Township of Neptune - Police Department Application for Employment

NEPTUNE TOWNSHIP POLICE DEPARTMENT



Police Officer ___ SLEO II ___ SLEO I ___

INFORMATION PACKET FOR EMPLOYMENT

Name	Last 4 Digits of SS#

Applicant,

Thank you for your interest in employment with the Neptune Township Police Department. Attached please find a background application for potential employment. Please type or print clearly. The below items are required to complete your background investigation. As you gather the below items, check off the box to the left indicating so. If you are unable to submit the required documentation, please provide an explanation as to why. If the document has been ordered, please indicate so in your explanation providing the date, where it was ordered from, the person you spoke with and phone number. Please check the box to the left of ALL items relative to you. Please produce clear copies of these documents, which will be submitted with your application.

Background Application Checklist

Copy of naturalization paperwork, if you were born outside the United States
Copy of birth certificate
Copy of social security card
Copy of driver's license
Copy of any other professional license you may have
Copy of firearms ID card & any permits to purchase /receipts of purchase & receipts of
sales
Official high school transcript
Copy of high school disciplinary records (if one exists)
Copy of high school diploma/GED certificate
Official college transcript (all colleges you attended)
Copy of college diploma
Copy of military discharge (DD214 with reenlistment code)
Credit history report (Experian, Equifax, TransUnion) with a credit score
Copy of Bankruptcy File
Copy of any civil judgments issued against you
Copy of paperwork associated with any lawsuits you may have been involved in either as
a defendant or plaintiff
Copy of any police reports involving any police contact including motor vehicle crash
reports
Copy of driver's abstract
Copy of information concerning traumatic injuries which may effect job performance
Copy of police academy certificate & any disciplinary record if one exists
Copy of proof of residency
Copy of selective service registration
Copy of any reports involving Division of Child Protection and Permanency (formerly
DYFS)



Neptune Township Police Department 25 Neptune Boulevard Neptune, NJ 07753



Valid "SLEO II" PTC Certification	Yes No	Valid "Class A" PT	C Certifica	tion	Yes No	
Name:	First Name	MI	Date: _			
Residing At:			Age: _			
Municipality:		State:		_ Zip:		
Cell Phone:		Home Phone:				
Email:						
Current Occupation:						

Attach Passport Size Photo Here (Similar to Silhouette)

Business Attire

Personal Data										
. Last Name		First Na	ame		M.I.		Soc	ial Sec	urity No.	
List any other na	nes by w	hich you h	nave eve	r been known	1.					
o. List any legal na urisdiction where ourpose of your na	the petiti	ion where	your na	ame change	was filed. I	rovic	le a writ	ten ex	planation of the	
. Sex:	e F	Temale	Ey	e color	Hair col	or	Hei	ght	Weight	
. Date of birth:	Month Day			Year						
. Birth Certificate	:	Numb	er	Ci	ty	State			Country	
. Citizenship: Cit	izen of th	ne U.S.A.?	Yes [No						
. If you are a natu	ralized ci	itizen of th	e U.S.A	, list below.						
Certificate	No.	Da	nte	Cour	t	City		State		
. Marital Status	Singl	e Ma	rried	Separated	Divord	ced Widowed Co		Common La		
f married, to whon	n (provid	e maiden r	name if a	applicable):						
Date of Marriage:		City:				Sta	te:			
Emergency Nar 7. Contact Information:		Nam	ie	Home Phone			Cell Phone		Other	
. Scars, Marks, Ta	attoos (Pl	ease descr	ibe each	scar, mark a	nd/or tattoo	and 1	the locati	ion).		
Scar/Mark/Tatto	0	Location			Γ	escri	ption			

Name				Last 4	4 Digits of S	S#	
	idence Reco you own you	ords ur own home? Yes_	No	_			
		h your present address e leaving elementary s		ring back, list each	address at w	vhich yo	ou have
FROM Mo./Yr.	TO Mo./Yr.	Street Address	Apt. No.	City or Town	State	Zip	Cty
		egistered voter? Yes			e:		
	Address:		-		ate:		
10. L	THER PER	rd Mother (maiden name) SON WITH WHOM 'ted to you or not):					rs
	Name	Address		Relationship	Occupat	tion	DOB
		1	i	1			

ever received or laws or regulation vehicle accident	and non-moving violat been cited for. Include a ons, DUI/DWI laws or re s that you have been inv sons injured in any such	all violations of any egulations, etc. Also volved in as a driver	traffic laws, parking en	forcement any motor
Date of Violation	City/Town & State	Violation Charge	e Court Disposition	n & Date
V. Education Record 14. List all schools y certificate progra	you have attended begin	ning with the 9th gr	rade, (including technica	ıl training,
School Name	Address	City	State	Zip
From: Mo. Yr.	To: Mo. Yr.	Graduated? Yes □ No. □	Highest Grade/Degree C	Completed
School Name	Address	City	State	Zip
From: Mo. Yr.	To: Mo. Yr.	Graduated? Yes □ No. □	Highest Grade/Degree C	Completed
School Name	Address	City	State	Zip
From: Mo. Yr.	To: Mo. Yr.	Graduated? Yes □ No. □	Highest Grade/Degree C	Completed
School Name	Address	City	State	Zip
From: Mo. Yr.	To: Mo. Yr.	Graduated? Yes ☐ No. ☐	Highest Grade/Degree C	Completed
School Name	Address	City	State	Zip
From: Mo. Yr.	To: Mo. Yr.	Graduated? Yes □ No. □	Highest Grade/Degree C	Completed

Name_

Yes □ No. □ City Graduated? Yes □ No. □ City Graduated? Yes □ No. □ City City	Highest Grade/Degree Complete State Zip Highest Grade/Degree Complete State Zip Highest Grade/Degree Complete State Zip Highest Grade/Degree Complete
Graduated? Yes No. City Graduated? Yes No. City City Graduated? City	Highest Grade/Degree Complete State Zip Highest Grade/Degree Complete State Zip
Yes No. City Graduated? Yes No. City City Graduated?	State Zip Highest Grade/Degree Complete State Zip
Graduated? Yes No. City City Graduated?	Highest Grade/Degree Complete State Zip
Yes No. City Graduated?	State Zip
City Graduated?	
	Highest Grade/Degree Complete
below:	Ou by any employer? Disciplinary Action Taken
	Tunen
ted illness or injury	ation benefits for an on-the-jay; or any injury or condition to duties or normal activities for states, describe below:
	Reason orkman's compens ed illness or injury perform your job

1 2	1	-	If you were discharged from any on for leaving employment". Leave
no time unaccount		,	
From: Mo. Yr.	To: PRESENT	☐ Full Time ☐ Part Time	Name of Supervisor:
Company Name			Type of work you performed
Street Address of Compa	any	Reason for leaving employment	
City, State and Zip Code	;		Telephone No.
From: Mo. Yr.	To: Mo. Y	☐ Full Time	Name of Supervisor:
Company Name	11100		Type of work you performed
Street Address of Compa	any		Reason for leaving employment
City, State and Zip Code)		Telephone No.
From: Mo. Yr.	To: Mo. Y	☐ Full Time 7r. ☐ Part Time	Name of Supervisor:
Company Name		·	Type of work you performed
Street Address of Compa	any		Reason for leaving employment
City, State and Zip Code	;		Telephone No.
From: Mo. Yr.	To: Mo. Y	☐ Full Time 7r. ☐ Part Time	Name of Supervisor:
Company Name	1	,	Type of work you performed
Street Address of Compa	any		Reason for leaving employment
City, State and Zip Code	;		Telephone No.
From:	To:	☐ Full Time	Name of Supervisor:

☐ Part Time

Mo.

Yr.

Mo.

Yr.

b. List below, starting with your current employment or unemployment and working back, each employment or internship and period of unemployment you have had. Include within

Name

Name				Last 4 D	Digits	of SS#	
Continued Employmen	t Entries						
Company Name				Type of	work	you performed	
Street Address of Compar	ny			Reason f	Reason for leaving employment		
City, State and Zip Code				Telephor	Telephone No.		
From:	То:		☐ Full Tim	e Name of	Cupa	ruicar	
Mo. Yr.		Yr.	□ Part Tim		Supe	1 V 1801.	
					work	you performed	
Street Address of Company	Reason f	or lea	ving employment				
City, State and Zip Code				Telephor	ne No		
16. If you are presently 17. Have you ever take job title(s) tested for	en any civil sen	rvice exa	mination(s)' us:				
Job Title/symbol#	Year	List	Number	Name of Age	ncy	Status	
a. Have you ever tak tested for, date of ex			for Federa	l employment?	If	so, list job title(s)	
Job Title	Year		Name of A	gency		Status	
				- ·			

Naı	me		<u> </u>	Last 4 Digits of SS#			
b.	police, court, fir	re, EMS or scl		ty, county or state agency? If so, s taken and status.			
	Job Title	Year	Name of Agency	Status			
18.		date of service	er been a special or auxiliary po e, jurisdiction or location of serv				
19.			er been a volunteer firefighter or ee, location of service and name				
20.	Have you ever been barred or disqualified from employment by any local, state or federal agency? Yes No If "YES", explain:						
21.	any law concer	rning unemplo	laimed, received or are you now syment, social security, veterand social services assistance? Yes_	's administration, public			

Name	Name Last 4 Digits of SS#							
VII. Arrest, Sur	mmons & Conviction 1	Record						
22. Have you e	ver been arrested?	Yes No						
accused, cl offense, or incidents th to pre-trial	23. List ALL (non-motor vehicle) incidents in which you were cited, arrested, summonsed, accused, charged or convicted of a crime (felony or misdemeanor), disorderly persons offense, or petty disorderly persons offense, whether in this state or elsewhere. Include incidents that occurred as a juvenile, any that were expunged, set aside, dismissed or referred to pre-trial diversion or pardon and any matters that are still pending. If you have never been arrested, summonsed or convicted, enter NONE. Date Location Original Charge Final Charge Disposition							
Date	Date Location Original Charge Final Charge Disposition							
If you were	If you were arrested in any of the above, please explain the specifics of what occurred below.							
24. To the best of your knowledge, has any member of your immediate family (spouse, child, parent, brother, sister), or any person residing in your home, even those not related to you by blood or marriage, ever been convicted for any crime, offense or violation? YesNo If "YES", explain:								
Name	Relation	Date	Offense	Disposition				

			Last 4 Digits of SS#		
			inistrative or an investi ourt appearances due to	vitness in a criminal court case, a gative hearing by a city, state or arrests made as a law enforcement	
	Date	City, Town & State	Court or Agency	Purpose for hearing & your involvement in case	
j	investiga	ou ever the subject/witner ation in which you were no ", explain:	-	been questioned during a police YesNo	
1	matter, i served w		trimonial, family court	respondent in any civil litigation or bankruptcy proceeding or been YesNo	
Ι	Date	City/Town & State	Type of Involvement	Court Disposition & Date	
				1	

ought or condunivestigative ag	ucted by any l gency/organiza	local, coun tion; inclu	ty, state o	of feder grand	ral law enforcement, jury proceedings in	
City/Town & St	ate C	ourt or Age	ncy		se of Hearing & your lvement in the Case	
r), state liquor/s	gaming author	ity, nursing				
License # I	ssuing Agency	Issue Date			Ever suspended or revoked	
30. List all firearms you possess; include copies of all receipts for purchase and sales receipts of firearms as well as required purchase permits issued to you:						
Model	Serial #	‡	Caliber	A	Authorizing Agency	
	ently licensed r), state liquor/ If "YI License # I	cought or conducted by any investigative agency/organizate involved as a complainant control of the involved as a compl	cought or conducted by any local, counterpresent agency/organization; include involved as a complainant, petitioned as a complainant	cought or conducted by any local, county, state of investigative agency/organization; including any perintendent including any pe	ently licensed for any purpose such as but not lirer), state liquor/gaming authority, nursing, pilot (private/co	

Date		State	Mı	Municipal Jurisdiction Approved or			proved or Denied	
	•	ervice Records ilitary service perforr	ned either on	active d	utv reser	ve or Na	ationa	l Guard status:
rom	То	Active or Reserve	Branch of S		Rank	МО		Type of Discharge
und	er Artio	ciplinary actions take	e of Military J	fustice:				
und	er Artio		e of Military J	fustice:	your mili			y court martial
	er Artio	cle 15, Uniform Code	e of Military J	fustice:				
Date Select Al	etive Seil males	cle 15, Uniform Code	e of Military J Specific) 31, 1959 are	required	pe of Actio	er with	Disp	position of Charge

31. List all firearm identification cards issued to you. If you have applied for any firearm permit

Name____

Name						Last 4 Digits of	of SS#
35. Listing pay	ments, a ments and	our present fixed ortgage payments limony, student	s, lease or rer loans, garnis ing monthly f	ntal payr shments, inancial	nents, wag obliga	loan obligation de assignments ations (includir	including but not ons, child support s, judgments, car ng revolving credit
Date	Origina		Present	Purpos			dress of Person or
Made	Amoun	t Payment	Balance	Det)t	Firm to who	om Debt is Owed
36. H	Iave you e	ver filed for bank	ruptcy: Yes_	N	[o	_	
Wł	nere	What Court	Chap	ter		Disposition	Case #
will required during the complete removed	either "Ye nire an ex ne intervie e, accurate from furth	planation includi w process. You and truthful man her consideration.	ng, but not li are reminded nner. Your fa	mited to of your ilure to	date obliga do so	s of use, frequention to answer may be just ca	s" to any question uency of use, etc. all questions in a ause for you to be
		have you ever us No	sed any un-pre	escribed	mariji	uana, cannabis	or cannabis based
38. Do y	ou now or	have you ever us	ed crack and/o	or cocain	e? Y	es No	_
-	ou now or No_	•	sed any un-pre	scribed (opiate	(heroin, morph	hine, opium, etc.)?
	ou now or No_	have you ever us	ed any halluci	nogenic	drug ((LSD, PCP, etc	2.)?
41. Do y	ou now o uilizers?	r have you ever Yes No	used any un-p —	orescribe	d amp	ohetamines, ba	rbiturates or other

La	st 4 Digits of SS#	
ed controlled	substances?	
		ιру
Yes	No	
ersons which deny other page State of Ne	has adopted or has a poli persons their rights under the dew Jersey; or which seeks	icy the to
	Yes	Last 4 Digits of SS#ed controlled substances? reatment including counseling or therallness, condition or problem? Yes No Yes No Yes No Yes No Yes No of any foreign or domestic organization ersons which has adopted or has a politic deny other persons their rights under the State of New Jersey; or which seeks of America or New Jersey by illegal

Name	Last 4 Digits of SS#				
•	icted by any condition, that would prices as a law enforcement official?				
If "YES", provide the details b	pelow:				

NEPTUNE TOWNSHIP POLICE DEPARTMENT OFFICER'S APPLICATION

you: (a) Work rotating shifts?	Yes	No_
(b) Work any permanent shift? (such as 11pm to 7am)	Yes	No
(c) Work overtime if needed?	Yes	No
(c) Work overtime if needed?	Yes	No
(e) Perform any particular assignment?	Yes	No
(f) Wear a uniform?	Yes	No_
(g) Carry a firearm?		
(h) Use a firearm pursuant to departmental regulations (including the use of deadly force against another person to defend your or the life of another?	i) life Yes	No_
(i) Testify under oath/affirmation in court?	Yes	No_
(j) Use physical force on another person pursuant to departmental regulations?		No_
If you answered "YES" to any part of the above questions, please exp (DO NOT include any medical information) Letter ()	olain in detai	1:
(DO NOT include any medical information) Letter ()	olain in detai	1:
(DO NOT include any medical information) Letter ()	olain in detai	1:
(DO NOT include any medical information)		
(DO NOT include any medical information) Letter () Letter () Is there anything else we should know or you would like to comment eligibility for appointment to the position of Police Officer?		
(DO NOT include any medical information) Letter () Letter () Is there anything else we should know or you would like to comment		

Name	_	Last 4 Digits of SS#
	REFERENCES	

Give three references (not relatives, former employers, former employees or school teachers) who are responsible, reputable adults in their communities, who have **KNOWN YOU WELL DURING THE PAST FIVE YEARS:**

1.	Name
	Address_
	Telephone #
	Number of years acquainted
	Type of business or relationship
	<u> </u>
2.	Name
	Address_
	Telephone #_
	Number of years acquainted
	Type of business or relationship
3.	Name
	Address_
	Telephone #
	Number of years acquainted
	Type of hyginess or relationship

Name	Last 4 Digits of SS#
Tallie	Edst 1 Digits of Son

Township of Neptune Police Department 25 Neptune Blvd. Neptune, NJ 07753

Phone: 732-988-8000, x 460

Fax: 732-988-8442



APPPLICANT INFORMATION RELEASE FORM

To all Courts, Probation Departments, Selemployers, educational and other institutions an	lective Service Boards, physicians, hospitals, d agencies without exception:
determine my eligibility. Therefore, you are	am making an application for employment to the result, an investigation is being conducted to authorized to release to the Neptune Township and all information, documentary or otherwise, that they may request.
and any representatives and any persons furn every nature and kind arising out of furnishing records and other information or the investigation. Department.	Neptune Township Police Department, its agents ishing information from any and all liability of ng, inspection or collection of such documents, gation made by the Neptune Township Police sidered as effective and valid as the original.
Treopy of this authorization will be cons	racica as effective and varia as the original.
Signed:	Date:
Witness:	Date:
Notary:	Date:
My commission expires:	<u> </u>

NOTARY

Name		Last 4 Digits of SS#
	VNSHIP POLICE D CER'S APPLICATI	
I,	the contents. I further in every respect. I a	r state that the answers contained lso understand that any material
X Signat	ture of applicant in presen	nce of Notary Public
Sworn to before me this	day of	20
XNotary Public (or commissioned officer	Date: for military personnel on a	active duty)
	OT SIGN BELOW U OUR INVESTIGAT	
N.J.S.A. 2C:28-4 makes it a fourth deg Township Police Department in this app may result in you being criminally prosec I certify that I have read and understand	plication. Any false staten cuted. Do you understand?	nents made by you in this application YesNo nd statements, I further certify that the
information I have provided herein is the	·	
XSignature of Applicant at interview	Date:	
XSignature of Investigator/Rank	Date:	

X_______Signature of Notary

My commission expires:_____

NOTARY

Date:

Name	Last 4 Digits of SS#
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NEPTUNE TOWNSHIP POLICE DEPARTMENT

INQUIRY REGARDING CONVICTIONS FOR MISDEMEANOR CRIMES OF DOMESTIC VIOLENCE

PURSUANT TO TITLE 18U.S.C. Section 922 (g) (9)

The purpose of this form is to obtain information that will assist the Neptune Township Police Department in determining whether any of its applicants have been adversely affected by federal law, title 18 U.S.C. Section 922 (g) (9). You are directed to complete this form and return it, within ten (10) working days of your receipt of the form, to your Applicant Investigation Unit Investigator. Failure to complete this form truthfully and within ten (10) days of receipt may result in your not being hired.

Applicants may seek the advice of counsel prior to responding to the questions contained in this form. However, the form must be completed and notarized and submitted to your investigator with ten (10) days of receipt. The Neptune Township Police Department will notify the licensing agency and/or appropriate authorities when information of an applicant who reports the possession of firearms or ammunition in violation of this law.

		ver been convicted of a misdemeanor crime of domestic violence in any court, ncluding a military tribunal? Indicate: Yes No
that is	s a mis	anor crime of domestic violence is defined by 18 U.S.C. 921 (a) (33) (A) as follows: An offens demeanor under federal or state law and has as an element the use or attempted use of physical threatened use of a deadly weapon, committed by:
	a. b. c.	A current or former spouse, parent or guardian of the victim. A person with whom the victim shares a child in common. A person who is cohabiting with or has cohabited with the victim as a spouse, parent or guardian. A person similarly situated to a spouse, parent or guardian of the victim.
If you	ı answ	ered "yes" to question #1, provide the following information with respect to the conviction:
Court	/Jurisc	liction
		e#
		rge
a. V b. V c. It	Vere your verse you was you fany ou estored answelling att	ered "yes" to question #1: ou pardoned? Indicate: Yes No our conviction expunged? Yes No of your civil rights were removed as a result of your conviction, have all of your rights been d? N/A Yes No ered "yes" to question 2a, b or c attach copies of documents verifying your response. test all of the statements herein are true under the penalty of perjury and its related offense N.J.S.A. 2C:28-4.
I here		
I here):	Date:
I here pursu Name		

NOTARY

Name	Last 4 Digits of SS#

NEPTUNE TOWNSHIP POLICE DEPARTMENT MEDICAL CERTIFICATION FORM

Candidate's Name
Social Security No
Name of Course: Pre Employment Physical Assessment Course Dates:
Physician's Name:
Physician's Address:
Based upon the medical examination and review of the Health History Statement, the above named individual is determined to be: (Check one)
Medically fit to participate in Physical Conditioning Training Program without limitation to include: 1 ½ Mile Run, Sit Ups, Pushups, 50 yard Dash, Shuttle Run and Pull-ups
Date individual will be cleared to fully participate in training program:
Not medically fit to participate in Physical Conditioning Training Program
Physician's Signature & License No. Date

Details The following space is provided for detailed answers to the proceeding questions. Indicate the question number to which the answers apply.		

Details The following space is provided for detailed answers to the proceeding questions. Indicate the question number to which the answers apply.		