

NAME: _____
DATE: _____
EMAIL ADDRESS: _____
PHONE NUMBER: _____

EAST LANSING POLICE DEPARTMENT PERSONAL HISTORY QUESTIONNAIRE



NOTICE:

Your answers to the following questions will be verified through an extensive background investigation. If you deliberately omit or give false or misleading answers, you will be disqualified.

If you answer any of the questions with other than what you feel is a totally appropriate answer, please give a complete explanation either on a separate sheet of paper or on the back side of the page. Failing to explain these questions could also result in disqualification. Please identify your response with the corresponding question number.

EDUCATION

1. What is the highest level of education you have completed?
 - a. G.E.D.
 - b. Graduated from High School
 - c. 2 years of college (1 to 59 semester units) but no Associate's Degree
 - d. Graduated from a 2 year college e.g., Associate's Degree
 - e. 3 to 4 years of college (60 plus semester units) no Bachelor's Degree
 - f. Graduated from a 4 year college (e.g., B.A., B.S.)
 - g. Post graduate degree (e.g., M.A., L.L.B., PhD)

2. Were you ever or expelled from High School or College for any reason?
 - a. No
 - b. Yes
 - c. Yes, two or more times

EMPLOYMENT

3. To the best of your knowledge, how does your current employer evaluate your work performance? (If you have received written performance evaluations, base your answer on the most recent one.)
 - a. Does not apply; not currently employed
 - b. Much above average
 - c. Somewhat above average
 - d. About average
 - e. Somewhat below average
 - f. Much below average

4. About how often are you tardy or late for work?
 - a. One or less a year
 - b. A few times a year
 - c. Once a month
 - d. More than once a month

5. During the past year, did you ever miss work and indicate that you were ill when you really were not?
 - a. Does not apply; not employed during past year
 - b. No
 - c. Yes, one to two times
 - d. Yes, three or more times

6. Have you ever resigned from any job under pressure or unfavorable circumstances in the last 10 years?
 - a. No
 - b. Yes
7. In the last 10 years, has your probationary period ever been extended on any job?
 - a. No
 - b. yes
8. Have you ever failed to complete a probationary period for any job in the last 10 years?
 - a. No
 - b. Yes
9. Have you ever quit a job without giving notice required by an employer in the last 10 years?
 - a. No
 - b. Yes
10. Have you ever received formal discipline from an employer in the last 10 years?
 - a. No
 - b. Yes, one time
 - c. Yes, two times
 - d. Yes, three times or more
11. How many times have you been suspended with or without pay while employed in the last 10 years?
 - a. None
 - b. One
 - c. Two
 - d. Three or more
12. How many of your former employers would give you a favorable recommendation?
 - a. All
 - b. Most
 - c. Half would, half would not
 - d. Most would not

13. Would you be eligible to be re-hired by all of your former employers?
- a. No
 - b. Yes
14. Did you ever receive compensation for work performed while collecting unemployment benefits?
- a. No
 - b. Yes, one time
 - c. Yes, two times
 - d. Yes, three times
15. Have you ever taken merchandise, goods, or money that you were not authorized to take from your place of employment?
- a. No
 - b. Yes
16. In last 10 years, have you ever been terminated from any employer?
- a. No
 - b. Yes

MILITARY EXPERIENCE

17. Have you ever registered for the Selective Service (the draft)?
- a. No, although I was legally required to do so
 - b. No because I was not legally required to do so
 - c. Yes

If you do not have any military experience of any type, please skip questions 18 through 24.

18. In the last 10 years, did you ever fail to complete any term of enlistment in military service for any reason?
- a. No
 - b. Yes
19. If prior military experience, are you eligible to re-enlist?
- a. No
 - b. Yes
 - c. Not applicable, still on full time active duty

- 20. In the last ten years, how many times did you receive any disciplinary action in military service?
 - a. Never
 - b. Once
 - c. Twice
 - d. Three or more

- 21. While in military service, were you ever absent without leave?
 - a. No
 - b. Yes

- 22. While in military service were you ever incarcerated?
 - a. No
 - b. Yes

- 23. While in military service were you ever reduced in rank as discipline?
 - a. No
 - b. Yes

- 24. While in military service were you ever the subject of an investigation?
 - a. No
 - b. Yes

LAW ENFORCEMENT EXPERIENCE:

If you do not have any prior law enforcement experience, please skip questions 25 through 36.

- 25. Have you ever been accused or charged with use of excessive force in the last 10 years?
 - a. No
 - b. Yes

- 26. Were you ever the subject of a civil suit prosecution because of your actions as a Law Enforcement officer?
 - a. No
 - b. Yes

27. Were you ever the subject of a criminal prosecution because of your actions as a Law Enforcement Officer?
- a. No
 - b. Yes
28. In the last ten years, have you ever had any unsatisfactory personnel ratings as a Law Enforcement Officer? (Do NOT count ratings you received during your field training period.)
- a. No
 - b. Yes
29. Have you used any controlled drugs or substances illegally since becoming a Law Enforcement Officer?
- a. No
 - b. Yes
30. Did you ever consume alcohol while on duty?
- a. No
 - b. Yes
31. Did you ever lie, embellish or distort the facts in any official document?
- a. No
 - b. Yes
32. Did you ever cover up an incident for a fellow Law Enforcement Officer?
- a. No
 - b. Yes
33. Did you ever lie in any type of official proceeding or commit perjury in Court?
- a. No
 - b. Yes
34. In the last ten years, have you been the subject of an internal affairs investigation while a Law Enforcement Officer?
- a. No
 - b. Yes

- 35. Have you ever damaged departmental equipment, property or vehicles and failed to report it?
 - a. No
 - b. Yes

- 36. As a Law Enforcement Officer, how many traffic accidents have you been involved in while you were the driver?
 - a. None
 - b. One
 - c. Two
 - d. Three
 - e. Four or more

DRIVING RECORD:

- 37. Have you ever had a traffic citation turn into a failure to pay?
 - a. No
 - b. Yes

- 38. Do you have any outstanding traffic warrants from the last ten years? (Including warrants for outstanding parking tickets.)
 - a. No
 - b. Yes

- 39. In the last ten years, have your driving privileges ever been denied, suspended or revoked?
 - a. No
 - b. Yes

FINANCIAL HISTORY:

- 40. Have you ever filed for Bankruptcy?
 - a. No
 - b. Yes

- 41. Have you been referred to a collection agency in the last ten years,?
 - a. No
 - b. Yes

- 42. Have you ever had property repossessed?
 - a. No
 - b. Yes

- 43. In the last ten years, have you had wages garnished or attached?
 - a. No
 - b. Yes

- 44. In the last ten years, have you been served an eviction notice by a landlord?
 - a. No
 - b. Yes

- 45. In the last ten years, have you had a government subsidized education loan that became delinquent?
 - a. No
 - b. Yes

LEGAL HISTORY:

- 46. In the last ten years, have you been questioned as a suspect in any crime?
 - a. No
 - b. Yes

- 47. How many times have you ever been convicted, plead guilty or plead no contest to a misdemeanor or civil infraction other than a traffic violation?
 - a. Never
 - b. Once
 - c. Twice
 - d. Three or more

- 48. How many times have you been convicted, plead guilty or plead no contest to a felony?
 - a. Never
 - b. Once
 - c. Twice
 - d. Three or more times

- 49. In the last ten years, have you been involved as a plaintiff, defendant, petitioner or respondent in any civil court action?
 - a. No
 - b. Yes

50. How many times have you stolen anything of value from another person?
- None, I have never done this
 - Once
 - Twice
 - Three or more times
51. Did you ever buy anything that you suspected or knew to be stolen?
- No
 - Yes, once
 - Yes, two or three times
 - Yes, four or more times
52. Did you ever sell anything that you thought or knew to be stolen?
- No
 - Yes, once
 - Yes, two or three times
 - Yes, four or more times
53. In the last ten years, have you been accused or charged of stalking by a law enforcement entity?
- No
 - Yes

SUBSTANCE ABUSE:

54. Have you used any prescription drug in any manner other than its intended use?
- No
 - Yes
55. Have you ever tried/experimented with or used inhalants?
- No
 - Yes
56. During the last three years how often have you tried, used or experimented with any illegal drug or narcotic?
- Never
 - One or two times
 - Three to five times
 - More than five times

57. Have you ever tried, used or experimented with any other illegal or controlled drugs?
- a. No
 - b. Yes
58. When was the last time you provided an illegal or controlled drug to anyone?
- a. Never
 - b. In the last month
 - c. One to twelve months ago
 - d. One to two years ago
 - e. Three or more years ago
59. Have you ever been rejected from employment, military service, or discharged from any position due to the use of alcohol or drugs?
- a. No
 - b. Yes
60. In the last three years, have you missed work or class due to the use of alcohol or any other drug?
- a. No
 - b. Yes
61. In the last three years, did you drink alcohol or use any other drug within one hour before starting work or class?
- a. No
 - b. Yes
62. In the last three years did you ever drink alcohol or use any other drug without permission during working hours or while on breaks?
- a. No
 - b. Yes
63. In the last three years, did you ever go to work or class while under the influence of alcohol or drugs?
- a. No
 - b. Yes
64. In the last three years did you ever have to leave work or class because of the affects of drinking alcohol or using other drugs?
- a. No
 - b. Yes

65. In the last three years, did you ever drive a motor vehicle while under the influence of alcohol or drugs?
- a. No
 - b. Yes

GENERAL INFORMATION:

66. Have you ever used or been known by any name other than the one you used on this questionnaire?
- a. No
 - b. Yes
67. Have you ever falsified or misused a social security number?
- a. No
 - b. Yes
68. How many physical fights have you been in within the last ten years (excluding police, corrections, or security guard work)?
- a. None
 - b. One
 - c. Two
 - d. Three or more
69. Did you falsify or omit any information during any stage of the application or evaluation process for this agency?
- a. No
 - b. Yes

**EAST LANSING POLICE DEPARTMENT
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APPLICANT'S STATEMENT

I certify that the answers I have provided in response to this Personal History Questionnaire are true and correct, and acknowledge that any false or misleading information is grounds for disqualification for employment.

I authorize investigation of all responses contained in this questionnaire as may be necessary in arriving at an employment decision.

By signing this form, I hereby acknowledge I have read and understood the above statements.

Signature _____ **Date** _____

Print Name _____ **Phone Number** _____

Address: _____

THIS DOCUMENT MUST BE SIGNED IN THE PRESENCE OF A WITNESS

Signature of Witness _____ **Date** _____