

MINIMUM QUALIFICATIONS:

- ✓ Be 21 years of age at the date of appointment.
 - ✓ Be a high school graduate or hold a G.E.D. from a state Department of Education
 - ✓ P.O.S.T. Certified (Police Officer Only)
 - ✓ Possess a valid state Driver's License with excellent driving record
 - ✓ Be of good character and reputation; never committed, or been involved in any act that would constitute a felony or serious misdemeanor.
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YUMA POLICE

P.O. BOX 291 • 216 E. 3RD AVE. • YUMA, COLORADO 80759 • PHONE 970-848-5441 • FAX 970-848-0106

PERSONAL HISTORY QUESTIONNAIRE

Read every question carefully. Answer every question, if a question does not pertain to you, indicate so by marking "DNA" within the appropriate space. Leave no blank spaces.

Appointments to positions in the Yuma Police Department are made upon a competitive basis, free of unlawful discrimination. Employment selection is based on the ability, training, experience, education and background of the appointee. All positions require the minimum qualifications as listed for initial consideration. Final consideration and selection is based upon minimum and preferred qualifications.

ALL information is subject to verification. Any misstatement, misrepresentation or omission by you is cause for disqualification for employment consideration. Any falsification discovered after you are employed is cause for dismissal.

POSITION APPLIED FOR: _____

1. _____
LAST NAME FIRST NAME MIDDLE NAME

2. _____
List any other names or aliases you have used or been known by, including married or birth name.

3. _____
Home Address: Number and Street

4. _____ 5. ____/____/____ 6. _____
Phone Number Social Security Number Place of Birth (City and State)

7. All prospective employees must submit proof of identity and eligibility for employment in the U.S. prior to appointment.
Are you a current U.S. citizen? Yes _____ No _____. If no, answer the following questions:
Are you a Permanent Resident Alien? Yes _____ No _____.
Have you applied for Naturalization? No _____ Yes _____ Date: _____

8. List any identifying marks (Example: Tattoos)

EDUCATION:

9. Provide the information requested below concerning high schools you have attended, use complete addresses.

Name of School	Address (#, Street, City State)	Did you Graduate?
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10. Provide the information requested below concerning colleges, trade schools, and universities you have attended, use complete addresses.

Name & Address of School	Specialization	Did you Graduate?	Semester Hours
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11. List any professional licenses or certificates you hold or have held:

12. List all special skills you possess that would assist you in performing the essential functions of the position you are applying for, (i.e. Foreign Language, Typing, Computer skills, etc.)

13. Do you possess a valid Driver's License from Colorado? Yes _____ No _____

Driver's License Number and Class _____ Date of Expiration _____

14. List any and all states in which you have held a valid Driver's License

15. Has your privilege to operate a motor vehicle in any state ever been subject to suspension, probation or revocation? Yes _____ No _____ If yes, please explain: _____

RESIDENCES

16. List your addresses for the last ten years, starting with the present (if needed use a separate sheet of paper):

Dates (From-To)	Address of Residence	City, State	Zip	Landlord Name
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MILITARY SERVICE

17. Have you ever served in any military organization of the United States (other than Reserve or National Guard)? Yes _____ No _____ IF YES, ATTACH A COPY OF DD214

18. Are you now or were you ever a member of any branch of the United States Reserve Forces or National Guard? Yes _____ No _____

If yes: Active _____ Inactive _____ Branch: _____

Unit: _____ Rank: _____

Address: _____ From: _____ To: _____

CRIMINAL HISTORY (Adult or Juvenile)

19. Have you ever committed any serious, undetected crimes? Yes _____ No _____ if yes, list crimes committed and a brief explanation.

20. Have you ever been arrested or detained by the police? Yes _____ No _____

If yes: Date: _____ By What Agency: _____

Crime Charged: _____ Disposition of Case: _____

21. Have you ever been placed on Probation? Yes _____ No _____ If yes, explain:

22. Have you ever been required to pay a fine in excess of \$50.00? Yes _____ No _____ If yes, explain:

23. Have you ever been the victim of a crime? Yes _____ No _____ If yes, explain:

24. Was the crime reported to police? Yes _____ No _____ If yes, explain:

25. List all traffic citations you have received during the past three years:

Location (City)	Approximate Date	Nature of Violation	Penalty or Disposition
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26. Are there any warrants (traffic or otherwise) now pending against you? Yes _____ No _____
If yes, explain:

EMPLOYMENT HISTORY

27. Have you ever previously submitted an application for appointment to any other law enforcement agency? Yes _____ No _____

Agency 1: _____

Agency 2: _____

Agency 3: _____

28. Have you ever been a law enforcement officer, or held a similar position? Yes _____ No _____

If yes, Position: _____ Location: _____

Date: From: _____ To: _____

29. Have you ever been issued a "Brady Letter", while working as a law enforcement officer?

Yes _____ No _____ If yes, explain:

30. Are you now, or were you ever, engaged in any business as an owner, partner or corporate member?

Yes _____ No _____ If yes, explain giving type of business, location, and dates you have been involved in the business. If out of business, explain the circumstances.

WORK EXPERIENCE

31. Beginning with your most current job, list your work history in the last 10 years, Include part-time, temporary, seasonal employment and any military service. Identify part-time jobs with "PT" and temporary jobs with "TEMP". Use a separate piece of paper if needed.

1.

Date (From-To)	Name of Present Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Salary	

2.

Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Salary	Reason for Leaving

3.

Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Salary	Reason for Leaving

4.

Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Salary	Reason for Leaving

5.

Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Salary	Reason for Leaving

6.

Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Salary	Reason for Leaving

7.

Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Salary	Reason for Leaving

8.

Date (From-To)	Name of Employer	Address of Employer
Phone Number	Job Title	Description of Duties
Name of Supervisor	Salary	Reason for Leaving

32. Have you ever been subjected to disciplinary action while with any of your previous employers? This includes, but is not limited to: Verbal or Written Counsel/Reprimand, Suspensions, Furlough, Reduction in Rank, Pay or Status, Denial of Promotion, Return to a Probationary Status, Fined asked to Resign or Discharged.

Yes _____ No _____ If yes, indicate which employer (s) and state specific circumstances for each instance:

33. Indicate, by number, any of the employers listed you do not wish us to contact and why:

CREDIT HISTORY

34. List three commercial or business credit references. (Include banks or firms you have borrowed money from for any purpose.)

Name and Address of Firm	Type of Business
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Opened	Closed
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Name and Address of Firm	Type of Business
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Opened	Closed
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Name and Address of Firm	Type of Business
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Opened	Closed
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35. Have you ever been involved, for any reason, in any type of civil action as a defendant or a respondent?

Yes _____ No _____ If yes, explain:

36. Have you ever filed for bankruptcy? Yes _____ No _____ If yes, explain:

37. Have you ever had any judgements against you? Yes _____ No _____ If yes, explain:

REFERENCES

38. List the names of three adults, not related to you, and nor former employers or references, who are friends, fellow students, or fellow worker's. Names listed should be those of person who have seen you frequently during the past year. (Complete address required)

1. _____
Name Address Cell/Home Phone Number

Email Address

In what capacity do you know this person?

2. _____
Name Address Cell/Home Phone Number

Email Address

In what capacity do you know this person?

3. _____
Name Address Cell/Home Phone Number

Email Address

In what capacity do you know this person?

38. List the names of three adults, **that are related you**, not former employers or references, nor who are friends, fellow students, or fellow worker's. Names listed should be those of person who have seen you frequently during the past year. (Complete address required)

1. _____
Name Address Cell/Home Phone Number

Email Address

In what capacity do you know this person?

2. _____
Name Address Cell/Home Phone Number

Email Address

In what capacity do you know this person?

3. _____
Name Address Cell/Home Phone Number

Email Address

In what capacity do you know this person?

39. In your own handwriting, please indicate why you have chosen a career in law enforcement/criminal justice, and the list your goals and objectives in your chosen career. (Use the space below)
