



IMPORTANT NOTICE

PLEASE READ THIS PAGE CAREFULLY

Dear Applicant:

The Springfield Police Department appreciates your endeavor to become a police officer. Candidates must pass each phase of testing in order to proceed to the next stage of the selection process. Candidates that pass both the written and physical agility exams will proceed on to oral interviews. **The Background Investigation Questionnaire is due when candidates check-in for the written exam.** Only candidates that pass the interview will be eligible to proceed to the next phase.

Candidates who do not submit a Background Investigation Questionnaire to the Police Department at the time of check-in for the written exam, will not be allowed to take the written exam and be considered for the academy.

It is imperative that you complete this questionnaire completely. All questions must be answered, with full explanations when necessary. Although you may have answered some of these questions elsewhere in the hiring process, it is important that they be answered here as well. Should you proceed to the background investigation phase, the investigating officer will use the information you supply to complete his/her investigation and reports. It will not be used for any purpose other than determining your suitability for employment.

If the Background Investigation Questionnaire is returned incomplete or verification cannot be obtained, you may automatically be disqualified. Information obtained after the completion of the questionnaire, which indicates intended omission or falsification by you, will also be cause for dismissal from the process. Polygraph examinations are administered to all applicants offered employment. It is in your best interest to be as truthful, thorough, and complete in your answers as possible. Any deliberate omissions or untruthfulness will be noted in the investigator's final report, and you will not proceed in the hiring process. **IT IS A VIOLATION OF SPRINGFIELD CITY ORDINANCE AND MISSOURI STATE LAW, SUBJECT TO CRIMINAL PROSECUTION, TO FILE FALSE INFORMATION ON A POLICE REPORT.**

Some of the information requested may be impossible to obtain due to circumstances beyond your control. In this case, please give a brief explanation. However, this may affect the ability to judge your suitability for hire.

The selection process is on an inflexible schedule. Therefore, it is required that candidates turn in the completed questionnaire at the check-in time for the written exam.

If you have any questions, feel free to contact the Resource Management Officer by telephone at 417-864-1796.

Good Luck!





SPRINGFIELD POLICE DEPARTMENT

BACKGROUND INVESTIGATION QUESTIONNAIRE



Applicant: _____

Instructions: All information must be **printed** legibly using **black ink**. You, the applicant must complete the questionnaire, no one else may complete the Questionnaire for you. All questions must be answered. If a question does not pertain to you write "N/A" in the space provided. Attach additional pages to the document if additional space is necessary to complete your answers. While the Questionnaire is due at the check-in for the written exam, documents needed for the background investigation packet (see list below) are required and due at the Oral Interview Board, but may be submitted earlier if the candidate so chooses. If you are unable to obtain a requested document, give a brief but thorough explanation.

In addition to the Background Investigation Questionnaire, you will need to turn in the following documents. Place a checkmark by the document if it is attached. If it does not apply, mark "N/A" in the blank. If you are unable to include the document notify the Resource Management Officer. Make arrangements to have the document sent to the Police Department to the address listed below. Indicate that you have made arrangements to have the document sent to the Police Department by writing the date you made the arrangements in the blank.

If you have any questions feel free to contact the Resource Management Officer. Again, this questionnaire will be collected at the check-in for the written exam. Failure to return this questionnaire will be cause for automatic disqualification. This questionnaire and any attachments become the property of the City of Springfield, Missouri.

- _____ Birth Certificate with state seal (Photocopy is not acceptable. Birth certificates may be obtained from the state bureau of vital statistics of the birth state).
- _____ Photocopy of High School Diploma or GED certificate.
- _____ Photocopy of College Diploma.
- _____ Original, sealed copy of High School transcript(s). (The transcript must be in a sealed envelope, stamped across the seal from the high school)
- _____ Original, sealed copy of college transcript(s). (The transcript must be in a sealed envelope, stamped across the seal, from **EVERY** college or university attended.)
- _____ Photocopy of marriage certificate
- _____ Photocopy of all dissolution of marriage certificate(s)
- _____ Photocopy of Military Form DD-214, Member 4, long form
- _____ Photocopy of valid driver's license, (front and back)
- _____ Copies of any licenses or certificates of any training or specialization that you wish to have considered.

NOTE: Although we have requested only photocopies of documents in some instances, you must have the original documents available for the background investigator's inspection at a later date. Failure to provide an original document when requested will disqualify you from further consideration of employment, if such consideration has been made.

Send any Attachments not included with the Background Investigation Questionnaire to the following address:

Springfield Police Department
 Attn: Resource Management Unit
 321 East Chestnut Expressway
 Springfield, MO 65802

GENERAL INFORMATION:

- 1. Full Name (first, middle, last): _____
- 2. List **ALL** other names you have used or by which you have been known, officially or unofficially, including nick names, monikers, former names, maiden names, abbreviations:

- 3. Date of Birth: _____
- 4. Social Security Number: _____
- 5. Driver's License Number: _____ State: _____
- 6. Are you a United States Citizen? Yes No
- 7. List All Current Telephone Numbers and Email Address:
Home: _____ Work: _____
Cell: _____ Email: _____
- 8. Current Home Address:
Street Address: _____
City: _____ State: _____ Zip: _____
- 9. Vehicle Information:
Make: _____ Model: _____ Year: _____ Color: _____
VIN: _____ License Plate: _____ State: _____
- 10. Place of Birth:
Hospital: _____
Address: _____
City: _____ State: _____ Zip: _____
- 11. Father's Full Name and Address:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____
- 12. Mother's Full Name and Address:
Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____
- 13. List All Siblings:
Name: _____ Age: _____

Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

14. List ALL persons with which you have had a significant relationship with (if different from your spouse) in the last five years. This includes but is not limited to past or current fiancés, relationships that lasted over three months, relationships that produced a child, or relationships where you cohabitated. (attach a separate sheet if additional space is needed):

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

List Names, Ages and Addresses of Children:

Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

List Names, Ages and Addresses of Children:

Name: _____ Age: _____

Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

List Names, Ages and Addresses of Children:

Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

15. Spouse's Full Name and Place of Employment (if applicable):

Name: _____
Place of Employment: _____
Work Schedule: _____
Work Phone: _____ Cell: _____ Email: _____

16. Spouse's maiden name and all other names that your spouse has been known by (if applicable):

17. Date of Marriage: _____

18. Place of Marriage: _____

19. List Names, Ages and Addresses of Children from this Marriage:

Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____ Email: _____

20. List all Former Marriages (attach a separate sheet if additional space is needed):

Ex-Spouse's Name: _____
Address: _____
Phone: _____ Cell: _____ Email: _____

Date of Marriage: _____ Date of Divorce: _____

Explain Reason for Divorce: _____

List Names, Ages and Addresses of All Children from this Marriage:

Name: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Name: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Ex-Spouse's Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Date of Marriage: _____ Date of Divorce: _____

Explain Reason for Divorce: _____

List Names, Ages and Addresses of All Children from this Marriage:

Name: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Name: _____ Age: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

21. Has an Ex Parte or Other Type of Restraining Order Ever Been Placed Against You?

Yes No

If "Yes", explain: _____

22. Do you have any tattoos? Yes No

If "Yes" describe and list locations: _____

23. List all clubs, groups associations, or organizations that you belong or have had an affiliation with. Exclude those that would indicate race, religion, color, sex or national origin.

24. List the Full Names of all Adults that have resided in the same household with you since you turned 17 years of age (attach a separate sheet if additional space is needed):

Name: _____

Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Persons Current Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Name: _____

Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Persons Current Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Name: _____

Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Persons Current Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

Name: _____

Relationship: _____

Address: _____

City: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Persons Current Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Email: _____

EDUCATION

25. Do you possess a G.E.D., High School Diploma, or College Degree? (check all that apply)

Received G.E.D. or High School Diploma from: _____

Received College Degree from: _____

Attach copy of High School Diploma or GED Certificate. Request a copy of transcripts from each high school to be sent directly to the Resource Management Unit of the Springfield Police Department. You may include your transcripts with this questionnaire, but they must be unopened and sealed in the original envelope.

26. List ALL High Schools that you have attended (attach a separate sheet if additional space is needed).

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Phone: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Phone: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Phone: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Phone: _____

List at least three high school teachers or counselors that may be contacted as references.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

27. List all Colleges or Universities that you have attended (attach a separate sheet if additional space is needed):

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
From Date: _____ To Date: _____
Phone: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
From Date: _____ To Date: _____
Phone: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
From Date: _____ To Date: _____
Phone: _____

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
From Date: _____ To Date: _____
Phone: _____

Attach copy of College Diploma. Request a copy of transcripts from each college to be sent directly to the Resource Management Unit of the Springfield Police Department. You may include your transcripts with this questionnaire, but they must be unopened and sealed in the original envelope.

List at least three College Teachers or Counselors that may be contacted as references.

Name: _____

Name of College: _____

Phone: _____ Email: _____

Name: _____

Name of College: _____

Phone: _____ Email: _____

Name: _____

Name of College: _____

Phone: _____ Email: _____

28. Give a brief explanation of any academic or disciplinary problems in which you were involved while in High School or College (including academic suspension):

29. List and Explain ALL Contacts that you had with college security:

SKILLS AND TRAINING

30. List any special skills or training that you have received or are licensed for.

31. List all foreign or sign languages in which you are fluent:

EMPLOYMENT HISTORY

Important Notice: You must list every job you have held since your 17th birthday, regardless of whether you feel they are relevant to the position for which you are applying. Failure to do so will result in automatic disqualifications. Failure to complete all required information, Names, Addressed, Dates, Phone Numbers, Etc. may limit our ability to assess your suitability for hire, and eliminate you from further consideration

32. List all dates of **unemployment** since your 17th birthday. Include the length of unemployment and efforts to seek employment.

Unemployed From Date: _____ To Date: _____

Efforts seeking employment: _____

Unemployed From Date: _____ To Date: _____

Efforts seeking employment: _____

Unemployed From Date: _____ To Date: _____

Efforts seeking employment: _____

Unemployed From Date: _____ To Date: _____

Efforts seeking employment: _____

Unemployed From Date: _____ To Date: _____

Efforts seeking employment: _____

33. List ALL jobs you have held, including part time, temporary, and volunteer work, since the age of 17, start with the **most recent position** held and work back (attach a separate sheet if additional space is needed).

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____

End Salary: _____ Supervisor: _____

Phone: _____ Email: _____

Job Duties: _____

Reason for Leaving: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____

End Salary: _____ Supervisor: _____

Phone: _____ Email: _____

Job Duties: _____

Reason for Leaving: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____

End Salary: _____ Supervisor: _____

Phone: _____ Email: _____

Job Duties: _____

Reason for Leaving: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____

End Salary: _____ Supervisor: _____

Phone: _____ Email: _____

Job Duties: _____

Reason for Leaving: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____

End Salary: _____ Supervisor: _____

Phone: _____ Email: _____

Job Duties: _____

Reason for Leaving: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____

End Salary: _____ Supervisor: _____

Phone: _____ Email: _____

Job Duties: _____

Reason for Leaving: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Start Date: _____ End Date: _____

End Salary: _____ Supervisor: _____

Phone: _____ Email: _____

Job Duties: _____

Reason for Leaving: _____

Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Start Date: _____ End Date: _____
End Salary: _____ Supervisor: _____
Phone: _____ Email: _____
Job Duties: _____
Reason for Leaving: _____

Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Start Date: _____ End Date: _____
End Salary: _____ Supervisor: _____
Phone: _____ Email: _____
Job Duties: _____
Reason for Leaving: _____

Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Start Date: _____ End Date: _____
End Salary: _____ Supervisor: _____
Phone: _____ Email: _____
Job Duties: _____
Reason for Leaving: _____

Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Start Date: _____ End Date: _____
End Salary: _____ Supervisor: _____
Phone: _____ Email: _____
Job Duties: _____
Reason for Leaving: _____

34. Have you ever been fired from, terminated from, or asked to resign from a job?

Yes No

If "Yes" explain. _____

Military Record

Read and answer this section carefully, even if you have never served in the military.

35. Sign the following statement if you have never served in any branch of the armed services, including the National Guard or Military Reserves. If you have served in the military skip to the next question.

I swear or affirm that I have never served in **ANY** branch of the armed services at any time.

Signature: _____ Date: _____

36. Are you currently participating in any military reserve or National Guard program?

Yes No

If "Yes" Branch of Service: _____

MOS: _____ Date of Enlistment: _____

Initial Rank: _____ Current Rank: _____

Commander: _____ Phone: _____

Address: _____ Email: _____

List all duty stations and assignments:

37. List all prior military experience, attach a copy of your DD-214 (Long Form):

Branch of Service: _____

MOS: _____ Date of Enlistment: _____

Initial Rank: _____ Exit Rank: _____

Type of Discharge: _____

Commander: _____ Phone: _____

Address: _____ Email: _____

List all duty stations and assignments:

List any medals or awards received: _____

List and explain all disciplinary problems while in the military, article 15's, UCMJ convictions, demotions, etc:

LAW ENFORCEMENT EMPLOYMENT RECORD

38. List ALL law enforcement agencies to which you have previously applied, but were not hired, including the Springfield Police Department (attach a separate sheet if additional space is needed).

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

39. List ALL law enforcement agencies that have previously investigated your background.

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Investigating Officer: _____

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Investigating Officer: _____

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Investigating Officer: _____

DRIVING RECORD

40. List ALL traffic summons, tickets, or citations you have ever received for the past 10 years, regardless of disposition, i.e. Expunged etc. (Attach a separate sheet if additional space is needed):

Charge: _____

Date: _____

Agency: _____

Location: _____

Court where Filed: _____

Disposition: _____

Charge: _____
Date: _____
Agency: _____
Location: _____
Court where Filed: _____
Disposition: _____

Charge: _____
Date: _____
Agency: _____
Location: _____
Court where Filed: _____
Disposition: _____

41. List ALL traffic accidents in which you were the driver of the vehicle involved.

Date of Accident: _____ Monetary Amount of Damage (\$\$): _____
Address Where Accident Occurred: _____
City: _____ State: _____ Zip: _____
Party at Fault: _____
Circumstances Surrounding the Accident: _____

Date of Accident: _____ Monetary Amount of Damage (\$\$): _____
Address Where Accident Occurred: _____
City: _____ State: _____ Zip: _____
Party at Fault: _____
Circumstances Surrounding the Accident: _____

Date of Accident: _____ Monetary Amount of Damage (\$\$): _____
Address Where Accident Occurred: _____
City: _____ State: _____ Zip: _____
Party at Fault: _____
Circumstances Surrounding the Accident: _____

42. List **EVERY** State in which you have been licensed to operate a motor vehicle:

State: _____ Year(s): _____
State: _____ Year(s): _____
State: _____ Year(s): _____

43. Have you ever been refused automobile insurance coverage or has it ever been cancelled?

Yes No

If "Yes" explain: _____

44. List the Insurance Company and Agent currently holding an insurance policy on the vehicles you currently own.

Company Name: _____
Agent: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Vehicle(s) Covered: _____

Company Name: _____
Agent: _____ Phone: _____
Address: _____
City: _____ State: _____ Zip: _____
Vehicle(s) Covered: _____

LAW ENFORCEMENT CONTACTS

45. List ALL official contact you have had with any law enforcement agency or court system. This includes municipal, county, state, and federal agencies or court systems, as well as military courts, military police and military investigative units, including any judicial or non-judicial action in the military. List all incidents where you were questioned, warned, issued a summons, detained, arrested, or convicted. This includes all infractions, ordinance violations, misdemeanors and felonies. Do not include traffic violations covered previously (attach a separate sheet if additional space is needed).

Name of Agency or Court: _____
Date of Contact: _____
Name of Officer: _____
Reason of Contact: _____
Charge (if any): _____
Sentence (if any): _____
Disposition of Incident: _____

Name of Agency or Court: _____
Date of Contact: _____
Name of Officer: _____
Reason of Contact: _____
Charge (if any): _____
Sentence (if any): _____

Disposition of Incident: _____

46. Have you ever been reported to a law enforcement agency as a missing person or a runaway?

Yes No

If "Yes" explain: _____

47. Have you ever applied for a permit to carry a concealed weapon?

Yes No

If "Yes" Name of Law enforcement agency: _____

Date of the application: _____

Was the request granted? Yes No

Explain the purpose for carrying the concealed weapon: _____

48. List any friends, associates or relatives, past and present, which have been convicted of a felony or participated in a criminal act. Give a brief explanation of your relationship to the person and the criminal activity in which they are or were involved:

49. Give a brief explanation of any neighborhood disputes in which you have been involved in, include names of persons involved, dates and locations:

50. List all serious disputes you have had with friends, associates, or relatives. Include the nature of the problem, the persons involved, the resolution and your role:

51. Do you now, or have ever illegally used, possessed, supplied, or sold any narcotic or controlled substance such as, but not limited to, marijuana, hashish, cocaine, LSD, methamphetamine, heroin, steroids, pharmaceuticals, prescription drugs or drugs of similar nature? Drug use is not necessarily an automatic disqualification. Intentionally omitting information or LYING will be cause for automatic disqualification.

Yes No

If "Yes" complete the following information for **each** illegal substance:

Type of Drug: _____

Number of Times: Used: _____ Possessed: _____ Supplied: _____ Sold: _____

Date First Time: Used: _____ Possessed: _____ Supplied: _____ Sold: _____

Date Last Time: Used: _____ Possessed: _____ Supplied: _____ Sold: _____

Type of Drug: _____
Number of Times: Used: _____ Possessed: _____ Supplied: _____ Sold: _____
Date First Time: Used: _____ Possessed: _____ Supplied: _____ Sold: _____
Date Last Time: Used: _____ Possessed: _____ Supplied: _____ Sold: _____

Type of Drug: _____
Number of Times: Used: _____ Possessed: _____ Supplied: _____ Sold: _____
Date First Time: Used: _____ Possessed: _____ Supplied: _____ Sold: _____
Date Last Time: Used: _____ Possessed: _____ Supplied: _____ Sold: _____

FINANCIAL

52. Have you ever filed for bankruptcy?

Yes No

If "Yes" explain: _____

53. Do you have any liens or encumbrances on your personal property?

Yes No

If "Yes" explain: _____

54. Have you ever had any debts turned over to a collections agency?

Yes No

If "Yes" explain: _____

55. Have your wages ever been garnished?

Yes No

If "Yes" explain: _____

56. Do you owe overdue alimony or child support?

Yes No

If "Yes" explain: _____

57. Have you ever been delinquent on tax due to any City, State or the Federal Government?

Yes No

If "Yes" explain: _____

58. Have you ever had a civil or criminal lawsuit filed against you?

Yes No

If "Yes" explain: _____

59. List all business ventures in which you have a financial interest in:

Name of Business: _____

Address of Business: _____

City: _____ State: _____ Zip: _____

Name of Partners: _____

Name of Creditors: _____

Name of Business: _____

Address of Business: _____

City: _____ State: _____ Zip: _____

Name of Partners: _____

Name of Creditors: _____

Name of Business: _____

Address of Business: _____

City: _____ State: _____ Zip: _____

Name of Partners: _____

Name of Creditors: _____

RESIDENCY

60. Have you ever been evicted or asked to leave a rental house, apartment or other dwelling:

Yes No If "Yes," explain: _____

61. List the address of place at which you have resided, on either a permanent or temporary basis, since your 17th birthday. Starting with your current address.

Address: _____

City: _____ County: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Landlord's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Landlord's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Landlord's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Landlord's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

From Date: _____ To Date: _____

Landlord's Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

REFERENCES

62. List three individuals who have knowledge of your character: Excluding all relatives and former employers.

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

63. List any additional information you would like to provide that relates to your background that you feel is important to this investigation?



**SPRINGFIELD MISSOURI POLICE DEPARTMENT
BACKGROUND INVESTIGATION WAIVER
AND
RELEASE OF PERSONAL INFORMATION AUTHORIZATION**



I, _____, am applying for the position of _____ with the Springfield Missouri Police Department.

I understand that, in order to gauge my fitness for the position, the City of Springfield must conduct a thorough and complete background investigation.

I understand that, to facilitate a thorough and complete background investigation and to ensure complete candor on the part of those providing the necessary information, I must:

- A.) Consent to an investigation by the City of Springfield concerning my background;
- B.) Waive any and all claims I might otherwise have against those individuals who conduct the investigation, or those who cooperate and provide information to the City; and
- C.) Waive my right to review the complete background investigation.

WHEREFORE

I, for and in consideration of the City of Springfield's consideration of my application for the position, do hereby specifically authorize the City of Springfield to conduct a thorough and complete background investigation on me for the purpose of gauging my fitness for the position.

I understand this background investigation is required because of the nature of the particular position that I have made application in that it involves a sensitive position or that I may be working in an area where confidentiality and security is important.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization, may be considered in determining my suitability for employment by the City of Springfield, Missouri, whether the position sought is a paid or unpaid position, voluntary or educational in nature.

Applicant's Initials

I, do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized officer, employee or agent of the City of Springfield, Missouri, and it's Police Department, whether the said records are of public, private or confidential nature.

I, do hereby authorize full and complete disclosure of any and all records of educational institutions; financial or credit institutions, including records of loans, records of commercial or retail credit agencies, to include credit reports and/or ratings; and other financial statements and records wherever filed; medical and psychiatric treatment or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration; current employment and previous employment records, including but not limited to any prior or current law enforcement agency employers, including background reports, efficiency ratings, complaints or grievances filed by or against me; records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest; traffic and criminal history records; and records involving any incident where I have been arrested or convicted of a crime. The records referred to in this paragraph shall include, but are not limited to papers, documents, recordings and photographs, whether on paper or stored/transmitted electronically.

I also hereby authorize access to any and all social networking accounts(s) that have been created under my name and/or email address(s) related to web based internet (Facebook, Twitter, MySpace, etc.) Refusal to allow access to social networking site account(s) created under my name and/or email address(s) shall be grounds for dismissal from the testing process.

I understand that the City may in its sole discretion disclose to any appropriate law enforcement agencies and other governmental authorities any information received in the course of the background investigation indicative of conduct constituting any past, current or future felony or misdemeanor violations of any federal or state law or local ordinance committed or planned by me.

I release, discharge, covenant not to sue and indemnify and hold harmless the City of Springfield, Missouri, and all of its employees, agents, and assigns, from and against any and all claims, causes of action, losses, damages and/or liabilities of any kind or type resulting from or in connection with the performance or use of the background investigation, or from the disclosure of any information gathered in the course of the investigation to any person or entity as may be authorized by the terms of this release or at my written direction and consent.

I do hereby specifically authorize, request and direct any individual, including but not limited to my family, friends, neighbors (past or present), and acquaintances (past or present), my employers (past or present), my references, educational institutions of any kind, credit bureaus or consumer reporting agencies, medical

Applicant's Initials

institutions or doctors, or any other person, institution, organization or governmental agency or instrumentality (local, state, federal, military, or foreign), wherever situated, to completely and thoroughly answer any and all questions concerning me posed by any official or employee of the City and to provide to the City, or any of its officials or employees, any requested document, information, record or file concerning me.

I understand that, in the event I suffer any injury of any kind as a result of the individual's cooperation with the conduct of the background investigation or release of information to the City, I am herein forfeiting any and all right to bring legal action against or seek redress in the courts from the individual, even if such injury or harm occurs as a direct result of the individual's negligence or actual malice or any other failure on the individual's part to satisfy any duty owed me.

I understand that, in the event I suffer any injury of any kind as a result of the City's conduct of this background investigation, I am herein forfeiting any and all right to bring legal action against or seek redress in the courts from the City or any of its officials or employees. Even if such injury or harm occurs as a direct result of their negligence or any other failure on their part to satisfy any duty owed me.

And, also for and in consideration of the City of Springfield's consideration of my application for the position, recognizing that complete candor on the part of those from whom information is sought is ensured only by maintaining the confidentiality of a complete background investigation, I do hereby waive, release and forever relinquish any right I might otherwise have pursuant to Missouri's Sunshine Law, or pursuant to any other provision of federal or state statute or regulation, local ordinance or common law, to review and/or copy any background investigation report, including but not limited to the final and any draft reports, and all written or otherwise recorded documents or data created, compiled or collected in connection with such background investigation, completed on me or any part thereof.

For purposes of conducting the background investigation and gathering the information necessary to gauge my fitness for the position, this Waiver and Release shall be effective for a period of 18 months from the date of my execution hereof. A copy of this Waiver and Release shall be deemed as effective as the original. My waiver of the right to review and copy the background investigation is perpetual.

This Waiver and Release of All Claims is intended to be as broad and inclusive as permitted by the laws of the State of Missouri and, if any portion hereof is held to be invalid, the balance shall, notwithstanding, continue in full legal force and effect. My spouse (if any), heirs and legal representative, and any and all successors and assigns, are bound by the terms of this Waiver and Release of All

Applicant's Initials

Claims. This Waiver contains the entire agreement between the parties hereto and its terms are contractual and are not a mere recital.

I have carefully read the above and foregoing Waiver and Release consisting of three pages in its entirety. I know and understand the contents thereof and do, of my own free will, sign this Waiver and Release indicating my specific agreement to any and all terms.

Applicant Signature

Date

Witness

Date

(Must Be Notarized Below)

STATE OF _____ }

COUNTY OF _____ }

SUBSCRIBED and SWORN to before me, a Notary Public, this _____
day of _____, 20_____.

Notary

My Commission Expires: _____



APPLICANT AUTHORIZATION
FOR PROCUREMENT OF CONSUMER REPORT

As part of the application process for employment with the City of Springfield, Missouri ("City" herein) I understand that American Databank will seek and obtain consumer reports/investigative consumer reports about me as defined in the Fair Credit Reporting Act (FCRA). I authorize to conduct an investigation with respect to my credit history for the purpose of securing employment, promotion, reassignment or retention as an applicant or employee with the City of Springfield. I understand that the Fair Credit Reporting Act (FCRA), 15 USC Section 1681b authorizes consumer reporting agencies to furnish consumer credit reports for use by employers for employment purposes, as defined in 15 USC Section 1681a of the FCRA. This report may include information relating to my credit worthiness, credit standing, credit capacity, character, general reputation, criminal history records (from local, state, deferral international or other law enforcement agencies), sexual offenders list, educational verification, license verification, personal characteristics, or mode of living which may be used or collected in whole or in part for the purpose of serving as a factor in establishing my eligibility for employment, promotion, reassignment or retention as an applicant or employee.

I further understand, acknowledge and agree that, in compliance with the terms of the FCRA, 15 USC Section 1681b, the information contained in the report may be used by the City of Springfield as a basis in whole or part for a denial of employment or as a basis in whole or part with respect to any other decision for employment purposes that would adversely affect me as a current employee or applicant for employment.

I hereby give my consent for the procurement of a credit report and for the use of said report in whole or part by the City, including its employees, officials and agents, for employment purposes, to the full extent allowed under the FCRA. If I am hired, I also authorize the full release of the information described above, without reservation, throughout any duration of my employment at the City of Springfield. I also certify that all information provided below and on my application/resume is correct. Any false statements provided in this form and/or my application/resume will be considered just cause for termination of employment at any time. I agree that a copy or facsimile of this form will be valid as the original. In addition, I release and discharge American Databank, and all its agents, without any reservation, any expenses, losses, damages, and liabilities for the investigative process. I acknowledge that I have received a copy of a document explaining my rights under the Fair Credit Reporting Act, a copy of which is attached to this Authorization, and that I have read and understand said rights as explained to me in that document. I understand that American Databank's can be found at http://www.americandatabank.com/privacy.htm. Upon request, American Databank will supply a copy of my reports and my rights under the Fair Credit Reporting Act. Request may be directed to: American Databank, 110 16th Street 8th Floor, Denver, CO 80202 or by contacting us at 1-800-200-0853.

Applicant/Employee Name: (please print) First M.I. Last

Previous or Maiden Name (s): (please print) First M.I. Last

First M.I. Last

Applicant/Employee Signature: Date mm/dd/yy

Witness Signature: Date mm/dd/yy

Social Security Number: - -

Date of Birth / /

Current Physical Address: Street Address

City State Zip

Email Address: Phone:

For Department Use Only:

HR Specialist Initials: Position being considered for: