



UNIVERSITY PARK POLICE DEPARTMENT
6724 Baltimore Avenue
University Park, Maryland 20782
Office (301) 277-0050 Fax (301) 779-1905

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

Position Applied for: _____

Name: _____
Last First Middle

Address: _____
Street Apt
City State Zip County

Telephone: Home: _____ **Work:** _____

Cellular: _____ **email address:** _____

Social Security # _____ -- _____ -- _____

A. Did you graduate from high school, or will you graduate within the next six months? **Name and location (city and state) of last high school attended**

yes month/yr no highest grade completed _____

High school course: Academic _____ Business _____ General _____ Vocational _____
Do you have a high school equivalency diploma? Yes _____ No _____

If yes, date received _____ **Issuing Agency** _____

E. References

8.) Do you have any objection 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 Experience.

Full Name	Present Business or Home Address (Number, Street, City, State, and zip code)	Business or Occupation

F. Work experience

LIST JOBS STARTING WITH PRESENT AND WORK BACK TO BEGINNING OF EMPLOYMENT: Include your military or merchant marine service in separate blocks in its proper order and describe major duty assignments. Experience acquired more than 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 have performed either with or without compensation. You may report such experience at the end of your employment history if you feel that it represents qualifying experience for the position(s) for which you are applying. Show actual time spent in such activity. Estimate number of hours worked per week in the space provided if you were on part-time work.

From: <hr/> To: <hr/> Last Salary \$ _____ per ___ year ___ month ___ week ___ hour	Name and Address of Firm or Agency: <hr/> <hr/> Name and Title of Immediate Supervisor: <hr/> <hr/> Number and Types of Positions Supervised by You: <hr/> <hr/> Telephone: <hr/>	Your Title: <hr/> <hr/> Describe Your Work: <hr/> <hr/> <hr/> <hr/> Reason for Leaving: <hr/> <hr/> <hr/>
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From: <hr/> To: <hr/> Last Salary \$ _____ per ___ year ___ month ___ week ___ hour	Name and Address of Firm or Agency: <hr/> <hr/> Name and Title of Immediate Supervisor: <hr/> <hr/> Number and Types of Positions Supervised by You: <hr/> <hr/> Telephone: <hr/>	Your Title: <hr/> <hr/> Describe Your Work: <hr/> <hr/> <hr/> <hr/> Reason for Leaving: <hr/> <hr/> <hr/>
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From: <hr/>	Name and Address of Firm or Agency: <hr/>	Your Title: <hr/>
To: <hr/>	<hr/>	<hr/>
Last Salary	Name and Title of Immediate Supervisor: <hr/>	Describe Your Work: <hr/>
\$ _____ per	<hr/>	<hr/>
___ year	Number and Types of Positions Supervised by You: <hr/>	<hr/>
___ month	<hr/>	<hr/>
___ week	<hr/>	Reason for Leaving: <hr/>
___ hour	Telephone: <hr/>	<hr/>

From: <hr/>	Name and Address of Firm or Agency: <hr/>	Your Title: <hr/>
To: <hr/>	<hr/>	<hr/>
Last Salary	Name and Title of Immediate Supervisor: <hr/>	Describe Your Work: <hr/>
\$ _____ per	<hr/>	<hr/>
___ year	Number and Types of Positions Supervised by You: <hr/>	<hr/>
___ month	<hr/>	<hr/>
___ week	<hr/>	Reason for Leaving: <hr/>
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To: <hr/>	Name and Title of Immediate Supervisor: <hr/>	Describe Your Work: <hr/>
Last Salary \$ _____ per ___ year ___ month ___ week ___ hour	Number and Types of Positions Supervised by You: <hr/>	Reason for Leaving: <hr/>
	Telephone: <hr/>	

A RESUME MAY BE INCLUDED GIVING A MORE DETAILED DESCRIPTION OF WORK PERFORMED OR A LISTING 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.

9.) **Have you ever been convicted of a felony?** ___ Yes ___ No

If you answer "Yes," give details in space provided below showing (1) Date; (2) Charge; (3) Place; (4) Court; and (5) Action Taken.

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

10.) **Within the last five years, have you been fired for any reason?** ___ Yes ___ No

If you answer "Yes," give details in the space provided below.

11.) **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 in space provided below.

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

SIGNATURE _____

DATE SIGNED _____

The Town of University Park is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, and political or union affiliation.



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PRELIMINARY QUESTIONNAIRE

(LAST NAME)	(FIRST NAME)	(MIDDLE NAME)		

(STREET ADDRESS)	(CITY)	(STATE)	(ZIP CODE)	
_____		_____		
(HOME TELEPHONE)	(BUSINESS TELEPHONE)			
_____			_____	
(DATE OF BIRTH)	(AGE)	(PLACE OF BIRTH)		

(SOCIAL SECURITY NUMBER)	(RACE)	(SEX)	(WEIGHT)	(HEIGHT)
_____			_____	
(MARITAL STATUS)	(DRIVER'S LICENSE NUMBER)		(STATE)	

PLEASE ANSWER THE FOLLOWING QUESTIONS AND INCLUDE BRIEF EXPLANATIONS FOR ANY "YES" ANSWER(S), OR WHERE DETAILS HAVE BEEN REQUESTED.

ALL ANSWERS TO THE BELOW QUESTIONS WILL BE VERIFIED BY A POLYGRAPH EXAM. SPECIFIC AREAS ADDRESSED BY THE POLYGRAPH EXAM WILL BE: CRIMINAL HISTORY, INTEGRITY, ILLEGAL CONDUCT, DRUG USAGE, PERSONAL HISTORY, AND PRIOR EMPLOYMENT. (32, 4.1)

- 1.) **Have you ever been detained or arrested for any reason?** _____
Year _____ Charge(s) _____
Case Disposition _____
- 2.) **What is the most serious violation of the law that you have been involved in that was not discovered by the Police?**

- 3.) Have you ever used/tried/experimented with drugs or narcotics, (ie: Marijuana, PCP, Cocaine/Crack, Heroin, etc.), or have you ever taken prescribed medication not specifically prescribed for you? _____
- What substance used? _____
- Year last used? _____
- Which year(s) used? _____
- Additional substances used: _____
- Year last used? _____
- Which year(s) used? _____
- How many times? _____
- 4.) Have you ever sold any type of illegal drugs or narcotics? _____
- Type of substance sold? _____
- 5.) Have you ever bought any type of illegal drugs or narcotics? _____
- If yes, what substance? _____ Year _____ How many times? _____
- 6.) Have you ever been subject to any disciplinary action in your past or present employment? _____
- If Yes, what was the infraction? _____
- What type of discipline? _____ When? _____
- 7.) Have you ever been charged with any major vehicle violations? _____
- If Yes, Please explain. _____
- 8.) Has your drivers license and/or driving privilege ever been refused, suspended or revoked? _____ State _____ Date _____
- Please explain _____
- 9.) List dates of military service. From _____ To _____
- What type of discharge did you receive? _____
- 10.) Do you presently have or have you ever had any of the following credit problems?
- Bankruptcy _____ Slow Payments _____ Over due loans _____
- If yes please explain. _____
- 11.) Have you ever applied with any Law Enforcement Agency? _____
- What Agency? _____ When? _____
- 12.) Educational Level? High School Graduate _____ College Graduate? _____
- Number of College Credits? _____ Type of Degree? _____

I certify that the entries made by me above are true, complete and correct, to the best of my knowledge.

I further understand that I will not be considered for employment if any of the above information contains any fraudulent misrepresentations or falsifications, or if any material information has been omitted.

(Signature of Applicant)

(Date)