

APPLICATION



JAILER

DISPATCHER

RECORDS CLERK



CITY OF BRISTOW POLICE DEPARTMENT

EMPLOYMENT APPLICATION INSTRUCTIONS

Submit your completed application to: City of Bristow Police Department
ATTN: Chief of Police
110 West Seventh Street
Bristow, OK 74010

Applicants submitting applications after the deadline will be eliminated from the process.

READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY. YOU MUST FOLLOW THESE INSTRUCTIONS *PRECISELY* WHEN COMPLETING THE APPLICATION. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN YOUR ELIMINATION FROM THE PROCESS. INFORMATION WILL BE VERIFIED FOR HONESTY AND ACCURACY. PROOFREADING YOUR APPLICATION IS STRONGLY RECOMMENDED.

1. DO NOT type any information in this application.
2. Complete the application in your own handwriting.
3. Use a black ink pen only.
4. Legibly print all information.
5. Use proper spelling, grammar, punctuation and syntax.
6. If the information requested does not apply to you, write: **N/A**
7. If you do not know the requested information, write: **UNKNOWN**
8. If you cannot remember the requested information, write: **CANNOT REMEMBER**
9. DO NOT erase or use a correction pen to correct mistakes. If you do make a mistake, draw one line through the mistake and write your initials above or next to the mistake.
10. Complete all "Release of Information" forms, sign in the presence of a witness and leave them attached to the application.
11. Attach copies of the following documents to the back of the application, **EXACTLY** in the listed order. All copies must be made on a plain white 8½" x 11" piece of paper.
 - Certificate of Birth
 - Valid Driver's License
 - High School Transcript and Diploma or GED Certificate
 - College Transcript and Diploma (if applicable)
 - Other copies of documentation as requested in the Application but not listed in these instructions.
 - CLEET Certificate (certification as a law enforcement officer) or equivalent, from local, state and federal organizations.
 - Letters of recommendation

DO NOT contact the Bristow Police Department. If you are selected to continue in the selection process, you will be notified.

Thank you for your interest in the Bristow Police Department.



CITY OF BRISTOW POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT

110 West Seventh Street
Bristow, OK 74010
Attn: Chief of Police

TO: POLICE DEPARTMENT JAILER/DISPATCHER/RECORDS CLERK APPLICANT

FROM: W. DON SWEGER, CHIEF OF POLICE

SUBJECT: APPLICATION PROCESS

Effective Date: 01 June 2005

APPLICANT NAME: _____ JOB NAME: _____

The application process with the City of Bristow is quite lengthy and very strictly regulated by several local, State and Federal employment guidelines/regulations. While we have made every effort to simplify and expedite the selection process, many equal opportunity, affirmative action, and merit system provisions must be monitored.

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM. THESE GUIDELINES ARE STRICTLY ENFORCED AND ADHERED TO.

NEPOTISM: In accordance with the City's Policy and Procedure Manual, the applicant must "not [be] a member of the immediate family, by blood or marriage, of any elected official to three levels of consanguinity or affinity."

DRIVING STANDARDS: The position for which you are applying may, as an essential job function, require you to operate and/or drive a City vehicle. You must possess a properly classified, valid Oklahoma Driver's License and your driving record must meet the following driving standards:

1. No more than four (4) points on your driving record.
2. Possess the proper classification of driver's license for the job for which you are applying.
3. Possess and maintain a valid Oklahoma Driver's License during the course of your employment with the City, and maintain a driving record with no more than four (4) points as set out in paragraph 1. above.
4. Must meet the approval of the City's insurance carrier.

If tentatively selected, and the operation of a City vehicle is an essential job function, applicants for employment with the City of Bristow are required to furnish a copy of their driving record to the Human Resources Department, obtained at any Tag Agency at the applicant's expense, prior to employment.

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

BACKGROUND INVESTIGATION: If you are tentatively selected for employment with the City, the police department will conduct a background investigation of your credentials prior to your being appointed to a position with the City. You must sign this form to authorize the City to verify your credentials. This section can include a polygraph examination.

DRUG SCREEN TEST: You will be required to take a pre-employment drug screening test for employment consideration in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, the Omnibus Transportation Employee Testing Act and the City of Bristow Policy and Procedures Manual, Article 11.

IMMIGRATION REFORM AND CONTROL ACT OF 1986: In accordance with the United States Code, Title 8, Section 132A, the City of Bristow must verify every individual's eligibility for employment in the United States. The Immigration and Naturalization Service, and the United States Department of Labor require you to furnish the City of Bristow with one of the following documents.

1. United States Passport
2. Certificate of United States Citizenship
3. Certificate of Naturalization
4. Alien Resident/Alien Card with photograph

or, one document from each of the columns below:

- | | |
|---|---|
| 1. Driver's License | 1. Social Security Card |
| 2. United States Military Identification Card | 2. Birth Certificate |
| | 3. Unexpired INS Employment Authorization |

At such time you are extended an offer of employment, you will be required to furnish documentation. Failure to furnish the City of Bristow with the requested documentation will result in denying you employment with the City.

AN EQUAL OPPORTUNITY EMPLOYER: The City of Bristow does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, veteran status, political affiliation, disability status, or any other legally protected status.

WARNING: All information in this application will remain confidential and only released to those with a need to know; however, it will be subject to an extensive background examination and polygraph test. Any false, misleading, or incomplete statements will be considered grounds for rejection. Leave no blank spaces. If the question does not apply to you, mark N/A (Not Applicable).

After reviewing the Essential Job Duties, the Essential Job Qualifications, and the Working Conditions/Physical Requirements sections of the job description, are you able to do them with or without reasonable accommodation? Yes No

APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK
SELF-SCREENING QUESTIONNAIRE

The following requirements need to be understood by all candidates for this position classification. Please answer the following questions and sign.

1. Are you willing to work an irregular shift schedule during your probationary period, where one week you might be on days with Monday and Tuesday off, and the next week on graveyard shift with Wednesday and Thursday off?
YES NO
2. Are you willing to work weekends and holidays?
YES NO
3. Are you willing to rotate to any of three shifts: days afternoons and graveyards?
YES NO
4. Are you willing to accept last minute changes in your work schedule, which might require you to cancel personal plans?
YES NO
5. Are you willing to be subjected to abusive and profane language on the phone and deal with it unemotionally?
YES NO
6. Are you willing to take directions from a supervisor in front of your peers?
YES NO
7. There may be times when you are required to forego lunch and coffee breaks due to understaffing or shift activity. Are you willing to give up breaks, when necessary?
YES NO
8. Are you willing to work in an environment with no windows, little ventilation, and temperatures that might be too cold or too hot for your personal comfort?
YES NO
9. Are you willing to be at a console that restricts your movements to a 6 foot radius, except for minimal periods during your shift?
YES NO
10. Are you willing to learn all functions of the job, such as, taking complaints from citizens, answering questions, processing calls for citizens, law enforcement, ambulance and fire dispatching, which requires receiving and transmitting messages over a radio frequency?
YES NO

APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK
SELF-SCREENING QUESTIONNAIRE

11. Are you willing to read and study several hundred pages of manuals, fill in study guides and take written tests during your training?

YES NO

12. Are you able to comprehend that when you process a call incorrectly, that it could contribute to someone's property being lost or damaged; or someone being seriously injured or dying?

YES NO

13. Are you willing to be supervised and questioned about why you followed a certain course of action without taking it personally?

YES NO

14. This job requires you to copy information as it is being received, simultaneously digest what you heard and respond immediately. Is this something you would be able to do?

YES NO

15. Are you willing and able to deal calmly with angry people when the problem is not your fault?

YES NO

16. Are you willing to deal with a crises call, where a child might have died. an officer injured, a woman assaulted, and set it aside and continue to calmly deal with an irate citizen complaining of a barking dog?

YES NO

17. If you smoke, are you willing to go without a cigarette for an entire shift if necessary, or smoke only when approved?

YES NO

18. Are you willing to work under constant electronic surveillance that records all telephone and radio messages?

YES NO

This Questionnaire is intended for your use to help you determine whether you are making the correct decision in applying for the job of jailer/dispatcher/records clerk at the Bristow Central Communications Center.

IF YOU ANSWERED NO TO ANY OF THE QUESTIONS ABOVE, PLEASE RECONSIDER APPLYING FOR THIS POSITION.

Date: _____ Signature: _____

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

Print answers to each question clearly and completely. All questions must be answered. This is an application for employment and no employment contract is being offered. Use Page 19 if you need to provide additional information.

_____ Date of Application _____ Date Available For Work

Are you available to work: Shift Work Weekends Nights

_____ Last Name _____ First Name _____ Middle Name_

_____ Street Address _____ Home Phone

_____ City, State, Zip _____ Business Phone

_____ Social Security Number

List any other name(s) you have been known by and provide any other Social Security number you have used:

Date of Birth: _____ Present Age: _____

As you complete the next portions, provide us with prior education, work experience, and any relevant training or certificates and licenses that would indicate your knowledge, skills, and abilities to perform the job. Be as specific as possible since you will be screened on what you include, regardless of what you might otherwise be able to perform.

It is extremely important that you provide correct responses to the following questions and that you indicate your qualifications to be able to do the essential functions of the JAILER/DISPATCHER/RECORDS CLERK position. Failure to answer these questions may indicate that you have not provided the information to qualify you for the present position. Use Page 17 if you need additional space.

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

1. Have you ever worked for the City of Bristow? Yes No. If yes, give name of departments, dates, and reason for leaving.

2. Are you related to any City of Bristow employee, or any member of the Bristow City Council? Yes No. If yes, give name, department, and relationship.

3. Have you applied with the Bristow Police Department before? Yes No. If yes, give dates you applied.

4. Have you applied with other Police/Sheriff Agencies in the last five (5) years? Yes No. If yes, to which department have you applied, and when?

POLICE / SHERIFF DEPARTMENT

WHEN APPLIED

5. Do you know any Bristow Police employees? Yes No. If yes, who?

6. How did you learn about this opening?

7. Do you have a valid driver's license? Yes No

State of issue: _____ License Number: _____

8. In the last seven years:

(a) How many traffic tickets have you received? _____

(b) Number of times arrested for driving while drinking, or driving under the influence? _____

(c) Number of arrests for reckless driving of any type? _____

(d) Number of accidents you were involved in as a driver for which you were charged or cited?

CITY OF BRISTOW
 APPLICATION FOR EMPLOYMENT
 JAILER/DISPATCHER/RECORDS CLERK

(e) Have you ever been involved in a serious accident or accidents where you were the driver?
 Yes No.

If you answered **yes**, or anything other than "none" (0) to any of the questions above, please explain:

9. It is imperative that civilians who work with law enforcement personnel have a clean conviction record and not be addicted to controlled substances. Arrest information will not necessarily disqualify you.

Have you ever been arrested? Yes No;

Placed in jail? Yes No;

Detained? Yes No;

Received a conviction? Yes No;

Received a suspended Sentence? Yes No;

Received a deferred sentence which has not been sealed? Yes No;

Placed on probation by any court or law enforcement body, anywhere? Yes No.

If yes to any of the previous questions, please explain:

Date	Charge	Age At Time	Court of Jurisdiction	Disposition	Location of Police/Sheriff Agency Involved

Other Explanation: _____

10. Have you ever been finger printed? Yes No? If yes, complete the following:

When	Where	For Whom	Purpose

CITY OF BRISTOW
 APPLICATION FOR EMPLOYMENT
 JAILER/DISPATCHER/RECORDS CLERK

11. Residence. List each and every place you have resided in the past ten (10) years. Provide the phone number of current landlord:

NAME OF CURRENT LANDLORD: _____

PHONE NO: _____

From Month/Year	To Month/Year	Number and Street	City, State	Name of Landlord If Known

12. Education. List high school(s), college(s), correspondence, business or technical schools attended. Exclude military schools.

Name of School	Location City and State	Type of School
a.		
b.		
c.		
d.		
e.		

Dates of Attendance	Hours Completed	Graduate/Degree
a.		
b.		
c.		
d.		
e.		

13. List all special educational honors, scholarships, etc. that you have received.

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

14. List all memberships in school societies, fraternities, or clubs. You may exclude membership in organizations indicating national origin, if you wish.

15. Have you ever been expelled or suspended from any school or dropped out of school because of poor scholastic standing? Yes No. If yes, please explain circumstances:

16. Employment experience for the past 10 years. In chronological order list all employment, including part time, and Military service, starting with the most current,

Employed by: _____

Dates Employed: From: _____ To: _____

Address: _____

City, State, Zip: _____ Phone:(____)

Title: _____ Salary: \$ _____

Job Duties: _____

Reason for Leaving: _____

Supervisor Name & Position: _____

Employed by: _____

Dates Employed: From: _____ To: _____

Address: _____

City, State, Zip: _____ Phone:(____)

Title: _____ Salary: \$ _____

Job Duties: _____

Reason for Leaving: _____

Supervisor Name & Position: _____

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

Employed by: _____

Dates Employed: From: _____ To: _____

Address: _____

City, State, Zip: _____ Phone:(____)

Title: _____ Salary: \$ _____

Job Duties: _____

Reason for Leaving: _____

Supervisor Name & Position: _____

Employed by: _____

Dates Employed: From: _____ To: _____

Address: _____

City, State, Zip: _____ Phone:(____)

Title: _____ Salary: \$ _____

Job Duties: _____

Reason for Leaving: _____

Supervisor Name & Position: _____

Employed by: _____

Dates Employed: From: _____ To: _____

Address: _____

City, State, Zip: _____ Phone:(____)

Title: _____ Salary: \$ _____

Job Duties: _____

Reason for Leaving: _____

Supervisor Name & Position: _____

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

Employed by: _____

Dates Employed: From: _____ To: _____

Address: _____

City, State, Zip: _____ Phone:(_____)

Title: _____ Salary: \$ _____

Job Duties: _____

Reason for Leaving: _____

Supervisor Name & Position: _____

Employed by: _____

Dates Employed: From: _____ To: _____

Address: _____

City, State, Zip: _____ Phone:(_____)

Title: _____ Salary: \$ _____

Job Duties: _____

Reason for Leaving: _____

Supervisor Name & Position: _____

17. If you have had no prior employment experience, please explain what you have been doing since high school.

18. Have you ever been fired, suspended, or put on an inactive status (other than for prior Worker's Compensation cases) by any of your previous employers? Yes No. If yes, state circumstances:

CITY OF BRISTOW
 APPLICATION FOR EMPLOYMENT
 JAILER/DISPATCHER/RECORDS CLERK

23. Are you now engaged in any business as an owner, partner (active or silent) or other connection, such as an employee? Yes No. If yes, give full details: (e.g. Name, address, etc.)

24. Has any corporation, partnership, or business of which you are/were an officer, partner, etc. ever been issued or denied a license or permit by any City, State or Federal Government? Yes No. If yes, give full details. Exclude drivers licenses.

25. SELECTIVE SERVICE/MILITARY SERVICE

(a) Have you registered for the selective service? Yes No. If yes, when? _____

(b) Have you served in any branch of the military? Yes No. If yes, indicate branch, current status, and any military training or experience that would assist you in being a Police Officer:

Branch of Service: _____ From: _____ To: _____

Branch of Service: _____ From: _____ To: _____

Current Military Status: _____

Base or Name of School	Location City and State	School Type	Dates of Attendance	Hours Completed	Certificate Received
---------------------------	----------------------------	----------------	------------------------	--------------------	-------------------------

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

(c) List any medals, decorations, campaign and/or theater ribbons awarded to you while in the armed forces:

(d) Were you honorably discharged? Yes No. Please provide a copy of any discharge papers, such as Forms DD 214, and DD 214 Member 4.

26. SUBVERSIVE ORGANIZATIONS

As used in this application, a subversive organization shall mean any group or organization which does not support local, State, and Federal Laws, or which advances its beliefs through violence and force.

(a) Have you advocated, advised, or taught the doctrine that the government of the United States of America, or of any state, or any political subdivision thereof should be overthrown by force, violence, or any unlawful means? Yes No.

(b) Are you now or have you ever been a member of any subversive organization? Yes No.

(c) Have you ever been connected, or affiliated in any manner with, or have you ever attended meetings of any subversive organization? Yes No.

(d) Have you ever paid, collected, or solicited any money, dues, or contributions to, for, or on behalf of any subversive organization? Yes No

If your responses are yes to any of the questions in category 24, please indicate the circumstances.

27. Background references pertaining to past character. This information is used to question family members and associates to determine your fitness to do the essential functions of the job. If applicable, provide:

Name of Current Spouse: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

Name of Former Spouse: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

Name of College Roommate: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

Name of Military Associate: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

Name of Father: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

Name of Mother: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

Name of Sibling: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

Name of Sibling: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

Name of Sibling: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

Name of Sibling: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

Name of Sibling: _____

Address, City, State: _____

Daytime Phone No.: (____) _____ - _____

Use Page 19 if addition space is needed.

Other personal references:

Name: _____ Daytime Phone: (____) _____

Address, City, State: _____

Name: _____ Daytime Phone: (____) _____

Address, City, State: _____

Name: _____ Daytime Phone: (____) _____

Address, City, State: _____

Name: _____ Daytime Phone: (____) _____

Address, City, State: _____

Name: _____ Daytime Phone: (____) _____

Address, City, State: _____

28. List any social, labor, civic, and fraternal organizations, that you have or now belong to, which demonstrates your fitness for this position. You may exclude any organization that indicates national origin, if you wish.

29. Are you the co-maker or signer on an outstanding loan? Yes No. If yes, explain details.

CITY OF BRISTOW
 APPLICATION FOR EMPLOYMENT
 JAILER/DISPATCHER/RECORDS CLERK

30. Have you ever been bonded? Yes No. With respect to each time bonded, state details below:

Date	Reason	By Whom	Address, City, State

31. Which of your previous jobs did you like the best? Explain the duties, the type of supervisor, and other reasons.

32. Which of your previous jobs did you like the least? Explain the duties, and reasons why?

33. Have you ever been served with a summons or subpoena? Yes No. If yes, how many times [___] and list reasons.

Date	Charge	Location	Court	Disposition	Police/Sheriff	Agency Concerned

CITY OF BRISTOW
APPLICATION FOR EMPLOYMENT
JAILER/DISPATCHER/RECORDS CLERK

READ CAREFULLY BEFORE SIGNING

I certify that I am the person named above and that facts given in this application are true and complete to the best of my knowledge. In signing this statement I do so with the understanding that the truthfulness of all statements herein will be investigated and if found incorrect, incomplete, or misleading, it may render me ineligible for employment as a Peace Officer.

I hereby grant permission to the City of Bristow to investigate any information included in the application and I agree to submit to a pre-employment drug screen and a post offer medical examination. I understand that this application is not a contract of employment. I hereby release the City and its agents from all liability in making any investigation and inquiry relative to information contained in the application form. I understand, that if employed, false or misleading statements given in this application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of the City.

I hereby authorize any City, County, State, or Federal Agency or former employer or any individual to furnish, to any member of the Bristow Police Department, any information concerning me necessary to process this questionnaire. A photo and/or fax copy of this authorization shall be considered as valid as the original.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Date _____ Printed Name: _____
Month, Day, Year First, Middle, Last

Signature: _____

Subscribed and sworn to me this _____ day of _____, 20_____.

My commission expires: _____

Notary: _____

BRISTOW POLICE DEPARTMENT
AUTHORITY TO RELEASE INFORMATION



TO WHOM IT MAY CONCERN:

I hereby authorize any sworn Police Officer or other authorized representative of the Bristow Police Department bearing this release, or a photocopy thereof, within one year of its date, to obtain any information from your files pertaining to my employment, credit, or educational records including, but not limited to, academics, achievements, attendance, athletics, personal (non medical) history and disciplinary records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of the Bristow Police Department. Consent is granted for the Bristow Police Department to furnish such information as is described above, as third parties in the course of fulfilling its official responsibilities.

I hereby release you as the custodian of such records and, any school, college university or other educational institution, credit bureau, lending institutions, consumer reporting agency or retail business establishment including its officers, employees or related personnel both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

A copy of this authority to release will be as valid as the original. Should there be any question as to the validity of this release, you may contact me as indicated below.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Date _____ Signature: _____
Month, Day, Year

Name Typed or Printed: _____

Current Address: _____

Phone Number: _____

Subscribed and sworn to me this _____ day of _____, 20_____.

My commission expires: _____

Notary: _____

CITY OF BRISTOW
POLICE DEPARTMENT



**AUTHORIZATION TO RELEASE MEDICAL
AND WORKERS' COMPENSATION INFORMATION**

TO WHOM IT MAY CONCERN:

I hereby authorize any physician or other authorized medical representative, under contract with the City of Bristow, bearing this release, or a photocopy thereof, within one year of its date, to obtain information from your files pertaining to my medical records, charts, or any medical history information to determine whether I can do the essential functions of the position of Peace Officer with the City of Bristow. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of any medical group, medical or psychological practitioner or professional for the City of Bristow. Consent is granted for the purpose of performing such post offer medical or psychological exam as required by the Bristow Police Department. Such information is confidential and will not be released to the City except as covered by the Americans with Disabilities Act and as required by State Law.

I hereby release you as the custodian of such records and any hospital or other repository of medical records, including its officers, employees or related personnel both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

A copy of this authority to release will be as valid as the original. Should there be any question as to the validity of this release, you may contact me as indicated below.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Date _____ Signature: _____
Month, Day, Year

Name Typed or Printed: _____

Current Address: _____

Phone Number: _____

Subscribed and sworn to me this _____ day of _____, 20_____.

My commission expires: _____

Notary: _____

CITY OF BRISTOW
POLICE DEPARTMENT



CONFIDENTIAL INFORMATION AGREEMENT FORM

A thorough investigation will be conducted to determine your qualifications for the position of Jailer/Dispatcher/Records Clerk. To a great extent, your ability to be qualified for employment will depend on information obtained in confidential interviews with persons with whom you have been associated, including the personal references you have listed.

If the reasons for your non-acceptance are of a temporary nature, whereby you could be accepted at a later date, you will be so notified. Failure to be certified and hired at the present time does not indicate that you cannot apply at a later date but that other candidates provided experience, education, and background data that were more suitable for employment. All information regarding the application process is confidential.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT.

Date _____ Signature: _____
Month, Day, Year

Witness: _____ Date: _____

CITY OF BRISTOW POLICE DEPARTMENT

PERSONAL QUESTIONNAIRE

As an applicant for the position of JAILER/DISPATCH/RECORDS CLERK with the City of Bristow Police Department, you will be subjected to an intense background investigation, including a polygraph on any of these questions. The following questionnaire is a preview of items that will be necessary for us to check into. It will be to your benefit to answer all questions honestly and to the best of your ability.

1. Have you, in the past seven (7) years used any controlled substance such as a narcotic, speed, PCP, barbiturate, amphetamine, LSD, cocaine, crack, heroin, marijuana, etc. that was not prescribed for you by a medical doctor? Yes No. If yes, please indicate the type of drug, the date of use, and extent of usage:
-
-

2. During the past five (5) years, except as covered by medical procedure, have you sniffed or inhaled glue, paint, lacquer, gasoline, or any substance with the intent of getting high or intoxicated? Yes No. If yes, please indicate the particulars:
-
-

3. Have you ever stolen anything of value? Yes No. If the answer is yes, please indicate what it was, when it happened, and how often it happened.
-
-

4. Have you ever been arrested and/or convicted of any crimes? Yes No. If yes, be sure you have explained this in detail indicating the outcome of the conviction on Page 5 of the application form.

5. Do you support the local, State and Federal laws , and are you willing to do so without reservations. Yes No.

6. Are you able to do the essential functions of the job of JAILER/DISPATCHER/RECORDS CLERK with or without reasonable accommodation? Yes No.

DATE: _____ SIGNATURE: _____
(Month, Day, Year)

City of Bristow

Human Resources Department

EQUAL EMPLOYMENT OPPORTUNITY APPLICATION DATA FORM

The completion of this form is voluntary and will be kept in a confidential file separate from the Application for Employment; however, its completion will help the City of Bristow comply with state and federal reporting requirements. This information will be used for statistical purposes only and will not be used in the selection process. Thank you for providing us with this information.

Position Applied For: _____ Job Name: _____

Applicant Name: _____ Social Security No.: _____

Address: _____ City/State/Zip: _____

ETHNIC BACKGROUND

- Alaskan Native
- Asian
- American Indian
- Black
- Caucasian (White)
- Hispanic (Spanish Origin or Descent)
- Pacific Islander
- Other

SEX

- Male
- Female

DATE OF BIRTH: _____ AGE: _____

ACTIVE MILITARY SERVICE IN THE ARMED FORCES: Branch _____

From: _____ To: _____ Type of Separation: _____

Highest Rank Achieved: _____ Duties: _____

CHECK IF ANY OF THE FOLLOWING ARE APPLICABLE:

- Vietnam Era Veteran
- Disabled Veteran
- Handicapped Individual