

Ho-Ho-Kus Police Department



**Application for Employment
Police Officer**

HO-HO-KUS POLICE DEPARTMENT
CONFIDENTIAL QUESTIONNAIRE
PART I

Important Notice to Applicants

The Ho-Ho-Kus Police Department conducts background investigations on all potential employees to determine their suitability for employment. The information that is requested in this booklet is necessary in order to complete these background investigations. We may not be able to offer you employment if you fail to answer any question completely and honestly. The information that you provide is confidential and will be used for employment purposes only, however, if necessary, your information may be shared with other entities as it relates to your background investigation.

The Ho-Ho-Kus Police Department is committed to a policy of equal opportunity for all prospective and current employees and does not discriminate regardless of race, creed, color, religion, sex, age, national origin or disability.

The selection process for a police officer candidate is an extremely competitive endeavor that requires our agency to identify only the most highly qualified applicants for consideration for employment. You must understand that there are an overwhelming number of highly qualified applicants that you will be competing against for a limited number of position vacancies within this department. Our community expects and demands that we employ only those individuals who possess the highest degree of integrity.

The completion and submission of this application booklet is an important step in a thorough and lengthy employment selection process. These steps include a comprehensive background investigation, and an optional oral review board. Following a conditional offer of employment, you will be required to take a full medical and psychological examination.

All questions contained within this booklet must be completed honestly, accurately and thoroughly. The information that you provide will be carefully analyzed and evaluated to determine your suitability for employment. Do not withhold any information, whether you think that it is important or not. This agency will decide the importance of the information that you have provided. The omission of information and or any deception will not be tolerated and will be justification to remove you from consideration.

While completing the application booklet and when listing individuals and or places of employment, be sure that you provide the full name and identity of the individual or business with their title, position, complete home and or business addresses and any other applicable information. We will not attempt to determine correct spellings, street numbers, apartment numbers, telephone numbers, zip codes or area codes. It is your responsibility to provide complete and accurate information.

If during any phase of your employment, application or selection process, you have any contact of an investigative or prosecutorial nature with any law enforcement officer or agency, you are required to immediately notify the internal affairs unit and or your background investigator.

If you have any questions about the application or selection process or need clarification regarding the application booklet, please contact the internal affairs office or your background investigator.

Signature of Candidate _____ Date _____

HO-HO-KUS POLICE DEPARTMENT
CONFIDENTIAL QUESTIONNAIRE

PART I

CAREFULLY REVIEW THE INSTRUCTIONS PRIOR TO BEGINNING THIS
APPLICATION/PERSONAL HISTORY STATEMENT

Instructions for the Proper Completion of this
APPLICATION FOR EMPLOYMENT
PERSONAL HISTORY STATEMENT & QUESTIONNAIRE

The position of police officer is one of tremendous responsibility and trust. In order to assist you in the application process it is imperative that complete, proper and accurate information is supplied to the Ho-Ho-Kus Police Department. Your application process will be placed in jeopardy if you supply inaccurate or incomplete information. All information contained within this application will be kept confidential and will remain a part of your official record.

1. All applications must be completed and returned in person in its original form within seven (7) business days from the date that is imprinted on the cover. You must first call for an appointment. Any alterations to this application or delays in returning this application will void your status.
2. You must answer all questions that pertain to you. Use N/A (Not Applicable) for those questions that do not apply to you.
3. You must completely answer all questions. Failure to answer questions completely will delay the application process and may void your status.
4. In those questions that require you to identify a jurisdiction where a judgment or legal proceeding took place, the city and state cannot be abbreviated.
5. All responses in this application must be completed in your own handwriting. Use blue ink! The use of a pencil is not authorized. Typed print or other means of electronic printing is not authorized.
6. If you require additional room to answer question(s), please do so in the **Additional Information Section** of this application. If more space is required, please use and attach lined paper for your responses.
7. Each page must be signed and dated by you.
8. You must supply a **Personal Credit History** to this department. Failure to comply will void this application.

Signature of Candidate _____ Date _____

HO-HO-KUS POLICE DEPARTMENT
CONFIDENTIAL QUESTIONNAIRE
PART I

**THE MISSION STATEMENT AND THE CORE VALUES OF
THE HO-HO-KUS POLICE DEPARTMENT**

The mission of the Ho-Ho-Kus Police Department is to protect the lives and property of all people, enforce the law and enhance public safety in the community, while maintaining the highest ethical standards and professional conduct.

Core Values

Proud of our traditions and confident in meeting all our future challenges, our dedicated employees will maintain an environment of individual safety, well being and development. We are guided by:

Professionalism: - We believe in Professionalism. Professional service is embodied in our commitment to proficiency, competency, reliability, and excellence in all aspects of our conduct and performance. Our actions are guided by our written directives and we proudly pledge to fulfill our duties by being accountable to our community, our department, and to each other.

Respect - We believe in the principle that every individual has dignity and worth. We are committed to respecting individual rights, human dignity, and the value of all members of the community and of the department. We will treat all persons in a dignified and courteous manner, and exhibit understanding of ethnic and cultural diversity, in both our professional and personal endeavors.

Integrity - We believe in integrity: it is our standard. We are proud of our profession and will conduct ourselves in a manner that merits the respect of all people. We will demonstrate honest, ethical behavior in all our interactions. Our actions will match our words.

Duty and Sacrifice - We recognize the hazards inherent in our profession and are willing to place the safety of others above that of ourselves.

Excellence through **Teamwork**

Excellence - is the value of striving to be the best. We are committed to providing the highest quality of service. We encourage personal and professional growth through innovation, education and training. We can only obtain excellence by working as a team. We believe in teamwork and developing lasting partnerships with the public, other agencies, and within our own department to achieve our goals to make Ho-Ho-Kus a safe and inviting community. **Teamwork** - We believe in teamwork and developing lasting partnerships with the public, other agencies, and within our own department to achieve our goals to make Ho-Ho-Kus a safe and inviting community.

**HO-HO-KUS POLICE DEPARTMENT
CONFIDENTIAL QUESTIONNAIRE
PART I
DOCUMENT CHECKLIST**

The following original documents must be provided as part of the pre-employment investigation for the position of police officer. If you cannot provide the necessary document(s) listed here, a detailed explanation concerning the reason(s) the document(s) is(are) missing must be supplied. A lack of sufficient explanation for the missing document(s) will void this application. Initial the appropriate space indicating that the required document has been supplied. If the document does not apply, indicate by N/A. Missing documents will delay the application process. These documents must be submitted when you hand in your application. At that time, the original documents will be examined, copies will be made, and the original documents will be returned to you.

- _____ Birth Certificate with raised seal.
- _____ N.J. Driver's License.
- _____ Out of State Driver's License(s).
- _____ High School Diploma
- _____ G.E.D. Certificate.
- _____ College Degree(s).
- _____ College Transcripts. (All courses must be included)
- _____ Military Service Records (DD 214) and Discharge.
- _____ Marriage Certificate with raised seal.
- _____ Certified Divorce Decree or Order.
- _____ Birth Certificates of Dependent Children with raised seal.
- _____ Credit Profile
- _____ Trade or Professional License(s).
- _____ Copy of Mortgage, Deed, or Lease for current permanent residence.
- _____ U.S. Citizenship (Naturalization) Papers.
- _____ Professional Certificates, Awards, Commendations, etc. pertinent to employment as a police officer.
- _____ Voter Registration Card
- _____ Utility Bills (telephone, gas, electric, etc.)
- _____ Passport
- _____ Your last federal tax return
- _____ Firearms ID Card
- _____ Firearms Permit(s)

Signature of Candidate _____ Date _____

**HO-HO-KUS POLICE DEPARTMENT
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SUPPLEMENTAL INSTRUCTIONS**

1. You must supply three (3) personal letters of reference that must be mailed to:

Attn: Applicant Investigation Unit
Ho-Ho-Kus Police Department
55 Sycamore Avenue
Ho-Ho-Kus, N.J. 07423

2. Your references must be persons that know you and can attest to your character, ability, work and/or study habits, and your residency. Blood relations, current and former employees of the Ho-Ho-Kus Police Department, or current or former Borough of Ho-Ho-Kus elected officials or politicians cannot be used as references for this purpose.

NOTICE TO APPLICANT

Any candidate who makes a false statement, purposeful omission, misrepresentation or concealment of a material fact, or who practices, attempts to practice any deception or fraud in securing eligibility for appointment, or any candidate who provides answers contrary to official records, will be rejected from the application process and will be disqualified for eligibility.

Discovery of the aforementioned after a candidate has been appointed to the Ho-Ho-Kus Police Department will be cause and justification for dismissal from the department.

**HO-HO-KUS POLICE DEPARTMENT
CONFIDENTIAL QUESTIONNAIRE
PART I
CANDIDATE BACKGROUND INFORMATION AND DATA**

1. _____
LAST NAME FIRST NAME MIDDLE NAME

2. Date of Birth: ____ / ____ / ____ Home telephone number: _____
MONTH DAY YEAR W/ AREA CODE

Cell/mobile telephone : _____
W/AREA CODE

3. Social Security Number ----- _____

4. United States Citizen: YES NO

5. If the answer to Question 4 is No, are you a Naturalized Citizen? YES NO

6. By what means did you obtain Naturalized Citizenship? _____
SELF SPOUSE PARENTS

7. Has your name ever been changed for any reason? YES NO

If the answer to question 7 is Yes, please provide the following information:

Previous Name: Last, First, Middle

Reason For Change

Jurisdiction Date

8. Have you ever been known by any name(s) other than those identified in Question 7?
(Include nicknames, attributes, street names, religious name, etc.)

YES NO

List Name(s)

STATE REASON BRIEFLY (INCLUDE THE SIGNIFICANCE OF THE NAME)

LIST ANY AND ALL TATTOOS INCLUDING THEIR LOCATION AND SIGNIFICANCE:

Signature of Candidate _____ Date _____

**HO-HO-KUS POLICE DEPARTMENT
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**PART I
RESIDENCY**

9. Starting with your present address and listing them in reverse chronological order, list all places where you have lived for the past 20 years. Include P.O. Boxes, temporary addresses, and mailing addresses, if applicable. If additional space is needed, utilize the *Additional Information Section*.

From: Month/Year	To: Month/Year	Street Address	City/State/Country	Zip

10. What classification type most closely represents the current status of your residency?

- Own home or similar residence.
- Rent/Lease home or similar residence
- Rent/Lease apartment, single room, dormitory, or similar unit
- Reside with parents, relative, friend, etc.

11. What is your marital status?

- Married
- Single
- Widow(er)
- Divorced
- Separated

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12. If you were raised by anyone other than your parents, please provide information concerning who raised you:

Name (Last, First, MI)	Relationship	Date of Birth	Criminal Record
			<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

13. List all persons with whom you currently reside:

Name (Last, First, MI)	Relationship	Date of Birth	Criminal Record
			<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 <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO
			<input type="checkbox"/> YES <input type="checkbox"/> NO

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14. List all immediate family members:

Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO

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Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO
Name (Last, First, MI)	Relationship	Home Phone	Work Phone
Complete Address		Cell Phone	Criminal Record
			<input type="checkbox"/> YES <input type="checkbox"/> NO

Signature of Candidate _____ Date _____

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25. Have you ever had a permit to carry a firearm? YES NO

26. If yes, explain where, when, why? _____

27. Have you ever had a carry permit denied/seized/revoked? YES NO

28. If yes, explain where, when, why? _____

Signature of Candidate _____ Date _____

**HO-HO-KUS POLICE DEPARTMENT
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**PART I
MARITAL/FAMILY**

29. Date of current marriage: _____ / _____ / _____
Month Day Year

30. Spouse's name? _____
Last Name (Maiden Name, if Applicable) First Middle

31. Is your family aware of your intention of applying for a sworn law enforcement position?

YES NO

32. Have you ever been involved in a domestic violence incident? YES NO

33. If yes, provide the following information:

_____ Jurisdiction: City/County/State Date Docket # Case #

34. Have you ever been served with a domestic violence restraining order?

YES NO If yes, how many times? _____

County	State	Type of Order	Date	Disposition

Signature of Candidate _____ Date _____

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35. List chronologically by age, all of your children regardless of dependency and residence:

Name (Last, First, Middle)	Gender	Date of Birth	Dependent?	Child lives with you?
			<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 <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

36. Are you responsible for child support for any child listed above? YES NO

_____ Number of Dependents

_____ Amount of Support: Indicate Payment Schedule (Weekly, Monthly, etc.)

37. Are you responsible for the payment of alimony or any other type of court ordered assistance? YES NO

_____ Amount of Alimony: Indicate Payment Schedule (Weekly, Monthly, etc.)

38. Has any legal action of any kind, civil, criminal, or administrative, been taken against you for failure to make any payments of support or alimony? YES NO

If yes, complete the following table:

Type of Support Child/Alimony	Jurisdiction	Amount in Arrears	Confinement	Length of Confinement	Disposition
			<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		

Signature of Candidate _____ Date _____

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39. Have you ever been involved in a paternity proceeding? YES NO

If yes, provide details: _____

40. Have you ever been evicted from a place of residence? YES NO

If yes, provide details: _____

41. List all previous marriage(s). NONE

Name of Former Spouse	Street Address, City, State, Zip	Date of Birth	Telephone Number(s)

42. List current dating partner(s): NONE

Name & Social Security #	Street Address, City, State, Zip	Date of Birth	Telephone Number(s)

43. List previous dating partner(s): NONE

Name & Social Security #	Street Address, City, State, Zip	Date of Birth	Telephone Number(s)

Signature of Candidate _____ Date _____

**HO-HO-KUS POLICE DEPARTMENT
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44. Have there been any domestic violence issues with present/past dating partners?

YES NO

If yes, provide details: _____

45. Has your spouse, fiancée, significant other, current or past dating partner ever been arrested, interviewed, detained, or convicted by any law enforcement agency?

YES NO

If yes, provide details: _____

46. Has your spouse, fiancée, significant other, current or past dating partner ever called the police on you for any reason?

YES NO

If yes, provide details: _____

47. Have the police ever been called to any home or residence in which you have ever resided?

YES NO

If yes, provide details: _____

48. As an adult, have you ever been sexually aroused by a child, minor, or animal?

YES NO

If yes, provide details: _____

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49. Have you ever viewed, purchased, possessed, or downloaded child pornography?

YES NO

If yes, provide details: _____

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MILITARY BACKGROUND

57. Have you ever served in any branch of the U.S. Military or related organization?

YES NO

If yes, provide the following information:

From: ____ / ____ / ____ To: ____ / ____ / ____

Branch: _____ Serial Number: _____

Rank Upon Discharge _____ Job/MOS _____

Type of Discharge (Be specific): _____

Reason for Discharge: _____

(If you had more than one commission/enlistment, explain in the *Additional Information Section*.)

58. Has your discharge or separation ever been changed, upgraded, downgraded, or corrected?

YES NO

If yes, changed from _____ to _____

Authority: _____ Who requested the change: _____

Reason for Change: _____

59. Were you ever reprimanded, disciplined, tried, punished, demoted, attended captain's mast, received an Article 15, etc. for any infraction of military rules, law, or regulations?

YES NO

60. If yes, complete this section:

Date	Charge/Proceeding	Disposition	Penalty

Signature of Candidate _____ Date _____

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61. Are you now or have you ever been an active member of any branch of the United States military, reserve component or the National Guard?

YES NO

If yes, provide the following information:

From: ____ / ____ / ____ To: ____ / ____ / ____

Branch: _____ Serial Number: _____

Rank Upon Discharge _____ Job/MOS _____

Type of Discharge (Be specific): _____

Reason for Discharge: _____

62. Have you ever served in any military organization of any foreign government?

YES NO

If yes, provide details:

63. Have you ever been denied/refused entry into any of the United States military, military reserve, or National Guard?

YES NO

If yes, explain the basis for your denial (**EXCEPT IF FOR MEDICAL REASONS**)

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CIVIL, CRIMINAL & JUVENILE OFFENSES/ACTIONS

64. Have you ever been detained, investigated or apprehended by any law enforcement officers/agency as a juvenile?

YES NO

If yes, provide information below:

Date	Court/Location	Original Charge	Final Charge	Disposition

65. Have you ever been detained, investigated, arrested or charged by any law enforcement officer, agency, or citizen as an adult for any crime, disorderly person offense, petty disorderly person offense, administrative code, or violation of local ordinance?

YES NO

If yes, provide information below:

Date	Court/Location	Original Charge	Final Charge	Disposition

66. Are you, or have you ever been, the subject, witness, or victim of any investigation by any law enforcement or other governmental agency? (Agencies include, but are not limited to, Welfare, Unemployment, Labor, DCF, IRS, Customs, Immigration, etc.)

YES NO

If yes, provide information below:

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67. Have you ever received a summons commanding your appearance in court? (Other than a traffic summons)

YES NO

If yes, provide information below:

68. Have you ever been involved as a plaintiff or defendant in any civil proceeding?

YES NO

If yes, provide information below:

69. Were you ever fingerprinted? YES NO

If yes, provide the following information:

_____	_____	_____
Date	Agency	Reason

70. Have you ever had any records expunged?

YES NO

If yes, provide details:

71. Can you safely operate a motor vehicle? YES NO

72. Do you possess a valid New Jersey Driver's License? YES NO

Driver's License Number: _____

What class of vehicle(s) is(are) you licensed to operate? _____

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73. Have you ever possessed a driver's license from a state other than New Jersey?

YES NO

If yes, complete the following:

State	Dates	License Number	Status

74. Have your driving privileges ever been revoked or suspended in this or any state?

YES NO

If yes, complete the following:

State	From	To	Reason

75. Have you ever been refused a driver's license from any state? YES NO

If yes, provide details:

76. Have your motor vehicle registration privileges ever been suspended/revoked in this or any other state?

YES NO

If yes, provide details:

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80. Do you currently have any penalty points against your driver's license?

YES NO If yes, how many: _____

81. Do you own or lease a motor vehicle? YES NO

If yes, you must provide a copy of all vehicle registrations, lease agreements, and proof of insurance for any vehicle owned or leased by you.

82. Do you regularly operate a motor vehicle belonging to another for your personal use?

YES NO

If yes, complete the below section:

Make	Model	License Plate & State	Owner

Signature of Candidate _____ Date _____

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FINANCIAL BACKGROUND DATA

If you answer yes to any of these questions in this section, you must provide full details in the Additional Information Section.

83. Have your wages ever been attached or garnished? YES NO
84. Were you ever a party in a small claims court action? YES NO
85. Do you have any civil action(s) pending against you? YES NO
86. Have you ever filed for or declared bankruptcy? YES NO
87. Have you ever had a civil judgment rendered against you? YES NO
88. Have you ever been refused credit? YES NO
89. Have you ever had any property or vehicles repossessed? YES NO
90. Have you ever been bonded? YES NO
91. Have you ever had a school or educational loan? YES NO
92. Have you ever defaulted or not paid a school or educational loan? YES NO
93. Are you a co-signer on any loan or account? YES NO
94. Do you presently or have you ever held any active or silent interest in any company or business? YES NO
95. If you become employed by this department, do you anticipate income from any source outside of the police department? YES NO

If yes, please identify the source: _____

96. What is your monthly rent or mortgage and property tax payment? _____

97. Payee's name: _____

98. Payee's address: _____

99. Payee's telephone number: _____

100. Your account number (if mortgage): _____

Signature of Candidate _____ Date _____

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REFERENCES

104. Submit the requested information on the three people you are listing as references. They are required to mail letters of reference.

a. Reference #1: _____

Home Address _____

Telephone(s) _____
HOME WORK CELL

Work Address _____

How long have you known this person: _____ Previous Address: YES NO

If yes, list the previous addresses in the Additional Information Section.

b. Reference #2: _____

Home Address _____

Telephone(s) _____
HOME WORK CELL

Work Address _____

How long have you known this person: _____ Previous Address: YES NO

If yes, list the previous addresses in the Additional Information Section.

c. Reference #3: _____

Home Address _____

Telephone(s) _____
HOME WORK CELL

Work Address _____

How long have you known this person: _____ Previous Address: YES NO

If yes, list the previous addresses in the Additional Information Section.

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SUPPLEMENTAL INFORMATION

105. Have you ever collected unemployment benefits that you were not entitled to receive?

YES NO

If yes, please provide details: _____

106. Have you ever collected public assistance monies, i.e. welfare, etc?

YES NO

If yes, please provide details: _____

107. Have you ever collected any public assistance funds that you were not entitled by law to collect?

YES NO

If yes, please provide details: _____

108. Have you ever applied for any criminal justice position?

YES NO

If yes, please provide details: _____

109. Have you ever been rejected from a criminal justice position?

YES NO

If yes, please provide details: _____

110. Have you ever applied for or been rejected from any other civil service, federal, state, county, or municipal government position?

YES NO

If yes, please provide details: _____

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111. Have you ever been a member of any organized crime enterprise, street gang, or motorcycle gang or crew?

YES NO

If yes, please provide details: _____

112. Have you ever been discharged, terminated, furloughed, laid off or asked to resign from any employment?

YES NO

If yes, please provide details: _____

113. Do you have any knowledge or any information in addition to that specifically requested in this application that is or may be relevant directly or indirectly to this background investigation and/or your eligibility for the position that you have applied for?

YES NO

If yes, please provide details: _____

114. What is your e-mail address? _____

What is the significance of this address _____

115. Do you have a website or internet home page?

YES NO

If yes, please provide details: _____

116. Are you affiliated with any internet websites?

YES NO

If yes, please provide details: _____

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117. Do you have any foreign language skills?

YES NO

If yes, please explain what language(s) & level of fluency: _____

READ WRITE SPEAK

Note: You may be requested to participate in a language certification exercise that will verify your fluency level.

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DRUG EXPERIMENTATION & HISTORY

118. Have you ever smoked, experimented with, tasted, ingested, used, injected, sniffed, etc. any of the following:

Substance (circle each as applicable)	Yes	No	Date month/year	# of times used / appx. amount
Marijuana / Hashish				
Cocaine / Powder				
Cocaine / Crack				
Opium Derivative (Heroin, Morphine, codeine, etc.)				
Amphetamines (Speed)				
Barbiturates (Reds/Downers)				
Inhalants (Glue, solvents, aerosols, whippit, etc.)				
Anabolic Steroids				
Hallucinogenic (LSD, PCP, mushrooms, Ecstasy, etc.)				
Quaaludes, Valium, Darvocet, Dilaudid, Percocet, Percodan, etc.				
Club drugs, diet pills, pharmaceuticals				
Any other drug/narcotic not specifically listed above.				
Have you ever purchased/bought any of the above listed substances?				

119. Have you ever been investigated, arrested or charged with any type of drug/narcotic related violation?

YES NO

120. Have you ever used prescription medication that was prescribed to another person & not you?

YES NO

121. Have you ever sold, distributed, or provided any person with or without their permission or consent any type of illegal drug/narcotic?

YES NO

122. Have you ever participated in the production, manufacture, growing, delivery, transportation, smuggling, storage, or handling of any illegal drugs/narcotics for yourself or anyone else?

YES NO

123. Have you ever made any money or profit in any way from your involvement in drugs/narcotics?

YES NO

Signature of Candidate _____ Date _____

**HO-HO-KUS POLICE DEPARTMENT
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124. Have you ever inhaled, used, tried, tasted, injected, experimented with, or had anything else to do with any illegal drug/narcotic, other than what you have already listed in this book?
 YES NO

If you answered yes to any of these questions, you are required to provide a full explanation in the Additional Information Section. Include dates and amounts involved.

125. Do you gamble? NEVER SELDOM OCCASIONALLY REGULARLY

If so, on what: _____

126. Have you ever been arrested/charged for committing any alcohol related violations?

YES NO

If yes, please provide details: _____

127. Have you ever been issued a civil/criminal citation for any type of alcohol related violation?

YES NO

If yes, please provide details: _____

128. Have you ever purchased alcohol for a minor?

YES NO

If yes, please provide details: _____

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129. Do you have experience as a sworn police/law enforcement officer?

YES NO

If yes, explain to include agency, position, length of service _____

130. Do you have any experience in private security?

YES NO

If yes, explain to include agency, position, length of service _____

131. Do you have experience as an intern, volunteer, cadet, or explorer with this agency or any other law enforcement or public safety agency?

YES NO

If yes, please provide details: _____

132. Do you have any experience as a member (paid or volunteer) of any fire department or rescue squad?

YES NO

If yes, please provide details: _____

133. Are you currently attending or have you attended any police academy in the past or received any law enforcement training?

YES NO

If yes, please provide details: _____

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134. Do you personally know any Ho-Ho-Kus police officers?

YES NO

If yes, list names below and how long you've known them _____

135. Do you have any family members or relatives who are current or past members of a law enforcement agency?

YES NO

If yes, list your relationship and their department/agency: _____

136. Have you ever applied for a position with any federal, state or local law enforcement agency or fire department?

YES NO

If yes, please provide details: _____

137. Have you ever applied for any position with the federal government for which a background investigation was initiated?

YES NO

If yes, please provide details: _____

138. Have you ever been denied employment by any organization covered in questions #136 and #137?

YES NO

If yes, please provide details: _____

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139. Has the United States government ever granted you a security clearance?

YES NO

If yes, please provide details: _____

140. List all law enforcement agencies and fire departments with whom you have applied. List all steps that you have completed with each agency (written test, oral interview, polygraph, background completed, physical agility, medical, psychological, etc.), also list your final status. If you have applied to the same agency more than once, list each time separately. Also include each occasion you have applied to the Ho-Ho-Kus Police Department.

Department	Date Applied	Steps taken	Investigators	Telephone #'s	Status

141. Do you have any computer skills or experience?

YES NO

If yes, please provide details. Include hardware/software applications and general competency level of each:

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142. If you are employed as a police officer by this agency, how long do you anticipate remaining with us?

143. Did anyone provide advice, guidance or other assistance to you in regards to the completion of this confidential questionnaire booklet?

YES NO

If yes, please provide details: _____

Signature of Candidate _____ Date _____

**HO-HO-KUS POLICE DEPARTMENT
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PERSONAL HISTORY STATEMENT AFFIRMATION

I hereby affirm that this Application/ Personal History Statement is true and correct and contains no misrepresentations, falsifications, omissions of material facts or concealment of material facts. Additionally the information provided by me is true, accurate, and complete to the best of my knowledge and belief.

I am cognizant that statements made by me on this Application/Personal History Statement are subject to later investigation. Additionally, I realize that should any investigation disclose any misrepresentation, misstatement, falsification, omission or concealment of material fact, my application for the position is subject to rejection and my name will be removed from the eligibility list. If I have been already appointed to the position, I will be subject to dismissal.

I further understand that if there are any changes in my application answers from the date of my original application to the Ho-Ho-Kus Police Department and to the date of my appointment, I will notify the Ho-Ho-Kus Police Department of those changes, and if I fail to do so, I realize it is grounds for non-appointment or dismissal from my position.

“By my signature below I state that I have read and understood the above warning, and all information provided by me is true, complete, and accurate.”

SIGNATURE OF CANDIDATE

DATE

Notary Certification in this Block

**HO-HO-KUS POLICE DEPARTMENT
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PART I**

**DRUG SCREENING THROUGH URINALYSIS
APPLICANT CONSENT**

I, _____, understand that as part of the pre-employment process, the Ho-Ho-Kus Police Department will conduct a comprehensive background investigation in an effort to determine my suitability to fill the position for which I have applied. I further understand that as part of the pre-employment process, I will be required to submit to and perform certain medical and physical examinations. In accordance with the efforts of the Ho-Ho-Kus Police Department to select only those most suitable for law enforcement, I do hereby consent to the sampling and submission for testing of my urine for the purpose of drug screening. I understand that a negative result is a condition of employment.

I also understand that refusing to supply the required samples or producing a positively confirmed test result for the presence of illegal drugs will result in the rejection of my application for employment. I understand that in the case of a positive test result, my name will be forwarded to a central registry maintained by the Division of State Police and will be made available only upon court order or as part of a background investigation for a law enforcement position. I understand that a confirmed positive test result indicating the presence of drugs will bar me from securing future law enforcement employment for a period of two years. I understand that after this two year period, a positive test result may be considered in evaluating my fitness for future law enforcement employment.*

I understand that the results of the urinalysis will be provided to me as soon as possible after receipt by the Ho-Ho-Kus Police Department.

I hereby acknowledge receipt of a copy of the methods and procedures for drug screening applicants for sworn law enforcement positions.

Signature of Applicant

Date

Signature of Notary

Date

Print Notary Name: Last First Middle

SEAL

Signature of Candidate _____ Date _____

**HO-HO-KUS POLICE DEPARTMENT
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CANDIDATE'S RELEASE OF REPORTS TO CIVIL SERVICE COMMISSION

I authorize the Ho-Ho-Kus Police Department to release the results of criminal background information and medical reports to the New Jersey Civil Service Commission to support employment decisions in comportment with *NJAC 13:59-1.2(b)*.

I hereby provide permission for the release of these records and information and forever discharge and hold harmless any person or entity for the disclosure of said records.

_____ Signature of Candidate	_____ Date
_____ Print Name: Last First Middle	_____ Social Security Number
	_____ Date of Birth

_____ Notary Signature	Print Name	Last	First	Middle
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NOTARY SEAL

(A photocopy of this authorization will be considered as effective and valid as the original.)

Signature of Candidate _____ Date _____