

# Town of Old Orchard Beach, Maine



## Police Department

136 Saco Avenue  
Old Orchard Beach, Maine 04064

Tel: (207) 934-4911 Fax: (207) 934-4506

Dana M. Kelley  
Chief of Police  
Keith F. Babin  
Deputy Chief

Please return your application with *copies* of the following documents (if available at this time) attached to this sheet:

### *DO NOT SEND ORIGINAL DOCUMENTS*

- Copy of Birth Certificate
- Copy of High School Diploma or GED
- Copy of college transcripts and (or Diploma)
- Good copy of Driver's License
- Good copy of second form of identification with picture (School ID/Passport/Military ID)
- Copy of Social Security Card – both sides
- Copy of Alert test – required (with a score of 47)
- Copy of 100 Hour Reserve School Certificate – if applicable
- Copy of D.D. 214 (military discharge papers) – if applicable

Please call me if you have any questions regarding any of the documents listed.

Suzanne D. Makoge  
Assistant Administrative  
207-934-4911 ex 605

*Old Orchard Beach Police Department*



Background Information

And

Personal History Questionnaire

Name of Applicant: \_\_\_\_\_

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

**Directions for completing the Employment Background Booklet**

1. Read and sign the waiver that immediately follows this page.
2. When completing the Background Booklet please **print clearly** and use black ink only. Make sure to include all contact information for persons (work #'s, cellular #'s, etc, daytime contact #'s)
3. Please complete and sign the set of releases at the end of the Background Booklet. **Do not mail any release forms to the third parties.** Return them along with the Background Booklet to the Old Orchard Beach Police Department.
4. If there is not enough space to answer a specific question, provide as much information as space permits then continue your response on individual sheets of paper. Include the number of the question and maintain the same format as in the Background Booklet.
5. If a question doesn't not apply to you please write or check N/A (Not applicable)
6. Make sure to include copies of all requested and required documents. Checklist:

- \_\_\_\_\_ Birth certificate
- \_\_\_\_\_ High School diploma
- \_\_\_\_\_ College transcripts
- \_\_\_\_\_ Police Academy certificates (If applicable)
- \_\_\_\_\_ Military discharge papers and DD214
- \_\_\_\_\_ Drivers license and proof of insurance
- \_\_\_\_\_ Professional or occupational licenses, permits or certificates

7. Please sign the Background Booklet and the autobiography
8. Make sure all time periods requested in your background are accounted for.

The Old Orchard Beach Police Department will use the Background Booklet as an investigation aid. Employers and individuals that have become acquainted with you by reason of your residing in different locations and different jobs are often helpful in providing useful information for the background investigation. Persons who know you will be asked to comment on your suitability for employment.

Please respond openly when filling out the Background Booklet. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the position being sought.

**All statements are subject to verification by both an investigation and polygraph examination. (The polygraph exam applies to Police Officer and Dispatcher candidates only.)**

Call the **Police Department** at **207-934-4911** and speak to Suzanne Makoge when you have completed the Background Booklet and/or if you have any questions.

**SECTION 1: Waiver**

As an applicant for employment as a police officer, you are being asked to provide information about yourself that will be used in evaluating your qualifications and suitability for a position with the Old Orchard Police Department.

Attached are several documents that require your signature and/or personal information about you. You are being asked to sign these documents and complete the information requested in order to permit the Old Orchard Beach Police Department to fully consider your employment with the Old Orchard Beach Police Department. You are not legally required to supply any of the data requested or to sign any release and authorizations forms. However, the information is being requested of you for the purposes outlined above. If you cannot provide that information, the Old Orchard Beach Police Department will be unable to adequately determine your suitability for employment that will, in turn, reduce the chance you may have for consideration as a police officer.

The information that you are being asked to provide is personal in nature. Some is classified as public data and the remaining information is classified as private. The following information is an example of personal data which can be defined as public: your name, value and nature of employer paid fringe benefits, job title, job description, education and employment, work location, work telephone number, honors and awards received, city and county of residence, etc. Public data is available to any person upon request. The remaining data that you provided would generally be considered private information that you would be entitled to have access to. A third party is entitled access to such data only with your consent, pursuant to a court order or statutory provision.

The authorizations for information that you sign and the data you provide may be conveyed to third parties. Considering that they reveal private information, they will be disclosed only to the extent that is necessary to complete this background investigation.

**I have read and understand the above**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Date

**SECTION 2: Personal Information**

The following information is requested of you for verification and contact purposes. The Old Orchard Beach Police Department acknowledges that the requested information is sensitive in nature but it is necessary to perform the various criminal records and background checks. The information furnished cannot be used to discriminate against you per **Title 5 M.R.S.A. Subsection 4551.**

2.1. What is your full name?

\_\_\_\_\_

Last	First	Middle
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2.2. Give any other names you have used or been known by. (If none write N/A)

\_\_\_\_\_

2.3. Date of birth: \_\_\_\_\_ Sex: Male \_\_\_\_ Female \_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair color \_\_\_\_\_ Eye color \_\_\_\_\_

2.4. Scars, marks, tattoos or other distinguishing marks?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.5. Social Security Number: \_\_\_\_\_

**In accordance with the privacy act of 1974, disclosure of this information is voluntary. The Social Security Number will be used for identification purposes to ensure proper records are obtained**



3.7. In chronological order, state each and every place in which you have resided during the past ten years, beginning with your present address. Include school and the military.

(List no information prior to your 15<sup>th</sup> birthday)

From and To: (Month & Year)	Rent / Own (If a rent, Landlord Name and contact #)	Street address,Apt#, City State Zip code

**SECTION 4: Citizenship**

Each candidate for original appointment to the Old Orchard Beach Police Department shall be a citizen of the United States of America.

4.1. Are you a citizen? (Please include birth certificate or other documentation)

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a native born or naturalized citizen? (Please check one)

Native Born \_\_\_\_\_ Naturalized \_\_\_\_\_

**SECTION 5: Family**

5.1. Marital status: Single\_\_ Married \_\_ Divorced \_\_ Separated \_\_ Engaged\_\_

5.2. If you are or have been married, complete the following:

Date and location	Spouse name & DOB (include maiden)	Address and contact #'s

5.3 If applicable, list the following information on all separations, annulments or divorces.

Date of order or decree	Issued by (Court, include address and #'s)	Offending party as decreed by law	Reason

Name of steady girlfriend or boyfriend, if applicable: \_\_\_\_\_

\_\_\_\_\_

Address                      City                      State                      Zip                      Contact #s

5.5 Number of children you support? (Including adopted and Stepchildren): \_\_\_\_\_

5.6 List the names of your spouse, father, mother (Include maiden name), sisters, brothers, and any children not residing with you.

Relationship	Name & DOB	Address & Contact #'s	Occupation

5.7 List the names of three friends and/or associates. Do not include former employers, teachers or relatives. Please give daytime contact numbers if possible.

Relationship	Name & DOB	Address & contact #'s	Occupation

5.8 List any police officers personally known to you and the departments for which they work.

Officer name/ Rank	Department Name and contact #'s

**Section 6: Education**

6.1 List earliest dates for all schools and colleges you have attended. (Type 1 release)

NAME, ADDRESS & CONTACT #'S	DATE FROM & TO	LAST GRADE OR TERM	DIPLOMA OR DEGREE	GPA AND CREDIT HOURS

6.2. Have you successfully completed the Maine Criminal Justice Academy? Yes \_\_\_ No \_\_\_  
 Pre-Service \_\_\_\_\_ Full Time \_\_\_\_\_

Class #: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

6.3. Have you successfully completed any other Law Enforcement Academy? Yes \_\_\_ NO \_\_\_

Academy Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

6.4. List all licenses, special skills, or special machinery ) (i.e Intoxilyzer, Radar, Office Equipment, etc.) Operating skills you possess.

License/ Skill/ Machinery	Date of License	License Issued By:

6.5. Have you ever been expelled or suspended from any school, or disciplined by any school official?

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

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6.6 List any foreign language in which you have skills and state your proficiency in the skills listed using Fair, Average, Excellent.

LANGUAGE	UNDERSTANDING	READING	WRITING	SPEAKING

**SECTION 7: Military and Selective Service**

7.1. If you are a male and were born after 1960, have you registered with the Selective Service?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, selective service number and date \_\_\_\_\_

If No, explain

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7.2. Have you ever served in a military organization of the United States, including ROTC?

No \_\_\_\_\_ If yes, branch of service \_\_\_\_\_

Unit or Ship \_\_\_\_\_ Service # \_\_\_\_\_

Highest rank \_\_\_\_\_ Dates of service \_\_\_\_\_

List all medals and decorations awarded:

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Give period (s) of active service including drafts, enlistments and recalls of service

TYPE	FROM	TO

7.4 What is your discharge (s) or separation (s) from the service?

Honorable\_\_\_ General\_\_\_ Honorable Conditions\_\_\_ Dishonorable\_\_\_ Medical\_\_\_

If other, explain:

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Has your discharge or separation notice ever been changed or corrected? Yes\_\_\_ No\_\_\_

If yes, explain:

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7.6. Have you ever been the subject of a court martial, trial, or investigation, or have you ever been the subject of a summary court, deck court, captain's mast, company punishment, or any other disciplinary action?

Yes\_\_\_ No\_\_\_

If yes, provide details:

DATE	INVESTIGATIVE AGENCY	CHARGES	DISPOSITION

7.7. Are you now, or were you ever, an active or inactive member of the Reserve Forces of the United States, any foreign government, or the National Guard?

Yes \_\_\_ No \_\_\_ Are you currently, Active\_\_\_ Inactive\_\_

7.8. Provide the following if you are an active or inactive member of the Reserve Forces of the United States, any foreign government, or the National Guard?

Branch \_\_\_\_\_ Regiment \_\_\_\_\_ Unit \_\_\_\_\_

Rank \_\_\_\_\_ Address \_\_\_\_\_

Dates from and to \_\_\_\_\_

Commander and contact #'s \_\_\_\_\_

**Section 8: Employment History**

8.1. Present Employer \_\_\_\_\_

Address: \_\_\_\_\_

Phone#: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Job Duties: and description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8.2 Can your current employer be contacted prior to a job offer? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If you checked no, please understand that your employer will be contacted should the Old Orchard Beach Police Department make a conditional job offer. Any negative report will be considered in continuing your employment.**

8.3. Are you know engaged in any business as an owner, active or silent, partner, stockholder, corporate officer or director?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give the name of the business and involvement.



8.6 Were you ever subjected to disciplinary action in connection with any employment?

Yes \_\_\_\_\_ No \_\_\_\_\_

EMPLOYER	DATE	EXPLAIN CIRCUMSTANCE

8.7 Have you ever possessed a professional or occupational license, permit, or certificate? (Include Copies)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details:

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8.8 List any professional and/or social organizations of which you are a member or have applied to for membership:

STATUS: APPLYING	MEMBER	ORGANIZATION	ADDRESS & CONTACT #'S	DATES OF MEMBERSHIP

**QUESTIONS 8.9, 8.10, AND 8.11 ARE POLICE OFFICER AND DISPATCHER CANDIDATES ONLY**

8.9 List any law enforcement agency to which you have applied for employment including the Old Orchard Beach Police Department:

DATE	POLICE DEPARTMENT NAME & CONTACT#	PRESENT STATUS

8.10 Have you ever submitted to a pre-employment polygraph exam? Yes \_\_\_\_\_ No \_\_\_\_\_

DATE	POLICE DEPARTMENT NAME CONTACT #	REASON WHY

8.11 Have you ever been turned down for employment by a law enforcement agency:

Yes \_\_\_\_\_ No \_\_\_\_\_

DATE	POLICE DEPARTMENT NAME ADDRESS AND CONTACT #	REASON WHY



9.6. Have you ever defaulted on a student loan? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain:

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9.7. Have you filed for, or declared bankruptcy, had repossessions, been placed into a collection agency or filed for wage earners plan?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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9.8. Have you ever had your wages garnished for any reason (non-payment of child support, IRS etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

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**Section 10: Litigation**

10.1. Have you or your spouse ever been a party to a civil action or proceeding in this state or elsewhere, or have you been named in a notice of claim that you may be a defendant in a civil action or proceeding?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

Date	Court address & contact #	Docket #	Action / Proceeding	As a plaintiff Defendant, Pettioner (ETC)	Court Disposition

10.2. Have you ever been named as a defendant in a criminal proceeding? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, Please explain:

Date	Location	Docket #	Agency bringing charges, offense and Offense #	Court disposition

10.3. Have you ever been the subject of a criminal investigation by any law enforcement agency? This includes any arrests not resulting in criminal charges, detentions, missing person reports and any criminal charges that were expunged. (Include police and court records if available).

Yes \_\_\_\_\_ No \_\_\_\_\_

Date	Crime	Agency and contact information	Outcome



11.6 Have you ever been involved in a motor vehicle accident? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

Date	Location	Investigating Agency		

11.7. Have you ever been in a motor vehicle accident and not reported it to law enforcement agency?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain

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11.8 List all motor vehicles listed in your name or joint ownership, or which you drive on a regular basis.


11.9. Has your insurance ever been revoked or refused? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain

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12.1 Do you have any current or previous permits to carry concealed firearms by any issuing authority?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain:

Dates from and To	Permit #	Issuing State & Authority

# Old Orchard Beach Police Department

## MANDATORY QUESTIONNAIRE

**MUST** be completed and submitted with application

Name: (please print)

**READ AND ANSWER EVERY QUESTION:** A candidate shall be rejected who has intentionally made a false statement of a material fact, practiced or attempted to practice any deception or fraud in his/her application, examination or in securing his/her eligibility for appointment. All information on this form will be subject to review for truthfulness and integrity during a polygraph examination.

(Circle Yes or No)

- |  |     |    |
|--|-----|----|
| 1. Have you sold, purchased or offered for sale any illegal drug?                                      | Yes | No |
| 2. Have you induced or attempted to induce another person in the use of illegal drugs?                 | Yes | No |
| 3. Have you used cannabis, marijuana, hash, hash oil or any of its derivatives in the last six months? | Yes | No |

Explain any "yes" answer, giving dates:

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Have you ever used any of the following other than those prescribed for you while under the care of a physician?

DRUG	SLANG NAME	CIRCLE YES OR NO	IF YES, LIST NUMBER OF TIMES USED	IF YES, LIST LAST DATE USED
Cocaine, crack Freebase, or any Cocaine derivative	Snow, blow, nose Candy, toot	YES      NO		
LSD	Acid	YES      NO		
PCP	Angel Dust	YES      NO		

Opium		YES	NO		
Heroin	Horse Smack, red eagle, monkey	YES	NO		
Psilocybin	Mushrooms, schrooms	YES	NO		
Mdma	XTC, Ecstasy	YES	NO		
Barbiturates	Barbs, downers Yellow jackets Phennies	YES	NO		
Amphetamines	Bennies, dexies Speed	YES	NO		
Inhalants	Glue, gasoline Poppers, rush	YES	NO		
Quaaludes	Ludes, downers	YES	NO		
Methamphetamine	Crank, crystal, ice	YES	NO		
Steroids	Human performance Drugs, anabolics	YES	NO		
Marijuana	Grass, weed, Herb, smoke	YES	NO		
Hashish	Hash, THC	YES	NO		
Other (Please list)		YES	NO		

I hereby certify that the information set forth in this two page questionnaire is true and complete. I understand that failure to disclose any information requested **in this questionnaire or my application** will disqualify me from consideration. Old Orchard Beach Police Department is hereby authorized to make any investigation into my personal history as it relates to my application for employment.

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**Applicants Signature**

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**Date**

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**Printed name of Applicant**



**Please attach any additional pages to be included with the autobiography**

**Old Orchard Beach Police Department**

Authority for Release of Information (Background Investigation Waiver)

Concerned Person or Authorized Representative of any Organization, Institution or Repository of Records.

Applicant's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security #: \_\_\_\_\_

**Employing Agency requesting information: Old Orchard Beach Police Department  
Telephone: 207-934-4911 ex 605**

I hereby authorize any employee or authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my employment records including, but not limited to, achievement, attendance, personal history, disciplinary records, medical records, credit records, and criminal history records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the requesting agency. Consent is granted for the agency to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A photocopy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or photocopies from my military personnel and related medical records, including a photocopy of my DD214, Report of Separation, to:

**Old Orchard Beach Police Department  
136 Saco Avenue  
Old Orchard Beach, Maine 04064**

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date