



## EL DORADO POLICE APPLICATION

### “ALL” APPLICATIONS MUST INCLUDE “ALL” OF THE BELOW ITEMS:

1. BIRTH CERTIFICATE or proof of Citizenship (Social Security Card is not sufficient for this purpose)
2. High School Diploma or GED
3. Valid Driver’s License copy
4. Social Security Card Copy
5. DD-214 (for applicants with military experience only)

**NOTE: All employees of The El Dorado Police Department serve in a “safety sensitive” function. Medical Marijuana users, “DO NOT” qualify for employment in this capacity.**

# *El Dorado Police Department*



402 North West Avenue  
 El Dorado, AR 71730  
 (870)881-4800 / Fax (870)881-4105

### 1. Personal History

- A. Name: \_\_\_\_\_  

First
Middle
Last
- B. List all other names you have used, including nicknames: \_\_\_\_\_
- C. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_    D. Are you a U.S. Citizen?     No     Yes
- E. Place of Birth: (City) \_\_\_\_\_ (County) \_\_\_\_\_ (State) \_\_\_\_\_
- F. Social Security Number: \_\_\_\_\_    G. Cell Phone Number: \_\_\_\_\_
- H. Email Address: \_\_\_\_\_

### 2. Marital Status

- A.  Single     Married: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  

Date Married
City/County
# of Children
- B.  Widowed     Divorced: \_\_\_\_\_ / \_\_\_\_\_  

Date Divorced
Divorce/Separation City

### 3. Residence History

- A. Present Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  

Street
City
State
- B. Business Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  

Street
City
State
- C. List chronologically all of your residences in the past 10 (ten) years.  
 (Include addresses while attending school or while in the military.)

Date From	Date To	Address	Landlord

**4. Education**

**A.**

<i>School Name</i>	<i>City/State</i>	<i>Dates</i>	<i>Course</i>	<i>Degree/Grad</i>

**B.** Were you ever dismissed from a school or had disciplinary actions? [ ] No [ ] Yes

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

**C.** List awards, honors, citations, etc. \_\_\_\_\_  
\_\_\_\_\_

**D.** List any special abilities, interests, hobbies, etc. \_\_\_\_\_  
\_\_\_\_\_

**E.** List any foreign languages that you speak. \_\_\_\_\_  
\_\_\_\_\_

**F.** List any professional or specialized licenses or certificates. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Employment**

- A.** List chronologically all employment, including short-term and part-time. All time must be accounted for. If Un-employed, specify. (Use additional space if necessary)

Name/Address/Phone	Dates	Salary	Position	Supervisor	Reason for Leaving

- B.** Have you ever been fired or asked to resign from any job?  No  Yes / If Yes, Explain:

\_\_\_\_\_

- C.** Have you ever resigned to prevent being terminated?  No  Yes / If Yes, Explain:

\_\_\_\_\_

**6. Military Record**

- A.** Have you ever served in the armed forces, National Guard or reserves?  No  Yes

If yes, which branch? \_\_\_\_\_

- B.** Are you currently participating in any reserve or National Guard?  No  Yes

If Yes, where? \_\_\_\_\_

- C.** Have you ever been the subject of any military disciplinary action?  no  Yes

If yes, give complete details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7. Relatives, References and Acquaintances**

A. Provide complete information for all persons listed.

Name	Address/Phone	Occupation
<i>Father</i>		
<i>Mother</i>		
<i>Spouse</i>		
<i>Child</i>		
<i>Child</i>		
<i>Child</i>		
<i>Brother</i>		
<i>Brother</i>		
<i>Sister</i>		
<i>Sister</i>		
<i>Spouse's Parents</i>		
<i>Step-Parents</i>		

B. List 5 (five) personal or professional references not related to you or past employers or supervisors. (Provide complete information)

Name	Address/Phone	Occupation	Time Known

**7. Relatives, References and Acquaintances (Continued)**

C. List 5 (five) personal acquaintances whom you have known for at least 3 (three) years.

<b>Name</b>	<b>Address/Phone</b>	<b>Occupation</b>	<b>Time Known</b>

**8. Credit Record**

A. List all current debts.

<b>Creditor</b>	<b>Address</b>	<b>Amount</b>	<b>Loan Number</b>

B. List all current debts that are past due.

<b>Creditor</b>	<b>Address</b>	<b>Amount</b>	<b>Loan Number</b>

C. Have you ever filed for bankruptcy? [ ] No [ ] Yes

**9. Legal**

**A.** Have you ever been arrested or convicted for any crime (Excluding traffic violations).

No  Yes If Yes, complete the following information.

<b>Charges</b>	<b>Approximate Date</b>	<b>Police Agency</b>	<b>Circumstances</b>

**B.** Have you ever been placed on court probation as an adult?  No  Yes

If yes, give details: \_\_\_\_\_  
 \_\_\_\_\_

**C.** Were you required to appear before a juvenile court for an act which would have been a crime if committed by an adult?  No  Yes

If yes, give details: \_\_\_\_\_  
 \_\_\_\_\_

**D.** Are you now, or have you ever been a plaintiff or defendant in any civil court action?

No  Yes  
 If yes, give details: \_\_\_\_\_  
 \_\_\_\_\_

**10. Motor vehicle Record**

**A.** Operator License Number: \_\_\_\_\_ State: \_\_\_\_\_

**B.** Has your license ever been restricted, revoked or suspended?  No  Yes

If yes, give details: \_\_\_\_\_  
 \_\_\_\_\_

**C.** List all traffic citations within the past 5 (five) years. (Continue on back if needed.)

<b>Date</b>	<b>Location</b>	<b>Violation</b>	<b>Disposition</b>

**11. Organization Membership**

- A.** Are you now, or have you ever been a member of any organization, club or society?  
[ ] No [ ] Yes If yes, complete the following:

Name	City/State	Purpose	Status

- B.** Are you now, or have you ever been a member of any foreign or domestic organization, association, movement group, which is totalitarian, fascist, communist, subversive, which shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the constitution, or which seeks to alter the form of government of the united States by any unconstitutional means? [ ] No [ ] Yes

If yes, explain fully: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. Personal Habits**

- A.** Do you drink alcoholic beverages? [ ] No [ ] Yes  
If yes, would you describe your drinking as: [ ] Light [ ] Moderate [ ] Heavy
- B.** Have you ever operated a motor vehicle while under the influence of alcohol? [ ] No [ ] Yes  
If yes, how many time during the past year? \_\_\_\_\_
- C.** Have you ever missed work or school due to an alcoholic related condition? [ ] No [ ] Yes  
If yes, how many time during the past year? \_\_\_\_\_
- D.** Have you ever experimented with marijuana? [ ] No [ ] Yes  
If yes, when was the last time? \_\_\_\_\_



**12. Personal Habits (Continued)**

**E.** Have you ever experimented with any of the following substances?

<b>Substance</b>	<b>Yes</b>	<b>No</b>	<b>Date Last Used</b>
<i>Cocaine</i>			
<i>Heroin</i>			
<i>Speed</i>			
<i>Barbiturates</i>			
<i>LSD (Acid)</i>			
<i>Mescaline</i>			
<i>PCP</i>			
<i>THC</i>			
<i>Hashish</i>			

**F.** Have you ever sold any of the above listed substances or marijuana?  No  Yes

If yes, give details: \_\_\_\_\_  
\_\_\_\_\_

**G.** Do you gamble?  No  Yes

If yes, would you describe your gambling as:  Seldom  Occasional  Habitual

**H.** Have you ever stolen any money from a past employer?  No  Yes

If yes, give details and dates: \_\_\_\_\_  
\_\_\_\_\_

**I.** Have you ever stolen any merchandise or property from a past employer?  No  Yes

If yes, give details and dates: \_\_\_\_\_  
\_\_\_\_\_

**12. Personal Habits (Continued)**

J. Have you ever done any of the following?

- 1. Break into a house?  No  Yes
- 2. Break into a business?  No  Yes
- 3. Take something from a store without paying for it?  No  Yes
- 4. Know someone was stealing, but not report it?  No  Yes
- 5. Take a car without permission?  No  Yes
- 6. Knowingly write a check with insufficient funds?  No  Yes
- 7. Take something from someone by force?  No  Yes
- 8. Take something from an employer because they cheated you?  No  Yes
- 9. Cause someone bodily harm?  No  Yes
- 10. Burn or attempt to burn someone's property?  No  Yes

If your answer is "Yes" to any of the above, please explain. (Use the back if necessary)

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K. Have you ever been in a serious undetected crime?  No  Yes

If yes, explain in detail: \_\_\_\_\_

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L. Have you ever done anything you could be blackmailed for?  No  Yes

If yes, explain in detail: \_\_\_\_\_

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***I hereby certify that all statements in this personal history statement are true, accurate, and complete to the best of my knowledge. I understand that a complete background investigation will be conducted to verify the information provided. I also understand that I may be requested to take a polygraph examination to assist in the investigation.***

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Applicant Signature

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Date



**Release and Waiver**

Having submitted an application for employment with the *El Dorado Police Department*, I hereby authorize any law enforcement officer or other authorized representative of the above agency bearing this release, or a copy or facsimile of it, within one (1) year of its date, to obtain copies of any information in your files, pertaining to my employment, including but not limited to documents concerning my credit history, or education, academic achievement, attendance, athletics, personal history, work performance, background investigation, polygraph examination, and any and all internal affairs investigations and discipline including any files which are deemed to be confidential and/or sealed.

I hereby direct you to release this information upon request of bearer. This release is executed with full knowledge and understanding that the information is for the official use of the *El Dorado Police Department*.

Consent is granted to the *El Dorado Police Department* to furnish this information described above to third parties in the fulfilling of its official responsibilities. I further understand that I waive any right or opportunity to read or review any information provided in the background investigation report by the *El Dorado Police Department*.

I hereby release you, as my employer, former employer or representative of either of them, any school, college, university or other educational institution, credit bureau, lending institution, consumer reporting agency or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which at any time may result to me, my heirs, or my assigns because of compliance with this authorization and request to release information, or any attempt to comply with it.

If you have any questions as to the validity of this release, you may contact me as indicated below.

I understand that I have the right to receive a copy of this authorization and acknowledge that I have received a copy.

**Signature (Full Name)** \_\_\_\_\_

**Print Full Name** \_\_\_\_\_  
First Name Middle Name Last Name

**Date:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
Street City State

**Phone Number (Day)** \_\_\_\_\_ **(Evening)** \_\_\_\_\_

\_\_\_\_\_ **County, Arkansas**

**Sworn and subscribed before me this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

\_\_\_\_\_ **NOTARY**

**My commission expires** \_\_\_\_\_