

Applicant: _____ CJBAT SCORE: _____

NORTH BAY VILLAGE POLICE DEPARTMENT



PERSONAL HISTORY STATEMENT

Time Stamp received by Human Resources Department:

Employment Application

North Bay Village Police Department

POLICE OFFICER RESERVE OFFICER PART-TIME OFFICER
 DISPATCHER VOLUNTEER
 OTHER POSITION _____

Last Name First Name Middle Name

Nickname(S), Maiden name, or other names by which you have been known:

Street Address

City County State Zip Code

(____) (____) (____)

Home # Business # Cellular #

E-mail address

Social Security Number Driver's License Number - State

Date of Birth (M-D-Y) Place of Birth

Emergency Notification Contact (other than spouse): _____

Relationship: _____ Telephone(s): _____

Police Officer: Certified? ____ Yes ____ No, if yes in what State: _____

Are you currently in Academy? ____ Yes ____ No

Dispatcher: NCIC/FCIC Certified? ____ Yes ____ No

Citizenship: ____ USA ____ Other: _____

For Office Use Only Notes:

NORTH BAY VILLAGE, FLORIDA
“AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER”
POLICE DEPARTMENT

HUMAN RESOURCES DEPARTMENT
1666 Kennedy Causeway, Suite 300
North Bay Village, Florida 33141
www.nbvillage.com
Phone (305) 756-7171 Fax # (305) 756-7722

PERSONAL HISTORY STATEMENT

THIS HISTORY STATEMENT MUST BE COMPLETED AND POSTMARKED OR HAND DELIVERED TO NORTH BAY VILLAGE BY THE POSTED DEADLINE IF APPLICABLE

Read every question carefully and answer each accurately, thoroughly, and truthfully;
APPLICANTS MAY BE DISQUALIFIED FROM PROCESSING FOR OMISSION OR FALSE STATEMENTS IN THIS PERSONAL HISTORY STATEMENT

If space is insufficient for complete answers, attach an 8 ½” x 11” sheet of paper to this Personal History Statement; number your answers to correspond with questions.

Do not attach a Resume or VITAS. Applicants must initial each page.

Questions not applying to you should be marked “N/A” to acknowledge its inapplicability.

It is the Applicant’s responsibility to have both documents at the end of this Personal History Statement Notarized prior to return.

***A COPY OF THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THE APPLICATION
(ORIGINALS DUE UPON REQUEST)***

- Birth Certificate
- High School Diploma or GED (transcripts required if GED)
- College Degree(s) (if applicable)
- College Transcripts (School Certified-Sealed Only)
- All Marriage Certificates (issued by the State or County, not religious organization)
- All Divorce Documents (original petition and final decrees)
- Adoption or Legal Name Change (if applicable)
- DD-214 Member 4 form (one for each Branch served)
- Driver’s License
- Social Security Card
- Naturalization Papers
- Current Auto Insurance Card
- Florida CJSTC Basic Training Certificate or other State Certification (Certified Officers only)
- Bankruptcy papers (copy of original petition and final decree)
- Complete income tax return for last year
- Criminal Justice Basic Abilities Test (CJBAT) Results
- Validated Swim Test Results from a certified Center, (Broward Institute of Public Safety)
- Agility Test (modified version not accepted)

Applicant’s Initials _____

All applicants, regardless of position sought, may be disqualified from processing for omissions or false statements. Before you complete this Statement, you will not be processed if it is learned you have left information out or were dishonest with entries.

Those applying for the position of Police Officer will automatically be disqualified for:

- Omissions concerning previous employment
- Violence, including abuse or neglect of children, aged or incompetent persons
- Failed Background Investigation or Psychological Exam in the past year
- Perjury or falsifications, including the making of false reports or crimes or falsification of official documents
- Sexual offenses, including indecent exposure and prostitution
- Any offense involving violation of the civil right of any person under the Constitution of Laws of the United States
- Any applicant that has been found guilty of or has pled guilty Nolo Contendere to any felony or misdemeanor other than those deemed to require automatic disqualification in other sections of these standards, notwithstanding suspension of sentence or withholding adjudication
- Exhibited anti-social behavior
- Unsatisfactory credit history
- Exhibited some other conduct which is questionable in nature
- A history of unsatisfactory attendance or conduct while enrolled in school
- DUI Arrest and/or conviction in the last five years
- Arrest(s) and/or convictions or pending court involving Domestic Violence
- Military Discharge must not have been Dishonorable
- Five or more traffic moving violations in the last five years
- Recent use of any illegal controlled substance
- Overall poor driving record
- One or more driver license suspensions in the last five years
- Failure to disclose traffic tickets or convictions

DISPATCHER REQUIREMENTS

Be at least 18 years of age (age of 21 preferred) and a Citizen of the United States.

- The North Bay Village Police Department is an equal opportunity employer (EOE), Drug Free Workplace and will select the most qualified candidates for appointment. No applicant will be discriminated against in the application process because of race, color, age, sex, religion, national origin, marital status, or disability.

By initialing each page on the bottom right corner, you acknowledge that you have read and understand the listed disqualifiers. Your initials also demonstrate your thorough review and entry on each page of the Personal History Statement.

**Questions can be clarified by calling the Human Resources Department
(305) 756-7171**

Applicant's Initials _____

SECTION A – APPLICATION INFORMATION

- 1. Referral Source: Advertisement - Where _____
 Friend / Relative Walk-In Other: _____
- 2. Have you filed a previous application here? No Yes: Date _____ Position _____
- 3. Are you currently employed? No Yes May we contact your present employer? No Yes
- 4. Does your citizenship allow you employment in this country? No Yes
- 5. On what date would you be available for work? _____
- 6. Are you available to work? (Check all that apply) Part-Time Full Time Shift Work
- 7. Can you travel out of the local area if an assignment requires it? No Yes
- 8. Are you available to work occasional overtime? No Yes
- 9. What salary range are you willing to accept? _____ to _____
- 10. Are you currently or have you in the past year used any Tobacco Products? No Yes
If yes, when was the last time you used a Tobacco Product? _____

SECTION B – RESIDENCY

11. List ALL addresses where you have lived during the past TEN years, beginning with your present address. List all dates by month and year. Attach extra pages if necessary.

From	To	Complete Address – Number, Street, Apt#, City, State, Zip
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION C - EMPLOYMENT

12. Beginning with your present employer or most recent job, list ALL employment held for the past fifteen years, including part-time, temporary or seasonal employment. Attach extra pages if necessary.

Company Name _____ Supervisor Name/Title _____
(_____) _____ (_____) _____ (_____) _____
Home # _____ Business # _____ Cellular # _____
Address: _____ City _____ St _____ Zip _____
Position/Title _____ Start Date _____ End Date _____
Reason for Leaving: Laid Off Voluntarily Resigned Retired Transfer Fired or Discharged
Other _____
Duties/Responsibilities _____

Applicant's Initials _____

SECTION C – EMPLOYMENT CONTINUED

Company Name _____ Supervisor Name / Title _____
(_____) _____ (_____) _____ (_____) _____
Home # _____ Business # _____ Cellular # _____
Address: _____ City _____ St _____ Zip _____
Position / Title _____ Start Date _____ End Date _____
Reason for Leaving: _____ Laid Off _____ Voluntarily Resigned _____ Retired _____ Transfer _____ Fired or Discharged
Other _____
Duties / Responsibilities _____

Company Name _____ Supervisor Name / Title _____
(_____) _____ (_____) _____ (_____) _____
Home # _____ Business # _____ Cellular # _____
Address: _____ City _____ St _____ Zip _____
Position / Title _____ Start Date _____ End Date _____
Reason for Leaving: _____ Laid Off _____ Voluntarily Resigned _____ Retired _____ Transfer _____ Fired or Discharged
Other _____
Duties / Responsibilities _____

Company Name _____ Supervisor Name / Title _____
(_____) _____ (_____) _____ (_____) _____
Home # _____ Business # _____ Cellular # _____
Address: _____ City _____ St _____ Zip _____
Position / Title _____ Start Date _____ End Date _____
Reason for Leaving: _____ Laid Off _____ Voluntarily Resigned _____ Retired _____ Transfer _____ Fired or Discharged
Other _____
Duties / Responsibilities _____

Applicant's Initials _____

SECTION C – EMPLOYMENT CONTINUED

Company Name _____ Supervisor Name/Title _____
(_____) _____ (_____) _____ (_____) _____
Home # _____ Business # _____ Cellular # _____
Address: _____ City _____ St _____ Zip _____
Position/Title _____ Start Date _____ End Date _____
Reason for Leaving: _____ Laid Off _____ Voluntarily Resigned _____ Retired _____ Transfer _____ Fired or Discharged
Other _____
Duties/Responsibilities _____

Company Name _____ Supervisor Name/Title _____
(_____) _____ (_____) _____ (_____) _____
Home # _____ Business # _____ Cellular # _____
Address: _____ City _____ St _____ Zip _____
Position/Title _____ Start Date _____ End Date _____
Reason for Leaving: _____ Laid Off _____ Voluntarily Resigned _____ Retired _____ Transfer _____ Fired or Discharged
Other _____
Duties/Responsibilities _____

Company Name _____ Supervisor Name/Title _____
(_____) _____ (_____) _____ (_____) _____
Home # _____ Business # _____ Cellular # _____
Address: _____ City _____ St _____ Zip _____
Position/Title _____ Start Date _____ End Date _____
Reason for Leaving: _____ Laid Off _____ Voluntarily Resigned _____ Retired _____ Transfer _____ Fired or Discharged
Other _____
Duties/Responsibilities _____

Applicant's Initials _____

SECTION C – EMPLOYMENT CONTINUED

Company Name _____ Supervisor Name/Title _____
(_____) (_____) (_____) _____
Home # Business # Cellular # _____
Address: _____ City _____ St _____ Zip _____
Position/Title _____ Start Date _____ End Date _____
Reason for Leaving: _____ Laid Off _____ Voluntarily Resigned _____ Retired _____ Transfer _____ Fired or Discharged _____
Other _____
Duties/Responsibilities _____

13. In the past three years, how many times were you absent from your workplace or job assignment (during normal working hours) without your supervisor’s approval? _____

14. List professional, trade, business, or civic organizations and activities you participate in, including any offices you hold (you may exclude memberships which would reveal sex, race, age, or other protected status).

Name	Address	Office Held
_____	_____	_____
_____	_____	_____
_____	_____	_____

SECTION D – EDUCATION, TRAINING AND SKILLS

For Police Applicants complete questions 15 thru 19 & 22

15. Florida Law Enforcement Certified? _____ No _____ Yes: Date Issued: _____

16. Other Law Enforcement Certification: State _____ Exp Date _____

17. If you have an out-of-state Law Enforcement Certification, have you completed the FDLE Comparative Compliance Course? _____ No _____ Yes

18. Are you currently enrolled in a Florida Police Academy? _____ No _____ Yes _____ N/A

For Dispatcher Applicants: Complete questions 20 thru 22

19. Florida FCIC Certified? _____ No _____ Yes: Date Issues _____

20. Other NCIC Certification: _____ No _____ Yes: N/A – State _____ Exp. Date _____

21. Circle the highest level of formal education that you have completed.

Grade School	GED	High School	College	Graduate	Master’s	Doctorate
1 2 3 4		1 2 3 4	1 2 3 +			

Applicant’s Initials _____

List schools attended below, if required use a separate sheet of paper to list ALL schools

High School	Name	Address		
College	Name	Address	Major	Degree
Graduate School	Name	Address	Major	Degree
Vocational School	Name	Address	Major	Degree

22. Special Skills and Qualifications – list any special skills, licenses and/or certifications acquired by prior employment or training experience.

23. Second Language – Place second language in box for your capacity to read, write and speak the language. You may exclude language information which would reveal ethnicity, race, or other protected status.

	FLUENT	GOOD	FAIR
Speak			
Read			
Write			

American Sign Language			
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SECTION E – MILITARY HISTORY

24. Have you ever served in the United States Armed Forces, including Reserves and National Guard?

_____ No _____ Yes

Applicant's Initials _____

25. Have you ever served in ANY foreign county Armed Forces, including Reserves and National Guard or equivalent? _____No
_____Yes

26. If you answered "No" to both #25 and #26, are you willing to sign an affidavit stating you have not served in any Armed Forces?
_____ No _____ Yes, then proceed to question #31.

27. Dates of Service:

From _____ to _____ Branch of Service _____

Serial Number: _____ Rank _____

Type of Discharge _____ Reason Discharge _____

From _____ to _____ Branch of Service _____

Serial Number: _____ Rank _____

Type of Discharge _____ Reason Discharge _____

28. Were you ever tried, punished, reprimanded, or reduced in rank for any infraction of military rules and regulations? _____No
_____Yes - If yes, indicate on a separate sheet of paper: 1) Dates,) Charges against you, 3) Type of court martial or other
disciplinary proceeding, and 4) the disposition
of the charges.

29. Has your discharge or separation ever been corrected or changed? _____No _____Yes

If yes, indicate details below:

Change from _____ to _____

Authority: _____

SECTION F – FAMILY STATUS

30. Do you currently have any relatives working for the City of North Bay Village? _____ No _____ Yes
If yes, who and what Department do they work in? _____

31. Have you ever had your name legally changed? _____ No _____ Yes

If you answered yes, provide:

a) Previous Name _____

b) Date and Location of Change _____

c) Reason for Change _____

32. Current Spouse's Full Name _____

33. Current Spouse's Maiden Name _____

Applicant's Initials _____

SECTION F – FAMILY STATUS CONTINUED

34. Is your current spouse in favor of you becoming a North Bay Village Police Employee?
_____No _____Yes

35. Have you ever been married to anybody before the above listed spouse? _____No _____Yes

If you have answered yes, provide the following on a separate sheet of paper for each former spouse:

- 1) Full name of former spouse, 2) Complete address of former spouse, 3) If you are responsible for making any child support or alimony payments, and how much a month for each, 4) Has any legal action ever been taken against you for failed or delayed payments to your former spouse, if so explain.

SECTION G – DRIVING RECORD

36. Can you operate a motor vehicle? _____No _____Yes

37. Do you possess a valid Florida Driver’s License? _____No _____Yes

38. List any State, Province or Foreign Country in which you were issued a driver’s license or driving permit.

39. Has your Driver’s License ever been suspended or revoked? _____No _____Yes
if yes, indicate on separate sheet: 1) state of issue, 2) the date, 3) ALL details.

40. Have you ever been involved in a motor vehicle accident? _____No _____Yes
If yes, indicate on a separate sheet for each accident: 1) Date, 2) Location, 3) any charges, and
4) Final disposition of any police charges or civil liability.

41. Have you ever received a traffic citation (non-parking)? _____No _____Yes
If yes, indicate on a separate sheet for each citation: 1) Date, 2) Issuing authority, 3) city, county and state, 4) Charges, and 5) final disposition.

42. Do you have any unpaid summonses outstanding against you for any parking violations?
_____No _____Yes - If yes, where and how many _____

SECTION H – FINANCIAL HISTORY

If you answer **YES** to any of the FINANCIAL HISTORY questions, provide an explanation on a separate sheet of paper.

43. Have you, your spouse, or former spouse ever had your wages attached / garnished?
_____No _____Yes

44. Have you, your spouse, or former spouse ever been a party to small claim actions?
_____No _____Yes

45. Do you, your spouse, or former spouse have any civil action pending against you?
_____No _____Yes

46. Have you, your spouse, or former spouse ever had a judgment rendered against you?
_____No _____Yes

47. Have you, your spouse, or former spouse ever filed for bankruptcy or been declared bankrupt?
_____No _____Yes

48. Have you, your spouse, or former spouse ever had any property repossessed?
_____No _____Yes

Applicant’s Initials _____

SECTION H – FINANCIAL HISTORY CONTINUED

49. Have you ever been bonded? _____ No _____ Yes

50. Have you ever been refused a bond? _____ No _____ Yes

51. If employed by the North Bay Village Police Department, do you anticipate any income other than your North Bay Village salary?
_____ No _____ Yes

SECTION I – CRIMINAL HISTORY

1) 52. Have you ever been convicted of, pled guilty to or pled nolo contendere to any criminal charge(s) in a court in any country as an adult or juvenile? No _____ Yes _____. If yes, provide your answer(s) on a separate sheet ALL details of the incident and case.

53. Have you ever committed a felony or misdemeanor in which you were NOT ARRESTED? _____ No _____ Yes
If yes, provide on a separate sheet ALL details.

SECTION J – REFERENCES

54. List completely below the name of three (3) persons not related to you and not former employers, who have known you for at least five (5) years. All persons whom you refer will be asked to appraise your character, ability, experience, personality and other qualities.

Name _____

Home Address: _____

Business, Occupation or Profession _____ Years Known _____

Name of Business: _____

Business Address: _____

(____) _____ (____) _____ (____) _____

Home # Business # Cellular #

Name _____

Home Address: _____

Business, Occupation or Profession _____ Years Known _____

Name of Business: _____

Business Address: _____

(____) _____ (____) _____ (____) _____

Home # Business # Cellular #

Name _____

Home Address: _____

Business, Occupation or Profession _____ Years Known _____

Name of Business: _____

Business Address: _____

(____) _____ (____) _____ (____) _____

Home # Business # Cellular #

Applicant's Initials _____

SECTION K – LOYALTY

The term “subversive organization” as used in this application means any group or organization which supports, follows, or sympathizes with the principles of Communism or any other subversive doctrine or is listed by the United States Attorney General as subversive. Answer only “yes” or “no” to each question. If yes, provide details on a separate sheet.

57. Have you ever, by word of mouth or in writing, advocated, advised or taught the doctrine that the government of the United States of America, any state, or any political subdivision thereof should be overthrown by force, violence or any unlawful means?
_____No _____Yes

58. Are you now or have you ever been a member of a subversive organization?
_____No _____Yes

59. Have you ever paid, contributed, collected or solicited any money or dues, to, for, or on behalf of any subversive organization?
_____No _____Yes

60. Have you ever been connected or affiliated with, in any manner, or ever attended any meeting of any subversive organization?
_____No _____Yes

Police Applicant Only answer question#61

61. Do you belong to a religious sect or hold any belief which would prevent you from:

Pledging allegiance to the flag of the United States of America? _____No _____Yes

Enforcing the Constitution of the United States of America and the State of Florida?

_____No _____Yes

Enforcing the Laws of the United States of America and the State of Florida?

_____No _____Yes

Taking a human life while carrying out your duties when such action is lawful and necessary?

_____No _____Yes

SECTION L – TRUTH VERIFICATION EXAMINATION

62. Are you willing to take a truth-verification examination (CVSA or Polygraph) to verify all information supplied in this application and all other information supplied by you to this department?

_____No _____Yes, If No, state your reason(s) on a separate sheet of paper.

Applicant’s Initials _____

SECTION M – OTHER

65. Do you have any tattoos, body art or piercing, which may be observed in whole or part, if you are dressed in a short-sleeved uniform shirt, shorts or skirt? No _____ Yes _____. If yes, provide on a separate sheet: 1) Location of body; 2) Detailed description.

SECTION N – AFFIDAVIT (MUST BE NOTARIZED)

66. I affirm that this application contains no misrepresentations or falsifications, omissions, or concealment of material fact and that information given by me is true and complete to the best of my knowledge and belief. Should any investigation disclose any misrepresentations or falsifications, omissions, or concealment of material fact, I am aware that my application may be rejected and my name removed from any eligibility list. If already appointed, I may be dismissed.

Signature of Applicant

Date

State of _____

County of _____

The foregoing instrument was acknowledged before me on this _____ day, of _____, 20____ by the above, __ who is personally known to me or __ has produced _____ (Type of ID), who __ did / __ did not take an oath, and who said that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore.

Notary Public's Signature

SEAL

Applicant's Initials _____

BACKGROUND INFORMATION RELEASE WAIVER

In connection with my application for employment with North Bay Village, I understand a background investigation, in accordance with the Fair Credit Reporting Act and all State and Federal laws, is to be conducted and may include information about my personal character, abilities, work habits, mode of living, residency, immigration status, general reputation, performance, experience and other qualities pertinent towards determining my qualifications for employment.

I understand, according to the Fair Credit Reporting Act I am entitled to know if employment is denied because of information obtained by any prospective employer from a Consumer Credit, I will be informed whether an Investigative Consumer Report was requested and will be given full information as to the nature and scope of this investigation, as well as the name of the reporting agency or sources of information.

I understand that during this background investigation, North Bay Village may make inquiries and request information including but not limited to my criminal history, consumer credit history, employment history, driving history, military history, medical history, workers' compensation history, education, professional licensing, including information of a confidential or privileged nature.

I hereby authorize, without reservation any party (including, but not limited to, past and present employers, Law Enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by North Bay Village, to furnish any or all of the above mentioned information.

In addition, I hereby release North Bay Village, and its agents or representatives, from any and all liability for damages arising from this background investigation and the disclosure of the requested information. I further release and discharge from all liability, any companies, agencies, officials, officers, employees, and other persons, who, in good faith provides to North Bay Village any of the above mentioned requested information obtained during the course of the background investigation.

I will also allow a photocopy or facsimile of this Background information Release Waiver to be as valid as the original.

Print Full Name

Signature

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____.
By: _____, personally known by me ____ or produced identification:
____ Type of Identification produced: _____.

Signature of Notary Public

Print Notary Public's Name

My Commission Expires:

North Bay Village

Police Department

**1841 Galleon Street
North Bay Village, FL 33141
(305) 758-2626**

**North Bay Village
HUMAN RESOURCES
1666 Kennedy Causeway, Suite 300
North Bay Village, FL 33141**

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HUMAN RESOURCES DIRECTOR**