

Vienna Township Police Department



Personal History Questionnaire

Personal History of _____
(Last Name) (First Name) (Middle Name)

Date Completed: _____ **Position applied for:** _____

Completed applications may be returned in person or mailed back to:

Vienna Township Police Department
P.O. Box 473
Vienna, Ohio 44473
(330) 856-4421

Vienna Police Department Application Process

A prospective Police Officer with the Vienna Township Police Department faces a thorough selection process before being appointed by the Vienna Township Trustees.

Before the application will be processed, the following basic requirements must be met:

1. The applicant must be an Ohio resident, or willing to become an Ohio resident BEFORE being appointed.
2. The applicant must possess, or be able to obtain, a valid Ohio driver's license.
3. The applicant must be twenty-one (21) years of age at the time of application
4. The applicant must be a United States Citizen
5. The applicant must have a high school diploma or equivalent

Once it is determined the applicant has met the above basic requirements; the applicant will be requested to fill out a Personal History Questionnaire. Once the questionnaire is complete, and this agency determines positions are available, the process will begin. Officers of the Vienna Township Police Department will conduct a thorough investigation into the applicant's background to determine suitability for employment as a police officer. The following occurrences in the background could result in rejection of the application:

1. Felony conviction(s), misdemeanor conviction(s) (not including minimal/minor traffic offenses) and/or felony conduct
2. Non-compliance to law
3. Illegal use of drugs or conviction for drug-related violation
4. Intemperate use of alcohol
5. Anti-social behavior
6. Poor work record
7. Poor driving record
8. Numerous debts, which are not regularly being paid
9. Other than honorable discharge from the United States Armed Forces

Either while the background investigation is being conducted, or after it has been completed, an oral interview will be conducted with the Chief and/or Supervisor of police. Refusal to participate in the interview will result in the application being rejected.

Once the Chief of Police has determined the applicant will be recommended for appointment, an interview will be conducted with the Vienna Township Trustees. If the Trustees determine an appointment is to be made, the applicant will be responsible for taking a drug screen test as well as a medical examination by the applicant's family doctor. These two examinations will be at the expense of the applicant. If the applicant passes the above process, they will be appointed to the position of Police Officer.

The Vienna Township Police Department is an Equal Opportunity Employer.

NOTICE

This Personal History Questionnaire is intended for use by the Vienna Township Police Department. All information contained herein will be subject to verification and may be subject to disclosure under public records laws of this State and Township.

You are cautioned to answer all questions directly and without evasion. Ohio Revised Code and Departmental Rules and Regulations provide penalties for making false or misleading statements and for practicing fraud or deception to obtain a position with this agency. Such penalties may include rejection of application, discharge after employment and prosecution under Ohio Revised Code.

INSTRUCTIONS FOR COMPLETING THIS QUESTIONNAIRE

Your answers must be printed legibly in black ink or typed. Answer all questions and if the question does not apply, write "N/A". The signature page and authorization to release information page must bear your signature and be notarized or your application will not be processed. Incomplete questionnaires will not be processed. Please attach all copies of pertinent certificates, diplomas, etc. to this packet. Your application will be kept active for six months or until you have been disqualified from eligibility. It is the applicant's responsibility to keep a current address and telephone number on file with the Vienna Township Police Department.

AUTHORIZATION TO RELEASE INFORMATION

I, _____, being born on the _____ day of _____
the year _____, presently residing at _____

have applied for employment with the Vienna Township Police Department. I have been advised and am fully aware that a representative of the Vienna Township Police Department will be conducting a thorough investigation of my background to assist in determining my eligibility for this employment. I realize that, in conducting this background investigation, officers will be making inquiries of officials and record offices at schools which I have attended, Police agencies and courts, credit bureaus and/or firms who may have information regarding my credit record and/or financial standing, present and previous employers and other persons and/or companies that may be able to provide information about me that the Vienna Township Police Department desires. I hereby give my permission and waive all provisions of law forbidding any school official, court, police agency, credit bureau, employer, firm or person from disclosing any knowledge or information they have concerning me, which is desired by the Vienna Township Police Department. I further consent that the Vienna Township Police Department be provided with a copy of any such record concerning me and which they may desire.

Signature of Applicant

Date

Witness

Are you now or have you ever been employed by Vienna Township? _____

If yes, describe _____

Are any of your family members employed by Vienna Township? _____

If yes, describe _____

MILITARY INFORMATION

Were you ever a member of the United States Armed Forces? Yes No

If yes, branch _____ Highest Grade/Rank _____

What was your military occupation? _____

Date of enlistment _____

Date of discharge _____

Type of discharge received _____

If other than honorable explain why? _____

Were you ever court martialed or subjected to UCMJ Sanctions? Yes No

EMERGENCY CONTACT INFORMATION

In case of emergency who can we contact

Name: _____ Relationship: _____

Street: _____ City: _____ State: _____

Zip: _____ Telephone (day) _____ Telephone (evening) _____

LAW ENFORCEMENT INFORMATION

Do you now possess a valid Ohio Peace Officer Certificate? Yes No

Date obtained _____

Academy attended _____

Do you now hold a current police commission? Yes No

If yes, what department _____

CHARACTER REFERENCES

List the names of three adult references you have known for at least five (5) years who are not related to you that we may contact.

Name: _____	Phone: _____
Street: _____	City: _____ State: _____ Zip: _____
Occupation: _____	Years known? _____

Name: _____	Phone: _____
Street: _____	City: _____ State: _____ Zip: _____
Occupation: _____	Years known? _____

Name: _____	Phone: _____
Street: _____	City: _____ State: _____ Zip: _____
Occupation: _____	Years known? _____

Name: _____	Phone: _____
Street: _____	City: _____ State: _____ Zip: _____
Occupation: _____	Years known? _____

CIVIC/VOLUNTEER ACTIVITIES

LIST ALL CLUBS OR ORGANIZATION MEMBERSHIPS

Organization: _____ Phone: _____ Years in: _____

Organization: _____ Phone: _____ Years in: _____

Organization: _____ Phone: _____ Years in: _____

Organization: _____ Phone: _____ Years in: _____

Organization: _____ Phone: _____ Years in: _____

EMPLOYMENT HISTORY

List **ALL** places of employment with in the past 10 years. Include Reserve Police Officer, Volunteer Fireman and EMT Positions.

Hire Date: _____ Departure Date: _____

Employer: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Supervisor: _____

Description of duties: _____

Reason for leaving: _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Hire Date: _____ Departure Date: _____

Employer: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Supervisor: _____

Description of duties: _____

Reason for leaving: _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Hire Date: _____ Departure Date: _____

Employer: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Supervisor: _____

Description of duties: _____

Reason for leaving: _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Hire Date: _____ Departure Date: _____

Employer: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Supervisor: _____

Description of duties: _____

Reason for leaving: _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Hire Date: _____ Departure Date: _____

Employer: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Supervisor: _____

Description of duties: _____

Reason for leaving: _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

Hire Date: _____ Departure Date: _____

Employer: _____

Street: _____ City: _____ State: _____ Zip: _____

Telephone #: _____ Supervisor: _____

Description of duties: _____

Reason for leaving: _____

Were you fired or asked to resign? Yes No

If yes, explain: _____

EDUCATION INFORMATION

Circle the highest grade completed:

8

9

10

11

12

13

14

15

16

17

18

19+

Name of School: _____

Location: _____

Graduation and/or degree information: _____

Name of School: _____

Location: _____

Graduation and/or degree information: _____

Name of School: _____

Location: _____

Graduation and/or degree information: _____

Name of School: _____

Location: _____

Graduation and/or degree information: _____

POSITION DESCRIPTION

POSITION: Police Officer
CLASSIFICATION: Police Officer (Classified & Unclassified)
SUPERVISES: Less Senior/ranking officers/civilians
SUPERVISED BY: Supervisor and Chief of Police

DUTIES

1. Enforces all pertinent & applicable laws of Vienna Township, State of Ohio and United States of America.
2. Responds to citizen complaints & documents in accordance with governing policy.
3. Patrols assigned areas of the township, observing vehicular traffic, criminal activity, hazardous conditions, suspicious activity, etc. & responds accordingly.
4. Conducts investigations & attends required court appearances.
5. Collects & preserves evidence at & from crime scenes in accordance with policy and professional policing standards.
6. Responsible for facility security
7. Responsible for assuming field command of major or emergency incidents & to summons the appropriate supervisory personnel
8. Responsible for coordinating & presenting various citizen programs upon request and/or assignment
9. Responsible for maintenance of all department equipment
10. Responsible for presenting a professional image to the community by appearance and actions
11. Responsible for review of the Policy and Procedures manual and comprehensive understanding & recognition of the contents therein
12. Responsible for additional direction & delegation of authority from senior or ranking agency personnel.

QUALIFICATIONS

Comprehensive knowledge of patrol & investigative techniques. Ability to obey orders & work in harmony with others internal and external to the organization environment. Must meet requirements as set forth by law.

Above is a position description of the duties for police officer within the Vienna Township Police Department.

CAN YOU PERFORM THESE DUTIES?

YES

NO

MISCELLANEOUS QUESTIONS

The following questions require a yes or no answer and may be verified by a polygraph or voice stress analyzer examination. All yes answers must be explained.

1. If it became necessary, in the course of your police duties to take a human life, would you have any reluctance to do so due to your religious and/or personal beliefs?	Y	N
2. Have you ever committed a serious crime for which you were never arrested?	Y	N
3. Have you ever been convicted of a felony offense?	Y	N
4. Have you ever been convicted of a misdemeanor offense (other than traffic)?	Y	N
5. Have you ever been convicted of any traffic offenses?	Y	N
6. Have you ever had your drivers' license suspended, revoked or cancelled?	Y	N
7. As an adult, have you ever bought anything you had reason to believe or should have known was stolen?	Y	N
8. Have you ever been sentenced to jail because of a conviction of any type?	Y	N
9. Do you currently have any pending criminal, traffic, or civil charges against you in a court of law?	Y	N
10. Have you ever used illegal drugs?	Y	N
11. Have you ever used any narcotic such as opium, morphine, codeine, methadone, darvon, etc. that was not prescribed by a physician or qualified treatment specialist?	Y	N
12. Have you ever used designer drugs or those drugs that are chemically altered to give the same effect as an illegal drug?	Y	N
13. Have you ever sold, or been party to the sale of, or in any way financially benefited from the sale of illegal drugs or controlled substance?	Y	N
14. Are you now, or have you ever been, receiving any type of governmental assistance (such as welfare, ADC, housing subsidy, educational loans or grants etc.) that you were not eligible for, or receiving in a fraudulent manner, or after receiving it became ineligible but continued to receive those benefits?	Y	N
15. Do you have any gambling problems?	Y	N
16. Do you have any hatred or prejudices towards others based on their sex, race, national origin, religious beliefs, disabilities, and/or sexual preferences?	Y	N

EXPLANATION OF YES ANSWERS ON THE NEXT PAGE

