



MOUNTAIN VIEW POLICE DEPARTMENT

203 SOUTH PEABODY AVE | P.O. BOX 1048 | MTN. VIEW, AR 72560
PHONE (870) 269-4211 | FAX: (870) 269-5868



CIVILIAN EMPLOYMENT APPLICATION PACKET

Completion of the Police Officer Employment Application Packet is the first step in the employment process. The information on these forms will be used to judge your qualifications for the position of police officer. Read all of the questions carefully and answer all questions completely and honestly.

You must complete this application packet yourself. Type or print the forms using a ball point pen. Do not leave any blank spaces. If a question does not apply, write "DNA" in the answer space. All information in this application is subject to verification. Any false, misleading, or incomplete information will result in your application being eliminated from consideration.

This packet contains the following forms:

- Employment Application
- Waiver of Liability and Release Form
- Credit Information Release Form
- Pre-employment Drug Screen Consent Form
- Domestic Violence Affidavit
- Social Media Affidavit
- Authorization to release Information

Return the entire packet to the address below:

**Mountain View Police Department
P.O. Box 1048
Mountain View, AR 72560**

Office Use Only: Date and time received _____



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Eligibility

1. Are you at least 21 years of age? Yes No

2. Do you have a legal right to work in the United States? (Check one)
 U.S. Citizen Permanent Resident Status _____
Other (specify) _____

3. Are you a licensed Law Enforcement officer in the State of Arkansas? Yes No

4. If yes, where and when did you obtain your license? _____
Training Academy or Department

_____ *Address City State Zip Date*

5. Has your Arkansas LEO Certification ever been suspended? Yes No

6. If yes, explain the circumstances:

1. Department: _____

2. Date: _____

3. _____

7. Are you a commissioned/licensed police officer in another state of the U.S.? Yes No

8. If yes, in which state did you receive your commission/license? _____

9. If yes, when and where did you obtain your license? _____

_____ *Address City State Zip Date*

10. Have you applied for a position with the City before? Yes No

11. If yes, when and previous position(s) applied for: _____



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Military Service

Please make copies of all applicable service records including any discharge papers and attach to this application.

Branch: _____ Serial Number: _____

Date of service: _____ to _____ Reserve Status: _____

Type of discharge: _____ If not honorable, explain: _____

Grade and duty assignment at discharge/separation: _____

Are you registered for the Selective Service? _____ Yes _____ No

Selective Service Number: _____ Classification: _____

Are you a member of the Reserves or National Guard? _____ Yes _____ No

If yes, give unit, location, grade, and duty assignment: _____
Unit

Location *Grade* *Duty Assignment*



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Education

Please complete the information that applies and attach copies of your diplomas or copies of your course schedule and grades to the application.

If you did not complete high school, do you have a GED? Yes No

	ADDRESS, PHONE NUMBER	GRADUATE YES/NO DATES ENROLLED	COURSE OF STUDY/MAJOR
HIGH SCHOOL			
COLLEGE/UNIV.			
COLLEGE/UNIV.			
GRADUATE SCHOOL			
OTHER			
OTHER			
OTHER			

Specialized Skills and Training

Do you speak another language other than English? Yes No Fluent? Yes No

If yes, please list:

Briefly list any computer skills you have. If you have copies of any certificates for computer training you have received, please attach them to the application:

Please list any social internet sites (Facebook, MySpace, personal blogs) that you have an active or past account with:

Briefly list any training or skills, including firearms, that would be of assistance in the job you are applying for. If you have any copies of certificates for any training, please attach them to the application:

Personal History

1. Do you know of any reason that you could not pass a background check? ___ Yes ___ No
2. Have you ever been fired or asked to resign from a job? ___ Yes ___ No
3. Have you ever received disciplinary action from an employer? ___ Yes ___ No
4. Have you ever stolen from an employer? ___ Yes ___ No
5. Have you ever committed a crime for which you were not arrested? ___ Yes ___ No
6. Have you ever assisted someone in committing a crime? ___ Yes ___ No
7. Have you ever falsified a police report? ___ Yes ___ No
8. Have you ever accepted money not to report a crime? ___ Yes ___ No
9. Have you ever accepted money not to report a crime? ___ Yes ___ No
10. Has any driver's license issued to you every been suspended or revoked? ___ Yes ___ No
11. Have you ever used, sold, or otherwise handled in an illegal manner any controlled substance? ___ Yes ___ No
12. Have you ever been bonded? ___ Yes ___ No
13. Have you ever been refused bond? ___ Yes ___ No

If you answered yes to any of the questions listed above, please write a brief explanation for that question on a separate sheet. List the question by number. If you are interviewed, you will be asked about any "yes" answers. Any "yes" answers will be closely examined during a background check. A "yes" answer does not automatically eliminate you from consideration for employment. **Your omission of these facts will automatically eliminate you from consideration.**

Applicants with Current or Prior Law Enforcement Experience

1. Identify **ALL** complaints (however characterized) made against you by any member of the public.

Agency	Name of Complainant	Approximate Date	Disposition

2. Identify **ALL** complaints (however characterized) made against you by any law enforcement personnel (including supervisors or administrators)

Agency	Name of Complainant	Approximate Date	Disposition

3. Identify **ALL** claims or lawsuits (however characterized) filed against you or your employing agency based on allegations of negligent or wrongful acts or omissions by you.

Agency	Name of Plaintiff(s)	Approximate Date	Court Where Filed

4. Identify **ALL** disciplinary action (however characterized) taken against you by a law enforcement employer.

Agency	Supervisor or Administrator Taking Action	Approximate Date	Basis and Form of Discipline

5. Identify **ALL** circumstances in which you have been requested or ordered to take a polygraph exam, CVSA or any other form of truth/deception technology.

Agency	Basis for Exam	Approximate Date	Outcome

Traffic, Civil Court, and Criminal Record

Please list your history of any traffic citations, any civil court actions in which you were or are a defendant, any arrests, convictions, and court actions. If additional space is needed, list on a separate sheet.

	<i>Type of case</i>	<i>Jurisdiction</i>	<i>City, State</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Financial Status

List all creditors or persons to whom you are financially obligated. If additional space is needed, list on a separate sheet.

NAME	ADDRESS	BALANCE	MONTHLY PAYMENT

Have you ever declared bankruptcy? ___Yes___No
 If yes, give date and circumstances: _____

Employment History

NOTICE: Start with your current job, if employed, and list your past employment in reverse order. Include all employment from high school to the present. Account for any time that you were unemployed by stating the nature of your activities. If additional space is needed, list on a separate sheet.

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____
Supervisor's Name: _____ Telephone No.: _____
Job Duties: _____
Reason for leaving: _____

Company: _____ Position: _____ FT PT
Address: _____ City: _____ State: _____ ZIP: _____
Dates from _____ to _____

Supervisor's Name: _____ Telephone No.: _____

Job Duties: _____

Reason for leaving: _____

Residences

List all residences where you have lived during the past five years. Begin with your present address and work backwards. List the complete address including street number, street name, city, state, and zip code. If additional space is needed, list on a separate sheet.

ADDRESS	CITY	STATE	ZIP CODE	DATES

Personal References

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all of the information requested.

NAME	ADDRESS, CITY STATE, ZIP CODE	AREA CODE & PHONE NUMBER

Remarks

Please tell us about yourself. Include any awards, honors, licenses or certificates that you have received. What are your hobbies and interests? You can also use this section to expound upon any answers to any questions on this application:
