



WAYNESBORO POLICE DEPARTMENT RESERVE APPLICANT INSTRUCTIONS

1. Fill in the application and Personal History Questionnaire completely. All blanks must either be filled in or N/A put in those that do not apply.
2. Please print or type application. Longhand in not acceptable except where requested.
3. The Authorization for Release of Information and Credit Report forms must be signed, notarized, and returned with the application. The application cannot be processed unless these forms are properly executed.
4. The completed application must be returned to the Human Resources Department. Application may be mailed or hand delivered to the following address:

City of Waynesboro
Human Resources Department
503 W. Main Street, Rm 102
Waynesboro, VA 22980

NOTE: Any application not received by one of the above methods may not be considered in the employment process.

5. A copy of your High School Diploma or GED Certification Equivalency must accompany your application. If you do not have these documents in your possession, you must make a statement to that fact and let us know that you are in the process of obtaining a duplicate or transcript from the learning institution. At least one of these must be provided before a hiring decision can be made.

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ have applied for a volunteer position with the Waynesboro Police Reserves. I hereby authorize the Waynesboro Police Department (Hereinafter the "WPD") and any duly appointed person acting on its behalf, to call and inquire into my background with prior employers, references, and any other person or entity that may have material information on me. This authority extends without limitation to obtaining any information from schools, financial institutions, doctors, hospitals, residential management agents, current or prior employers, criminal justice agencies, and individuals, relating to my activities. This information may include, but is not limited to, academic, medical, background, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records.

I hereby specifically authorize and direct anyone who receives an oral or written request for information from the WPD to give any information (including opinions) that they may have to the WPD as to my character and fitness for working at the WPD. You are authorized to answer all of the WPD's questions and to release any requested documentation, forms or information to the WPD whether the information is oral or in writing.

I hereby fully and completely release any individual, church, company, corporation, agency or other person with whom the WPD conducts an inquiry, including record custodians, both collectively and individually, from any and all liability for any damages of whatever kind or nature that I, my heirs, or family may allege happened to me at any time on account of compliance or any attempts to comply with this authorization.

I waive the right to inspect any information provided about me to the WPD by any person and waive the right to inspect the WPD's notes and files compiled as a result of any background check.

I have carefully read this Authorization For Release Of Information and sign it willingly with the intent that it be relied upon by any person or entity that receives it from the WPD. A photocopy of this Authorization For Release Of Information shall be effective as an original. This Authorization For Release Of Information is not limited as to time.

Social Security Number _____

Given under my hand this ____ day of _____, 20____

Signature

This day _____ personally appeared before me and acknowledged his/her signature to the above statement.

My Commission expires on the ____ day of _____, 20____

Notary Public

WAYNESBORO POLICE DEPARTMENT

CREDIT REPORT AUTHORIZATION

I, _____,
(print name & social security number)

pursuant to 15 U. S. Code 1681b, hereby authorize the Waynesboro Police Department to request a copy of my credit report from a credit reporting agency of its choosing, for the purpose of evaluating my application for a volunteer position with the Waynesboro Police Reserves.

Given under my hand, this _____ day of _____, 20____.

Signature

State of Virginia, County/City of _____

This day _____ personally appeared before me and acknowledged his/her signature to the above statement.

My commission expires on the _____ of _____, 20____.

Notary Public

PERSONAL HISTORY QUESTIONNAIRE

RESERVE POLICE OFFICER CANDIDATES

Section 15.2-1705 of the Code of Virginia authorizes the police department to conduct a background investigation on candidates prior to employment. The information requested in this questionnaire is required to properly conduct a thorough background investigation.

This questionnaire must be completed by all candidates applying to the Police Department. Please TYPE or PRINT clearly in ink. All requests for information must be completed with either the correct answer or N/A (not applicable). Incomplete or illegible questionnaires will not be considered. If there is insufficient space for complete answers, use the back of the page and note which question is being answered. Read all instructions carefully. A portion of your score is determined by your ability to follow directions.

Failure to respond to every question will disqualify you from further participation in the selection process. Your responses to questions will not necessarily disqualify you. Falsification of information will disqualify you.

The City of Waynesboro is an Equal Opportunity Employer.

I. INDIVIDUAL INFORMATION

- a) Name: _____
(Last, First Middle)
- b) Other names used: (nicknames, aliases, former names changed, maiden name, etc.)

- c) Present address:

- d) Race: _____ Sex: _____ Social Security #: _____
- e) Are you a United States Citizen? _____ Date of Birth: _____
- f) Height: _____ Weight: _____ Hair Color: _____ Eye Color _____
- g) Place of birth: _____
- h) Scars, Marks, or Tattoos: _____
- i) Telephone: Home _____ Business _____

II. FAMILY INFORMATION

a) Present Marital Status: () Single () Married () Widowed () Separated () Divorced ()

b) Spouse/Fiancee' Name: _____

Address: _____

Telephone: Home _____ Business _____

c) If ever separated or divorced, give date, name, and location of court granting decree:

Name of Court	Location	Date
_____	_____	_____
_____	_____	_____

d) Name and address of spouse(s) if separated or divorced:

1) _____

2) _____

e) Your father's full name, sex, date of birth: _____

Address: _____

f) Your mother's full name, sex, date of birth: _____

Address: _____

g) List the full name, race, sex, date of birth, and relationship of all persons living with you:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

h) List all your addresses for the past 15 years. Start with your present address and work back. If you have served in the military, include your duty stations.

<u>FROM</u>	<u>TO</u>	<u>ADDRESS</u>	<u>CITY/STATE/ZIP</u>

III. EMPLOYMENT HISTORY

Begin with your present job and list your work history for the past 10 years. Include periods of unemployment and part-time, temporary or seasonal jobs. Also include any volunteer work, military service, or reserve military service.

a) Employer name, address, telephone#: _____

Job Title: _____

Supervisor & Present Phone#: _____

Salary: Start _____ Finish _____ Dates: From _____ To _____

b) Employer name, address, telephone#: _____

Job Title: _____

Supervisor & Present Phone#: _____

Salary: Start _____ Finish _____ Dates: From _____ To _____

c) Employer name, address, telephone#: _____

Job Title: _____

Supervisor & Present Phone#: _____

Salary: Start _____ Finish _____ Dates: From _____ To _____

d) Employer name, address, telephone#: _____

Job Title: _____

Supervisor & Present Phone#: _____

Salary: Start _____ Finish _____ Dates: From _____ To _____

e) Employer name, address, telephone#: _____

Job Title: _____

Supervisor & Present Phone#: _____

Salary: Start _____ Finish _____ Dates: From _____ To _____

f) Employer name, address, telephone#: _____

Job Title: _____

Supervisor & Present Phone#: _____

Salary: Start _____ Finish _____ Dates: From _____ To _____

g) Employer name, address, telephone#: _____

Job Title: _____

Supervisor & Present Phone#: _____

Salary: Start _____ Finish _____ Dates: From _____ To _____

h) Employer name, address, telephone#: _____

Job Title: _____

Supervisor & Present Phone#: _____

Salary: Start _____ Finish _____ Dates: From _____ To _____

i) Have you ever been fired, discharged, or asked to resign from any of the positions you have listed above? If yes, give details:

j)

Have you ever resigned or quit after being informed that your employer intended to fire or discharge you? If yes, give details:

IV. EDUCATIONAL HISTORY

List the name, address, dates of attendance, major course of study, graduation date, and type of degree (if applicable) for all high schools, colleges, universities, professional and trade schools you have attended. Start with the most recent.

<u>Name</u>	<u>Address</u>	<u>Attendance</u>	<u>Major</u>	<u>Graduation</u>	<u>Degree/License/Diploma</u>
		<u>Dates</u>		<u>Date</u>	

V. FINANCIAL HISTORY

Give the names and address of all individuals, companies, or others to whom you are indebted. List the kind of debt and the amount. Include any loans on which you are co-maker. Include any gambling debts. Include bankruptcy if applicable.

<u>Name and address of creditor</u>	<u>Kind of debt</u>	<u>Amount</u>

VI. LEGAL HISTORY

- a) If you served in the military, were you ever arrested or detained for any offense that could have resulted in a trial by deck court, summary, special, or general court-martial?

- b) Have you ever been arrested or detained by a law enforcement agency? _____
- c) Have you ever been involved in any court action, civil or criminal? Include bankruptcy if applicable _____
- d) Have you ever received a traffic summons? _____
- e) Have you ever been fingerprinted for any reason? _____
- f) Is any civil or criminal action involving you now pending? _____
- g) Has anyone residing with you ever been convicted of a felony? _____
- h) Have you ever had a driver's license application rejected or have you ever had your license suspended or revoked? _____

- i) Have you ever been involved in a transaction where illegal drugs were bought or sold? _____
- j) Have you gambled or bet within the last two years? _____
- k) If the answer to any of the above questions is YES, list below the date, place and full details of each incident. Use extra sheets if necessary.

VII. VEHICLE OPERATOR'S LICENSE

List the state of issue, type of license, and restrictions on all licenses you have had: _____

VIII. HOBBIES AND SPORTS

IX. DRUG AND ALCOHOL HISTORY

RESPONSES TO THE FOLLOWING QUESTIONS WILL NOT NECESSARILY DISQUALIFY YOU. FALSIFICATION OF INFORMATION WILL DISQUALIFY YOU. ANSWER THE QUESTIONS COMPLETELY.

- a) Have you smoked or used tobacco within the last two years? _____

b) Have you consumed any alcoholic beverages within the past two years?

c) Have you used, smoked, injected, inhaled, or absorbed any nonprescribed, controlled substance within the last two years? If yes, identify the controlled substance.

d) Have you ever used or experimented with any of the following substances: hallucinogens (LSD, PCP, etc.), barbiturates, amphetamines, marijuana, hashish, cocaine, or other illegal and controlled substances? If yes, identify the controlled substance.

X. ADDITIONAL INFORMATION

a) Have you ever applied for employment with this Department or any other police department? If yes, give date, department, location and status of application.

b) Do you have any relatives, friends, or acquaintances employed by any police department? If yes, list their names, departments, locations, and positions.

AFFIDAVIT

- a) I hereby certify that all statements contained in this ten page Personal History Questionnaire, which is part of my application with the City of Waynesboro Police Department, are true and complete to the best of my knowledge. I have neither withheld nor misrepresented any facts contained herein. I authorize the City of Waynesboro to conduct a complete and comprehensive investigation into my background for the purposes of determining my fitness for service in the Police Department. I also understand that my omission or mistreatment of material facts may be grounds for rejection of my application or for dismissal from a volunteer position with the City.

Signature

Date

Print name in full