# **Township of Neptune - Police Department Application for Employment**

### NEPTUNE TOWNSHIP POLICE DEPARTMENT



# INFORMATION PACKET FOR EMPLOYMENT

Police Officer \_\_\_ SLEO II \_\_\_ SLEO I \_\_\_

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 to the Department of Human Resources.

#### **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 registration & insurance card
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)
Copy of Personal Employment and Educational Resume



# **Neptune Township** Police Department 25 Neptune Boulevard Neptune, NJ 07753



Valid "SLEO II" PTC Certification	Yes No	Valid "Class A" PTC	C Certifica	ntion	Yes No
Name: Last 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

I. Personal	l Data											
1. Last N	ame	F	irst Na	me		-	M.I.	Social Security No			No.	
- T :	-41	1.1.1	1.		1 1							
a. List any	other names	by which	you n	ave ever	been kno	own.						
jurisdiction	y legal name n where the property of the prope	petition v	where	your nai	me chang	ge was	s filed. Pr	ovid	e a writ	ten exp	plana	
2. Sex:	Male	Fema	le	Eye	color		Hair colo	r	Hei	ght		Weight
3. Date of	birth:			Montl	n		Da	.y			Ye	ear
4. Birth C	ertificate:		Numbe	er		City		St	ate	te Country		ntry
5. Citizens	ship: Citizen	of the U	.S.A.?	Yes [	] ]	No [		<u> </u>				
a. If you a	re a naturaliz	ed citize	n of the	e U.S.A.	, list belo	W.						
Ce	ertificate No.		Da	te	Co	ourt			City			State
6. Marital	Status	Single	Mai	rried	Separat	ted	Divorce	d	Widov	wed	Cor	nmon Law
If married,	to whom (pr	ovide ma	iden n	ame if ap	pplicable)	):						
Date of Ma	arriage:			City:						St	ate:	
Emerge 7. Contact	ency Information:		Nam	e	Но	me Ph	ione					
		С	ell Pho	ne		Other	•					
8. Scars, N	Marks, Tattoo	s (Please	descri	be each	scar, mar	k and	ا or tattoo a	nd tl	ne locati	on).		
Scar/Ma	ırk/Tattoo	Loca	ation				De	scrip	otion			

Name				Last	4 Digits of S	S#	
	idence Reco	ords ur own home? Yes_	No	_			
		n your <b>present</b> address the leaving elementary s		ing back, list each	address at w	vhich yo	u have
FROM Mo./Yr.	TO Mo./Yr.	Street Address	Apt. No.	City or Town	State	Zip	Cty
		gistered voter? Yes					
c.	If yes, state t	the residence from wh	nich you las	st voted and the dat	e:		
-	Address:			Da	ate:		
10. L O	THER PER	rd Mother (maiden name) SON WITH WHOM ted to you or not):					rs
	Name	Address		Relationship	Occupat	tion	DOB

Name	ne Last 4 Digits of SS#										
	e <b>nse Reco</b> Do you po		id New Jerse	y driver's licenso	e? Yes1	No					
a. I	f yes, cor	mplete the f	following:								
Class		]	DL#	]	Date Issued	Expiration Date					
	ollowing:		n issued a dr	iver's license by	a state other	than the above, complete					
Туре	Issi	uing State	N	Number	Dated Issu	ned Date Expires					
c. I				you ever been su  If yes, please ex	-	voked?					
	State	Dat			Reason						
	state	Dat			Reason						
d. Are there any restrictions on your license? Yes No If "Yes" list here:  12. List any motor vehicle owned by you during the past three years:											
						, a					
Make		Model	Year	Owned From	To Pla	te State					

ever received or laws or regulation vehicle accidents	and non-moving violat been cited for. Include a ons, DUI/DWI laws or r is that you have been invisons injured in any such	all violations of any egulations, etc. Also volved in as a driver	traffic laws, park o provide the deta	ing enfo	orcement ny motor
Date of Violation	City/Town & State	Violation Charge	e Court Disp	osition	& Date
	_				
			I		
V. Education Record					
	ou have attended begin	ning with the 9th gr	ade, (including te	chnical	training,
certificate progra				_	
School Name	Address	City		State	Zip
From:	To:	Graduated?	Highest Grade/De	egree Co	mpleted
Mo. Yr.	Mo. Yr.	Yes □ No. □			
School Name	Address	City		State	Zip
From:	To:	Graduated?	Highest Grade/De	egree Co	mnleted
Mo. Yr.	Mo. Yr.	Yes   No.   No.	Ingliest Grade/De	gice co	mpieted
School Name	Address	City	1	State	Zip
T.	T.	0 1 10	TI: 1 + C 1 /D		1 . 1
From: Mo. Yr.	To: Mo. Yr.	Graduated? Yes ☐ No. ☐	Highest Grade/De	gree Co	mpleted
School Name	Address	City		State	Zip
S chicor i (white	11001000				p
			1		
From:	To:	Graduated?	Highest Grade/De	gree Co	mpleted
Mo. Yr.	Mo. Yr.	Yes No.		Ctata	7in
School Name	Address	City		State	Zip
From:	To:	Graduated?	Highest Grade/De	egree Co	mpleted
Mo. Yr.	Mo. Yr.	Yes □ No. □			_
	<u> </u>				

Name\_

School Name	Address			City		State	Zip
From:	To:	**	Graduat		Highest G	rade/Degree C	omplete
Mo. Yr. School Name	Mo. Address	Yr.	Yes □	No.  City		State	Zip
From:	То:	V	Graduat		Highest G	rade/Degree C	omplete
Mo. Yr. School Name	Mo. Address	Yr.	Yes	City		State	Zip
From: Mo. Yr.	To: Mo.	Yr.	Graduate Yes $\square$	 ed? No. □	Highest G	rade/Degree C	omplete
School Name	Address	11,	i cs [	City		State	Zip
From: Mo. Yr.	To: Mo.	Yr.	Graduate Yes □	ed? No. □	Highest G	rade/Degree C	omplete
-	n of disciplinary ac No If yes Employer		below:	eason	you by any	Disciplinar	
a Hava vo	u ever made a cla						

the sequence any pe	eriod of active m ested to resign, so s	ilitary service. If	ent you have had. Include within you were discharged from any n for leaving employment". Leave
From: Mo. Yr.	To: PRESENT	☐ Full Time ☐ Part Time	Name of Supervisor:
Company Name	Type of work you performed		
Street Address of Company	ī		Reason for leaving employment
City, State and Zip Code			Telephone No.
From: Mo. Yr.	To: Mo. Yr.	☐ Full Time ☐ Part Time	Name of Supervisor:
Company Name			Type of work you performed
Street Address of Company	7		Reason for leaving employment
City, State and Zip Code			Telephone No.
From: Mo. Yr.	To: Mo. Yr.	☐ Full Time ☐ Part Time	Name of Supervisor:
Company Name			Type of work you performed
Street Address of Company	7		Reason for leaving employment
City, State and Zip Code			Telephone No.
From: Mo. Yr.	To: Mo. Yr.	☐ Full Time ☐ Part Time	Name of Supervisor:
Company Name			Type of work you performed
Street Address of Company	7		Reason for leaving employment
City, State and Zip Code			Telephone No.

☐ Full Time

☐ Part Time

b. List below, starting with your current employment or unemployment and working back,

Last 4 Digits of SS#\_\_

Name

From:

Yr.

Mo.

To:

Mo.

Yr.

Name of Supervisor:

Name		Last 4	Last 4 Digits of SS#			
Continued Employmen	nt Entwine					
Continued Employmer Company Name	it Entries			Type o	f work	you performed
Street Address of Compa	ny	Reason	for lea	aving employment		
City, State and Zip Code	Teleph	one No	).			
From: Mo. Yr.	e Name	of Supe	ervisor:			
Company Name	Mo.	Yr.	☐ Part Tim		f work	you performed
Street Address of Compa	ny			Reason	for lea	aving employment
City, State and Zip Code				Teleph	one No	).
16. If you are presently  17. Have you ever take job title(s) tested for	en any civil se	rvice exa	mination(s)	? If so, list e	each ex	amination number,
Job Title/symbol#	Year	List	Number	Name of Ag	gency	Status
a. Have you ever tak tested for, date of e			for Federa	l employmer	nt? If	so, list job title(s)
Job Title	Year		Name of A	gency		Status

Nai	me		<u></u>	Last 4 Digits of SS#				
b.	police, court, fi	re, EMS or sc	` / `	rvice) for the following job titles ty, county or state agency? If so as taken and status.				
	Job Title	Year	Name of Agency	Status				
18.	•	date of service	er been a special or auxiliary poe, jurisdiction or location of ser					
19.			er been a volunteer firefighter one, location of service and name					
20.			or disqualified from employm If "YES", explain:	ent by any local, state or federal				
21.	Have you ever applied for, claimed, received or are you now receiving any benefits under any law concerning unemployment, social security, veteran's administration, public assistance, welfare or other social services assistance? Yes No If "YES", give details:							

Name			Last 4 Digits	of SS#							
VII. Arrest, Su	mmons & Conviction	Record									
22. Have you	ever been arrested?	Yes No									
accused, confense, or incidents the to pre-trial	charged or convicted r petty disorderly pe hat occurred as a juve diversion or pardon a	incidents in which of a crime (felony rsons offense, wheth enile, any that were exand any matters that a summonsed or convi	or misdemeanor), er in this state or expunged, set aside, di re still pending.	disorderly persons elsewhere. Include							
Date	Location	Original Charge	Final Charge	Disposition							
If you wer	e arrested in any of th	ne above, please expla	in the specifics of w	nat occurred below.							
parent, bro blood or m Yes N	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										

Na	me		Last 4 Digits of SS# were a complainant or witness in a criminal court case, a ministrative or an investigative hearing by a city, state or court appearances due to arrests made as a law enforcement guard.				
25.	family of federal a	court proceeding, an adm					
	Date City, Town & State		Court or Agency	Purpose for hearing & your involvement in case			
	Have you matter, served v	ation in which you were now, explain:  ou ever been a plaintiff,	petitioner, defendant or atrimonial, family court	respondent in any civil litigation or bankruptcy proceeding or been			
	Date	City/Town & State	Type of Involvement	Court Disposition & Date			

proceeding regulatory	s br	ought or cor investigative	nducted b agency/o	y any l organiza	ocal, co	ounty, icludir	state of a	feder and	ve or investigative ral law enforcement, jury proceedings in ondent, defendant or
Date	Date City/Town & State		С	ourt or A	Agency	P		se of Hearing & your lyement in the Case	
(owner/ope	rato	r), state liquo		authori	ity, nurs				nited to Taxi/Limo ommercial) etc.?
Type of License		License #	Issuing A	Agency	Issue 1	Date	Expirati Date	on	Ever suspended or revoked
				-			-	hase	and sales receipts of
Make	wei	l as required  Model	purchase	Serial #			ı: aliber	A	Authorizing Agency
			<u> </u>			l		<u> </u>	

	ate	State	N	Iunicipal J	urisdiction		Approved or Denied
	•	ervice Records litary service perfor	med either o	n active d	uty, reserv	ve or Nat	ional Guard status:
rom	То	Active or Reserve	Branch of	Service	Rank	MOS	Type of Discharge
		ciplinary actions tak le 15, Uniform Cod			your milit	ary servi	ce by court martial
		Charge Against You (	(Specific)	Ту	pe of Actio	n	Disposition of Charg
Date							
Date							
Date							
Date							
		i Danad					
Selection 4. All	etive Ser	vice Record born after Decembe Check your registrati		-	_		
Selec 1. All Sy	etive Ser I males stem. (	born after Decembe	ion here: http	-	sss.gov/R	egVer/wj	

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

Name\_\_\_\_

Name							Last 4 Digits of	f SS#
35. Lis lim pay pay	ments, a ments and	our present ortgage pay limony, stu d any other i	rments, ident lo recurrin	lease or renoans, garnis	tal payr hments, nancial	nents, wago obliga	loan obligation assignments, ations (including	including but not ns, child support judgments, car g revolving credit
Date	Origina		-	Present	Purpos			ress of Person or
Made	Amoun	t Payn	nent	Balance	Deb	ot .	Firm to who	m Debt is Owed
36. H	Iave you e	ver filed for	bankru	ptcy: Yes_	N	o	_	
Wh	nere	What Co	ourt	Chapt	er		Disposition	Case #
will requ during the complete	either "Ye uire an ex ne intervie e, accurate	planation ir w process.	ncluding You ard Il mann	g, but not line reminded of	mited to of your o	date: obliga	s of use, frequation to answer	" to any question ency of use, etc. all questions in a use for you to be
_		have you e		d any un-pre	scribed	mariju	uana, cannabis o	or cannabis based
38. Do y	ou now or	have you e	ver used	crack and/o	r cocain	e? Ye	es No	
_	ou now or No_	-	ver usec	l any un-pres	scribed o	piate	(heroin, morph	ine, opium, etc.)?
-	ou now or No_	•	ver used	l any hallucii	nogenic	drug (	(LSD, PCP, etc.	)?
		r have you Yes 1			rescribe	d amp	hetamines, bar	biturates or other

Name	La	st 4 Digits of SS#
42. Do you now or have you ever used any un-prescribe Yes No	ed controlled	substances?
43. Have you ever received medical or other type of t for any alcohol or substance abuse related matter, il Yes No		
If "YES" provide the details in the detail section.		
XII. Alcohol Use 44. How would you describe your alcohol use?		
Abstinence	Yes	No
Moderate use (2-3 times per week)	Yes	No
Social drinker (holidays or social outings)	Yes	No
Regular consumption (more than 3 times per week)	Yes	No
Heavy Consumption (everyday)	Yes	No
45. Are you now or have you ever been a member of association, movement, group or combination of pradvocating the commission of force or violence to Constitution of the United States of America, or the alter the form of government of the United States unconstitutional means? Yes No  If "YES", please provide a full explanation below:	ersons which deny other p ne State of No	has adopted or has a policy persons their rights under the ew Jersey; or which seeks to
_		

Name	Last 4 Digits of SS#					
	icted by any condition, that would p ties as a law enforcement official?					
If "YES", provide the details b	pelow:					
<del>-</del>						

Name	Last 4 Digits of SS#

# NEPTUNE TOWNSHIP POLICE DEPARTMENT OFFICER'S APPLICATION

you:	8	problematic :
(a) Work rotating shifts?	Yes	No
(b) Work any permanent shift? (such as 11pm to 7am)		No
(c) Work overtime if needed?		
(d) Work on any day of the week?	Yes	No
(e) Perform any particular assignment?	Yes	No
(e) Perform any particular assignment?	Yes	No No
(g) Carry a firearm?	Yes	No No
(h) Use a firearm pursuant to departmental regulations (including)		
the use of deadly force against another person to defend your life or the life of another?	Yes	No
(i) Testify under oath/affirmation in court?	Yes	No
(j) Use physical force on another person pursuant to departmental	1 05	110
regulations?	Yes	No
Letter ( )		
Is there anything else we should know or you would like to comment on celigibility for appointment to the position of Police Officer?	oncerni	ng your
Yes No		
If you answered "YES" to the above question explain below:		

	REFERENCES	
wł	ve three references (not relatives, former employers, former employees or so are responsible, reputable adults in their communities, who have <b>KNOWN</b> URING THE PAST FIVE YEARS:	
1.	Name_	
	Address_	
	Telephone #	
	Number of years acquainted	
	Type of business or relationship	
2.	Name_	
	Address	
	Telephone #	
	Number of years acquainted	
	Type of business or relationship	

3. Name\_

Address

Telephone #

Number of years acquainted\_\_\_\_\_

Type of business or relationship\_\_\_\_\_

Name\_\_\_\_\_

Name	Last 4 Digits of SS#
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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, Selectemployers, educational and other institutions and	
I,	uthorized to release to the Neptune Township nd all information, documentary or otherwise,
I hereby release, discharge and exonerate the Ne and any representatives and any persons furnish every nature and kind arising out of furnishing records and other information or the investigate Department.	ning information from any and all liability of , inspection or collection of such documents,
A copy of this authorization will be considered	lered as effective and valid as the original.
Signed:	Date:
Witness:	Date:
Notary:	Date:
My commission expires:	

**NOTARY** 

Name		Last 4 Digits	s of SS#
	WNSHIP POLIC	CE DEPARTMEN CATION	NT
I,	d the contents. I f in every respect.	urther state that the I also understand	answers contained that any material
X_ Signa	ture of applicant in	presence of Notary P	_ ublic
Sworn to before me this			
XNotary Public (or commissioned office	Date:_ er for military personn	el on active duty)	
<u>DO NO</u> <u>DIRECTED BY Y</u>	OT SIGN BELOY YOUR INVESTI		<u>CER</u>
N.J.S.A. 2C:28-4 makes it a fourth de Township Police Department in this ap may result in you being criminally prosed I certify that I have read and understand information I have provided herein is the	oplication. Any false ecuted. Do you unders	statements made by y stand? Yes No ons and statements, I f	ou in this application
X	Date:		
XSignature of Investigator/Rank	Date:		

X\_\_\_\_\_\_\_Signature of Notary

My commission expires:\_\_\_\_\_

**NOTARY** 

Date:

Name	Last 4 Digits of SS#

#### 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 a	anor crime of domestic violence is defined by 18 U.S.C. 921 (a) (33) (A) as follows: An offer sdemeanor under federal or state law and has as an element the use or attempted use of physic threatened use of a deadly weapon, committed by:
	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 ar	vered "yes" to question #1, provide the following information with respect to the conviction:
Court/Ju	diction
	se#
Statute/0	urge
a. Wei b. Was c. If an resto If you ar I hereby	vered "yes" to question #1:  vou 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 vered "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 offer N.J.S.A. 2C:28-4.
Name:_	Date:
Signatur	
Notary S	nature:Date:
	nature:Date:

**NOTARY** 

Name Last 4	Digits of SS#
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# 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

#### **NEPTUNE TOWNSHIP POLICE DEPARTMENT**

## DRUG TESTING APPLICANT NOTICE AND ACKNOWLEDGMENT

Ι, , ,	understand that	as part of the pro	e-employment
process, the Neptune Township F background investigation to determinal applied.	Police Departme	nt will conduct a c	omprehensive
I understand that as part of this proce urinalysis.	ess, I will undergo	drug testing through	
I understand that a negative drug test	t result is a condit	ion of employment.	
I understand that if I refuse to undergo	o the testing, I wi	Il be rejected for emplo	oyment.
I understand that if I produce a position employment.	ive test result for	illegal drug use, I will	be rejected
I understand that if I produce a posit will be forwarded to the Central Deposite. Information from that registry of a confidential investigation relating	rug Registry ma y can be made a	intained by the Divis available by court orde	ion of State er or as part
I understand that if I produce a pocurrently employed as a sworn law enforcement employment in New Jethis two year period, the positive test for future criminal justice employment	enforcement officersey for two year result may be c	er, I will be barred fro rs from the date of the	m future law e test. After
I understand that if I am currently er produce a positive test result for illeg will be notified of the positive test re enforcement position and I will I employment.	gal drug use, my esult. In addition	current law enforceme , I will be dismissed t	ent employer from my law
I have read and understand the info Acknowledgment" form. I agree to ur pre-employment process.			
Signature of Applicant Date		Signature of Witness	 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.		