



# Berlin Police Department

## Application for Employment



Please type or use black ink to answer all the following questions.

Check one:

☐ Full time

☐ Part time

☐ Both

Check one:

☐ Police Officer

☐ Dispatcher

☐ Other: \_\_\_\_\_

### I. PERSONAL DATA

NAME (LAST, FIRST MIDDLE)			SOCIAL SECURITY #	
COMPLETE MAILING ADDRESS		CITY	STATE	ZIP CODE
HOME PHONE #	WORK PHONE #	E-MAIL ADDRESS		
AGE	DATE OF BIRTH	SEX	CITIZENSHIP	

### II. RESIDENCE FOR THE PAST 10 YEARS (Begin current and go backwards)

From	To	Complete mailing address	City	St	Zip

\*If additional space is needed, use an attachment.

12/3/2022

III. EDUCATION

HIGHEST GRADE COMPLETED	NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED	DATE GRADUATED
HIGH SCHOOL EQUIVALENCY TEST (DATE AND CERTIFICATION #) <input type="checkbox"/> YES <input type="checkbox"/> NO CERT.#		U.S. ARMED FORCES DIPLOMA (DATE AND CERTIFICATION #) <input type="checkbox"/> YES <input type="checkbox"/> NO CERT.#
COLLEGE OR UNIVERSITY (NAME AND LOCATION)		
DATES ATTENDED	CREDIT HOURS / SEMESTER	DEGREE RECEIVED
MAJOR AND MINOR COURSES		
GRADUATE STUDIES (DETAIL FIELD OF STUDY)		
SPECIALIZED SCHOOLS OR TRAINING (NAME AND LOCATION, SUBJECT STUDIED, CERTIFICATE RECEIVED)		
SPECIAL SKILLS AND QUALIFICATIONS		

\*YOU MAY HAVE TO SUBMIT OR ARRANGE FOR SUBMISSION, A TRANSCRIPT FROM EACH SCHOOL ATTENDED. FORWARD TO: CHIEF OF POLICE, BERLIN POLICE DEPT.

IV. MILITARY AND SELECTIVE SERVICE HISTORY

BRANCH OF SERVICE	DATE ENTERED	DATE SEPARATED
SERIAL #	HIGHEST RANK ATTAINED	TYPE OF DISCHARGE / SEPARATION
ARE YOU A MEMBER OF THE NATIONAL GUARD UNIT? (IF YES, NAME, AND ADDRESS OF UNIT) <input type="checkbox"/> NO <input type="checkbox"/> YES		
STATUS <input type="checkbox"/> ACTIVE <input type="checkbox"/> INACTIVE	DO YOU ATTEND ENCAMPMENT? ( IF YES, NUMBER OF DAYS YOU ATTEND, AND NUMBER OF HOURS) <input type="checkbox"/> NO <input type="checkbox"/> YES	
LIST ANY MILITARY OCCUPATIONAL SPECIALITIES		
SELECTIVE SERVICE REGISTRATION (LOCATION AND DATE OF REGISTRATION)		

V.     **EMPLOYMENT HISTORY** (START WITH PRESENT AND GO BACK)

EMPLOYER (NAME AND ADDRESS)		DATE STARTED	DATE FINISHED
TYPE OF BUSINESS	REASON FOR LEAVING	SALARY START	SALARY FINISHED
TITLE OF POSITION	SUPERVISORY DUTIES (IF ANY)		
MAJOR DUTIES			

EMPLOYER (NAME AND ADDRESS)		DATE STARTED	DATE FINISHED
TYPE OF BUSINESS	REASON FOR LEAVING	SALARY START	SALARY FINISHED
TITLE OF POSITION	SUPERVISORY DUTIES (IF ANY)		
MAJOR DUTIES			

EMPLOYER (NAME AND ADDRESS)		DATE STARTED	DATE FINISHED
TYPE OF BUSINESS	REASON FOR LEAVING	SALARY START	SALARY FINISHED
TITLE OF POSITION	SUPERVISORY DUTIES (IF ANY)		
MAJOR DUTIES			

EMPLOYER (NAME AND ADDRESS)		DATE STARTED	DATE FINISHED
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MAJOR DUTIES			

EMPLOYER (NAME AND ADDRESS)		DATE STARTED	DATE FINISHED
TYPE OF BUSINESS	REASON FOR LEAVING	SALARY START	SALARY FINISHED
TITLE OF POSITION	SUPERVISORY DUTIES (IF ANY)		
MAJOR DUTIES			

Copy if additional sheet needed

**VI. EMERGENCY CONTACT**

Name	Address	Phone#

**VII. REFERENCE DATA**

Personal

Name	Address	Phone#	Years Known

Business or Professional

Name	Address	Phone#	Years Known

VIII. GENERAL INFORMATION

1. HAVE YOU EVER BEEN ARRESTED, TAKEN INTO CUSTODY, HELD FOR INVESTIGATION OR CHARGED BY ANY LAW ENFORCEMENT AGENCY? (IF YES, EXPLAIN) ☐NO ☐YES
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2. HAS ANYTHING EVER HAPPENED IN YOUR LIFE THAT MAY REFLECT ON YOUR ABILITY TO PERFORM DUTIES YOU MAY BE CALLED UPON TO UNDERTAKE? (IF YES, EXPLAIN) ☐NO ☐YES
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DRIVER'S LICENSE #	STATE OF ISSUE	LICENSE CLASS	EXPIRATION DATE	LICENSE RESTRICTIONS
HAS YOUR LICENSE EVER BEEN SUSPENDED? (IF YES, EXPLAIN)				
<input type="checkbox"/> NO <input type="checkbox"/> YES				
HAVE YOU EVER APPEARED IN CIVIL COURT? (IF YES, EXPLAIN)				
<input type="checkbox"/> NO <input type="checkbox"/> YES				
HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM A JOB? (IF YES, EXPLAIN)				
<input type="checkbox"/> NO <input type="checkbox"/> YES				
HAVE YOU EVER APPLIED FOR EMPLOYMENT WITH THIS OR ANY OTHER LAW ENFORCEMENT AGENCY? (IF YES, WHICH AGENCIES)				
<input type="checkbox"/> NO <input type="checkbox"/> YES				
HAVE YOU EVER BEEN REJECTED FOR THE POSITION OF POLICE OFFICER, OR DISPATCHER? (IF YES, EXPLAIN)				
<input type="checkbox"/> NO <input type="checkbox"/> YES				

IX. DRUG AND ALCOHOL USE

HAVE YOU EVER USED ILLEGAL A DRUG? (IF YES, COMPLETE THE BOX BELOW)
<input type="checkbox"/> NO <input type="checkbox"/> YES
LIST <b>ALL</b> DRUGS USED OR EXPIRIMENTED WITH, TO INCLUDE THE FOLLOWING: MAIJUANA, COCAINE, L.S.D., PCP, HEROIN, AMPHETAMINES, AND BARBITUATES. IF ANY LIST LAST TIME USED.
DO YOU EVER USE ALCOHOLIC BEVERAGES?
<input type="checkbox"/> NO <input type="checkbox"/> YES
HAVE YOU EVER BEEN CHARGED WITH DWI or DUI? (IF YES, DATE OF CHARGE)
<input type="checkbox"/> NO <input type="checkbox"/> YES

**This space may be used for additional information**

**Do not write below this line**

Interviewed by:	Date:
Comments:	



## **TRUTHFULNESS**

One of the most critically important issues that defines the effectiveness of any organization is its perception as a credible organization. Central to that image is the integrity and truthfulness of the group's members, from the newest entrant all the way to the top-level management.

The need for the honest, impartial, and accurate representation of facts is nowhere more vital than within a law enforcement agency, whose success or failure rests with the degree of public support it receives. Public support is quickly eroded by a lack of credibility toward an agency as a whole, and towards its members as individuals.

The very basis of an individual's integrity, both as perceived by the public, and fellow workers, is at stake when he fails to tell the truth. The loss of that integrity by an individual, or group of individuals, can quickly spread throughout an agency to the point that its viability as a trusted organization is lost.

As Chief of Police, it is my responsibility to maintain the effectiveness of the Berlin Police Department as a viable law enforcement agency. This will serve notice that I will not tolerate lying of any kind by any uniformed and civilian personnel or applicant of this Agency.

Any statements, either written or verbal, that are given by any applicant with the intent to deceive, will result in rejection from further consideration for employment with this Agency.

Chief of Police

I have read and considered the above statement and agree that all information that I supply during the course of my process, (either written or verbal) will be answered honestly and truthfully.

Name :

Address :

D.O.B. :

SS# :

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Signature



## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, [REDACTED], do hereby authorize a review of and full disclosure of all records or any part therefore, concerning myself, by and to the Berlin Police Department and its agents, whether the said records are of a public, private or **confidential nature**.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances or checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including rent reports and/or ratings); medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners and the U.S. Veteran's Administration; public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or traffic records; records of complaints of civil nature made by or against me, where so ever located, and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate and emphasize that the intent of this document is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation, which may provide pertinent data for the Berlin Police Department to consider in determining my suitability for employment by that Department. It is my specific intent to provide access to personal information, however personal or **confidential**, as it may appear to be, and the source of information specifically identified herein.





I understand that any information obtained by personal history background investigations that develop directly, in whole or in part; upon this release authorization will be considered in determining my suitability for employment by the Berlin Police Department. I fully understand that refusal to grant this authorization will not, of itself, constitute a basis for rejection of my application.

A photocopy of this release form will be valid as an original herein, even though the said photocopy does not contain an original writing of my signature.

Sworn and subscribed to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

( \_\_\_\_\_ )  
Print or Type Name of Notary

My Commission expires \_\_\_\_\_

Name: \_\_\_\_\_

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

D.O.B.: \_\_\_\_\_

SS#: \_\_\_\_\_

\_\_\_\_\_  
Signature

**NOTARY IS NOT REQUIRED TO SUBMIT APPLICATION. IT WILL BE COMPLETED  
LATER IN THE HIRING PROCESS.**