

**CITY OF RICHMOND, VIRGINIA**

**RICHMOND POLICE DEPARTMENT**

**INTERN BACKGROUND QUESTIONNAIRE**

POSITION APPLIED FOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FULL NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER (HOME)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CELL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOCUMENT VERIFICATION**

\_\_\_\_ BIRTH CERTIFICATE / NATURALIZATION CERTIFICATE

\_\_\_\_ DRIVER LICENSE – STATE \_\_\_\_

\_\_\_\_ COLLEGE TRANSCRIPT

\_\_\_\_ HIGH SCHOOL DIPLOMA OR G.E.D.

\_\_\_\_ SOCIAL SECURITY CARD

INVESTIGATOR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF INTERVIEW \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTION TO THE APPLICANT**

**(TO BE READ ALOUD BY THE INVESTIGATOR)**

THE INFORMATION YOU PROVIDE IN THIS PERSONAL HISTORY STATEMENT WILL BE USED IN THE INVESTIGATION INTO YOUR BACKGROUND TO ASSIST IN DETERMINING YOUR SUITABILITY FOR THE POSITION FOR WHICH YOU HAVE APPLIED. PLEASE ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY.

1. THE COMPLETION OF THIS FORM IS MANDATORY TO RECEIVE CONSIDERATION FOR APPOINTMENT.
2. ALL STATEMENTS ARE SUBJECT TO VERIFICATION.
3. DELIBERATE INACCURACIES OR INCOMPLETE STATEMENTS MAY BAR OR REMOVE YOU FROM CONSIDERATION.
4. ALL TIMES PERIODS IN YOUR BACKGROUND MUST BE ACCOUNTED FOR.
5. INFORMATION GAINED AS A RESULT OF THIS BACKGROUND INVESTIGATION, AS WELL AS THE SOURCE(S) OF THIS INVESTIGATION, **WILL NOT BE REVEALED TO YOU**. (INITIALS) \_\_\_\_

IT IS TO YOUR ADVANTAGE TO RESPOND OPENLY. ANY NEGATIVE FACTORS CONTAINED IN THE INFORMATION PROVIDED BY YOU WILL BE EVALUATED IN THE TERMS OF THE CIRCUMSTANCES, THE FACTS SURROUNDING IT AND ITS DEGREE OF RELEVANCE TO THE JOB. ON THE OTHER HAND, YOU MAY BE DISQUALIFIED IF YOU INTENTIONALLY MAKE A FALSE STATEMENT OF MATERIAL FACT OR INTENTIONALLY OMIT A MATERIAL FACT OR IF YOU PRACTICE OR ATTEMPT TO PRACTICE ANY FORM OF DECEPTION OR FRAUD IN THIS STATEMENT.

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

DATE NVESTIGATOR

I CERTIFY THAT THIS INFORMATION WAS READ ALOUD TO ME AND THAT I UNDERSATAND AND AGREE TO IT.

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

DATE APPLICANT’S SIGNATURE

**PERSONAL HISTORY**

**SECTION A**

**A-1. LEGAL NAME AT BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A-2. ALL OTHER NAMES YOU HAVE USED, INCLUDING NICKNAMES:**

**A-3. SOCIAL SECURITY NUMBER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A-4. RACE \_\_\_\_\_\_\_\_\_\_\_\_ SEX \_\_\_\_\_\_\_\_\_\_\_\_ AGE \_\_\_\_\_\_\_\_\_\_\_**

**A-5. CITY/COUNTY OF RESIDENCE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A-6 PREVIOUS ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WHEN DID YOU MOVE FROM THIS ADDRESS? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A-7. DATE OF BIRTH \_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A-8. U.S. CITIZEN \_\_\_\_\_ YES \_\_\_\_\_ NO IF NATURALIZED GIVE DATE OF NATURALIZATION \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_ NATURALIZATION#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A-9. DO YOU KNOW OF ANYTHING WHICH MIGHT DISQUALIFY YOU FROM THE POSITION FOR WHICH YOU APPLIED? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**A-10. FAMILY AND HOUSEHOLD**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **NAME** | **RACE** | **ADDRESS** | **D.O.B** | **D.O.D** |
| **FATHER** |  |  |  |  |  |
| **MOTHER** |  |  |  |  |  |
| **SPOUSE** |  |  |  |  |  |
| **BROTHER** |  |  |  |  |  |
| **SISTER** |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| **ROOMATE** |  |  |  |  |  |
|  |  |  |  |  |  |

A-11. PERSONAL REFERENCES

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A-12 EDUCATIONAL HISTORY

|  |  |  |  |
| --- | --- | --- | --- |
| DATES | NAME OF SCHOOL | ADDRESS | DEGREE/DIPLOMA |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

A-13. EMPLOYMENT

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

A-14. HAVE YOU EVER BEEN DISCHARGED FIRED OR BEEN REQUESTED TO RESIGN FROM ANY POSITION? \_\_\_\_\_ WHY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CRIMINAL HISTORY

SECTION B

B-1. WOULD YOU SUBMIT TO A POLYGRAPH? \_\_\_\_\_\_\_

NOTE: A MISDEMEANOR ARREST AND/OR CONVICTION WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM CONSIDERATION. HOWEVER, A FAILURE TO REVEAL AN ARREST AND /OR CONVICTION WILL BE GROUNDS FOR REJECTION.

B-2. HAVE YOU EVER BEEN CONVICTED IN ANY COURT OF LAW OF ANY CRIMINAL CHARGES WHETHER A FELONY OR MISDEMEANOR? YES\_\_\_ NO \_\_\_

EXPLANATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B-3. HAVE YOU EVER BEEN ARRESTED OR CHARGED WITH A CRIMINAL OFFENSE? YES \_\_\_ NO \_\_\_

EXPLANATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B-4. HAVE YOU EVER BEEN DETAINED FOR QUESTIONING BY ANY LAW ENFORCEMENT AGENCY IN CONNECTION WITH A CRIMINAL ACT? YES\_\_\_ NO\_\_\_

EXPLANATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B-5. HAVE YOU EVER BEEN REQUIRED TO FURNISH BAIL OR BOND FOR AN APPEARANCE IN AY COURT OF LAW? YES \_\_\_ NO \_\_\_

EXPLANATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

B-6. HAVE YOU EVER RECEIVED A TICKET OR SUMMONS FOR ANY VIOLATION OF TRAFFIC LAWS YES \_\_\_ NO \_\_\_

B-7. HAVE YOU EVER BEEN FINGERPRINTED? YES \_\_\_ NO \_\_\_

B-8. HAVE YOU EVER COMMITTED A FELONY OR A CIMINAL OFFENSE INVOLVING LYING, CHEATING, OR STEALING, FOR WHICH YOU WERE NOT ARRESTED? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: THE PAST USE OF AN ILLEGAL DRUG OR SUSTANCE WILL NOT NECESSARILY DISQUALIFY AN APPLICANT FROM CONSIDERATION. HOWEVER, FAILURE TO REVEAL DRUG USE, INCLUDING EXPERIMENTAL USE, WILL BE GROUNDS FOR REJECTION.

B-9. HAVE YOU EVER TRIED OR USED:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DRUG | Y/N | LAST TIME | # OF TIMES | DRUG | Y/N | LAST TIME | # OF TIMES |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

HAVE YOU EVER SOLD ANY ILLEGAL DRUGS? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HAVE YOU EVER PRUCHASED ANY ILLEGAL DRUGS? \_\_\_\_\_\_\_\_\_\_\_

B-10. HAVE YOU EVER TRIED, USED OR EXPERIMENTED WITH ANY OTHER DRUG, NARCOTIC, OR HALLUCINGEN, NOT PRESCRIBED BY A PHYSICIAN? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CRIMINAL HISTORY CONT:

HAVE YOU EVER COMMITTED OR PARTICIPATED IN OR CONSPIRED TO COMMIT ANY OF THE FOLLOWING CRIMES OR OFFENSES WHETHER OR NOT YOU WERE ARRESTED, CHARGED OR DETAINED? EACH CRIME OR OFFENSE MUST BE CHECKED YES OR NO.

|  |  |  |
| --- | --- | --- |
| VANDALISM/TAGGING/GRAFFITI | YES | NO |
| FORGERY | YES | NO |
| PEDOPHILIA | YES | NO |
| UNAUTHORIZED USE OF A VEHICLE | YES | NO |
| EXTORTION | YES | NO |
| THEFT/LARCENY | YES | NO |
| DOWNLOADED CHILD PORNOGRAPHY | YES | NO |
| SHOPLITED MERCHANDISE | YES | NO |
| RAPE/DATE RAPE/SEXUAL ASSAULT | YES | NO |
| LIED OR COMMITTED PERJURY IN COURT OR OTHER PROCEEDING? | YES | NO |
| LIED TO ANYONE IN AUTHORITY OR MADE A FALSE POLICE REPORT? | YES | NO |
| ENTERED ANY BUILDING, BUSINESS, DWELLING, OR HOUSE WITHOUT PERMISSION? | YES | NO |
| EVER RECEIVED OR PAID MONEY FOR ANY SEX ACT? | YES | NO |

IF YOU CHECKED YES TO ANY OF THE ABOVE, PLEASE EXPLAIN IN THE SPACE BELOW OR ON THE REVERSE SIDE OF THIS PAGE. INCLUDE DATES & LOCATIONS OF ALL EVENTS.

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

CRIMINAL HISTORY (CONTINUED)

HAVE YOU EVER COMMITTED OR PARTICIPATED IN OR CONSPIRED TO COMMIT ANY OF THE FOLLOWING CRIMES OR OFFENSES WHETHER OR NOT YOU WERE ARRESTED, CHARGED OR DETAINED? EACH CRIME OR OFFENSE MUST BE CHECKED YES OR NO.

|  |  |  |
| --- | --- | --- |
| HAVE YOU EVER PLACED A WAGER/BET BY TELEPHONE, INTERNET OR MADE A HAND-TO-HAND TRANSACTION WITH A BOOK MAKER (BOOKIE OR NUMBERS MAN) ON THE RESULTS OF A PROFESSIONAL OR COLLEGIATE SPORTS EVENT, OTHER THAN A LEGITIMATE LOTTERY, OR OTHER LEGALIZED GAMBLING EVENT? | YES | NO |
| DO YOU CURRENTLY HAVE ANY OUTSTANDING GAMBLING DEBTS? | YES | NO |
| HAVE YOU EVER BORROWED MONEY TO GAMBLE? | YES | NO |
| HAVE YOU EVER USED AN EMPLOYER’S MONEY TO GAMBLE? | YES | NO |
| HAVE YOU EVER STOLEN MONEY WITH WHICH TO GAMBLE? | YES | NO |
| STOLEN ANYTHING FROM AN EMPLOYER? | YES | NO |
| HAVE YOU EVER BEEN INVOLVED IN ANY COLLEGE, FRATERNITY HAZING/INITIATION INCIDENT/RITUAL/PROGRAM? | YES | NO |
| HAVE YOU EVER BEEN INVOLVED IN ARSON, A RECKLESS BURNING/FIRE OR SIMILAR CONDUCT? | YES | NO |
| HAVE YOU EVER BEEN BONDED OR REFUSED BOND UPON APPLICATION? | YES | NO |
| HAVE YOU EVER KNOWINGLY FILED A FALSE/FRADULENT INSURANCE CLAIM WITH ANY INSURANCE COMPANY REGARDING A TRAFFIC ACCIDENT, THET, OR OTHER MONETARY LOSS? | YES | NO |
| HAVE YOU EVER PARTICIPATED IN “STREET RACING”. “QUICK START RACING”, OR RACING ANOTHER VEHICLE ON A PUBLIC HIGHWAY? | YES | NO |

IF YOU CHECKED YES TO ANY OF THE ABOVE, PLEASE EXPLAIN IN THE SPACE BELOW OR ON THE REVERSE SIDE OF THIS PAGE. INCLUDE DATES & LOCATIONS OF ALL EVENTS.

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

CRIMINAL HISTORY (CONTINUED)

HAVE YOU EVER COMMITTED OR PARTICIPATED IN OR CONSPIRED TO COMMIT ANY OF THE FOLLOWING CRIMES OR OFFENSES WHETHER OR NOT YOU WERE ARRESTED, CHARGED OR DETAINED? EACH CRIME OR OFFENSE MUST BE CHECKED YES OR NO.

|  |  |  |
| --- | --- | --- |
| HAVE YOU EVER, FOR ANY REASON, ELUDED A LAW ENFORCEMENT OFFICIAL? | YES | NO |
| HAVE YOU EVER PURCHASED ALCOHOL FOR SOMEONE LESS THAN 21 YEARS OF AGE? | YES | NO |
| HAVE YOU EVER PARTICIPATED UNDERAGE DRINKING? | YES | NO |
| HAVE YOU EVER CONSUMED ALCOHOL AT WORK? | YES | NO |
| HAVE YOU EVER BEEN UNDER THE INFLUENCE OOF ALCOHOL AT WORK? | YES | NO |
| HAVE YOU EVER BEEN DISCIPLINED AS A RESULT OF CONSUMING ALCOHOL? | YES | NO |

IF YOU CHECKED YES TO ANY OF THE ABOVE, PLEASE EXPLAIN IN THE SPACE BELOW OR ON THE REVERSE SIDE OF THIS PAGE. INCLUDE DATES & LOCATIONS OF ALL EVENTS.

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

DRIVING HISTORY

SECTION C

C-1. IS YOUR CURRENT OPERATORS LICENSE VALID? \_\_\_\_ STATE \_\_\_\_

C-2. HAS YOUR PRIVILEDGE TO DRIVE EVER BEEN SUSPENDED OR REVOKED? \_\_\_\_\_ WHY? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MILITARY HISTORY

SECTION E

E-1. HAVE YOU EVER RECEIVED A DISCHARGE FROM THE ARMED FORCES WHICH WAS LESS THAN HONORABLE? \_\_\_\_\_\_\_\_\_\_\_

EXPLANATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-2. WERE YOU EVER THE SUBJECT TO ANY DISCIPLINARY ACTION (JUDICIAL OR NONJUDICIAL) WHILE IN THE ARMED FORCES? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-3. ARE YOU REGISTERED WITH THE SELECTIVE SERVICES? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MISCELLANEOUS INFORMATION

SECTION F

F-1. HAVE YOU APPLIED FOR OR PARTICIPATED IN AN INTERSHIP PROGRAM WITH ANY OTHER POLICE AGENCY? \_\_\_\_\_\_

WHERE? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F-2. DO YOU HAVE ANY FRIENDS OR RELATIVES WHO ARE EMPLOYED BY THE RICHMOND POLICE DEPARTMENT? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F-3. DO YOU OR ANY MEMBER OF YOUR FAMILY BELONG TO ANY MILITANT OR SUBVERSIVE ORGANIZATIONS? \_\_\_\_\_\_\_\_\_\_\_\_ IF SO WHO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

F-4. HAS ANY MEMBER OF YOUR IMMEDIATE FAMILY OR MEMBER OF YOU HOUSEHOLD EVER BEEN CONVITED OF A CRIME? \_\_\_\_\_\_

EXPLANATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FINANCIAL INFORMATION

SECTION G

G-1. ARE YOU CURRENTLY MEETING YOUR FINANCIAL OBLIGATIONS? \_\_\_

G-2. HAVE YOU EVER BEEN CONTACTED BY A COLLECTION AGENCY? \_\_\_

EXPLANATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AFFIDAVIT

I HEREBY CERTIFY THAT ALL STATEMENTS CONTAINED IN THIS QUESTIONAIRE FOR AN INTERNSHIP WITH THE RICHMOND POLICE DEPARTMENT ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I HAVE NEITHER WITHELD NOR MISREPRESENTED ANY FACTS CONTAINED HEREIN. I AUTHORIZE THE RICMOND POLICE DEPARTMENT AND ITS AGENTS TO CONDUCT A COMPLETE AND COMPREHENSIVE INVESTIGATION INTO MY BACKGROUND FOR THE PURPOSE OF DETERMINING MY FITNESS FOR THE SERVICE IN THAT DEPARTMENT. I ALSO UNDERSTAND THAT MY OMMISSION OR MISSSTATEMENT OF MATERIAL FACTS MAY BE GROUNDS FOR REJECTION OF MY APPLICATION OR DISMISSAL FROM THE INNTERSHIP PROGRAM WITH THE RICHMOND POLICE DEPARTMENT.

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

DATE APPLICANTS SIGNATURE

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

INVESTIGATOR’S SIGNATURE

County/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Commonwealth/State of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certified this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notary Public \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |
| --- | --- | --- |
| **Applicant’s Name:**  **City of Richmond**  Police Department Personnel & Recruitment Unit200 W. Grace Street Richmond, Virginia 23220  (804) 646-6733 | |  |
|  | | |
| **Position:** |  | |
| I respectfully request and authorize you to furnish the City of Richmond Police Department, ANY and ALL information that you have concerning my employment record, educational record, military record, psychological record, medical record, reputation, character, financial and credit status. Please include any and all polygraph results, application information and other information of a confidential nature, and Photostats or copies of same. This information is to be used to assist the Richmond Police Department in determining my qualification and fitness for the position I am seeking. A reproduction of this release form will be valid as an original hereof and shall expire twelve (12) months from the date of this acknowledgement.  I hereby release you, your organization or others from any and all liability or damage, which may result from furnishing the information requested. I further understand that the sources of information, as well as the information itself cannot be revealed to me.   |  |  |  | | --- | --- | --- | |  |  |  | | Applicant’s Signature |  | Date | | | | | |
| |  |  |  | | --- | --- | --- | |  |  |  | | Address |  | Date of Birth |  |  |  |  | | --- | --- | --- | |  |  |  | | City, State, Zip Code |  | Social Security # | | | | | |
| Witnessed By | | | | | |
|  | | | | | |
| Investigator County/City of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Richmond Police Department Commonwealth/State of \_\_\_\_\_\_\_\_\_\_\_\_  Personnel & Recruitment Division Certified this \_\_\_\_day of\_\_\_\_\_\_\_\_,\_\_\_\_  (804) 646-6733 Notary Public\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  My commission expires:  Notary Registration: | | | | | |
|  | | | | | |

# **LIABILITY EXEMPTION**

RICHMOND POLICE DEPARTMENT

## RICHMOND, VIRGINIA

|  |  |
| --- | --- |
| Date: |  |

I hereby release the City of Richmond, Virginia and any member of the Richmond Police Department from any and all liability directly or indirectly arising out of my riding in a police unit with a police officer of the City of Richmond, Virginia.

|  |  |
| --- | --- |
| Signature: |  |

Witnesses:

|  |
| --- |
|  |
|  |
|  |
|  |