

# Portland Police Department

## Employment Background Information And Personal History Questionnaire

The City of Portland is an Equal Employment Opportunity employer and has made every reasonable effort to ensure that the process of applying for employment with the City of Portland complies with all State and Federal laws concerning discrimination based on race, color, sex, physical or mental disability, religion, age, ancestry or national origin.

The Portland Police Department is located at 109 Middle Street Portland ME 04101. The Personnel office can be reached at (207) 874-8588. Please also visit [www.portland-police.com](http://www.portland-police.com) for more information.

Name of applicant: \_\_\_\_\_

Date: \_\_\_\_\_

### Position Applied For:

- Police Officer
- Telecommunicator
- Civilian

## **Directions for completing the Employment Background Booklet**

1. Read and sign the waiver that immediately follows this page.
2. When completing the Background Booklet please **print clearly** and use black ink only. Make sure to include all contact information for persons (work #'s, cellular #'s, etc)
3. Please complete and sign the set of releases at the end of the Background Booklet. **Do not mail any release forms to the third parties.** Return them along with the Background Booklet to the Portland Police Department.
4. If there is not enough space to answer a specific question, provide as much information as space permits than continue your response on individual sheets of paper. Include the number of the question and maintain the same format as in the Background Booklet.
5. If a question doesn't not apply to you please write or check N/A (Not applicable)
6. Make sure to include copies of all requested and required documents. Checklist:
  - \_\_\_\_\_ Last 3 years tax returns including all W-2 forms (Note: The Department is looking for complete tax returns. If you need tax information from the IRS or need to request a copy, please your local IRS office. For Maine residents, contact the South Portland, Maine office (207) 879-4683 Birth certificate.
  - \_\_\_\_\_ High School diploma (only necessary if you do not have a college degree)
  - \_\_\_\_\_ College transcripts
  - \_\_\_\_\_ Police Academy certificates (If applicable)
  - \_\_\_\_\_ Military discharge papers and DD214
  - \_\_\_\_\_ Driver's license and proof of insurance
  - \_\_\_\_\_ Professional or occupational licenses, permits or certificates
7. Please sign the Background Booklet and the autobiography.
8. Make sure all time periods requested in your background are accounted for.
9. If you need more room that provided on any given question, utilize the space on page 36-37. Reference the section number you are providing additional information on.

The Portland Police Department will use the Background Booklet as an investigation aid. Employers and individuals that have become acquainted with you by reason of you residing in different locations and different jobs are often helpful in providing useful information for the background investigation. Persons who know you will be asked to comment on your suitability for employment. Please respond openly when filling out the Background Booklet. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the position being sought.

**All statements are subject to verification by both an investigation and polygraph examination. (The polygraph exam applies to Police Officer and Telecommunicator candidates only).**

Please call the **Personnel Office** at **207-874-8588** when you have completed the Background Booklet and/or if you have any questions

**NOTE: Certain questions in this booklet are intended only for Police Officer or Telecommunicator Candidates. All other candidates may skip the designated questions only.**

**INDIVIDUAL LAW ENFORCEMENT OFFICER GIGLIO DECLARATION FORM**

---

Please provide sufficient detail on the back of this form for any “yes” answers marked below.

1. Have there been any sustained findings of misconduct by you – regardless of disciplinary actions – that reflect adversely on your character for truthfulness or that establishes a bias? This inquiry includes: Sustained instances where you lied in a court case, administrative hearing or other similar type hearing, in a police report, in an investigation, or to a prosecutor or Judicial Officer; or any instances in which you falsified records and / or evidence or made material omissions of information in any official capacity as an employee of the City of Portland; or any sustained instance of theft or fraud; or any sustained incidences in which you engaged in clearly discriminatory behavior or engaged in unduly coercive behavior or a misuse of authority and/or force in order to garner witness cooperation, secure a sexual favor, procure monetary gain, or obtain a statement (even of suspects).  YES  NO

2. Have you ever been charged with a crime, regardless of the outcome?  YES  NO

3. Are you the subject of any pending investigation of alleged misconduct that might adversely reflect upon your truthfulness or bias?  YES  NO

4. Has any allegation ever been made against you by a prosecutor, magistrate, or judge that reflected adversely on your truthfulness or bias?  YES  NO

5. Has there been a judicial finding, in the form of a decision, opinion or order, in which you have been found to have been untruthful or biased?  YES  NO

6. Are you aware of any good faith allegation made against you that has been publically aired through media sources that claimed you were untruthful or biased?  YES  NO

7. Have you ever resigned from another agency or employer after being accused of the commission of a crime or misconduct that adversely reflected upon your truthfulness and/or bias?  YES  NO

8. Are there any set of circumstances that raise serious concerns regarding your credibility and/or reliability that should be disclosed to the Cumberland County District Attorney’s Office?  YES  NO

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**SECTION 1: Waiver**

As an applicant for employment as a police officer, you are being asked to provide information about yourself that will be used in evaluating your qualifications and suitability for a position with the Portland Police Department.

Attached are several documents that require your signature and/or personal information about you. You are being asked to sign these documents and complete the information requested in order to permit the Portland Police Department to fully consider your employment with the Portland Police Department. You are not legally required to supply any of the data requested or to sign any release and authorizations forms. However, the information is being requested of you for the purposes outlined above. If you cannot provide that information, the Portland Police Department will be unable to adequately determine your suitability for employment that will, in turn, reduce the chance you may have for consideration as a police officer.

The information that you are being asked to provide is personal in nature. Some is classified as public data and the remaining information is classified as private. The following information is an example of personal data which can be defined as public: your name, value and nature of employer paid fringe benefits, job title, job description, education and employment, work location, work telephone number, honors and awards received city and county of residence and information on the internet, including social network site, etc. Public data is available to any person upon request. The remaining data that you provide would generally be considered private information that you would be entitled to have access to. A third party is entitled access to such data only with your consent, pursuant to a court order or statutory provision.

The authorizations for information that you sign and the data you provide may be conveyed to third parties. Considering that they reveal private information, they will be disclosed only to the extent that is necessary to complete this background investigation.

Is there a Portland Police employee responsible for recruiting you as candidate?

If yes, name employee \_\_\_\_\_ .

**I have read and understand the above**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

**SECTION 2: Personal Information**

The following information is requested of you for verification and contact purposes. The Portland Police Department acknowledges that the requested information is sensitive in nature but it is necessary to perform the various criminal records and background checks. The information furnished cannot be used to discriminate against you per **Title 5 M.R.S.A. Subsection 4551**.

What is your full name?

---

Last	First	Middle
------	-------	--------

Give any other names you have used or been known by. (If none write N/A)

---

Date of Birth: \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_ Race \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair color \_\_\_\_\_ Eye color \_\_\_\_\_

(This demographic information is used as part of our background process. This information is not used as part of the hiring process.)

Scars, marks, tattoos or other distinguishing marks?

Body art that may be considered racist, sexist, extremist, gang-related, obscene, sexually explicit, or prejudicial to the good order, discipline and morale of the organization is prohibited for all personnel. The Chief of Police or designee will make the final determination as to what is or is not allowable. Tattoos on the neck (above the collarbone), face, scalp, hands (below the wrist), or fingers are prohibited for all personnel with the exception of one ring tattoo per hand. The ring tattoo may be no more than 10 mm wide and may not extend beyond the area between the first and second knuckle. Unless prohibited in paragraph 1 or 2 above, tattoos are permissible and do not require covering while on duty. All other visible body modification is prohibited for all personnel and must be covered while on-duty in uniform or authorized civilian attire.

**Social Security Number:** \_\_\_\_\_

**In accordance with the privacy act of 1974, disclosure of this information is voluntary. The Social Security Number will be used for identification purposes to ensure proper records are obtained.**

**SECTION 3: Residence**

Where do you now reside? \_\_\_\_\_  
Street Address Apt. #

\_\_\_\_\_  
City County State Zip Code

Contact Information

Home Phone	
Work Phone	
Cell Phone	
Email Address	

How long have you resided there? \_\_\_\_\_

Mailing address if different than #6 \_\_\_\_\_  
Street Address Apt. #

\_\_\_\_\_  
City County State Zip Code

Do you own/rent/share? \_\_\_\_\_

With whom do you reside?

Name & DOB	Relationship	Occupation

In chronological order, state each and every place in which you have resided during the past ten years, beginning with your present address. Include school and the military. (List no information prior to your 15<sup>th</sup> birthday).

From and To: (Month & Year)	Rent/Own (If a rent, landlord Name & contact #)	Street Address, Apt. #, City State, Zip Code

**SECTION 4: Citizenship**

Each candidate for original appointment to the Portland Police Department shall be a citizen of the United States of America.

Are you a U.S citizen or been granted the permanent right to work in the US? (Please include birth certificate or other documentation).

Yes  No

**SECTION 5: Family**

Marital Status:

Single

Married

Divorced

Separated

Engaged

If you are or have been married, complete the following:

Date & Location	Spouse Name & DOB (include maiden name)	Address & Contact #'s

If applicable, list the following information on all separations, annulments or divorces.

Date of order or decree	Issued by (Court, include address & #'s)	Offending party as decreed by law	Reason



Name of steady girlfriend or boyfriend, if applicable:

Last name	First name	Middle name
Address		City
		State
		Zip

Contact Information of steady girlfriend or boyfriend, if applicable:

Home Phone	
Work Phone	
Cell Phone	
Email Address	

Number of children you support? (Including adopted & stepchildren) \_\_\_\_\_

List the names of your spouse, father, mother (include maiden name), sisters, brothers, and any children not residing with you.

Relationship	Name & DOB	Address & Contact #'s	Occupation
Spouse			
Father			
Mother			

List the names of three friends and/or associates. Do not include former employers, teachers or relatives.

Relationship	Name & DOB	Address & Contact #'s & Email	Occupation

List any police officers personally known to you and the departments for which they work.

Officer Name & Rank	Department Name and Contact #'s

**SECTION 6: Education**

List earliest dates first of all schools & colleges you have attended (Type I release)

Name, Address & Contact #'s	Years Attended and Last Grade/Term	Diploma or Degree Received	GPA and Credit Hours

**FOR POLICE OFFICER CANDIDATES ONLY (Academy Questions):**

Have you successfully completed the Maine Criminal Justice Academy? Yes  No

---

Class # Date of Graduation

Have you successfully completed any other Law Enforcement Academy? Yes  No

---

Academy Name Contact #

List all licenses, special skills, or special machinery (ie. Intoxilyzer, Radar, Office Equipment, etc.) operating skills you possess.

License/Skill/Machinery	Date of License	License Issued By

Have you ever been expelled or suspended from any school, or disciplined by any school official?

Yes       No       If yes, give details:

List any foreign language in which you have skills and state your proficiency in the skills listed using Fair, Average, and Excellent.

Language	Understanding	Reading	Writing	Speaking

**SECTION 7: Military and Selective Service**

If you are a male and were born after 1960, have you registered with the Selective Service?

Yes  No

If yes, Selective Service Number and date: \_\_\_\_\_

If no, explain:

Have you ever served in a military organization of the United States, including ROTC?

Yes  No

If yes, branch of service \_\_\_\_\_

Unit or Ship\_Service # \_\_\_\_\_

Highest Rank \_\_\_\_\_ Dates of Service \_\_\_\_\_

List all medals and decorations awarded: \_\_\_\_\_

Give period(s) of active service including drafts, enlistments and recalls of service.

Type	From	To

What is your discharge(s) or separation(s) from the Service?

Honorable

General

Honorable Conditions

Dishonorable

Medical

If other, explain:

Has your discharge or separation notice ever been changed or corrected? Yes  No

If yes, explain:

Have you ever been the subject of a court martial, trial, or investigation, or have you ever been the subject of a summary court, deck court, captain's mast, company punishment, or any other disciplinary action?

Yes  No

If yes, provide details

Date	Investigative Agency	Charges	Disposition

Are you now, or were you ever, an active or inactive member of the Reserve Forces of the United States, any foreign government, or the National Guard?

Yes  No

Are you currently: Active  Inactive

Provide the following if you are an active or inactive member of the Reserve Forces of the United States, any foreign government, or National Guard?

Branch \_\_\_\_\_ Regiment \_\_\_\_\_

Unit \_\_\_\_\_ Rank \_\_\_\_\_

Address \_\_\_\_\_

Dates from and to \_\_\_\_\_

Commander and Contact #'s: \_\_\_\_\_

**SECTION 8: Employment History**

Present Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Job duties and description:



Can your current employer be contacted prior to a job offer?

Yes  No

If no, please explain:

If you checked no, please understand that your employer will be contacted should the Portland Police Department make a conditional job offer. Any negative report will be considered in continuing your employment.

Are you now engaged in any business as an owner, active or silent, partner, stockholder, corporate officer or director?

Yes  No

If yes, give the name of the business and involvement: \_\_\_\_\_

\_\_\_\_\_

List in chronological order every place you have previously been employed since the age of 15.

**Omit none** and give addresses and contact numbers. Include all part-time employment)

Dates from/to (Mo/Yr)	Name & Address of Employer	Contact Numbers	Immediate Supervisor	Reason for Leaving

Were you ever discharged, terminated, fired or forced to resign from any employment?

Yes  No

Employer	Date	Explain Circumstance

Were you ever subjected to disciplinary action in connection with any employment? Yes  No

Employer	Date	Explain Circumstance

Have you ever possessed a professional or occupational license, permit or certificate? (Include copies)

Yes  No

If yes, give details:

--

List all professional and/or social organizations of which you are a member or have applied to for membership:

Status (Member Applying )	Organization	Address&Contact #'s	Dates of Membership

List all social media accounts and your user name to include any accounts with Linked In, Google Plus, Instagram, Twitter and Facebook:

Account Type	User Name
Facebook	
Instagram	
Linked In	
Twitter	
Other:	
Other:	
Other:	

**QUESTIONS 8.9, 8.10 AND 8.11 ARE POLICE OFFICER AND TELECOMMUNICATOR CANDIDATES ONLY.**

List any law enforcement agency to which you have applied for employment including the Portland Police Dept. Please be sure to include those departments that did not hire you (omit none)

Date	Police Department name, address and contact #'s	Present Status

Have you ever submitted to a pre-employment polygraph exam? Yes  No

Date	Police Department name, address and contact #	Result

Have you ever been turned down for employment by a law enforcement agency: Yes  No

Date	Police Department name, address and contact #	Reason Why

**SECTION 9: Financial History**

What is your present hourly/weekly salary? \_\_\_\_\_

Do you have any other source of income other than your principal occupation? Yes  No

If yes, provide details to include source and amount of income:

List any real estate (land, houses, buildings, condominiums, etc.) where you have an ownership interest as a principal, or as either the trustee or beneficiary of a real estate trust.

Address	Value	Loan Amount	Monthly Payment

List all checking, savings, and money market accounts with any bank or institution in your name. Be prepared to produce documentation.

Institution name, address & contact #'s	Account Balance

List any stocks, bonds, REIT's mutual funds, IRA's, futures, options or other investment you own:

Institution name, address & contact #'s	Account #	Account Balance

List any outstanding loans of any type and indebtedness to any individual, company or others to include rent payments, mortgages, vehicle and student loans, charge accounts, credit cards, and any other debts or payments.

Type (credit card, loan, mortgage, etc)	Name, address and contact #'s of creditor	Account #	Total Balance	Monthly Payment

Have you ever defaulted on a student loan? Yes  No  If yes, explain:

Within the past eight (8) years, have you personally or a company in which you had more than ten percent ownership, filed for bankruptcy protections, been subjected to a tax lien or had a judgment rendered against you/company for debt?

Yes  No

***If yes, on a separate sheet of paper, supply the date, the type of action (lien/bankruptcy judgment, etc), the name of the business if applicable, the court involved and the docket number.***



Please list all real estate (land, houses, buildings, condominiums, etc) where you have an ownership as a principal trustee or beneficiary.

Property Address	Type of Property	Interest (owner, beneficiary, etc)

Have you ever had your wages garnished for any reason (non-payment of child support, IRS, etc)?

Yes  No

Have you included copies of the last three years of your Federal and State income tax returns including W-2 forms?

Yes  No  If no, explain:

**SECTION 10: Litigation**

Have you or your spouse ever been a party to a civil action or proceeding in this state or elsewhere, or have you been named in a notice of claim that you may be a defendant in a civil action proceeding?

Yes  No  If yes, explain:

Date	Court address & Contact #	Docket #	Action/ Proceeding	As a plaintiff, defendant, petitioner, etc.	Court Disposition

To the best of your knowledge, are there any civil action(s) pending against you? Yes  No

Within the past seven years, have you ever filed an insurance claim (for example theft, damaged or destroyed property, accident, etc) excluding personal injury or medical claims?

Yes  No

Within the past seven years, have there been any civil actions commenced against you?

Yes  No

Have you ever been named as a defendant in a criminal proceeding?

Yes  No

If yes, explain:

Date	Location	Docket #	Agency bringing charges, Offense and offense #	Court Disposition

Have you ever been the subject of a criminal investigation by any law enforcement agency? This includes any arrests not resulting in criminal charges, detentions, missing person reports and any criminal charges that were expunged. (Include police and court records if available)

Yes  No

If yes, explain:

Date	Crime	Agency and Contact Information	Outcome

**SECTION 11: Drivers license and Motor vehicle history**

List all current and past drivers' licenses held by you in Maine or other location.

Date	License #	Type of License	Permission, Restrictions & Expiration Date

Has your right to register a motor vehicle ever been suspended?

Yes  No  If yes, explain

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

Yes  No  If yes, explain

If your license has ever been revoked or suspended, was it restored? Yes  No

Have you ever received a summons, citation or other traffic ticket for violation of the traffic laws of this or any other state or country? (This does not include parking violations).

Yes  No  If yes, explain:

Date	Age	Offense	Location	Agency	Outcome

Have you ever been involved in a motor vehicle accident? Yes  No  If yes, explain:

Date	Location	Investigating Agency	Operator/ Passenger	Details of Accident

Have you ever been in a motor vehicle accident and not reported it to a law enforcement Agency?

Yes  No  If yes, explain

List all motor vehicles listed in your name or in joint ownership, or which you drive on a regular basis.

State & Plate #	VIN	Year, Model & Make	Owner

Do you have auto insurance? Yes  No

If yes, provide company name, policy number and attach a copy of your insurance card.

Insurance Company Name \_\_\_\_\_

Has your auto insurance ever been revoked or refused? Yes  No

If yes, explain

**SECTION 12: Concealed Firearms**

Are you prohibited from possessing a firearm?      Yes  No

If yes, were you denied because of the following? Please explain:

- A. previous criminal history
- B. previous mental health history (Involuntary or court ordered commitment to a mental health facility)
- C. crime of domestic violence or court order protection from abuse.

Do you have any current or previous permits to carry concealed firearms by any issuing authority? Yes  No     If yes, explain

Dates From & To	Permit #	Issuing State & Authority

Have you ever been refused a concealed weapons permit by any issuing authority?

Yes     No

If yes, explain

Has your concealed weapons permit ever been revoked or suspended by any issuing authority?

Yes  No

If yes, explain:

**SECTION 13: Personal History**

Do you know of anyone who may harm you in any way?

Yes  No

If yes, explain:

Have you ever:

A. Been involved in a fight while drinking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
B. Been involved in a car accident while drinking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
C. Been taken into protective custody?	Yes <input type="checkbox"/> No <input type="checkbox"/>

***If you answered "yes" to any question, explain the incident(s) on a separate sheet of paper. Be sure to number your response to match the number and page of the particular question.***



Have you ever sold, used, tried, possessed or experimented with any illegal drug? (marijuana, cocaine, heroin, mushrooms, ecstasy, LSD, etc.)

Yes  No

Drug Used	# of Times	Date of Last Use

Have you ever misused any prescription drug or taken prescription drugs not prescribed to you?

Yes  No

Drug Used	# of Times	Date of Last Use

**SECTION 14: Gaming/Gambling**

Have you ever gambled or made a wager?

Yes  No

**If yes, answer ALL the following questions:**

1. What types of gambling have you participated in? (Check all that apply)
  - Horse/Dog Track
  - Lottery
  - Professional or College Sports
  - Casino Games
  - Card Games
  
2. How much do you spend on gambling per year? Amount \$ \_\_\_\_\_
  
3. What is the largest sum of money you have won while gambling. Amount \$ \_\_\_\_\_
  
4. What is the largest sum of money you have lost while gambling? Amount \$ \_\_\_\_\_
  
5. Have you ever borrowed money to cover a gambling debt? Yes  No   
If yes, When? \_\_\_\_\_ Amount \$ \_\_\_\_\_
  
6. How many times do you gamble per year?
  - 1-5
  - 6-10
  - More than 30
  - More than 50
  
7. Have you ever withdrawn money from an ATM machine to pay a gambling debt? Yes  No   
If yes, When? \_\_\_\_\_ Amount \$ \_\_\_\_\_
  
8. What is the largest sum of money you have lost while gambling?  
Amount \$ \_\_\_\_\_
  
9. Have you ever borrowed money to cover a gambling debt? Yes  No   
If yes, When? \_\_\_\_\_ Amount \$ \_\_\_\_\_
  
10. Have you ever withdrawn money from an ATM machine to pay a gambling debt? Yes  No   
If yes, When? \_\_\_\_\_ Amount \$ \_\_\_\_\_

Have you ever committed any crime in which you could have been arrested for (i.e. theft, arson, burglary, selling drugs, OUI, engaging a prostitute, illegal sexual acts, etc.) Yes  No

If yes, explain

Do you have any issues or problems in dealing with people of different races, color, sex, physical or mental disability, religion, age, ancestry or national origin? Yes  No

If yes, explain:

Is there anything that has not been covered in this background booklet that, if publicly revealed, would bring embarrassment to you or the Portland Police Department? Yes  No

If yes, explain:

I, \_\_\_\_\_, certify that all the statements made by me in this application are true, complete and correct, to the best of my knowledge and belief and are made in good faith. I understand that any false information or omissions of information from this application may be cause for rejection or dismissal if employed by the Portland Police Department.

*Print Name*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Autobiography**

Please attach a typewritten autobiography. The document is intended to provide the department with a written account of your life, including any pertinent information about your personal life. This can be as long or short as you like. Please provide your signature the end of the document.

**Additional Information**

Reference section number when providing additional information.

