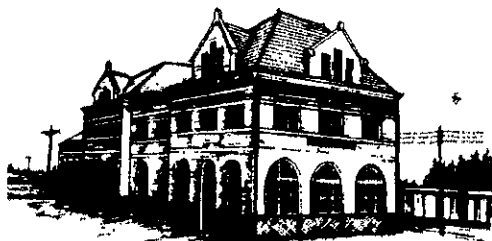


CRESTON POLICE DEPARTMENT

Paul A. Ver Meer, Chief of Police
302 N. Pine Street Creston, IA 50801-0449
Phone 641-782-8402 • Fax 641-782-8404



Creston's Restored Depot and City Hall

To: Officer Applicants

Subj: Application, Personal History Statements and Release of Information

Dear Applicant;

We thank you for your interest in the hiring process for the Creston Police Department. You are being asked to sign two (2) releases of information. The first one authorizes us to check your criminal history record, military records and drivers history. The second authorizes us to check your employment and personal references.

You will find attached to the application a personal history statement, which you are required to fill out and return with your completed application. You are also required to provide copies of the following documents with the finished application packet.

1. Copy of Birth Certificate
2. School Transcripts (High School and College)
3. Copy of Military Discharge Papers (if applicable)
4. GED Test Scores (if applicable)
5. Copy of Valid Social Security Card

This application must be returned to the Creston Police Department no later than 12:00 pm on October 3, 2018. A POST Exam will be administered at Southwestern Community College, in the Tech Center, room #122, at 10:00 am on October 13, 2018. The physical agility test will be administered following the POST exam at the Creston High School track (subject to change for weather). Individuals that successfully pass both exams will be put on a civil service eligibility list which will be good for one year.

If you have any questions please feel free to contact us at (641)782-8402.

Respectfully,

Paul Ver Meer
Chief of Police
Creston Police Department

Application / Personal History Statement

- 1) Complete your Personal History Statement using a typewriter or legible printing in *black* ink.
- 2) Answer all questions. If a question does not apply to you, enter "N/A" in the space provided.
- 3) Avoid errors by reading the directions carefully. Be certain that your information is correct.
- 4) You are responsible for obtaining correct addresses and phone numbers. Failure to provide accurate information could affect the background investigation.
- 5) Attach extra sheets as needed. Be certain to number your responses.
- 6) Provide copies of any support documents (birth certificate, diplomas, licenses, DD214, etc.).
- 7) This statement must be complete. Omissions or falsifications may disqualify you.

The impact of any negative information that you might provide is greatly outweighed by the impact of that same information if an investigator initially uncovers it.

2. Employer _____
Address _____
 No. Street City State Zip
Telephone _____
Supervisor _____ Title _____
Name of Co-worker _____
Date Started _____ Date Left _____
Reason for Leaving _____

3. Employer _____
Address _____
 No. Street City State Zip
Telephone _____
Supervisor _____ Title _____
Name of Co-worker _____
Date Started _____ Date Left _____
Reason for Leaving _____

4. Employer _____
Address _____
 No. Street City State Zip
Telephone _____
Supervisor _____ Title _____
Name of Co-worker _____
Date Started _____ Date Left _____
Reason for Leaving _____

C. MILITARY RECORD

1. Have you ever served in the U.S. Armed Forces? _____

2. Date of Service: From _____ To _____
Branch _____ Unit Designation _____
Military Service No. _____ Highest Rank _____
Type of Discharge _____

3. Were you ever disciplined while in the military service (include courts-martial, captain's masts, company punishments, etc.)? _____

Charge _____ Agency _____
Date _____ Age at Time _____
Disposition _____

Charge _____ Agency _____
Date _____ Age at Time _____
Disposition _____

Charge _____ Agency _____
Date _____ Age at Time _____
Disposition _____

D. EDUCATIONAL HISTORY

1. High School _____

From _____
No. Street City State Zip
To _____ Date Graduated _____

2. College _____

No. Street City State Zip
Units Completed _____ Major/Minor _____

From _____ To _____ Degree Received _____

College _____

No. Street City State Zip
Units Completed _____ Major/Minor _____

From _____ To _____ Degree Received _____

2. Have you ever been involved as a party in a civil litigation (including protection orders & divorce)? Yes No
If yes, give details.

G. TRAFFIC RECORD

1. Has your license ever been suspended or revoked? Yes No

If yes, give details.

2. Name of your automobile insurance carrier _____

Agent _____ Phone number _____

3. List all driving citations that you have received as a juvenile and adult, excluding parking tickets.

Month/Year	Charge	City/State	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. Describe in a brief narrative any traffic accidents in which you have been involved that resulted in any injury to anyone or occurred in the last ten years, giving approximate dates and locations.

Brother/Sister _____ Phone _____
Present address _____
Street City State Zip

Brother/Sister _____ Phone _____
Present address _____
Street City State Zip

Brother/Sister _____ Phone _____
Present address _____
Street City State Zip

Brother/Sister _____ Phone _____
Present address _____
Street City State Zip

I. REFERENCES OR ACQUAINTANCES: List five persons who know you well enough to provide current information about you. Do not include relatives or former employers.

Name _____
Home Phone _____ Work Phone _____
Address _____
Street City State Zip

Name _____
Home Phone _____ Work Phone _____
Address _____
Street City State Zip

Name _____
Home Phone _____ Work Phone _____
Address _____
Street City State Zip

Name _____
Home Phone _____ Work Phone _____
Address _____
Street City State Zip

Name _____
Home Phone _____ Work Phone _____
Address _____
Street City State Zip

5. Do you have any religious or other beliefs that would prevent you from fully performing the duties of a police officer, including working on weekends, evenings, or night shifts? If yes, explain.

6. Are there any other incidents in your life or details not mentioned herein which may influence this Department's evaluation of your suitability for employment as a police officer? If so explain.

L. Declaration/Release

I, _____, hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. Any such acts will be grounds for rejection or termination of employment.

I authorize the Creston Police Department and its designees to investigate all statements contained in this application for employment as may be necessary. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City of Creston.

Signature of Applicant

Date

CRESTON POLICE DEPARTMENT

302 N. Pine St., Creston, IA 50801

614-782-8402

614-782-8404 fax

To Whom It May Concern,

I hereby authorize the Creston Police Department to obtain a credit check of my records through a supplier of their choosing. I do this with the understanding that they will use the information in connection with an application for employment that I have made.

I hereby release you and your organization from any liability that may or could result from furnishing the requested information. This release will expire one year from the date signed, unless another expiration date is noted below.

Signature

Date

Printed Name

Current Address

Social Security Number

Other Expiration Date