



440 E. Main, Gardner, Kansas 66030 (913) 856-7312 Fax 856-5733

POLICE DEPARTMENT

EMPLOYMENT APPLICATION

This is to advise you that the information solicited in the enclosed application for employment is necessary to complete the background investigation required by official policy to determine your eligibility for employment with the City of Gardner Police Department. In order for the department to have adequate information to complete its investigation, it is necessary that you complete the application in its entirety and submit any and all documents requested. The information solicited, and the results of the investigation that follows, will be used to determine your eligibility for employment

Please sign this form and return same with the application. You should be aware that willfully making a false statement or concealing a material fact on your application or subsequent interview could be the basis for rejection as a candidate for employment.

Print Applicant Name

Signature of Applicant

Date Submitted

Received By

Gardner Police Department
EMPLOYMENT APPLICATION

Please print with black ink or type. All questions require specific answers. Applications not completed in their entirety will not be accepted. Read through the application once before beginning. If you have questions about the application process, please contact Human Resources at (913) 856-0951 or humanresources@gardnerkansas.gov

Position Applied for: _____ Date: _____

Full Name: _____ DOB: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Telephone: _____ Business Telephone: _____

E-mail Address: _____

Driver's License #: _____ State of Issuance: _____

Expiration date of Driver's License: _____ Height: _____ Weight: _____

Highest Education Level Reached: _____

Name of High School and Location: _____

Year of High School Graduation: _____ Attended College: Yes No Hours Received: _____

Name of College and Location: _____

College Degree Received: _____

Major Course of Study: _____

Trade Schools or Military Specialist Schools: (List Below):

List any activities that occurred during school attendance or Military Attendance, which you feel would be beneficial to you in your Police career:

Gardner Police Department

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EMPLOYMENT: Please list additional Employment History on a separate sheet and include with application.

Last or present Employer: _____ Address: _____

Telephone #: _____ Supervisor: _____

Duties/responsibilities: _____

Date Started: _____ Date Left: _____

Reason for leaving: _____

Past Employer: _____ Address: _____

Telephone #: _____ Supervisor: _____

Duties/responsibilities: _____

Date Started: _____ Date Left: _____

Reason for leaving: _____

Past Employer: _____ Address: _____

Telephone #: _____ Supervisor: _____

Duties/responsibilities: _____

Date Started: _____ Date Left: _____

Reason for leaving: _____

May we contact the employers to ask questions about your working skills? Yes No

Explain: _____

Have you been in the Military Service? Yes No If so, what branch: _____

Date of Entry: _____ Date of Discharge: _____

Type of Discharge: _____ Highest Rank Attained: _____

Please attach a copy of Form DD #214 if you have military service.

REFERENCES:

Name: _____ Address: _____ Telephone #: _____

Name: _____ Address: _____ Telephone #: _____

Name: _____ Address: _____ Telephone #: _____

Gardner Police Department
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PERSONAL INFORMATION:

Marital Status: _____ Name of Spouse: _____ DOB of Spouse: _____

Employment of Spouse: _____

Please list names and ages of children: _____

Father's Name: _____ Address: _____

Mother's Name: _____ Address: _____

Please list names and ages of Sisters and Brothers: _____

Have you ever been divorced? Yes No If so, list the court of record and the name of ex-spouse:

Has any member of your family ever been convicted of a crime or engaged in activities, which could compromise your position as an employee of this agency? Yes No Please explain: _____

Addresses for the past 10 years:

How long at the Present Address? _____

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PERSONAL INFORMATION:

Social Security #: _____

Creditors: _____ Amount Owed: _____

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Have you ever been involved in the following actions?

Items repossessed: Yes No Garnished Wages: Yes No Bankruptcy Yes No

If the answer is yes to any of the questions, please describe what the results were, when and where: _____

Please describe your credit rating:

Please list bank accounts below:

Checking account #: _____ Name of Bank: _____ Address: _____

Checking account #: _____ Name of Bank: _____ Address: _____

Savings account #: _____ Name of Bank: _____ Address: _____

Savings account #: _____ Name of Bank: _____ Address: _____

Motor Vehicle Operation

Have you ever received a traffic citation? Yes No *If yes, list all traffic citations for the last five years. Start with most recent.*

Month/year	Traffic violation	City and state	What action resulted? (fined, traffic school, dismissed)

Criminal Charges and/or Arrests

An arrest is not, in and of itself, an absolute bar to employment, and other factors will be taken into consideration when making the final hiring decision

Either as an adult or a juvenile, have you ever been arrested or charged with a criminal act? Yes No

Include charges that were dismissed, dropped, reduced or expunged. If yes, provide the following information. Start with most recent.

Date	Arrest /Conviction	Law Enforcement agency	Penalty

Explain circumstances

Date	Arrest /Conviction	Law Enforcement agency	Penalty

Explain circumstances

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Explain circumstances

Illegal Drug Involvement

Have you ever used any illegal drugs (Marijuana, Mushrooms, LSD, Cocaine, Methamphetamine, or any other non-prescription drug)? Yes No

If Yes, List type of drug, number of times and approximate dates:

Have you ever bought any illegal drugs? Yes No

If Yes, List type of drug, number of times and approximate dates:

Have you ever sold any illegal drugs? Yes No

If Yes, List type of drug, number of times and approximate dates:

Have you ever manufactured, bought, sold, distributed or given away any type of illegal drug or narcotic?

Yes No *If yes, explain*

Scars & Tattoos

Do you have any scars, tattoos, or other distinguishing marks? *If yes, explain*

REMINDER: ANY MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS WILL BE GROUNDS FOR IMMEDIATE REJECTION OR TERMINATION OF EMPLOYMENT.

Is this application truthful and answered to the best of your knowledge? YES_____ NO_____

Signature

Date

**CITY OF GARDNER
EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE**

The City of Gardner would appreciate your assistance in completing this brief questionnaire. The answers will be used solely for the purpose of evaluating and reporting the effectiveness of our recruiting and equal employment opportunity efforts. This form will be held separately from your application/resume and **will not** be used as a basis for any decisions regarding your employment.

COMPLETION OF THIS FORM IS OPTIONAL

Name: (please print) _____

Position applied for: _____ Full time _____ Part time _____ Seasonal

1. Date of Birth: _____

2. Gender:

- Male
- Female

3. Race: (Check One)

- Black
- Hispanic
- White
- Asian/Pacific Islander
- American Indian/Alaskan Native

4. Disability:

- None
- Visual
- Hearing
- Physical
- Learning
- Other

5. Are you a veteran of the U.S. Armed Forces? _____ Yes _____ No

How did you learn about this position?

- Newspaper
 - Gardner News
 - KC Star
 - Lawrence Journal World
 - Miami County Republic
 - Olathe Daily Newspaper
 - Ottawa Herald
- City Job Posting
- City Website
- Referral:
 - Name: _____
- Relative:
 - Name: _____/Department _____
- Other _____

DISCLOSURE TO EMPLOYMENT APPLICANT

REGARDING PROCUREMENT OF BACKGROUND INVESTIGATION REPORT

In connection with your application for employment with the City of Gardner, we may procure a Background Investigative Report on you as part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the federal Fair Credit Reporting Act.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment. The information requested below is being used strictly for pre-employment background screening purposes in order to obtain accurate results. The investigative report may include, but not be limited to, criminal history, verifications of employment and education, and driving records. A credit report detailing personal financial history will only be obtained for permissible purposes in consideration of jobs meeting specific criteria.

Applicant's Name: _____
(PLEASE PRINT)

Position Applied for: _____

Applicant's Address: _____

City/State/Zip: _____

Signature: _____

Social Security Number: _____

Date of Birth: _____

The EEOC states for the purpose of pre-employment inquiries, under the Age Discrimination in Employment Act of 1967, Section 1625.5, "A request on the part of an employer for information such as "Date of Birth" or "State Age" on an employment application form is not, in itself, a violation of the Act."

Driver's License Number: _____ State Issued _____

*To All Applicants:
The information requested above is used to assist in the completion of a background investigation. The information will be maintained in a limited access file, detached from your application. The information will be used for the sole purpose of identification when conducting a background investigation.*

I have received a copy of my Summary of Rights Under the Fair Credit Reporting Act.

Initials Here: _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation , Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051