



Florence Police Department Minimum Requirements for Police Officers

Florence Police Officer positions are filled on an as-needed basis. The attached application packet should contain the following:

- Town of Florence General Employment Application
- Arizona Peace Officer Standards & Training Board (AZ POST) Application
- AZ POST Authorization for Release of Information which must notarized

You must fill out all forms completely. We realize that some information will be requested more than once. Incomplete or inaccurately completed applications may be rejected.

When returning the application, include copies of the following:

- Birth Certificate
- Diploma or transcript from the highest education level achieved
- Driver's license (Arizona license required at time of hire)
- DD-214 (if applicable)
- Social Security Card

The hiring process may take 12 weeks or more and consists of the following steps (some or all of which may apply)

- Application reviewed for qualifications
- Written test
- Physical agility test
- Oral interview
- Background investigation
- Medical Examination
- Polygraph examination
- Psychological exam/screening
- Drug screening

All portions of the hiring process must be successfully completed before the application is submitted to the Police Chief for final selection and approval process.

Your application will remain active for one year from date of application. It is your responsibility to report any changes to your contact information to Human Resources at (520) 868-7553.

Title of Position for which you are applying	Date of Application	
Last Name	First Name	MI



TOWN OF FLORENCE APPLICATION FOR EMPLOYMENT

INSTRUCTIONS

General:

1. **Applications are only accepted for current job openings.** The original application and any supportive materials must be received by the closing date of recruitment. Answer all questions completely and in detail.
2. Incomplete or improperly completed applications will result in the application being rejected. Additional information may not be accepted after the close of the filing period.
3. Submit the application and any additional supplements to **Human Resources** at the **Town of Florence, 775 N. Main Street, PO Box 2670, Florence, Arizona 85132**, or fax to **(520) 868-7571**. **Applications are accepted via e-mail in pdf format with original signature to hr@florenceaz.gov.**
4. A resume, letters of recommendation, and the like may be submitted with the application. Your application and all attachments become the property of the Town of Florence and will not be returned.

Employment:

1. Show complete experience for each position beginning with your present or last position (including military experience) for the last ten (10) years. **Do not state, "See Resume."**
2. **A resume may be attached, but will not be accepted in lieu of completing the entire application.**
3. **Use a separate sheet for continuation if necessary, following the same format as the employment record on the application.**
4. **Complete a separate application for each open job that you wish to apply for.** Write the exact job title as specified on the job application form.

Driving and Criminal Conviction Records:

It is of great importance that there is full disclosure on the question of criminal convictions. A criminal conviction will not necessarily disqualify you from consideration. The relationship of the conviction to the position, as well as the nature and severity, the passage of time, and subsequent job history/performance will all be considered.

Important Notice To Applicants:

All applicants offered employment with the Town of Florence are required to undergo a criminal background check conducted by the Arizona Department of Public Safety and the Federal Bureau of Investigation. Fingerprints will be obtained and submitted to be used to conduct the criminal background check.

Be advised that you may obtain a copy of your criminal background check. Procedures for obtaining a copy of the FBI criminal history records are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.30 through 16.33 or go to the FBI website at www.fbi.gov/about-us/cjis/criminal-history-summary-checks. To obtain a copy of an Arizona criminal history record, you may contact the Department of Public Safety Criminal History Records Unit at (602) 223-2322. This will check the Arizona criminal history only. Note that any copy you obtain from the DPS or FBI is for your information only and is not accepted as the background check by the Town.

Be further advised that you have the right to correct information on your criminal background check. Procedures for obtaining a change, correction, or update of FBI criminal history records are set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34, or go to the FBI website at www.fbi.gov/about-us/cjis/criminal-history-summary-checks/challenge-of-a-criminal-history-summary. To obtain a fingerprint card and a Review and Challenge Packet from the Arizona Department of Public Safety, you may contact the DPS Criminal History Records Unit at (602) 223-2322 to obtain a Review and Challenge packet. The DPS provides the packet pursuant to R13-1-08 of the Arizona Administrative Code.

The FBI Noncriminal Justice Applicant's Privacy Rights are available at the FBI website at www.fbi.gov/about-us/cjis/cc/library/noncriminal-justice-applicants-privacy. The Agency Privacy Requirements for Noncriminal Justice Applicants are available at the FBI website at www.fbi.gov/about-us/cjis/cc/library/agency-privacy-requirements-for-noncriminal-justice-applicants.

Title of Position for which you are applying	Date of Application	
Last Name	First Name	MI



TOWN OF FLORENCE HUMAN RESOURCE DEPARTMENT

Equal Employment Opportunity Data Collection Form

General:

PLEASE NOTE: This page will be separated from the employment application and will not be used for any purposes other than the collection of data to assist the Town of Florence in monitoring its recruitment advertising and outreach efforts.

Race/Ethnic Disclosure Statement:

The Town of Florence is an Equal Opportunity Employer and does not discriminate in hiring or employment on the basis of race, color, national origin or ancestry, sex, age, religious beliefs, veteran status, disability, or political affiliation.

Please provide the following information to assist in the Town of Florence's commitment to provide equal opportunity employment. This information will **not** be used to discriminate against you in any way.

Please select one (1) Race/Ethnic category from the list below:

- American Indian or Alaska Native** (A person descending from any of the original peoples of North America or South America (including Central America) who possesses ¼ degree of documented tribal descendency or is enrolled with a federally or state recognized tribe, or is recognized by a federally or state recognized tribe as American Indians for state affirmative action purposes).
- Asian** (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam).
- Black or African American** (A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American").
- Hispanic or Latino** (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin" can be used in addition to "Hispanic or Latino").
- Native Hawaiian or Other Pacific Islander** (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands).
- White** (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa).
- Two or more races**

If you do not wish to designate your race or national origin, please check the following statement.

- I do not wish to designate my race or national origin**



TOWN OF FLORENCE

Application for Employment

Personal Information

Last Name	First Name	Middle Int.	Today's Date
Other name(s) under which you have been employed or attended school			
Home phone number	Business phone number	Cell phone number	
Preferred number to be contacted	Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No If under 18, your age:		
Email address			
Current mailing address			
Street	City	State	Zip
Permanent mailing address (if different from above)			
Street	City	State	Zip
Position applied for		Type of employment desired	
		<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary	
Date available for employment	Are you authorized to work in this country on an unrestricted basis?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you previously been employed by the Town of Florence?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If you have been previously employed by the Town of Florence, please provide:			
Dates of Service	Position Held	Town Department	
Are you related to any Town of Florence employee or elected official?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, indicate who, relationship, and their position:			

Education

High School	City	State	Graduate?	Major	Degree
Name			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> GED <input type="checkbox"/> Diploma	N/A
Technical/Vocational School					
Name			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University					
Name			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Graduate School					
Name			<input type="checkbox"/> Yes <input type="checkbox"/> No		
List your professional studies, licenses/certifications, memberships, designations or other activities related to this job that you feel we should know about when considering your application. Do not include any information which would indicate race, color, national origin, religion, sex, or disability status.					



TOWN OF FLORENCE

Application for Employment

Language Other Than English	Read?	Speak?	Write?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Computer Language/Tools
Please indicate software on which you have training or experience:

Driving and Criminal Conviction Records

Driving Record

Your driving record will be considered when driving for the Town is a requirement of your position.

Current drivers' license number	Class	State
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Criminal Convictions

Have you ever been convicted of a misdemeanor or felony (other than minor/civil traffic offense), placed on probation, fined or given a suspended sentence (including military trial convictions and including convictions expunged or set aside)? Note that reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Yes No

IMPORTANT NOTE: The Town of Florence conducts post-offer criminal background checks which includes both the Arizona DPS and the national FBI databases. Full disclosure on this question is of great importance. A criminal conviction will not necessarily disqualify you from Town employment. The relationship of the conviction to the position, as well as the nature and severity of the conviction, the passage of time, and subsequent job history/performance will all be considered.

If you answered yes to the question above, please give details below (attached additional page if necessary)

Date of Conviction	Court Location	Nature of conviction

Employment History (provide at least 10 years of history)

Current Or Last Employer		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of employer	Business phone	Hire date	Termination date
City	State		
Supervisor name	Supervisor title	Supervisor phone	
Starting position title	Starting position pay	Current/last position title	Current/ending pay
Reason for leaving:			
Describe position duties:			



TOWN OF FLORENCE

Application for Employment

Former Employers				
2) Name of employer		Business phone	Hire date	Termination date
City		State		
Supervisor name		Supervisor title		Supervisor phone
Starting position title	Starting position pay	Ending position title	Ending position pay	
Reason for leaving:				
Describe position duties:				
3) Name of employer		Business phone	Hire date	Termination date
City		State		
Supervisor name		Supervisor title		Supervisor phone
Starting position title	Starting position pay	Ending position title	Ending position pay	
Reason for leaving:				
Describe position duties:				
4) Name of employer		Business phone	Hire date	Term date
City		State		
Supervisor name		Supervisor title		Supervisor phone
Starting position title	Starting position pay	Ending position title	Ending position pay	
Reason for leaving:				
Describe position duties:				



TOWN OF FLORENCE

Application for Employment

Applicant's Certification and Agreement

I certify that the information provided in this Employment Application is true and complete. I understand that if I am employed, material omissions, false or misleading statements on this application shall be sufficient grounds for disqualification from consideration or dismissal from employment. I understand and agree that no employee or director has the authority to promise me employment for any specified period of time. I understand that any employment will be governed by the policies and procedures of the Town in effect at that time. I further understand that candidates for employment in specifically designated classifications are required to submit to and pass a drug test as a condition of employment, and that the Town of Florence complies with the Legal Arizona Workers Act and participates in the Employment Eligibility Verification process through the Social Security Administration and Department of Homeland Security databases to establish eligibility for employment in the United States.

AUTHORIZATION FOR THE RELEASE OF INFORMATION

I hereby consent to and authorize the release of the following information, wherever situated, in connection with my application with the Town of Florence, Arizona.

- 1) All personnel and employment records including, but not limited to, military records, as well as the records of any disciplinary actions and related investigative reports, if any, which are contained therein.
- 2) All court records and criminal history records located in any local, state or federal court or maintained in the files or electronic databases of any local, state or federal law-enforcement agency or information repository.
- 3) All motor vehicle and driver license records maintained in the files or electronic databases of any local, state or federal motor vehicle or driver licensing agency.

WAIVER OF CLAIMS

In consideration of the benefits I may realize from my application for employment with the Town of Florence, I hereby agree to indemnify, hold harmless, release and forever discharge the Town of Florence, its employees, contractors and agents together with any person whomsoever who receives, releases or otherwise provides or communicates information about me pursuant to this authorization from all claims, actions, suits, legal proceedings and liability of any nature whatsoever, whether in law or equity arising from the release of such information or from its use.

Printed Name of Applicant _____ Date _____

Applicant Signature: _____

Town of Florence

775 North Main Street

P.O. Box 2670

Florence, Arizona 85132

www.florenceaz.gov

General Number: (520) 868-7500 TDD (520) 868-7502

Human Resource: (520) 868-7553 Fax: (520) 868-7571



Arizona Peace Officer Standards and Training Board



STATEMENT OF PERSONAL HISTORY AND APPLICATION FOR CERTIFICATION

I. TO THE APPLICANT

Certification by the Arizona Peace Officer Standards and Training Board is required by state law, A.R.S. §41-1823.B, prior to a person being authorized to act in the capacity of a peace officer. To be considered for certification under the rules of AZ POST, you must complete this application and **RETURN IT TO THE DEPARTMENT TO WHICH YOU ARE APPLYING.**

II. A FALSE OR MISLEADING STATEMENT ON THIS FORM IS A CRIME UNDER A.R.S. §§ 13-2704, 13-2907.01 AND 39-161 AND IS CAUSE TO DENY OR REVOKE PEACE OFFICER CERTIFICATION.

The existence of any of the following conditions may result in rejection from the selection process. These areas will be explored extensively during a background investigation including a polygraph examination:

- a. Illegal drug use,
- b. Participation in criminal activity or behavior,
- c. Poor driving record,
- d. Dishonesty/providing false information.

III. PUBLIC DISCLOSURE OF INFORMATION

Your Social Security Number is required by A.R.S. §25-320 and is requested for identification and record keeping purposes. **AZ POST does not disclose Social Security Numbers in response to public record requests.**

IV. INSTRUCTIONS

Read every question carefully. Answer every question. If the question does not apply to you, write "DNA" in the answer space. **Do not leave blank answer spaces.** Please print clearly. When using the Continuation Sheet, please note the question number you are referring to. Applications that are incomplete or cannot be read will not be accepted.

V. PEACE OFFICER CODE OF ETHICS

I will exercise self-restraint and be constantly mindful of the welfare of others. I will be exemplary in obeying the laws of the land and loyal to the state of Arizona and my agency and its objectives and regulations. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept secure unless revelation is necessary in the performance of my duty.

I will never take selfish advantage of my position and will not allow my personal feelings, animosities or friendships to influence my actions or decisions. I will exercise the authority of my office to the best of my ability, with courtesy and vigilance, and without favor, malice, ill will, or compromise. I am a servant of the people and I recognize my position as a symbol of public faith. I accept it as a public trust to be held so long as I am true to the law and serve the people of Arizona.

CERTIFICATION:

I hereby certify that I have read the above Code of Ethics and agree to abide by it.

SIGNATURE OF APPLICANT: _____

DATE: _____



Arizona Peace Officer Standards and Training Board



AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, **DO HEREBY AUTHORIZE** any and all persons, employers, partnerships, (print name) corporations and all civilian and government entities, military agencies, law enforcement agencies, private, and city, county, state and federal entities to release, furnish and exchange any and all available information relating to me for the purpose of determining my suitability to be appointed and certified as a peace officer. This includes, but is not limited to, all information related to my employment, performance, disciplinary history, character, integrity, reputation, conduct, behavior and fitness for duty.

This authorizes release to the **ARIZONA PEACE OFFICER STANDARDS AND TRAINING BOARD** and the (agency) _____ . This release is in addition to, and not (print agency name) intended to curtail or diminish the authorization and immunity provided by statute. **I DO HEREBY RELEASE** from any and all liability, all persons or entities disclosing information pursuant to this release.

Signature of Applicant:	Date:
Sworn and Subscribed To Before Me This: _____ Day of _____ .	
By: _____	
State of: _____	County of: _____
Signature of Notary Public: _____	



Arizona Peace Officer Standards and Training Board



STATEMENT OF PERSONAL HISTORY AND APPLICATION FOR CERTIFICATION

ARIZONA ADMINISTRATIVE CODE R13-4-106: A person who seeks to be appointed shall complete and submit to the appointing agency a personal history statement on a form prescribed by the Board before the start of a background investigation. The history statement shall contain answers to questions that aid in determining whether the person is eligible for certified status as a peace officer. The questions shall concern whether the person meets the minimum requirements for appointment, has engaged in conduct or a pattern of conduct that would jeopardize the public trust in the law enforcement profession and is of good moral character.

INSTRUCTIONS: Print or type all answers. Read every question carefully and answer every question. If the question does not apply to you, print or type "DNA" in that answer block. **DO NOT LEAVE BLANK SPACES.** Incomplete or unsigned statements cannot be processed. If additional space is required, use the Continuation Sheet. Also, use this sheet to expound or explain your answer. All information provided is subject to verification. Information on this form may constitute a "public record or other matter" requiring public disclosure under Arizona's Public Records Law, A.R.S. §39-121 *et seq.*

1. Name (Last, First, Middle):			
2. Address:		3. City:	4. State/Zip Code:
5. Date of Birth (Month/Day/Year):	6. Place of Birth (City, State):	7. Social Security Number:	
8. List here any other names, DOB's or SSN's you have used:			
9. Current Marital Status:		10. Spouse's Name Before Marriage:	
11. Home Telephone Number:	12. Work Telephone Number:	13. Cell/Mobile Number:	
14. Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> Please attach a copy of Birth Certificate or other verification of citizenship.			
15. Do you have (Check One) <input type="checkbox"/> G.E.D. Certificate <input type="checkbox"/> High School Diploma Please attach a copy of one of the above.		16. When and where did you receive it?	
17. MILITARY SERVICE: YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, attach the MEMBER 4 copy of the DD 214 and continue with this section. If NO skip to #18.			
Branch of Service: _____		Date Entered:	Date Separated:
Honorable Discharge: YES <input type="checkbox"/> NO <input type="checkbox"/> _____ If NO list type of discharge/separation and explain on the Continuation Sheet.		Were you ever arrested, cited or apprehended by military police? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, explain on the Continuation Sheet.	
Are you currently a member of a U.S. Reserve or National Guard Unit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, list current assignment:		Were you ever the subject of a report or investigation by military police or other investigative service (i.e., CID, NIS, OSI)? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, explain on the Continuation Sheet.	
Did you ever receive a court martial or non-judicial punishment for a violation of the Uniform Code of Military Justice (UCMJ)? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES explain on the Continuation Sheet.			
AGENCY VERIFICATION:	INITIALS:	DATE:	INITIALS:
U.S. Citizen (Documentation in File)		High School Diploma/GED (Documentation in File)	
21 Years of Age		Military Service if applicable (Documentation in File)	

18. **PERSONAL REFERENCES:** List at least three people who have known you for over one year, excluding relatives or former employers, who can answer questions concerning your past conduct and character as it applies to your meeting the minimum standards for appointment.

Name	Street Address, City, State, Zip Code	Home Telephone No.	Work Telephone No.	Years Known

19. **EXCLUDING FAMILY MEMBERS, LIST ALL PERSONS YOU HAVE LIVED WITH DURING THE PAST FIVE YEARS.**
Use the Continuation Sheet if necessary.

Name	Street Address, City, State, Zip Code	Home Telephone No.	Relationship

20. **FAMILY REFERENCES:** List all immediate relatives, (i.e., parents, siblings, spouse, ex-spouse(s) and all children). Use the Continuation Sheet if necessary.

Name	Relationship	Age	Street Address, City, State, Zip code	Telephone No.

AGENCY VERIFICATION:		INITIALS:	DATE:	INITIALS:
Personal References Contacted and Results Documented			Residences and Family References Listed	

21. EMPLOYMENT HISTORY: Show all employment beginning with most recent employer. Use the Continuation Sheet if necessary.

Dates of Employment		Name and Address of Employer (Street, City, State)	Supervisor's Name and Phone Number	Job Title/Duties	Reason for Leaving
From	To				

22. LIST ALL COLLEGES OR UNIVERSITIES YOU HAVE ATTENDED (Beginning with the most recent):

School	Dates Attended	Course of Study	Degree Received or Total Credit Hours

23. RESIDENCES: List all residences during the past five years. Use the Continuation Sheet if necessary.

From	To	Street Address	City	State/County

AGENCY VERIFICATION:	INITIALS:	DATE:	INITIALS:
Employment Verified and Results Documented		Certificates or Degrees, Documentation in File	
Residences Verified and Results Documented in File			

24. **POLICE CONTACTS:** List all incidents in which you were cited, arrested, accused or charged with a crime other than traffic violations. Include incidents that occurred as a juvenile, any that were expunged, set aside, dismissed, referred to pre-trial diversion or pardoned. Provide a full explanation on the Continuation Sheet.

Date	Location	Police Agency	Original Charge	Disposition/Court Action

25. **CIVIL ACTIONS** List all civil actions in which you were a party, (i.e., divorces, bankruptcy, small claims court, lawsuits etc.):

Date	Location	Action or Proceeding	Disposition/Court Action

<p>26. CURRENT DRIVER'S LICENSE</p> <p>State: _____ Expiration Date: _____</p> <p>Current Drivers License Number: _____</p>	<p>27. PREVIOUS DRIVER'S LICENSE INFORMATION</p> <p>List all states/countries where you have been licensed:</p> <p>_____</p> <p>_____</p>
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28. **Have you ever had your Driver's License revoked or suspended?** YES NO If YES, provide a full explanation on the Continuation Sheet.

29. **MOTOR VEHICLE OPERATION:** List all moving violations for which you were cited. Use the Continuation Sheet if necessary:

Date	Location and Issuing Agency	Violation Charged	Collision Related	Court Disposition
			YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	
			YES <input type="checkbox"/> NO <input type="checkbox"/>	

AGENCY VERIFICATION:		INITIALS:	DATE:	INITIALS:
Police Contacts Queried and Results Documented in Files			Civil Actions Queried and Results Documented in Files	
Motor Vehicle Records Queried and Results Documented in File				

30. ILLEGAL/NON-MEDICAL USE OF OR CRIMINAL INVOLVEMENT WITH DRUGS/CONTROLLED SUBSTANCES:
 In this section, disclose all illegal drug use (or criminal involvement) that was not for the purpose of treating or alleviating the symptoms of a medical condition.
 Drug use for medical purposes will be disclosed in a different portion of the application process.

TYPE OF DRUG	HAVE YOU EVER SOLD, SMUGGLED OR TRANSPORTED FOR SALE OR PERSONAL GAIN?	HAVE YOU EVER USED, TRIED OR EXPERIMENTED WITH?	IF YES HOW MANY TIMES?	HOW MANY TIMES AFTER AGE 21?	DATE FIRST USED	DATE LAST USED
MARIJUANA	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
COCAINE/CRACK	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
METHAMPHETAMINE/SPEED	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
HEROIN	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
OPIUM	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
MORPHINE	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
LSD/ACID	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
PEYOTE	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
MESCALINE	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
HASHISH	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
STEROIDS	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
ANY OTHER ILLEGAL DRUG OR NARCOTIC	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				
ILLEGAL USE OF PRESCRIPTION DRUGS	YES <input type="checkbox"/> NO <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>				

31. **IF YOU ANSWERED YES ON ANY OF THE AREAS IN QUESTION #30, PROVIDE A FULL EXPLANATION ON THE CONTINUATION SHEET. INCLUDE, IF APPLICABLE, THE FOLLOWING:**

a. How the drug was ingested or consumed,	d. How the drug was obtained,
b. The duration of usage,	e. Why you stopped using the drug,
c. The motivation for use,	f. Any other factors you believe are relevant.

32. **CRIMINAL CONDUCT:**

a. Have you ever <u>committed</u> a felony or an offense which would be a felony if committed in this state?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b. Have you ever committed a criminal offense involving dishonesty, theft, unlawful sexual conduct or physical violence?	YES <input type="checkbox"/> NO <input type="checkbox"/>

If Yes to either 32a or 32b, provide a full explanation on the Continuation Sheet.

33. Are you now, or have you ever been, a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted or shows a policy of advocating the commission of force or violence to deny other persons their rights under the Constitution of the United States of America or the state of Arizona, or which seeks to alter the form of government of the United States of America by unconstitutional means?

YES NO

If YES provide a full explanation on the Continuation Sheet.

34. Do you have any knowledge or information, in addition to that specifically required in this questionnaire, which is or may be relevant, directly or indirectly, to an investigation of your eligibility or fitness for the position you are seeking? This includes, but is not limited to: character traits, temperance habits, employment, education, subversive activities, family, associations or traffic violations?

YES NO

If YES provide a full explanation on the Continuation Sheet.

AGENCY VERIFICATION:	INITIALS:	DATE:	INITIALS:
Applicant Meets Drug Standards/Does Not Meet Standards Yes <input type="checkbox"/> No <input type="checkbox"/>		ACIC/ACCH Checked	
Criminal History Check Completed and Documentation in File		NCIC/III Checked	

35. Do you have prior peace officer certification/employment in Arizona or any other state(s)? YES NO

If YES provide the following information: Name of Agency	Dates of Employment		City	State
	From	To		

- a. If prior Arizona certified, attach verification of most current AZ POST continuing and proficiency training and firearms qualifications.
- b. Has your peace officer certification been revoked, suspended, canceled or denied for any reason?
If YES provide a full explanation on the Continuation Sheet. YES NO
- c. Have you, while on duty as a peace officer and without authorization, used or been under the influence of spirituous liquor?
If YES provide a full explanation on the Continuation Sheet. YES NO
- d. Have you received discipline for any improper conduct as a peace officer. If YES provide a full explanation on the Continuation Sheet. Discipline: Letter of reprimand/counseling, suspension, termination or demotion. YES NO

36. Have you applied with any other law enforcement agencies in the past three years? YES NO

If YES provide the following information: Name of Agency	Date of Application	Was Polygraph taken?
		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>
		YES <input type="checkbox"/> NO <input type="checkbox"/>

37. CERTIFICATION:
 I hereby certify under penalty of law that the entries on this statement and the attached Continuation Sheet are true, complete and correct to the best of my knowledge and belief. These entries are made in good faith. I understand that a false or misleading statement on this form constitutes a violation of the law and is cause to deny, suspend or revoke peace officer certification.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

AGENCY VERIFICATION:	INITIALS:	DATE:	INITIALS:
Previous Agencies Applied To Queried and Results Documented		Certification History Verified and Results Documented in File	
Training and Firearms Requirements Documentation in File		Valid Certification Verified and Documentation in File	
Improper Conduct Researched and Documentation in File		Fingerprint Card Submitted - AZ DPS	
Signature and Date Completed		Fingerprint Card Submitted - FBI	

Applicant Name: _____ Agency: _____

AGENCY VERIFICATION OF APPLICANTS QUALIFICATIONS AND DOCUMENTATION		Please initial
Page 1	Code of Ethics read, signed and dated.	
Page 2	Authorization for Release of Information fully completed and notarized.	
Page 3	Agency Verification completed and results documented in file.	
Page 4	Agency Verification completed and results documented in file.	
Page 5	Agency Verification completed and results documented in file.	
Page 6	Agency Verification completed and results documented in file.	
Page 7	Agency Verification completed and results documented in file.	
Page 8	Agency Verification completed and results documented in file.	
In-Person Review of AZPOST PH with Applicant to confirm information		
Lateral Applicants – Prior Agency personnel file reviewed for past performance and/or prior misconduct		
Applicant has applied with other agencies – inquiry completed with agency to determine status and/or disqualifiers identified.		
Inconsistent information from applicant during background process, including polygraph, corrected by applicant on AZPOST PH form.		
Applicant meets minimum qualifications and documentation is complete and in file.		
Applicant does not meet minimum qualifications.		Application Process Terminated
Reason for Disqualification:		
Medical Examination completed and in file and applicant meets standards.		
Medical Examination completed and in file and applicant does not meet standards		
ME and MH forms properly completed and in file.		
F.B.I./D.P.S. record checks completed and in file.		
F.B.I./D.P.S. record checks completed and in file and reflects arrest record.		
F.B.I./D.P.S. record checks has been submitted, no return yet.		
NCIC/III/ACIC/ACCH records check completed and in file and no record found.		
NCIC/III/ACIC/ACCH records check completed and in file and record found.		
Polygraph completed and report in file and applicant passed		
Polygraph completed and report in file and applicant failed.		
Applicant does not meet all requirements.		Application Process Terminated
Reason for Disqualification:		
AGENCY CERTIFICATION:		
<p>I hereby certify that I have reviewed this application for completeness and the required documentation in accordance with R13-4-106(C)(7) and hereby attest that this person meets minimum qualifications for appointment, has not engaged in conduct or a pattern of conduct that would jeopardize public trust in the law enforcement profession, is of good moral character and have completed this report to document that finding.</p>		
NAME OF REVIEWER: _____		TITLE: _____
SIGNATURE OF REVIEWER: _____		DATE: _____