relationship(s): _____

Given the diverse nature of individuals who visit Margate during its peak season, the City is interested in knowing of any foreign language fluency. Please indicate any foreign language(s) you can speak and/or write:

Fluent

Good

Fair

Speak

Read

Write

List all Vocational, Technical, Correspondence Schools, Colleges and Universities you have attended:

Name and Address Of School	Did you Graduate?	Credit Hours Earned	Major Subject	# Credits in Major	Degree Received
High School (Last Attended)					
College or University					
Graduate School					
Other Formal Training (include Military)					

List relevant skills, training, licenses or experiences that have provided you with the required knowledge and abilities for the position:

NAME: (Last, First) _____

LIST ALL EMPLOYMENT, STARTING WITH PRESENT OR LAST POSITION FIRST. INCLUDE
MILITARY EXPERIENCE. Account for any gaps in your employment.

Job Title, _____ Start Date _____ End Date _____

Employer _____ Phone# _____

Employer Address _____

Direct Supervisor _____ Reason for Leaving, _____

May we contact?

Yes

No

Description of Duties

Job Title _____ Start Date _____ End Date _____

Employer _____ Phone# _____

Employer Address _____

Direct Supervisor _____ Reason for Leaving _____

May we contact?

Yes

No

Description of Duties

Job Title, _____ Start Date, _____ End Date _____

Employer _____ Phone# _____

Employer Address, _____

Direct Supervisor _____ Reason for Leaving, _____

May we contact?

Yes

No

Description of Duties

Job Title, _____ Start Date _____ End Date _____

Employer _____ Phone# _____

Employer Address, _____

Direct Supervisor _____ Reason for Leaving, _____

May we contact?

Yes

No

Description of Duties

Please use additional sheet(s) to provide information on additional previous employment.

NAME: (Last, First) _____

Provide the name, address and telephone number of three (3) references who are not related to you and who are not previous employers.

Name _____ Address _____ Phone# _____

Name _____ Address _____ Phone# _____

Name _____ Address _____ Phone# _____

Attach reference letters, resume, etc.

IMPORTANT NOTICE: PLEASE READ CAREFULLY

AUTHORITY TO WORK IN THE UNITED STATES: In compliance with the Immigration Reform and Control Act of 1986, all employees hired after November 6, 1986, are required to provide proof of identity and employment eligibility at the time employee is extended.

My signature indicates that I assert all information given in this document is true and complete. I understand that false (misrepresentation or omission of information), misleading or incomplete information may be the basis for disqualification or termination of employment. I authorize investigation of all statements contained within this document and any statements I have made at any point during the application or interview process. I understand that background checks (not criminal history checks) may be administered at any time after the submission of the application. Criminal history checks may be administered after the initial interview. I understand that investigations pertaining to the general background check (not the criminal history check) may involve contact with my family, current and former employers, business associates, employees and neighbors, as well as others with whom I am acquainted and public authorities. The information requested may include inquiries regarding my work habits, other related activities, abilities, character, and the cause of my separation(s) of employment.

I also authorize the employers and/or references listed (exceptions noted under Employment History) to give the City any and all information concerning my previous employment and any pertinent information they may have and hereby release all parties from any liability including liability for damages, equitable relief or attorney's fees, as a result of furnishing, requesting, verifying, checking, obtaining or using any of the foregoing information, attachments or other submissions.

If I attached additional sheets of paper in response or to supplement any other section of my application, I agree that the representations, agreements and releases contained at the end of this application apply to the attachments or other submissions as well.

If employed, I understand and agree to submit to an alcohol or drug screening: (1) when reasonable suspicion of use or abuse arises; (2) when testing is required by law (e.g. the periodic testing of drivers with commercial driver's licenses).

I understand and agree that in consideration of my employment, and in the event that I am hired, I will comply with the policies, rules, regulations and procedures of the City. I understand that the City's policies and procedures, which are not limited to those stated in the Employee Handbook/Policy and Procedure Manual, are not binding on the City and do not constitute a contract of employment or a promise of job security. Also, I will comply with the New Jersey Local Government Ethics Law and, if employer, I will notify the City in writing before engaging in any other employment.

I understand that any offer of employment will be contingent upon completion of the City's post job offer screening process including passing an alcohol and drug screening test provided at the expense of the City at a laboratory designated by the City, and a physical examination.

In addition to the above, I authorize the release of the following information to the Personnel Officer (or designated representative) of the City of Margate, New Jersey:

- From my institutions or academic records, the dates of attendance, title of degree received, number of credit hours successfully completed and major field of study. A complete transcript may be requested.
- From my employers or employment records, the position title, job duties, dates of employment, salary or any form of compensation, conduct, job performance, eligibility for employment, the cause of my separation(s) of employment, work habits, and any other information pertinent to my prior or present employment or future employment by the City.
- From any other institutions and agencies without exception or records maintained by those entities, that information which would be documentary or pertaining to me and be pertinent to determining my eligibility for employment as determined by the City.

I understand that I must execute this application and any other requested releases related to the above information in order to be considered for employment.

Signature of Applicant

last 4 digits of your Social Security Number

Date

NAME: (Last First) - - - - -

Applicant Data Record

The information you provide below will be used only for statistical purposes. It will be kept separate from your Application for Employment during the entire hiring process. Failure to provide this information will have **no effect** on your employment with the City of Margate.

Date of Birth: Month ____ _ Date ____ _ Year ____ _

Gender: Male Female Non-Binary ____

Ethnicity: Hispanic or Latino ____ Not Hispanic or Latino ____

Race:	American Indian or Alaskan Native	Native Hawaiian/Pacific Islander
	Asian	White
	Black or African American	Two or more races

Protected Class Status

The following represents the protected classes recognized under Federal and State law:

Age

Affectional and sexual orientation

Ancestry

Atypical hereditary, cellular or blood trait

Citizenship

Civil union, marital and domestic partnership status

Color

Creed

Disability (physical or mental)

Domestic partnership status

Gender identity or expression

Genetic information

Liability for service in the United States Armed Forces

National origin

Pregnancy (including recovery from child birth)

Race

Religion

Sex

Veteran status

AUTHORIZATION FOR BACKGROUND CHECK & RELEASE FROM LIABILITY

In the interest of maintaining the safety and security of our patrons, volunteers and employees, the City of Margate ("City" or "Margate") will obtain consumer reports and/or investigative consumer reports, except for a criminal history (collectively referred to as a background check report), regarding you in connection with your application to become a City volunteer or employee. Morpho Trust, another consumer reporting agency and/or governmental authorities will provide the reports.

This part of the background check focuses on all items regarding your background except a criminal history report. It will include background information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. The types of information that may be obtained include but are not limited to: social security number verification; public, educational and, as appropriate, driving record check; verification of prior employment; reference checks; credit reports; and licensing and certification checks. The information will be obtained from private and public record sources including, as appropriate, personal interviews with your associates, references, friends and neighbors. You may request more information about the nature and scope of any background check reports by contacting: Personal Officer Richard Deane or HR Consultant Joann Cioeta. A summary of your rights under the Fair Credit Reporting Act is available by requesting a copy from the Personnel Office.

By signing this form:

- You authorize Margate to obtain background check reports on you. You understand that if you become an employee or volunteer of the City, the City is entitled to use this authorization form to obtain additional background check reports during and throughout your tenure with the City without asking for your authorization again, and you consent to such use by the City.
- You authorize the following entities to disclose to a consumer reporting agency and its agents all information about or concerning you, including but not limited to information regarding or from: all federal, state or local agencies; past or present employers, learning institutions; all branches of the United States Armed Forces or state Militia; motor vehicle records agencies; all other public and private repositories of information; and any other person, organization, or agency and its agents, including but not limited to information pertaining to your employment, earnings history, education, credentials, military service, motor vehicle history, and all other requested information.
- You hereby release the provider of any of the foregoing information, including but not limited to credit reporting agencies, or other sources from any and all liability for damages arising from furnishing any information requested by Margate.

A copy of this release shall act as an original.

Signature

Name of Applicant (Print): _____

Date: _____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

Warning: Any misstatement of fact, omissions or attempt to mislead this agency, its investigators or the appointing authority, deliberate or in error, may lead to your disqualification. This application must be written and all information filled in. If any requested data does not apply to you, indicate by entering N/A.
Initial the bottom of every page on the right-hand side as you complete that page.

Head and shoulder
color photograph
taken within last
six months

1. Name:

Last Name: _____ Date of Birth: _____

First Name: _____ Middle Name: _____

Social Security No. _____ Where Issued: _____

Current Occupation: _____

2. Give any other names you have used or been known by, and attach a statement giving reasons:

3. Current Address: _____

_____ Street _____ City _____ State _____ Zip Code _____

From: _____ Home Phone: (____) _____
Month Year

Work Phone: (____) _____

4 .

Place of Birth: _____

_____ City or Town _____ State _____ County _____

5. . Age: ____ Sex: ____ Height: ____ Weight: ____ Eye Color: ____ Hair Color: ____

6. Scars & Tattoos: _____

7. Do you wear contact lenses or glasses? ____ **What kind:** _____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

CITIZENSHIP

8. Are you a native born or naturalized citizen? Native born: _____ Naturalized: _____

If you are of foreign birth, or are a naturalized citizen, fill in the following:

Country of birth: _____

Port or place of departure to the United States: _____

Point of Entry into the United States: _____ Date _____

How were you transported to the United States? _____
(Ship, Plane, Train, etc.)

Name of transport conveyance and/or company you arrived on: _____

If a naturalized citizen, name and address of person who sponsored you on arrival: _____

How did you obtain citizenship? (Give details) _____

Petition number: _____ Date: _____

Com: _____ State: _____ Certificate number: _____

9. List in order, beginning with the most recent, all prior places of residence within the last 20 years:

From: _____ To: _____

Street Address: _____ Apt. Number: _____

City: _____ County: _____ State: _____ Zip Code: _____

With Whom did you reside there: _____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

From: _ _ _ _ _ To: _ _ _ _ _
Street Address: _ _ _ _ _ Apt. Number: _ _ _ _ _
City: _ _ _ _ _ County: _ _ _ _ _ State: _ _ Zip Code: _ _ _ _ _
With Whom did you reside there: _ _ _ _ _

From: _ _ _ _ _ To: _ _ _ _ _
Street Address: _ _ _ _ _ Apt. Number: _ _ _ _ _
City: _ _ _ _ _ County: _ _ _ _ _ State: _ _ Zip Code: _ _ _ _ _
With Whom did you reside there: _ _ _ _ _

From: _ _ _ _ _ To: _ _ _ _ _
Street Address: _ _ _ _ _ Apt. Number: _ _ _ _ _
City: _ _ _ _ _ County: _ _ _ _ _ State: _ _ Zip Code: _ _ _ _ _
With Whom did you reside there: _ _ _ _ _

From: _ _ _ _ _ To: _ _ _ _ _
Street Address: _ _ _ _ _ Apt. Number: _ _ _ _ _
City: _ _ _ _ _ County: _ _ _ _ _ State: _ _ Zip Code: _ _ _ _ _
With Whom did you reside there: _ _ _ _ _

If you lived at additional locations, insert information on those residences on a new sheet and attach at the end of this form.

10. If you reside with or have resided with someone other than a spouse or parents list each below providing the required information and indicate at which residence this occurred:

Name: _ _ _ _ _ Date of Birth: _ _ _ _ _ Relationship: _ _ _ _ _
Phone: () _ _ _ _ _ Occupation: _ _ _ _ _ Soc. Sec. # _ _ _ _ _
Place of employment: _ _ _ _ _
Current address: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

Name: _____ Date of Birth: _____ Phone: (____) _____

Occupation: _____ Soc. Sec. #. (if available) _____

Current Address: _____

Name: _____ Date of Birth: _____ Phone: (____) _____

Occupation: _____ Soc. Sec. #. (if available) _____

Current Address: _____

II. List all places where you registered to vote: (If none, so state.)

<u>City</u>	<u>County</u>	<u>State</u>	<u>Year</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

If never registered, why not? _____

SOCIAL STATUS

12. Are you Single? _____, Married? _____ Date: _____, Separated? _____ Date: _____
Divorced? _____ Date: _____ widowed or widowed? _____ Date: _____

13. Provide the following information regarding marriage or marriages:
Number of times married? _____, Where? _____

14. Were you ever divorced or had a marriage annulled? _____ How many times? _____
Where? _____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

15. Were you ever legally or voluntarily separated?___ How many times? _ _ _ _ _
When? _ _ _ _ _

16. If separated, annulled or divorced, provide the present address of the spouse(s) from whom you were separated, annulled or divorced.

Name: _ _ _ _ _ Phone: L _) _ _ _ _ _

Address: _ _ _ _ _
_ _ _ _ _

Name: _ _ _ _ _ Phone: L _) _ _ _ _ _

Address: _ _ _ _ _
_ _ _ _ _

17. If separated, annulled or divorced, indicate which below and provide the date of each action, the Comi and State in which the action occurred, the presiding judge, the Qfil1y initiating the action and the action awarded by the Court.

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

18. Spouse:

Name: _ _ _ _ _ Date of Birth: _ _ _ _ _

Maiden Name: _ _ _ _ _ Occupation: _ _ _ _ _

Place of Employment: _ _ _ _ _

Address if different than applicant: _____

19. Were you ever the parent of a child either natural or by legal adoption? _ _ _ _

20. List below every child either born to you or legally adopted and include step-children:

Name

Date and Place of Birth

Where and with whom does this/these child(ren) reside? _ _ _ _ _

21. Have you ever been involved as a plaintiff _ _ or a defendant _ _ in a paternity proceeding? ____ If Yes, state in full detail the date, location, party involved and the outcome of the action. _____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

22. If never married, list one or more persons with whom you frequently socialized during the last three years. Provide information as to age, address, occupation, phone number if known, and duration of friendship.

23. Family Information--Father, Mother, Brothers, Sisters: If deceased indicate same.

Father: _____ Living? ____ Occupation: _____

Address: _____

Phone: () _____

Mother: _____ Maiden Name: _____

Living? ____ Phone: () _____ Occupation: _____

Address: _____

Brother/Sister: _____ Occupation: _____

address: _____

Phone: () _____ Married? ____ Spouse's maiden name: _____

Brother/Sister: _____ Occupation: _____

address: _____

Phone: () _____ Married? ____ Spouse's maiden name: _____

Brother/Sister: _____ Occupation: _____

address: _____

Phone: () _____ Married? ____ Spouse's maiden name: _____

Brother/Sister: _____ Occupation: _____

address: _____

Phone: () _____ Married? ____ Spouse's maiden name: _____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

Brother/Sister: _____ Occupation: _____
address: _____

Phone: () _____ Married? _____ Spouse's maiden name: _____

24. List names of three close friends and/or associates other than references:

Name: _____ Age: _____ Phone: () _____

Full Address: _____

Occupation: _____ Duration of association: _____

Name: _____ Age: _____ Phone: () _____

Full Address: _____

Occupation: _____ Duration of association: _____

Name: _____ Age: _____ Phone: () _____

Full Address: _____

Occupation: _____ Duration of association: _____

25. Provide three references with whom you personally are socially or professionally acquainted:

Name: _____ Age: _____ Phone: () _____

Full Address: _____

Occupation: _____ Duration of association: _____

Name: _____ Age: _____ Phone: () _____

Full Address: _____

Occupation: _____ Duration of association: _____

Name: _____ Age: _____ Phone: () _____

Full Address: _____

Occupation: _____ Duration of association: _____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

EDUCATION

26. List chronologically (earliest dates first beginning at first grade) all schools, colleges and training courses you have attended:

School: _ _ _ _ _ From: _ _ _ _ To: _ _ _ _

Exact Address: _ _ _ _ _

Grade Levels Attended: _ _ _ _ _

School: _ _ _ _ _ From: _ _ _ _ To: _ _ _ _

Exact Address: _ _ _ _ _

Grades Levels Attended: _ _ _ _ _

School: _ _ _ _ _ From: _ _ _ _ To: _ _ _ _

Exact Address: _ _ _ _ _

Grades Levels Attended: _ _ _ _ _

School: _ _ _ _ _ From: _ _ _ _ To: _ _ _ _

Exact Address: _ _ _ _ _

Grades: _ _ _ _ _

College or Trade Schools

27. College/School: _ _ _ _ _ From: _ _ _ _ To: _ _ _ _

Exact Address: _ _ _ _ _

Full Time: Part Time: Degree or Certification Sought: _ _ _ _ _

Degree or Certification Received? _____ If not, why not: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

College/School: _____ From: _____ To: _____

Exact Address: _____

Full Time: _____ Part Time: _____ Degree or Certification Sought: _____

Degree or Certification Received? _____ If none, why not: _____

College/School: _____ From: _____ To: _____

Exact Address: _____

Full Time: _____ Part Time: _____ Degree or Certification Sought: _____

Degree or Certification Received? _____ If none, why not: _____

If Degree not received, how many credits have you completed? _____

Transcripts of student records must be provided when submitting this applicant (orm.

28. What professional license(s) do you possess? _____

29. Other than English what language(s) do you speak?: _____

30. List any problems you had while attending school (absenteeism, tardiness, poor grades, other discipline problems)--include college:

School

Date or Year

Problems

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

MILITARY SERVICE

31. Have you ever served on active duty in any military organization of the United States? __

If yes, what organization? _ _ _ _ _ From: _ _ _ _ _ To: _ _ _ _ _

Highest rank held?: _ _ _ _ _ Type of discharge received?: _ _ _ _ _

What was your military specialty?: _ _ _ _ _

32. Have you ever served in a Reserve military organization or National Guard Unit? __

If yes, what organization? _ _ _ _ _ From: _ _ _ _ _ To: _ _ _ _ _

Highest rank held?: _ _ _ _ _ Type of discharge received?: _ _ _ _ _

What was your military specialty?: _ _ _ _ _

33. Have you ever served in a military organization of a foreign government? __

If yes, what organization? _ _ _ _ _ From: _ _ _ _ _ To: _ _ _ _ _

Highest rank held?: _ _ _ _ _ Type of discharge received?: _ _ _ _ _

Under what circumstances did this foreign service occur? Give details. _ _ _ _ _

34. Did you receive any medals or decorations as a member of the military service?

If yes, what were they? _ _ _ _ _

35. Were you ever court martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast, company punishment, or any other disciplinary action? _ _ _ _

If yes, how many times? ____ If yes, give details of charges , agency concerned, dates and

dispositions: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION
EMPLOYMENT HISTORY

36. Present Employer: _____
Address: _____ City: _____ State: _____
ip Code: _____ Phone: _____ Immediate Supervisor: _____
Date Hired: _____ Duties: _____

37. Are you now engaged in any business as an owner (active or silent), partner, stockholder, or corporate member? _ _ _ If yes, give details: _____

38. Has your name ever been submitted or used as a trustee, officer, or in any capacity, of any labor trade union, organization or affiliate? _ _ If yes, give details. _____

39. On the following page, list chronologically, earliest dates first, each and every place you were previously employed since the age of 16. **OMIT NONE.** Give correct, full addresses. Give dates of idleness between period of employment in proper sequence. (Include all part-time employment.)

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

FROM Mo. & Year		TO Mo. & Year		Name & Address of Employer	Immediate Supervisor	Reason For Leaving

40. Were you ever discharged or asked to resign from employment? ___ If yes, how many times? _ _ _ _ Give details of discharge or forced resignations below.

Employer

Date

Supervisor's Reason

41. Were you ever subjected to disciplinary action in connection with any employment? ____ If yes, give detail s.

Employer

Supervisor's Reason

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

42. Have you or your spouse, or any corporation or partnership of which you or she was an officer, director, or partner, ever possessed a license or permit (excluding driver's license and learner's permit) issued by any governmental agency? _ _ If Yes, give details:

43. Have you or your spouse, ever possessed a professional or occupational license, permit or certification? _ _ _ _ If yes, give details: _ _ _ _ _

44. Has any license or pennit, including driver's license or learner's permit, issued by any city, state or federal agency ever been denied to you, your spouse, or to any corporation or partnership of which you or your spouse was an officer, director, or partner? _ _ Has any such license or pennit ever been revoked, canceled or suspended? _ _ _ If yes, give details: _ _ _ _ _

45. Have you ever sponsored, vouched for, served as a character witness for, or made any recommendations for or concerning any person or premises to any municipal, state or federal agency in connection with the issuance, revocation, or suspension of any license or permit or for any other reason? _ _ If yes, give details: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

46. Have you ever received unemployment insurance or other federal, state or local benefits or assistance? ____ If yes, give details as to when, from whom, what kind, and for how long.

47. Have you ever received any public assistance to which you were not entitled? ____ If yes, explain: _ _ _ _ _

48. Have you previously made application for employment with this or any other law enforcement agency? _ _ If yes, give full details as to the agency (ies), when and the status of that application(s). _ _ _ _ _

49. Have you ever been rejected by another police department for employment? _ . _ If yes, give full details as to when, where and why: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

50. Are you currently on an employment list, or have you taken any tests for potential employment with any other law enforcement agency?___ If yes, what agency? When?

51. Were you ever or are you a member of a labor, or fraternal organization? _ _ If yes, list below every such organization.

FROM		TO		Name of Organization	Type	Address
Mo.	Year	Mo.	Year			

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

GENERAL

52. Do you use tobacco products (cigarettes, cigars, pipe, chewing tobacco, snuff, etc...)?
_ _ _ _ _ If yes, which ones?

53. Do you consume alcohol? _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

GENERAL

54. Have you ever been charged with DWI? _____ If yes, when was the last time you were charged? _ _ _ _ _
55. Have you ever used marijuana/hashish in your life? _____ If yes, when was the last time you used marijuana/hashish?
56. Have you ever used any/other illegal drug(s) other than those prescribed or provided by a physician or purchased over the counter (including the use of anabolic steroids after February 27, 1991)? _____ If yes, when was the last time you used illegal drug(s)?
57. Have you ever sold an illegal drug or prescription medication in your life? _ _ _ _ _
58. Have you ever manufactured an illegal drug at any time in your life? _ _ _ _ _
59. Have you ever distributed an illegal drug or prescription medication in your life? _ _
60. Have you ever engaged in the unauthorized usage of any illegal drug(s) other than those prescribed or provided by a physician or purchased over the counter while employed in a position of public trust (e.g., a sworn Law Enforcement Officer, etc.)? _____ If, yes, explain: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

GENERAL

61. Have you ever participated in a drug testing program and had a positive test?_____

If yes, provide explanation: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

SOCIAL MEDIA

62. Are you currently a member of any social media websites?.....If yes, please

indicate which ones and provide the username for each site (e.g. Facebook, Twitter, Instagram
etc...)

63. Have you ever been a member of a social media website in the past but have since deleted your
account? _ _ _ _ _ If yes, explain the reason for deleting your account in the lines provided.

64. Have you ever conducted yourself on social media in a way which might reflect adversely on
you or on the Margate City Police Department if you were appointed?

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION
FINANCIAL

*You **must** include a TRW or similar type financial report with this completed form in addition to providing the following financial information.*

65. Have you ever filed for bankruptcy, had a debt garnishment or wage assignment or judgment held against you or currently pending against you? _ _ _ If yes, give details:

Have you ever defaulted on a loan, had property of any kind repossessed? _____

If yes, give details: - - - - -

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

66. Current outstanding debt:

TYPE Loan, Credit Card	With Whom Name , Address & Account Numbe r	Date Incu rred	Origin al Amount	Present Amount	Monthl y Paymen t	Amount Past Due

67. Have you ever received a student loan from a governmental or private agency?____ If yes, give details: _ _ _ _ _

68. Did you ever default on such loan or are you in now or in the past in arrears more than three months on the scheduled repayments?____ If yes, give details: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

69. Are you a co-maker on an outstanding loan? _ _ If yes, give details: _ _ _ _ _

70. Have you ever been bonded? ____ If yes, give complete details with respect to each bond as to reason it was required, by whom it was required, from whom was it obtained and the amount and date it was obtained: _ _ _ _ _

71. Have you ever been refused a bond? ____ If yes, by whom and reason: _ _ _ _ _

72. Were you or your spouse ever summoned or subpoenaed to court in a civil action or proceeding in this state or else where, or could such a possibility ensue as a result of a recent occurrence or transaction? _ _ If yes, indicate below every civil action or proceeding in which you or your spouse were a party to or likely to become a party thereto. Give dates, type of action or proceeding, whether plaintiff; defendant, petitioner or witness, court and disposition.

INCOME & FINANCIAL HISTORY

73. What is your present salary or wage? _ _ _ _ _
What is your spouse's salary or wage? _ _ _ _ _
What was your average yearly income over the past three years? _ _ _ _ _
74. Do you have income from any source other than your principal occupation? _ _ If yes,
how much? _ _ _ _ _
The source? _ _ _ _ _ How often? _ _ _
75. Do you own any real estate? _ _ If yes, what is its value? _ _ _ _ _
Location: _ _ _ _ _
_ _ _ _ _
76. Do you own any bonds, government or other? _ _ If yes, what is their current
value? _ _ _ _ _
77. Do you own any corporate stock? _ _ If yes, what is their value? _ _ _ _ _
78. Do you have a bank account? _ _ If yes, complete the following:

Savings account

Bank	Number	Average balance(s)

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

Checking Account

Bank	Number	Average balance(s)

Money Market and/or NOW account

Number(s) _ _ _ _ _

Average balance(s) _ _ _ _ _

Name and address of bank(s) _ _ _ _ _

ARRESTS, SUMMONS, ETC. *[You must disclose any and all even if subsequently expunged]*

79. Have you ever been arrested for or charged with Juvenile Delinquency? ___ If yes, complete the following:

Date: ___ - ___ - ___ Age: _ _ Violation charged _ _ _ _ _

Location: _ _ _ _ _ Police agency : _ _ _ _ _

Court Disposition: _ _ _ _ _

Sentence: _ _ _ _ _

Date: _ _ _ _ _ Age: _ _ Violation charged _ _ _ _ _

Location: _ _ _ _ _ Police agency : _ _ _ _ _

Court Disposition: _ _ _ _ _

Sentence: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

Date: _ _ _ _ _ Age: _ _ Violation charged _ _ _ _ _
Location: _ _ _ _ _ Police agency: _ _ _ _ _
Court Disposition: _ _ _ _ _
Sentence: _ _ _ _ _

Date: _ _ _ _ _ Age: _ _ Violation charged _ _ _ _ _
Location: _ _ _ _ _ Police agency: _ _ _ _ _
Court Disposition: _ _ _ _ _
Sentence: _ _ _ _ _

80. Have you ever been summoned, subpoenaed, requested or otherwise required to testify before any municipal, state or federal agency, committee or other investigative body? _ _
If yes, give complete details: _ _ _ _ _

81. Have you ever received a summons for any violation of the fish and game laws? _____ If yes, complete the following:

Date: _ _ _ _ _ Violation: _ _ _ _ _ Age: _ _
Location: _ _ _ _ _ Court Disposition: _ _ _ _ _
Penalty: _ _ _ _ _ Police Agency involved: _ _ _ _ _

82. Have you ever been arrested for, or charged with, a violation of the disorderly persons act or city ordinance? _ _ If yes, insert the information required below.

Date: _ _ _ _ _ Violation: _ _ _ _ _ Age: _ _
Location: _ _ _ _ _ Court Disposition: _ _ _ _ _
Penalty: _ _ _ _ _ Police Agency involved: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

Date: _ _ _ _ Violation: _ _ _ _ _ Age: _ _

Location: _ _ _ _ _ Court Disposition: _ _ _ _ _

Penalty: _ _ _ _ _ Police Agency involved: _ _ _ _ _

Date: _ _ _ _ Violation: _ _ _ _ _ Age: _ _

Location: _ _ _ _ _ Court Disposition: _ _ _ _ _

Penalty: _ _ _ _ _ Police Agency involved: _ _ _ _ _

83. Have you ever been arrested, indicted, or convicted for any violation of the criminal law? ☐ If yes, complete the information required below:

Date: _ _ _ _ Violation: _ _ _ _ _ Age: _ _

Location: _ _ _ _ _ Court Disposition: _ _ _ _ _

Penalty: _ _ _ _ _ Police Agency involved: _ _ _ _ _

Date: _ _ _ _ Violation: _ _ _ _ _ Age: _ _

Location: _ _ _ _ _ Court Disposition: _ _ _ _ _

Penalty: _ _ _ _ _ Police Agency involved: _ _ _ _ _

84. Have you ever had a criminal or arrest record expunged? ☐ If yes, give complete details below. _ _ _ _ _

85. Have you ever been held as a material witness? ☐ If yes, insert the information below.

Date: _ _ _ _ Violation: _ _ _ _ _

Location: _ _ _ _ _ Court Disposition: _ _ _ _ _

Your Age: _ _ Police agency: _ _ _ _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

Date: _ _ _ _ Violation: _____ Age: _ _
Location: _ _ _ _ _ Comt Disposition: _ _ _ _ _
Penalty: _ _ _ _ _ Police Agency involved: _ _ _ _ _

86. Have you ever been held as a suspicious person or investigated by any law enforcement or private security agency for any reason? _ _ If yes, give details below. _ _ _ _ _

87. Have you ever been fingerprinted for any reason prior to submitting your application for employment with this agency? _ _ If yes, complete the following:

When Where Purpose

SUBVERSIVE AFFILIATIONS

88. Are you now, or have you ever been, a member of any organization, association, movement or group, which advocates the overthrow of our constitutional form of government , or which seeks to alter the form of the government of the United States by unconstitutional or unlawful means; or who's purpose and intent is to unlawfully deny or circumvent the civil rights of any person in the United States or this State? ____ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

89. Are you now, or have you ever been, affiliated or associated with any of the organizations or groups described in question 88 above? _ _ _
90. Are you now associating with , or have you ever associated with, any individuals , including relatives, who you know or have reason to believe are, or have been, members of any organization or groups described in question 88 above? _ _
91. Have you ever signed or solicited others to sign any petition sponsored or issued by any organization or group described in question 88 above, or any petition which has as its purpose the aiding of any person, cause or program connected in any way with organizations or groups described in question 88 above? _ _ _
92. Have you ever participated in any of the following activities:
- a. Attendance or participation in any parade, picket line, delegation, demonstration, affair, forum, or project sponsored or organized by any organization or group described in question 88 above? _ _ _
 - b. Payment or collection of any money, dues, contributions , or donations to any organization or group described in question 88 above? _ _ _
 - c. Sale or distribution of any written or printed matter prepared, reproduced, or published by a group or organization described in question 88 or by any of its agents? _ _
 - d. Purchased or subscribed to any publication or periodical prepared, reproduced, or published by any group or organization described in question 88 or any of its agents? _ _

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

93. If you answered YES to any of the above questions, explain: _____

MOTOR VEHICLE HISTORY

94. Have you ever received a summons for violation of the Motor Vehicle Laws in this or any other state? (Exclude Parking Violations) _ _ _ If yes, insert the required information below.

<u>Date</u>	<u>Offense</u>	<u>Location</u>	<u>Court Disposition</u>	<u>Police Agency</u>
-------------	----------------	-----------------	--------------------------	----------------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

95. , Was your Motor Vehicle Registration Certificate, Driver's or other vehicle operator's license ever revoked? _____ Suspended? _ _ If yes, which license? _____

When? _____ Where? _____

_____, Why? _____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

Was your Registration Certificate or Driver's License ever restored?

When? _____ Where? _____

96. Have you ever been involved in a motor vehicle accident either as a registered owner, operator, passenger or pedestrian, which resulted in property damage or personal injury to you or someone else? _____ If yes, give details: _____

97. Do you currently or have you ever possessed any of the following? If yes, provide the following information:

Motor Vehicle Operator's License:

State: _____ License Number: _____

Date Issued: _____ Expires: _____

Conditions placed upon license: _____

Name issued to if different from applicant's current name: _____

Commercial Vehicle Operator's License:

Type: _____ State: _____

License Number: _____

Date Issued: _____ Expires: _____

Conditions placed upon license: _____

Name issued to if different from applicant's current name: _____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

Motor Boat Operator's License:

State:___ License Number:_____

Date Issued:_____Expires:_____

Conditions placed upon license:_____

Name issued to if different from applicant's current name: _____

FAA Pilot's License:

Type: _____ Date Issued: _____

License Number: _____

Is the license current? _____ Date Issued: _____ Expires: _____

Conditions or restrictions placed upon license: _____

Name issued to if different from applicant's current name: _____

98. Do you currently or have you within the past five years owned a motor vehicle, power boat or aircraft of any kind?____ If yes, provide the following information:

<u>Make & Model Year</u>	<u>Reg. Number</u>	<u>State</u>	<u>Presently Owned?</u>
------------------------------	--------------------	--------------	-------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

99. List name and address of company (ies) which carries your auto or other type craft insurance:

100. Has your auto or other type craft insurance ever been revoked or refused? If yes, give details:

101. List below all professional, civic and social organizations of which you have been a member within the last five years. (Other than labor or fraternal)

102. What volunteer or community activities have you engaged in within the last five years? Provide the name and address of the sponsoring organization or group and a description of the activities performed.

PRE-EMPLOYMENT BACKGROUND INVESTIGATION INFORMATION

103. Do you possess expertise or competence in a particular trade, skill or technology? If yes, briefly describe your level of experience and competence.

104. What hobbies and sports do you engage in?

105. You have been provided with a list of the essential functions for the position of police officer in this municipality. You are to read those and if you have any questions concerning any of them you are to contact the office of the chief of police. Having read those essential functions, and having had all of your questions answered, do you believe that you can perform satisfactorily all of those essential functions once you receive basic training at a Police Training Commission approved police academy? _ _ _ _

Note: If there is other information which may be relevant , directly or indirectly, that this agency should have knowledge of in order to conduct a thorough background investigation of you, as a candidate for employment in this agency, or insufficient space was provided above for complete answers, you are required to add this additional information on a separate sheet(s). Indicate the question number the added information applies to. Attach any additional pages at the back of this form. Indicate below the number of additional pages attached. **You are reminded that any false or deliberate misstatement of facts can result in your disqualification for employment by this agency.**

Number of additional pages attached: _ _ _ _ _