UNIVERSITY PARK POLICE DEPARTMENT

6724 Baltimore Avenue
University Park, Maryland 20782
(301) 277-0050   FAX (301) 779-1905

> The University Park Police Department provides equal opportunity to all employees without regard to race, gender, age, religion, color, national origin, disability or any other non-merit factors.

Instructions: Please fill out application in black ink and print legibly. If you have any questions please contact us at 301-277-0050.

Position Title_____

Name_____
          Last   First   Middle

Address_____
                    Street   Apt.

_____
          City   State   Zip   County

Telephone_____ **Work**_____ **Cell**_____

Social Security #_____--_____--_____ **Date of Birth**_____

Did you graduate from high school? ___Yes ___No Date Graduated _____

Name and location of High School attended: **Do you have a high school equivalency diploma?**

                                                        (GED) _____Yes _____No Issuing State:

_____   _____

_____   **Date of Certificate**_____

College or University

Name & Location	Major/Minor	Date From / Date to	Degree/Certification Credit Hours

_____

_____

Other Training (including military school):_____

Name, location, and subject course:

_____

_____

Height _____ Weight _____ Are you a United States Citizen? ___Yes ___No

Drivers License Number and State issued_____

Have you ever been certified by the Maryland Police Training Commission?_____

Have you been certified in any other State? _____Date of Certification_____

Are you a citizen of the United States? _____Yes _____No

Have you served in the United States Armed Forces? ___Yes ___No If answer is yes, enter the Branch and Dates of Service

_____
Branch   Dates of Service: From   To

Have you ever been denied employment with another police agency? _____Yes _____No

List computer skills or special qualifications_____

_____

_____

_____

Work History

List Jobs starting with present and work back to beginning of employment: Include your military service in separate block in proper order and describe major duty assignments.
Experience acquired more that 15 years ago may be summarized in one block if it is not applicable to the type of position applied for. List only experience relevant to the position for which you are applying.

Account for periods of unemployment in separate blocks in order.

In examinations in which experience is a factor, credit will be granted for any civic, welfare, military religious, and organizational activity that you have performed either with or without compensation. You may report such experience at the end of you employment history if you feel that it represents qualifying experience for the position for which you are applying. Show actual time spent in such activity. Estimate number of hours per week in the space provided if you were worked part time.

| From: _____ To: _____ Last Salary $_____ per ____Year ____Month ____Week ____Hour | **Name and Address of Employer:** _____ _____ **Name and Title of Immediate Supervisor:** _____ _____ **Number and Types of Positions Supervised by you:** _____ _____ **Telephone Number:** _____ | **Position Title:** _____ _____ **Describe Duties and Responsibilities:** _____ _____ _____ _____ **Reason for Leaving:** _____ _____ |

From:	Name and Address of Employer:	Position Title:
_____	_____	_____
To:	_____	_____
	Name and Title of Immediate Supervisor:	**Describe Duties and Responsibilities:**
_____	_____	
Last Salary	_____	_____
$_____ per	**Number and Types of Positions Supervised by you:**	_____
____Year	_____	_____
____Month	_____	**Reason for Leaving:**
____Week	**Telephone Number:**	_____
____Hour	_____	_____

From:	Name and Address of Employer:	Position Title:
_____	_____	_____
To:	_____	_____
	Name and Title of Immediate Supervisor:	**Describe Duties and Responsibilities:**
_____	_____	
Last Salary	_____	_____
$_____ per	**Number and Types of Positions Supervised by you:**	_____
____Year	_____	_____
____Month	_____	**Reason for Leaving:**
____Week	**Telephone Number:**	_____
____Hour	_____	_____

From:	Name and Address of Employer:	Position Title:
_____	_____	_____
To:	_____	_____
	Name and Title of Immediate Supervisor:	**Describe Duties and Responsibilities:**
_____	_____	
Last Salary	_____	_____
$_____ per	**Number and Types of Positions Supervised by you:**	_____
	_____	_____
____Year	_____	_____
____Month	**Telephone Number:**	**Reason for Leaving:**
____Week		_____
____Hour	_____	_____

From:	Name and Address of Employer:	Position Title:
_____	_____	_____
To:	_____	_____
	Name and Title of Immediate Supervisor:	**Describe Duties and Responsibilities:**
_____	_____	
Last Salary	_____	_____
$_____ per	**Number and Types of Positions Supervised by you:**	_____
	_____	_____
____Year	_____	_____
____Month	**Telephone Number:**	**Reason for Leaving:**
____Week		_____
____Hour	_____	_____

A RESUME MAY BE INCLUDED GIVING A MORE DETAILED DESCRIPTION OF WORK PERFORMED OR A LISITNG OF ADDITIONAL JOBS. IF YOU SUBMIT A RESUME TO SUPPLEMENT YOUR WORK HISTORY, YOU MUST STILL ANSWER THE QUESTIONS IN ALL OTHER SECTIONS OF THIS PACKET.

Have you ever been convicted of a felony?   _____Yes   _____No

If you answer yes, give details showing Date, Charge, Place, Court, and Action Taken:

_____

_____

NOTE: Convictions or discharges do not necessarily disqualify you for employment. Each case will considered fairly on its merits and after full consideration of the applicant views.

Within in the last five years, have you be fired for any reason? _____Yes   _____No

If you answer yes, give details:

_____

_____

Within the last five years, have you quit a job after being notified that you would be fired?

____Yes   _____No   If you answer yes please give details:

_____

_____

_____

Do you have any objections to our contacting your present employer? _____Yes   _____No

If yes, please state the reason_____

_____

References

List three persons who are not related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names and supervisors listed under Work History.

_____
Name   **Address**   **Occupation**

_____
Name   **Address**   **Occupation**

_____
Name   **Address**   **Occupation**

_____

The following notice applies to everyone except applicants for law enforcement officer positions as defined by Article 27, Section 727, or any employee of any law enforcement agency of the State of Maryland, or any county, incorporated city or town, or other municipal corporation.

"UNDER MARYLAND LAW AN EMPOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUMBIT TO OR TAKE A POLIGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBMECT TO A FINE NOT TO EXCEED $100.00."

NOTE: ALL APPLICANTS MUST ACKNOWLEDGE THE NOTICE ABOVE, BY SIGNATURE,

_____
SIGNATURE

FAILURE TO SIGN WILL RESULT IN REJECTION OF THE APPLICATION.

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* USE THIS SPACE FOR ADDITIONAL INFORMATION OR TO EXPLAIN INFORMATION NOT LISTED ELSEWHERE ON THIS APPLICATION:

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I hereby affirm that this application contains no willful misrepresentation of falsifications and that this information given by me is true and have been completed to the best of my knowledge and belief. I am aware that should investigation at any time disclose any misrepresentation or falsification, my application will be disapproved, my name removed from the eligibility list, and I will not be certified for employment in any position under the jurisdiction of the University Park Police.

_____
Signature   **Date Signed**