

POLICE APPLICANT BACKGROUND PACKAGE

Dear Police Applicant:

Enclosed please find three documents that must be completed, signed, and submitted to the Internal Affairs Unit by _____ in order to facilitate a prompt and efficient background process. The documents enclosed include:

- Authorization/Release Form
- Background Checklist (List of Required Documents)
- Background Information Packet

Failure to properly fill out the above documents and/or submit the required documentation may preclude you from being considered further for conditional employment with the Meriden Police Department.

Should you have any questions regarding the above, please feel free to contact the Internal Affairs Unit during normal business hours of 8:00 a.m. to 4:00 p.m., Monday through Friday.

Sincerely,

Mark Walerysiak
Detective Lieutenant
Internal Affairs Unit
203-630-6339

Darrin McKay
Sergeant
Internal Affairs Unit
203-630-6344

An Equal Opportunity Employer

POLICE APPLICANT BACKGROUND CHECKLIST

Applicant's Name: _____ Date of Birth: _____

The following documents must be submitted to the Internal Affairs Unit on or before the date specified. If for some reason you are unable to complete or obtain any of the requested documents, please provide an explanation in the space below.

- Police Applicant Background Information Packet
- Authorization/Release Form (Notarized)
- Official High School Transcript(s) or GED Certificate
- Official College Transcript(s)
- Copy of Military Discharge (DD-214) (If Applicable)
- Copy of Military I.D. (If Applicable)
- Copy Birth Certificate
- Copy of Social Security Card
- Copy of State Motor Vehicle Driver's License
- Copy of Weapon's Permit (If Applicable)
- Copy of POSTC Certification (If Applicable)
- Copy of Divorce Decree Settlement (If Applicable)

Date Requested: _____ Date Received: _____

Explanation for not submitting requested document(s): _____

AUTHORIZATION PAGE



Department of Police

50 WEST MAIN STREET
MERIDEN, CONNECTICUT 06451



JEFFRY W. COSSETTE
Chief of Police

AUTHORIZATION FOR RELEASE OF INFORMATION

I _____ • date of birth: _____ authorize representatives of the Meriden Police Department to obtain pertinent information from my current and previous employers, references and other persons with knowledge of my work history and background, including but not limited to, education, military service, welfare and unemployment history, and medical/psychological history, I authorize my previous and current employers, references, and persons with knowledge of my work history and background to provide pertinent information to the Meriden Police Department and hereby release all such persons and waive any and all claims, demands, or cause of action whatsoever, in connection with the request for and release of such information.

I further authorize representatives of the Meriden Police Department to obtain a consumer credit report, as part of the application process and background investigation for a police officer position.

I have read, understand and agree to the forgoing.

Note: A copy of this authorization/release form shall be considered as valid as the original.

SIGNATURE OF APPLICANT

DATE

Subscribed and sworn before me on this _____ day of _____, 20____

NOTARY PUBLIC (SEAL REQUESTED)

MERIDEN POLICE DEPARTMENT

INTERNAL AFFAIRS UNIT

Police Applicant Background Information

Name of Applicant: _____
Last, First, Middle

Date of Birth: _____
Month/Day/Year

Current Address: _____
Street City State Zip Code

Mailing Address: _____
(If Different) Street City State Zip Code

For Office Use:

Date Issued: _____

Date Received: _____

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Personal History

Full Name: _____
 Last, First, Middle

Maiden Name (If Applicable): _____

Current Address: _____
 Street City State Zip Code

Mailing Address: _____
(If Different) Street City State Zip Code

Home Phone: _____ Business Phone: _____

Cell Phone: _____ E-mail Address: _____

Have you ever legally changed your name? _____

If yes, what was your previous name? _____

What was the date and location of the name change? _____

What was the reason for the name change? _____

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Personal History (cont.)

List any other names, nicknames, or aliases you've been known by:

Date of Birth: _____
Month/Day/Year

Place of Birth: _____
City State Country

Are you a U.S. citizen? Yes _____ No _____

Social Security Number: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Marks, Scars, Tattoos: _____

Note: Tattoos/Body Ornaments must be in compliance with Meriden Police Department grooming standards.

Marital Status:

Single _____ Married _____ Divorced _____ Separated _____

Spouse's Name and D.O.B. (If Applicable): _____

Spouse's Maiden Name (If Applicable): _____

Former Spouse's Address and Phone (If Applicable): _____

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Personal History (cont.)

In chronological order, list each and every place in which you have lived for the past 10 years. Start with your present address.

Month/Year	Month/Year	Number-Street-City-State-Zip Code
From: _____	To: _____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you own or rent at your current address? _____

If rent, give name, address, and phone number of landlord: _____

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Personal History (cont.)

The below-listed questions are used as an additional source of information concerning applicants' interpersonal relationships.

List all clubs, societies, and civic/fraternal organizations to which you are an active member, or have been an active member.

Are you now, or have you ever been, a member of any subversive, militant, or radical group organized to overthrow the United States government?

Yes _____ No _____

If yes, please identify the group(s):

Are you now, or have you ever been, a member of any group organized to oppress the civil rights of others based on race, color, creed, religion, national origin, gender, sexual orientation, or physical disability?

Yes _____ No _____

If yes, please identify the group:

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Education

In chronological order, list all schools attended. If you need more space, please use the additional sheets located at the end of this packet.

(Name of High School)	(Dates Attended)	(Degree Received)	(Credits)
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Location of High School:

Class Rank:

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Extracurricular Activities, Sports Programs, Clubs, etc.:

Name of College/University:

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Location of College/University:

Major/Class Rank:

--	--

Name of College/University:

--	--	--	--

Location of College/University:

Major/Class Rank:

--	--

Extracurricular Activities, Sports Programs, Clubs, etc.:

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Employment

Starting with present or most recent employment and working backwards consecutive, list all employment, including summer and part-time work.

Dates of Employment: _____ to _____

Company Name and Address: _____

Company Telephone: _____

Position Held/Description: _____

Name and Title of Supervisor: _____

Reason for Leaving: _____

Dates of Employment: _____ to _____

Company Name and Address: _____

Company Telephone: _____

Position Held/Description: _____

Name and Title of Supervisor: _____

Reason for Leaving: _____

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Employment (cont.)

Dates of Employment: _____ to _____

Company Name and Address: _____

Company Telephone: _____

Position Held/Description: _____

Name and Title of Supervisor: _____

Reason for Leaving: _____

Dates of Employment: _____ to _____

Company Name and Address: _____

Company Telephone: _____

Position Held/Description: _____

Name and Title of Supervisor: _____

Reason for Leaving: _____

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Employment (cont.)

Dates of Employment: _____ to _____

Company Name and Address: _____

Company Telephone: _____

Position Held/Description: _____

Name and Title of Supervisor: _____

Reason for Leaving: _____

*If you need more space, please use the additional sheets located at the end of this packet.

Have you ever been asked to resign, been given the option to resign in lieu of termination, been dismissed, or disciplined at a place of employment?

Yes _____ No _____

If yes, please give details:

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Military Service

Have you ever served in any military organization of the United States?
(Please attach copy of DD-214 Form.)

Yes_____ No_____

Dates of Service: _____ to _____ Branch _____

Highest Rank Held: _____

Special Duties/Training: _____

Type of Discharge: _____

Are you now a member of the reserve forces or National Guard?

Yes_____ No_____ Were you in the past? Yes_____ No_____

Branch: _____ Rank: _____

Address: _____

Dates: _____ to _____

If you have never served in the armed forces of the United States, sign the following statement:

I, _____, have never served in the armed forces of the United States.

Applicant's Signature

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Financial History

List all current financial obligations (i.e., student loans, credit card balances, car loans, mortgage, child support, alimony, etc.):

Have you ever filed for bankruptcy? Yes_____ No_____

Have you ever been refused credit or had property repossessed?

Yes_____ No_____

If yes to either or both of the above, please give details:

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Criminal Record

Have you ever been arrested and/or convicted of any crime?

(Note: You do not have to disclose the existence of arrests/criminal charges which have been erased or dismissed, or those charges where there has been a finding of "Not Guilty," or those in which an absolute pardon has been received.)

Yes _____ No _____

If yes, give complete details, including date(s) of arrest(s) and hearing(s), location of offense(s), charge(s), details of the incident(s), and disposition(s):

*If you need more space, please use the additional sheets at the end of this packet.

Have you ever been detained by a law enforcement officer?

Yes _____ No _____

If yes, give complete details of incident(s) and disposition(s):

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Motor Vehicle Record

Are you a licensed automobile operator? Yes_____ No_____

State: _____ Operator Number: _____ Class: _____

Have you ever been convicted of a motor vehicle offense? (This does not include traffic tickets.)

Yes_____ No_____

If yes, give complete details, including date(s) of arrest(s), hearing(s), location of offense(s), charge(s), details of the incident(s), and disposition(s):

Has your operator's license ever been suspended or revoked?

Yes_____ No_____

If yes, please explain:

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

Motor Vehicle Record (cont.)

Have you ever received a traffic ticket? Yes_____ No_____

If yes, give complete details, including charge(s), date(s), location(s), and disposition(s):

Do you currently have any unpaid parking tickets?

Yes_____ No_____

If yes, give complete details:

General

Is there anything that would prevent you from working nights, weekends, holidays, or in any way from being able to perform the essential job functions of a police officer?

Yes_____ No_____ If yes, please explain: _____

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

General (cont.)

Do you read or speak any foreign languages?

Yes_____ No_____ If yes, give details and proficiency level:

List any special skills, qualifications, and licenses you possess: (Do not include motor vehicle license.)

Have you ever applied for a weapons permit in any jurisdiction?

Yes_____ No_____

If yes, give type, date, location, and permit number:

Have you ever been a party to a civil lawsuit, restraining order, or protective order, either as a plaintiff or a defendant?

Yes_____ No_____

If yes, please explain:

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

General (cont.)

Have you ever used (i.e., ingested, injected, sniffed, absorbed, or otherwise caused to enter your body) any non-prescriptive drugs or substances, including hallucinogenic drugs, stimulants, depressants, narcotic drugs, other types of chemicals, such as steroids?

Yes_____ No_____ If yes, please answer the following:

List each drug or substance used and the approximate date range of its use:

When did you last use each drug or substance listed above?

Do you drink alcoholic beverages? Yes_____ No_____

If yes, what type and how often? _____

Are you presently applying to, or have you ever applied for, employment with any law enforcement agency?

Yes_____ No_____

If yes, list agencies, current eligibility status, and reasons for non-selection:

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

General (cont.)

Have you ever received any training in law enforcement by any state, local, or federal law enforcement agency?

Yes_____ No_____ If yes, list agencies, training, and certifications:

Have you ever taken a polygraph examination? Yes_____ No_____

If yes, give date(s) and location(s): _____

References

Give the names of three people (not relatives or former employers) who have known you well during the past three years:

Name: _____ Telephone: _____

Address: _____

Occupation: _____ Years Known: _____

Business Address: _____

Business Phone: _____

MERIDEN POLICE DEPARTMENT
APPLICANT BACKGROUND

References (cont.)

Name: _____ Telephone: _____

Address: _____

Occupation: _____ Years Known: _____

Business Address: _____

Business Phone: _____

Name: _____ Telephone: _____

Address: _____

Occupation: _____ Years Known: _____

Business Address: _____

Business Phone: _____

Affidavit

I, _____, certify that the information I have provided in this background informational is true and complete to the best of my knowledge. I understand that any willful omissions or falsification will be reason for withdrawal of a job offer or termination of employment whenever the omission or falsehood is discovered. I authorize any investigation into the statements I have made in this informational as necessary to arrive at any employment decision.

Signature of Applicant

Date

