

PERSONAL INQUIRY WAIVER AND AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I respectfully request and authorize you to furnish the Mountlake Terrace Police Department any and all information that you or your organization have concerning me, my work record, my reputation, my financial and credit status. Please include any and all records or reports including all information of a confidential or privileged nature and photocopies of same if requested. This information is to be used to assist the department in determining my qualifications and fitness for the position I am seeking with the Police Department.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, and waive those rights with the understanding that information furnished will be used by the Police Department in conjunction with employment procedures.

I also understand that my present or any former employers or any other person(s) or parties, including any government or law enforcement agency will be contacted. Any false statements or consequential omissions of any kind made by me are sufficient grounds for denying employment or for dismissal. In addition, any information learned from the background investigation regarding criminal or other matters, which the City may have a legal obligation to reveal, may be forwarded to my current employer.

I further understand that if I am accepted for employment, this personal inquiry waiver form signed by me will permit and authorize the Police Department to obtain periodic credit and financial reports while I am a City employee.

I hereby release you, your organization or others from any liability or damage, which may result from furnishing the information requested above.

Applicants Signature

Date

Subscribed and sworn to before me on this _____ day of _____, 20_____.

Notary Public for State of Washington

NOTE: A photocopy reproduction of this request shall be for all intents and purposes as valid as the original. You may retain this form in your files.

11. References: (Please do not list relatives or former employers -- see Item #16)

Name _____
Address _____
City-State-Zip Code _____
Home Phone _____ Work Phone _____
Relationship _____

Name _____
Address _____
City-State-Zip Code _____
Home Phone _____ Work Phone _____
Relationship _____

Name _____
Address _____
City-State-Zip Code _____
Home Phone _____ Work Phone _____
Relationship _____

Name _____
Address _____
City-State-Zip Code _____
Home Phone _____ Work Phone _____
Relationship _____

12. Do you have any activities, commitments or responsibilities that may prevent you from meeting work attendance requirements? Yes _____ No _____ If yes, please explain:

13. Have you been convicted, or have you served time in a correctional institution for any crime which might have some bearing on your qualifications and fitness to accept duties and responsibilities of the position for which you are applying? Yes _____ No _____ If yes, please give details:

14. Employment Record: (Former employment beginning with the last job)

Company Name: _____ Supervisor: _____
Mailing Address: _____
City-State-Zip Code: _____
Job Title: _____ Dates Employed _____
Why did you leave? _____
Duties: _____

Company Name: _____ Supervisor: _____
Mailing Address: _____
City-State-Zip Code: _____
Job Title: _____ Dates Employed _____
Why did you leave? _____
Duties: _____

Company Name: _____ Supervisor: _____
Mailing Address: _____
City-State-Zip Code: _____
Job Title: _____ Dates Employed _____
Why did you leave? _____
Duties: _____

Company Name: _____ Supervisor: _____
Mailing Address: _____
City-State-Zip Code: _____
Job Title: _____ Dates Employed _____
Why did you leave? _____
Duties: _____

15. **PLEASE READ THE FOLLOWING AND SIGN BELOW:** I certify that all statements above are true to the best of my knowledge. I understand that false statements will be sufficient cause for termination.

Signature

Date

POLICE APPLICANT SUPPLEMENTAL INFORMATION

1. Name: _____

2. Do you have a valid driver's license? _____ State _____

Driver's license number: _____ Expiration Date _____

How long have you been driving? _____ Have you ever had your license suspended in this state or any other state? _____ If yes: Date(s) _____

Location(s) _____ and Reason for Suspension(s) _____

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3. Have you ever been charged with, forfeited bail on, or convicted of any traffic law violation? _____ If yes:

Where: _____

When: _____ What was the charge: _____

Disposition of the violation: _____

4. Have you ever been charged with a misdemeanor or felony? _____ If yes (please list all arrest information other than traffic):

Where: _____ When: _____

What was the charge: _____

Disposition of the violation: _____

Where: _____ When: _____

What was the charge: _____

Disposition of the violation: _____

5. Have you ever used any illegal drugs? _____ If yes, indicate the type(s) of drugs used, when it was used and how many occasions (Prior drug use does not eliminate your consideration):

6. Starting with the most current, list all residences for the past five years.

Street

Address: _____

City-State-

Zip: _____

Moved In: _____ Moved Out: _____

Street
Address: _____

City-State- _____

Zip: _____

Moved In: _____ Moved

Out: _____

Street

Address: _____

City-State- _____

Zip: _____

Moved In: _____ Moved

Out: _____

Street

Address: _____

City-State- _____

Zip: _____

Moved In: _____ Moved

Out: _____

7. Have you ever served in the Armed Forces of the United States: _____ If yes:

Branch of Service: _____ Dates of Service: _____

Rank: _____ Occupational

Specialty: _____

Type of Discharge: _____ Were you ever disciplined while in the Armed Forces? _____ If

yes, explain:

8. Have you ever had your wages garnisheed? _____ If yes:

Date of Garnishment _____

Employer Involved: _____

Creditor Involved: _____

Disposition: _____

Date of Garnishment _____

Employer Involved: _____

Creditor Involved: _____

Disposition: _____

9. Have you ever filed bankruptcy? _____ If yes: When did this occur: _____

Current Financial Situation: _____

10. What are your current financial obligations in terms of necessary monthly income?
\$ _____

11. Have you taken any other Civil Service Police Officer exams within the past 12 months? _____ Are you currently on an active hire list? _____ If yes:

What Department? _____

Date of Test Given: _____ Your Numerical Position: _____

What Department? _____

Date of Test Given: _____ Your Numerical Position: _____

I certify that all statements above are true to the best of my knowledge. I understand that false statements will be sufficient cause for termination.

Signature

Date