

CANDIDATE BACKGROUND QUESTIONNAIRE

INSTRUCTIONS

Read each question carefully and **ANSWER EACH QUESTION ACCURATELY**. A candidate may be disqualified from further processing if they intentionally make a false statement of a material fact, practice or attempt to practice any deception or fraud in their questionnaire, their examination or in their appointment. Please print your answers, **ONLY THE CANDIDATE MAY ANSWER ALL QUESTIONS, LEGIBLY AND IN INK**. If the space provided is insufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this questionnaire and number answers to correspond with the questions of that page. If questions are not applicable to you, enter **N/A FOR YOUR RESPONSE**. Do not type or have someone else fill in this questionnaire for you.

You will have **14 days** from receipt to complete and return this questionnaire to the office of Bear Creek Twp. 373 N. Division Rd. Petoskey, Mich. 49770. Attention: Chief Welsheimer - Reference Candidate Selection Questionnaire.

If you have any questions on what to do, please contact Chief Welsheimer . He would be glad to assist you if possible.

IF YOU DO NOT ANSWER ALL OF THE QUESTIONS, IT MAY BE GROUNDS FOR REJECTION OF YOUR APPLICATION

I. PERSONAL HISTORY AND RESIDENCY DATA

1. Full Name _____

Last

First

Middle

2. Present Address _____

Number & Street

City

State

Zip

3. How long have you lived at this address? _____

4. Applicant's Telephone Number: Home _____ Work _____

Cell _____

5. Applicant's Social Security Number _____

6. Applicant's Operators License Number _____

7. List last 10 prior addresses, excluding your present one, beginning with the most recent.

Include month and year.

From	To	Street	City	State	Zip.
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From	To	Street	City	State	Zip
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From	To	Street	City	State	Zip
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II. TRAFFIC AND CRIMINAL OFFENSE HISTORY DATA

1. Indicate below EVERY TRAFFIC TICKET received in this state and elsewhere (excluding parking violations).

Date of Offense	Location	Court Disposition/Fine	Age at Time	Police Agency
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2. Have you ever been arrested, detained, taken into custody, or issued an appearance citation by a federal, state, or local law enforcement agency in the United States of America or any foreign land as an adult, for any criminal charge or civil law related offense? No___ Yes___ If yes, explain, listing dates, agencies involved, charge disposition, and sentence.

3. Have you ever been, or think you may have been, investigated by any federal, state, local law enforcement agency in the United States of America or any foreign land? No___ Yes___ If yes, explain, listing dates, agencies involved, and circumstances.

4. Have you ever been convicted of, pled guilty to, or pled nolo contendere to any criminal charge in any court in any country? No___ Yes___ If yes, explain in detail, list dates, original charge, court, location, and agencies involved.

5. Have you ever been placed on probation for any criminal matter by a federal, state, or local court in the United States of America or any country? No___ Yes___ If yes, explain in detail, listing court location, charge, and disposition.

6. Have you ever been detained in, incarcerated in, or served a sentence in jail, prison, penitentiary, or other detention facility? No___ Yes___ If yes, explain in detail.

7. Have you ever been questioned by police or any other law enforcement agency, anywhere, anytime? No___Yes___ If yes, explain in detail.

III. CIVIL COURT DATA

1. Were you ever summoned or subpoenaed to court in a civil action or proceeding, or were you ever a party (plaintiff or defendant) in a civil action in this state or anywhere else? No___Yes___ If yes, explain in detail.

IV. EMPLOYMENT

1. What is your present occupation?_____

2. Will your employer release you from work? Yes___No___ If no, explain in detail.

V. MILITARY SERVICE DATA

1. Have you ever served on active duty in the Armed Services of the United States? Yes__No__ If yes, indicate below all active military service.

Branch	Serial No.	From	To	Highest Rank	Date of Discharge
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2. Were you ever Court Martialed, tried on charges, or subject of a Summary Court, Martial, Special Court Martial, General Court Martial, or any other disciplinary action? Yes ___ No ___. If yes, explain in detail, including reason, type of disciplinary action, date, charge, and disposition:

3. Are you now, or have you ever been, a member of any military reserve or National Guard organization? Yes ___ No ___ If yes, give details.

4. Were you enrolled in any specialist schools? No ___ Yes ___ If yes, specify the military school, length of time attended, and type of study.

5. List all commendations and citation awarded to you as a member of the Military.

6. How discharged? Honorable or Dishonorable. Explain in detail.

7. Have you ever been in combat in the military? Yes ___ No ___ If yes, explain in detail.

VI. DRUG AND ALCOHOL

1. Have you used illegal drugs?

a. When was the last time you used illegal drugs?

b. Have you used illegal drugs in the last 6 months?

c. Have you ever sold illegal drugs?

2. Have you ever used prescription drugs that were not prescribed to you? Yes ___ No ___ If yes, explain in details.

3. Do you use any intoxicating beverages? Yes ___ No ___ If yes, type of beverage(s):

Average consumed daily _____

Average consumed weekly _____

Average consumed monthly _____

4. Do you have any knowledge or information, in addition to that specifically called for in the preceding questions, which is or which may be relevant, directly or indirectly, in connection with an investigation of your eligibility for appointment to the department, including, but not limited to: knowledge or information concerning your character, temperament, habits, employment, education, subversive activities, family, associates, criminal record, traffic violations, residences, or otherwise? Yes ___ No ___ If yes, explain in detail.

VII. MISCELLANEOUS

1. Have you ever used another name, alias, or other identity for any purpose in any country?
Yes ___ No ___ If yes, explain in detail.

2. Have you ever been employed by, worked in conjunction with, or received compensation from any law enforcement, public safety department, or government agency? Yes ___ No ___ If yes, explain in detail.

VIII. WORK HISTORY

List on this page your complete work history, beginning with your present and working backward to your first employment. List any period of unemployment. Include all part-time employment.

Name & address of employer

Name _____

Address _____

City _____

Phone # _____

From Mo/Yr. _____

TO Mo/Yr. _____

Type of work _____

Reason for leaving:

Name & Address of employer

Name _____

Address _____

City _____

Phone # _____

From Mo/Yr _____

To Mo/Yr _____

Type of work _____

Reason for leaving:

REFERENCES

List below (3) three references (not relatives) who have known you well during the past (5) five years, who are familiar with your **Professional** character.

1) Name _____
Address _____
Phone # _____

2) Name _____
Address _____
Phone # _____

3) Name _____
Address _____
Phone # _____

List (3) three references (not relatives) who are familiar with your **Personal** character.

1) Name _____
Address _____
Phone # _____

2) Name _____
Address _____
Phone # _____

3) Name _____
Address _____
Phone # _____

List (3) three neighbors in your current neighborhood.

1) Name _____
Address _____
Phone # _____

2) Name _____
Address _____
Phone # _____

3) Name _____
Address _____
Phone # _____

X. CIVIC GROUPS, CLUBS, HOBBIES

1. List all civic groups, fraternities, leagues, or clubs you belong to, if any, (excluding organizations which have names that might indicate race, color, religion, national origin or ancestry of its members)

2. List all your hobbies and/or all recreational activities you participate in.

Signature: _____

Print Name: _____

Date: _____