



PINE BLUFF POLICE DEPARTMENT
200 East 8th Avenue
Pine Bluff, Arkansas 71601



APPLICATION FOR EMPLOYMENT
AND
PERSONAL HISTORY STATEMENT

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Pine Bluff Police & Fire Departments that no eligible person shall be denied the right of employment or advancement within the Pine Bluff Police and Fire Departments, nor shall any person be denied admission or access to any of the Departments' programs or activities offered to the public on the basis of political or religious affiliation, race, sex, age, national origin, color, handicap or disability, or veteran status.

The Pine Bluff Police & Fire Departments will attempt to refrain from contracting or associating with firms, which openly and knowingly practice any form of discrimination in their employment practices.

The Pine Bluff Police & Fire Departments recognize the right of all citizens to take part in and to be provided equal opportunities in all public activities carried on by the Pine Bluff Police & Fire Departments. The Pine Bluff Police & Fire Departments will work toward the following goals and objectives as it relates to the Equal Employment Opportunity Policy:

(A) To insure an environment that will provide an equal opportunity for public employment to all eligible segments of society; and,

(B) To increase the employment of female and minority citizens within the police and fire departments consistent with state and federal law.

Pine Bluff Police Department

EMPLOYMENT REQUIREMENTS

- Citizen of the United States
- At least 21 years of age
- Possess a valid driver's license
- Must pass test and successfully complete medical & related examinations and evaluations
- A comprehensive background investigation will be conducted
- Must have acceptable vision (uncorrected visual acuity must not exceed 20/100 in either eye, correctable to 20/20 or better in each eye)
- Must possess normal hearing in each ear
- Must establish residency consistent with City residency requirements
- High School diploma or GED equivalent

APPLICANT DISQUALIFICATIONS

1. Having a conviction for, being under indictment for, or currently charged with any felony offense
2. Having a conviction for or currently charged with any misdemeanor
3. Having a conviction for a Class A misdemeanor offense
4. Having a conviction for driving under the influence (DWI or DUI) within five (5) years preceding the date of application, or more than one conviction at any time
5. Currently being on probation for any felony offense, or any offense involving moral character
6. Illegal use of any controlled substance, except the use of marijuana within the last three (3) years
7. Having an excessive record of traffic convictions or negligent traffic collisions.
8. Not being of good moral character, or being known to habitually associate with those of questionable moral character
9. Having been discharged from military service with dishonorable discharge, or a general discharge indicating (a) bad conduct, or (b) any other characterization indicating bad character
10. Being a member of any organization which advocates the overthrow of the government by force or violence
11. Having been discharged from any commissioned or recruit position within a law enforcement agency for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without a final judgment being rendered

12. Having resigned or being terminated from the Pine Bluff Police Department due to a lack of proficiency in an academic or skill area will disqualify the applicant for a period of twelve months from the date of resignation or termination.
13. Failing to cooperate fully with and keep all scheduled appointments with staff personnel involved in the selection process, failing to provide added personal information as needed, or failing to submit information update/ changes within ten days of the change; refusal to submit, if requested, to a polygraph exam to resolve any conflicts which might arise during the background investigation.
14. Making any false statements of fact, being deceptive by statement or omission in the applicant screening checklist and/or the written application or by any means in any part of the selection process. Disqualification is for a minimum of two years from the date of application.
15. Failure to supply the needed documents and/or submit the application within the specified time limits.
16. Making false statements, falsely swearing to statements or in any other manner falsifying testimony in any official matter or in any significant business transaction.
17. Without being specifically enumerated in the above disqualifications if circumstances exist which indicate the applicant is clearly unsuited for a career with the Pine Bluff Police Department, the applicant will be rejected.

All interpretations regarding these rules will be made by the Chief of Police or his designee, with final approval by the Civil Service Commission.

EMPLOYMENT BENEFITS

- ❖ Starting Salary Approximately \$30,846.40 a Year
- ❖ After 1 year of Service Annual Salary Approximately \$32,489.60
 - ❖ College Credit
 - ❖ Certificate Pay
 - ❖ Military Leave
 - ❖ Holiday & Longevity Pay
 - ❖ Excellent Retirement Plan
 - ❖ Annual Clothing Allowance
 - ❖ Health Insurance & Life Insurance
 - ❖ 15 Days Annual Vacation (After 1 Year)
 - ❖ 20 Days Annual Sick Leave (After 1 Year)
- ❖ Employees May Join Credit Union Upon Entry

NAME: _____

SKILLS & FITNESS TEST

Applicant

Sworn Personnel

Male **Female**

Age: _____

Monitor: _____

Date: _____

Overall Time: _____

PHASE

TEST

Event I

50 Yard Sprint

Event II

Scale or Jump a 5 foot wall

Event III

Climb 2 flights of stairs

Event IV

Move a 100 pound object 4 feet

Event V

Pull and push a 51 pound object

Event VI

Trigger squeeze with both hands

Remarks: _____

*** Final Rating** _____ **Pass** **Fail**

*** Applicant / Sworn Personnel**

Signature: _____

***Sworn Personnel and Applicants must successfully pass each phase of the Skills & Fitness Test in 90 seconds or less**

Signature of Monitor: _____

**PINE BLUFF POLICE DEPARTMENT
EMPLOYMENT APPLICATION AND
PERSONAL HISTORY STATEMENT**

_____/_____/_____
Month Day Year

INSTRUCTIONS: Complete this questionnaire fully and accurately. All statements are subject to verification. Incorrect statements may bar or remove you from employment. If the space provided is inadequate, add additional pages and identify information by item number. If a question does not apply to you, indicate by writing **N/A** in the answer blank. Type or print legibly in all responses. **Your questionnaire must be signed and sworn before a Notary Public on the final page.**

PERSONAL

1. NAME _____ SSN: _____
First Middle Last
Nicknames or Aliases _____

2. Height _____ inches Weight _____ lbs.

3. Present Mailing Address: _____
Number & Street City State Zip

Permanent Mailing Address: _____
Number & Street City State Zip

Telephone Number: Home: _____ Business: _____

4. Date of Birth: _____ Place of Birth: _____

5. Citizenship: U.S. Born U.S. Naturalized Other - Specify _____

6. List organizations, clubs and associations of which you are or have been a member, or with which you are or have been associated. _____

7. List hobbies and/or special skills: _____

MARITAL

8. Marital Status (check one) Single Married Divorced Engaged Separated Widowed

9. Name of Spouse _____ 9a. Date of Birth _____

9b. SSN: _____ 9c. Occupation _____

9d. Employer & Business Address _____

10. If married, are you living with your spouse? ____ Yes ____ No

10a. If not, state reason(s) _____

11. Have you ever been separated or divorced? ____ Yes ____ No If yes, give date and location (county and state) where divorced decree/separation was granted and from whom divorced/separated.

12. Give the following information concerning your spouse's parents:

/		NAME	ADDRESS
/	FATHER		
/	MOTHER		

13. list below every child born to you:

/	NAME	BIRTH DATE	PLACE OF BIRTH	WITH WHOM RESIDES
/				
/				
/				
/				
/				

14. Are you now supporting all children born to you, adopted by your and stepchildren? ____ Yes ____ No
If no, give details. _____

15. Have you ever been involved as a defendant in a paternity proceeding? ____ Yes ____ No If yes, give date and court, county and state, or jurisdiction: _____

REFERENCES

16. Give the names of five responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality and other qualities.

/	NAME	ADDRESS	TELEPHONE
/			
/			
/			
/			
/			

FAMILY HISTORY

17. List **your** parents, brothers and sisters:

/		NAME	ADDRESS	TELEPHONE
/	Father			
/	Mother			
/	Bro/Sis			
/	Bro/Sis			
/	Bro/Sis			
/	Bro/Sis			

18. Has any member of your immediate family ever been arrested for or convicted of a felony offense?
 ___ Yes ___ No If yes, complete the following:

/	DATE	LOCATION	CHARGE	DISPOSITION
/				
/				
/				

FINANCIAL

19. Do you have life insurance and/or hospitalization insurance? ___ Yes ___ No

20. Do you have a savings account? ___ Yes ___ No

Bank _____ City and State _____

Bank _____ City and State _____

21. Do you own or have you an interest in any type of business dealing in alcohol?
 ___ Yes ___ No If yes, give name, location and type of business: _____

22. Do you own or are you buying your own home? ___ Yes ___ No
 Is there a mortgage on the property? ___ Yes ___ No
 Bank or Company _____ City and State _____

23. Do you own or are you buying other real estate? ___ Yes ___ No
 If yes, give the name of the agency holding the mortgage:
 Bank or Company _____ City and State _____

24. List motor vehicles that you own or are buying or leasing.

MAKE	MODEL	YEAR	AMOUNT OWED

25. What income other than salary do you have at present? Include spouse's salary.

26. List credit references:

/	NAME OF FIRM	STREET ADDRESS	CITY/STATE	AMOUNT OWED
/				
/				
/				
/				
/				

27. What is your total indebtedness at present? _____

28. Have your creditors treated you fairly? _____ If not, explain _____

29. Have you ever been sued? ____ Yes ____ No If yes, give details _____

RESIDENCES

30. List addresses for past 10 years starting with present address at top:

/	From Month/Yr	To Month/Yr	STREET ADDRESS	CITY/STATE	LANDLORD
/					
/					
/					
/					
/					

WORK HISTORY

31. Are you now or have you ever been engaged in any business as an owner, partner, or corporate board member? ___ Yes ___ No If yes, give details below _____

32. If you have ever been discharged or forced to resign because of misconduct or unsatisfactory service, give details: _____

33. Have your employers always treated you fairly? ___ Yes ___ No If no, explain: _____

34. Do you object to wearing a uniform? ___ Yes ___ No

35. Do you object to working at night? ___ Yes ___ No

36. Do you object to working shifts? ___ Yes ___ No

37. On the following page list all jobs you have held in the last ten years. Put you present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper item sequence and temporary part-time jobs.

A. Title of present or last position _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

.....
Date employed _____
Date separated _____
Full Time ____ Yrs ____ Mo
Part Time ____ Yrs ____ Mo
If part-time, # of hours
worked per week _____
.....

Employer _____ Address _____

Duties: _____

Reason for leaving: _____

B. Title of present or last position _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

.....
Date employed _____
Date separated _____
Full Time ____ Yrs ____ Mo
Part Time ____ Yrs ____ Mo
If part-time, # of hours
worked per week _____
.....

Employer _____ Address _____

Duties: _____

Reason for leaving: _____

C. Title of present or last position _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

.....
Date employed _____
Date separated _____
Full Time ____ Yrs ____ Mo
Part Time ____ Yrs ____ Mo
If part-time, # of hours
worked per week _____
.....

Employer _____ Address _____

Duties: _____

Reason for leaving: _____

D. Title of present or last position _____ Starting Salary _____ Last Salary _____

Name and title of supervisor _____ # employees supervised by you _____

.....
 Date employed _____
 Date separated _____
 Full Time ____ Yrs ____ Mo
 Part Time ____ Yrs ____ Mo
 If part-time, # of hours
 worked per week _____

Employer _____ Address _____

Duties: _____

Reason for leaving: _____

38. Have you previously submitted an application for employment with this agency? ____ Yes ____ No
 Approximate Date _____

MILITARY SERVICE

39. Were you ever in the U.S. Military Service or any other military organization? ____ Yes ____ No
 Branch of Service _____ Unit _____ Date of Enlistment _____
 Date of Discharge _____ Service Number _____ Highest Rank _____

40. List medals and/or decorations: _____

41. Type of Discharge: _____

42. If you are presently a member of the National Guard or any military service, give the unit, location,
 and describe your obligation: _____

EDUCATION

43. List all schools attended

NAME OF SCHOOL	CITY/STATE	FROM MONTH/YR	TO MONTH/YR	YR COMPLETED
Grade School				
High School				

NAME OF SCHOOL	CITY/STATE	FROM MONTH/YR	TO MONTH/YR	YR COMPLETED
College or University				

44. Date received High School Diploma or GED: _____

45. List college degrees received and major field of each. Include incomplete courses: _____

46. Were you ever expelled from any school or were you ever disciplined by any school official?
 ___Yes ___No If yes, explain: _____

ARREST AND MILITARY DISCIPLINARY

Answer all of the following questions completely and accurately. Any falsifications or misstatements or fact may be sufficient to disqualify you. (Exclude minor traffic violations)

47. Have you ever been arrested or detained by police? ___Yes ___No If yes, give details:
 Crime Charged: _____ Police Agency _____

Date: _____ Disposition of Case _____

Crime Charged: _____ Police Agency _____

Date: _____ Disposition of Case _____

Crime Charged: _____ Police Agency _____

Date: _____ Disposition of Case _____

48. Have you ever been placed on probation? ___Yes ___ No If yes, give details: _____

49. Have you ever been required to pay a find in excess of \$25.00? ___ Yes ___ No If yes, give details

50. Have you ever been reported as a missing person or as a runaway? ___ Yes ___ No If yes, give complete details, including jurisdiction, dates and outcome: _____

51. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast or company punishment, or any other disciplinary action while a member of the armed forces? ___ Yes ___ No If yes, explain _____

52. List any disciplinary action taken against you in the National Guard or other reserve unit. _____

53. If you have ever been fingerprinted by a police agency other than for an arrest, give details below. Your answers will be checked with the F.B.I. and other agencies.

Agency _____ Date _____ Purpose _____

Agency _____ Date _____ Purpose _____

Agency _____ Date _____ Purpose _____

54. Can you operate a motor vehicle? ___ Yes ___ No

55. Do you possess a valid operator's license from the State of Arkansas? ___ Yes ___ No
Operator's License Number _____ Date Issued _____

56. Do you possess an operator's license issued by any state other than Arkansas? ___ Yes ___ No
If yes, give state and number _____

57. Was your license ever suspended or revoked? ___ Yes ___ No If yes, state which and give reasons:

58. Was your license ever restored? ___ Yes ___ No When? _____

59. Have you ever been refused an operator's license by any state? ___ Yes ___ No

60. Have your driving privileges ever been restricted? ___ Yes ___ No If yes, give details: _____

61. Has a motor vehicle being driven by you ever been involved in an accident? ___ Yes ___ No If yes, give complete details for each accident whether collision or non-collision:

Date _____ Police Investigation? ___ Yes ___ No
Location _____ Cause of Accident _____

Date _____ Police Investigation? ___ Yes ___ No
Location _____ Cause of Accident _____

62. List any convictions for minor traffic violations

LOCATION	APPROXIMATE DATE	NATURE OF VIOLATION	PENALTY OR DISPOSITION

ATTITUDES

63. What do you consider to be the current social problem of greatest concern?

64. What are your experiences and beliefs concerning the use of alcoholic beverages?

65. What are your experiences and beliefs concerning the use of marijuana and/or other mind-altering drugs? _____

66. What are you feelings about the use of deadly force if it became necessary in the performance of official duties? _____

CAREER OBJECTIVES

67. Explain briefly your reasons for applying for this position: _____

I hereby certify that all statements made in this questionnaire are true and complete and understand that any misstatements of material facts will subject me to disqualification or dismissal.

Signature in Full

NOTICE: False swearing is a Class A
Misdemeanor, punishable under
Arkansas Code 5-53-103.

SWORN AND SUBSCRIBED before me this _____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires: _____