



PHOENIX PROTECTIVE SERVICE

**BACKGROUND
INVESTIGATION
QUESTIONNAIRE**

Instructions

This background investigation questionnaire shall be filled out by each applicant to Phoenix Protective Service. The background phase of the hiring process is required by all applicants to determine employment eligibility. Due to the nature of the industry of Protective and Security Service, officers/agents will be responsible for the life and property of many during the performance of their duties. With that we at Phoenix Protective Service must ensure we hire the best quality and qualified candidates for the positions within our agency.

General Information:

This section shall ask the candidate for general information about themselves.

Social Media

This section asks for all of the applicants social media information.

Employment History:

Please list all jobs that you have held for the past 5 years. Include all full-time, part-time, seasonal, or temporary employment which you have held and provide all information.

Residence History:

Please list all residency you have had for the past 5 years. Also include those with whom you have lived with at those provided residences.

Education History:

Please list all education institutions which you have attended since you graduated high school and include high school information as well. Please include those educational institutions that you temporality attended but did not complete. This section is to also include any Police Academy's or technical/vocational programs you attended.

Personal References:

Please provide at least three (3) personal references who can attest to your character as a person. These can not include family members.

Professional References:

Please provide at least three (3) professional references who can attest to your work ethic and performance.

Military Service:

Please provide any military service you have had.

Police Cadet / Police Explorer Programs:

Please provide any Police Cadet / Police Explorer programs you have been involved in.

Criminal Record:

Please provide any criminal (misdemeanor and/or felony) records you may have for the past 10 years. This section also asks for any police contacts you have had in the past 5 years.

Substance Use:

Please provide information about any substance use you have had.

Affiliations:

Please provide any information regarding any affiliations you may have with groups or organizations. This is to include any memberships to industry specific associations, political organizations, etc.

At the conclusion of this background investigation questionnaire each applicant must have it notarized. DO NOT sign the final page (notary page) until you have with the notary.

Reminder

Employment into Phoenix Protective Service is completely voluntary and personally desired by the individual applying for employment with the company; however, each step of the hiring process is required to become employed with Phoenix Protective Service. Each applicant shall acknowledge and sign the disclaimer page that completing this packet was done voluntarily and the applicant was not forced or coerced in any way to fill out the background investigation questionnaire by any member of Phoenix Protective Service. This is a required step to obtain employment with Phoenix Protective Service.

General Information

Date: ____/____/____

Name (Last, First, Middle): _____

Have you had any other names? _____

Date of Name Change: _____

Social Security Number: _____ Gender: _____

Date of Birth: ____/____/____ Place of Birth: _____

Home Phone Number: _____ Cell Phone Number: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Position Applying for: _____

Is there anything that will hinder you from performing your duties. Such duties could include but not limited to; standing post, walking patrols, stair climbing, inclement weather posts, physical restraints, etc. _____

If yes, please explain: _____

Drivers License Number: _____ State: _____ Exp Date: _____

Have your driver's license ever been suspended? _____ If yes explain: _____

Do you hold a firearms license? _____ If yes, what class is your license: _____

Firearms License Number: _____ State: _____ Issue Date: _____

Have you had your firearms license revoked, suspended or violated: _____

If yes, please explain: _____

Employment History

Please provide information about any employment you have held in the past five (5) years. Include any full-time, part-time, seasonal, temporary employment. Start with the latest employment which you have had.

Employer: _____ Dates Employed: _____ To _____

Address: _____

Phone Number: _____ Supervisor Name: _____

Position Held: _____

Reason for leaving: _____

Any Attendance Issues: _____ If yes, explain: _____

Any Disciplinary Issues: _____ If yes, explain: _____

May we contact this employer: _____

Employer: _____ Dates Employed: _____ To _____

Address: _____

Phone Number: _____ Supervisor Name: _____

Position Held: _____

Reason for leaving: _____

Any Attendance Issues: _____ If yes, explain: _____

Any Disciplinary Issues: _____ If yes, explain: _____

May we contact this employer: _____

Employer: _____ Dates Employed: _____ To _____

Address: _____

Phone Number: _____ Supervisor Name: _____

Position Held: _____

Reason for leaving: _____

Any Attendance Issues: _____ If yes, explain: _____

Any Disciplinary Issues: _____ If yes, explain: _____

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Employer: _____ Dates Employed: _____ To _____

Address: _____

Phone Number: _____ Supervisor Name: _____

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Reason for leaving: _____

Any Attendance Issues: _____ If yes, explain: _____

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Address: _____

Phone Number: _____ Supervisor Name: _____

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Reason for leaving: _____

Any Attendance Issues: _____ If yes, explain: _____

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Address: _____

Phone Number: _____ Supervisor Name: _____

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Reason for leaving: _____

Any Attendance Issues: _____ If yes, explain: _____

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Employer: _____ Dates Employed: _____ To _____

Address: _____

Phone Number: _____ Supervisor Name: _____

Position Held: _____

Reason for leaving: _____

Any Attendance Issues: _____ If yes, explain: _____

Any Disciplinary Issues: _____ If yes, explain: _____

May we contact this employer: _____

General Employment Questions

- 1 - Have you ever been asked to leave an employment in lieu of being terminated? _____
- 2 - Have you ever been the subject to a sexual harassment complaint/investigation? _____
- 3 - Have you ever been the subject of a harassment complaint/investigation? _____
- 4 - Have you ever left work prior to being properly relived or released by a supervisor? _____
- 5 - Have you ever arrived to work under the influence of any substance and/or alcohol? _____
- 6 - Have you ever consumed any substance or alcohol while at work? _____

If you answered yes to any above question, please list question number and explanation below

Residency History

Please provide your previous residences for the past five (5) years. Start with your current residence.

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Lived: _____ To _____

Who did you live with? _____ Relationship: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Lived: _____ To _____

Who did you live with? _____ Relationship: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Lived: _____ To _____

Who did you live with? _____ Relationship: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Lived: _____ To _____

Who did you live with? _____ Relationship: _____

Phone Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates Lived: _____ To _____

Who did you live with? _____ Relationship: _____

Phone Number: _____

General Residency Questions

1 – Have the police ever been called to your residency due to your conduct? _____

2 – Have you ever been evicted from a residency due to your behavior or conduct? _____

If you answered yes to any above questions, please provide question number and explanation

Education History

Please provide all of your education history and institution information. Start with your high school. Please list any colleges, universities, academy, trade, vocational, technical schools other than High School under provided area named "School".

High School: _____ City: _____

State: _____ Zip Code: _____ Dates Attended: _____ To _____

Did you graduate? _____

School: _____ City: _____

State: _____ Zip Code: _____ Dates Attended: _____ To _____

Program: _____ Degree: _____

Did you graduate: _____

School: _____ City: _____

State: _____ Zip Code: _____ Dates Attended: _____ To _____

Program: _____ Degree: _____

Did you graduate: _____

School: _____ City: _____

State: _____ Zip Code: _____ Dates Attended: _____ To _____

Program: _____ Degree: _____

Did you graduate: _____

Personal References

Please provide three (3) personal references who can be contacted and can attest to your personal character. More reference space is provided if applicant would like to list more than three (3) personal references. Do not include any family members under this section.

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Professional References

Please provide three (3) professional references who can be contacted and can attest to your work ethic and performance. More reference space is provided if applicant would like to list more than three (3) professional references. Do not include any family members under this section.

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Name: _____ Relationship: _____

Years Known: _____ Phone Number: _____

Email Address: _____

Military Service

Please provide information about any military service you had.

Have you served or currently serving with the Armed Forces? _____

Branch of Service: _____

Dates Served: _____ to _____

Were you honorably discharged? _____

Have you served or currently serving with the National Guard? _____

Dates Served: _____ to _____

Were you honorably discharged? _____

Have you served or currently serving with the United States Coast Guard Auxiliary? _____

Assigned Flotilla? _____ Dates Served: _____ to _____

Have you served with any armed forces cadet program? _____

If yes, please explain with dates of program: _____

Police Cadet / Police Explorer Service

Please provide information regarding any Police Cadet / Police Explorer program you were involved in.

Have you ever been a Police Cadet or Police Explorer for a law enforcement agency? _____

Program Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates of Program: _____ to _____ Rank: _____

Agency Contact Person: _____ Phone Number: _____

Email: _____

Program Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Dates of Program: _____ to _____ Rank: _____

Agency Contact Person: _____ Phone Number: _____

Email: _____

Criminal Record

Please provide any information regarding any criminal records you may have whether misdemeanor or felony charges and the disposition of any charges. You must provide any records you may have had in any level of jurisdiction (local, state, federal) nationwide.

Have you ever been charged with a felony? _____

If yes, what was the charge: _____ Date: _____

Case Disposition: _____

Have you ever been charged with a misdemeanor? _____

If yes, what was the charge: _____ Date: _____

Case Disposition: _____

Have you been the subject of any restraining orders or harassment prevention orders? _____

If yes explain with dates: _____

Please provide any other information about any additional charges or cases against you that you have had or are currently in. If this does not apply to you, please put N/A in this section.

Have you ever been charged with any sexual offenses which requires you to register as a Sex Offender? _____

If yes, please explain charge and dates: _____

Have you ever been charged by any federal law enforcement agency? _____

If yes please explain charge, agency and dates:

Substance Use

Please provide any information regarding any substance use you have had.

Have you used any illicit drugs / substances? _____

If yes explain, include dates or usage: _____

Have you ever arrived to work under the influence of any substance or alcohol? _____

If yes, explain: _____

Have you ever used or consumed any substance or alcohol while at work? _____

If yes, explain: _____

Affiliations

Please provide any affiliations you have with any organization.

Are you a member of any industry specific organizations/associations? _____

If yes, name of org and dates or membership: _____

Have you ever had any affiliation or membership to any organization in which has political, ideology views in which there is violence against persons or governments? _____

If yes, please explain: _____