

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY



**Atlantic Beach Police Department  
1010 32<sup>nd</sup> Ave. South  
Atlantic Beach, SC 29530**

## **Personal History Questionnaire**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Position Applied For

Applicant's E-Mail Address: \_\_\_\_\_

Applicant's Telephone Numbers: (Primary) \_\_\_\_\_

(Secondary) \_\_\_\_\_

## Instructions to the Applicant

The information you provide in the Personal History Questionnaire will be used as part of your hiring process to include, but not limited to further interviews, a polygraph examination, and a background investigation. This document assists in determining your suitability for a position with the Atlantic Beach Police Department.

- It is your responsibility to complete this form and provide all required information.
- Neatly print in blue or black ink.
- You must respond to all items and questions. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your response.
- If you need more space for a response, please use the back page of the document. Indicate the number of the question and continue your answer.
- Please include dates of any occurrences

### **YOU ARE RESPONSIBLE FOR PROVIDING COMPLETE, ACCURATE, AND TRUTHFUL RESPONSES.**

#### **Disqualification**

The Atlantic Beach Police Department has hiring standards that could be the basis for your removal from the hiring process. Issues with misconduct, such as employment history, illegal drug use, criminal activity, arrest or conviction maybe examples of disqualification. Deliberate misstatements or omissions can and often will result in your application being removed from the hiring process, regardless of the nature or reason for the misstatements/omissions. The number one reason applicants "fail" background investigations is because they deliberately withhold or misrepresent relevant information to the prospective employer.

You may also be asked questions about your background as it relates to: theft from employers; commission of undetected crimes; falsification of application or other documents; job terminations or disciplinary actions; violent behavior; drug/alcohol use; bribery; financial history; other issues related to ethics. Many of the questions have more than one part and some will require you to write an explanation. If you run out of room on the lines provided, please go to the last page of this document and write the question number and continue with your explanation. If you need further room, use the back of the last page. Please read the whole question and answer all parts.

#### **Please read the whole question and answer all part.**

#### **Disclosure of Medically Related Information**

In accordance with the U.S. Americans with Disabilities Act, the Genetic Information Nondiscrimination Act (GINA), and the South Carolina Fair Labor Standards Act, applicants are not expected or required to reveal any medical or other disability-related information about themselves or their family members in response to questions in this document.

I have read and I understand the above instructions.

1. Have you ever used or been known by any name other than the one you used on this questionnaire? (Include maiden name, if applicable)

☐ Yes **[If yes, please list the names on the line provided below.]** ☐ No

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2. Have you ever had or used a social security number other than the one you used on your job application?

☐ Yes **[If yes, please explain on the line provided below.]** ☐ No

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3. Did you in any way lie, cheat, commit fraud or omit or embellish any information during the application or evaluation process for this agency?

☐ Yes **[If yes, please explain on the line provided below.]** ☐ No

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4. Have you ever owned your own business or website address?

☐ Yes **[If yes, please explain on the line provided below.]** ☐ No

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5. Are you currently testing with any other law enforcement departments or agencies?

☐ Yes **[If yes, please list the agencies on the lines provided. Include dates.]** ☐ No

6. Please list the different law enforcement agencies that you have applied for in the past five years. Please include the year that you applied, and how far you got in their process.

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7. Have you ever had any conflict or difficulty working with people of other races or religious beliefs?

☐ Yes **[If yes, please explain on the line provided below.]** ☐ No

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8. Have you ever had any conflict or difficulty working with a supervisor or co-worker of the opposite sex?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

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9. Do you have prejudices against any racial, ethnic, or religious group that you are aware of?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

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10. Have you performed any volunteer work in the last two years (excluding internships)?

☐ Yes    ☐ No    [If yes, list the organization, dates of volunteer work, and the average number of hours worked per month.]

11. Do you speak a second language?

☐ Yes    ☐ No    [If yes, please list what language, and what your level of fluency is. Do you speak, read, or write the language?]

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12. Using the lines provided below, tell us about yourself.

**Education****Section Two**

13. Did you graduate from High School? ☐Yes ☐No

14. What is the highest level of education that you have completed?

- ☐GED ☐Graduated from High School
- ☐1-2 years of college (1-59 semester hours) ☐Graduated from a 2-year college/university
- ☐3-4 years of college (60+ semester hours) ☐Graduation from a 4-year college/university

**[If you earned a degree, please list the college, type of degree, when you earned it, what your major/minor was, and your GPA at graduation.]**

15. Were you ever suspended or expelled from high school or college for any reason (Disciplinary or Academic)?

☐Yes **[If yes, please explain on the line provided below.]** ☐No

16. Have you ever entered a law enforcement-training academy?

☐No ☐Yes, and graduated ☐Yes, and did not graduate

**Employment****Section Three**

17. Are you currently employed? ☐No ☐Yes

**[If yes, list current employer, current job title, and dates of current employment]**

18. To the best of your knowledge, how does your most recent employer evaluate your work performance?

☐Above average ☐Average ☐Below Average

19. How often are you tardy or late for work?

☐Never ☐1-2 times in a couple of months ☐about 1-3 times a month

☐1-2 times a year ☐about once a month ☐a few times a week

20. During the past three years, have you ever missed work and informed your employer that you were ill, when you were really not?

- ☐ Was not employed in the past 3 years    ☐ No    ☐ Yes,  
☐ 1-2 times Yes,    ☐ 3-4 times Yes,    ☐ 5 times or more

21. Have you been unemployed at any time in the past 2 years?

- ☐ No    ☐ Yes

22. How long was your longest full-time employment? (Full time means 40 hours per week)

- ☐ Never had a full-time job    ☐ 1-2 years    ☐ 6 or more years  
☐ Less than 1 year    ☐ 3-5 years

23. Have you ever been fired or terminated from any employment? [If yes, please explain on the lines provided below. Include DATE of termination and name of employer.]

- ☐ No    ☐ Yes, 1 time    ☐ Yes, 2 times    ☐ Yes, 3 or more times

24. Have you ever resigned from a job to avoid being fired or terminated?

- ☐ Yes **[If yes, please explain on the lines provided below. Include dates and name of employer.]**    ☐ No

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25. Have you ever failed to complete a probationary period at any job?

- ☐ Yes **[If yes, please explain on the lines provided below. Include dates and name of employer.]**    ☐ No

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26. Have you ever had a written complaint made against you or your work performance by a customer or client on any of your jobs?

- ☐ Yes **[If yes, please explain on the line provided below.]**    ☐ No

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27. Have you ever received a formal warning or a reprimand (written or oral) at any place of employment?

☐ Yes, 1 Time

☐ Yes,

☐ 2-3 Times Yes,

☐ 4 or More Times

☐ No

**[If yes, please explain on the lines provided below. Include dates and name of employer.]**

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28. Have you ever quit a job without giving the notice required by an employer (usually two weeks)?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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29. How many of your former employers would give you a favorable recommendation?

☐ All would

☐ Half would

☐ None would

☐ Most would

☐ Most would not

30. Assuming that there was a job available, would you be eligible to be rehired by all of your former employers?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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31. How often have you gotten into arguments with co-workers or supervisors at work where you raised your voice or used insulting language? [If one or more times please explain on the lines provided below.]

☐ 1 time

☐ 2 times

☐ 3 or more times

☐ Never

32. Have you ever committed, or threatened to commit, physical harm against co-workers or supervisors at any place where you were employed?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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33. Have you ever taken any merchandise or items that you were not authorized to take from a company where you worked? **[If yes, please explain on the lines provided below.]**

☐ Yes, total retail value less than \$25

☐ No, never

☐ Yes, total retail value between \$25 to \$100

☐ Yes, total value over \$500

☐ Yes, total retail value between \$101 to \$500

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34. Have you ever taken money (that you were not authorized to take) from a company where you worked?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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35. Have you ever used a company credit card for purchases that were not authorized from a company where you worked?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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36. How many different times in your life have you collected unemployment insurance? (Count each period of time during which you collected unemployment insurance as one time, even if you collected a number of separate checks during that period of time.)

☐ Never

☐ 1 time

☐ 2 times

☐ 3 or more times

37. Did you ever work (even on the side) without reporting it while collecting unemployment benefits?

☐ Yes, 1 time

☐ Yes, 2 times

☐ Yes, 3 or more times

☐ No



**If you do not have any law enforcement experience, check this box and skip this section**

☐ **NO LAW ENFORCEMENT EXPERIENCE**

38. What area of Law Enforcement is your experience in?

- ☐ Sworn, weapon-carrying Officer (POST Certified Police Officer or Deputy Sheriff)
- ☐ Sworn, weapon-carrying Officer (Reserve Police Officer or Reserve Deputy Sheriff)
- ☐ Military Police Officer or Criminal Investigator with the Military
- ☐ Correctional Officer (Federal Prisons, Juvenile Corrections Officer)
- ☐ Probation Officer
- ☐ Other law enforcement job (Park Ranger, Police Community Service Officer)

**[Please explain on the lines provided below.]**

39. How many years of experience do you have as a sworn, weapon carrying, law enforcement officer such as a police officer or sheriff's deputy? You should report total experience for all agencies that you have worked as a sworn officer.

- |   |                                    |   |
|---|------------------------------------|---|
| <input type="checkbox"/> None               | <input type="checkbox"/> 1-2 years | <input type="checkbox"/> 6-10 years         |
| <input type="checkbox"/> Less than one year | <input type="checkbox"/> 3-5 years | <input type="checkbox"/> More than 10 years |

**[List all agencies and your years of employment]**

40. During the time you have been a law enforcement officer, how many citizen complaints were filed against you?

☐ 1 2

☐ 3-5

☐ 6-10

☐ 11 or more

☐ None

14. Have you had any citizen complaints that were sustained, or found to be true?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

42. How many reprimands (written or oral) have you received while a law enforcement officer? [If one or more, please explain on the last page of this document.]

☐ 1

☐ 2

☐ 3 or more

☐ None

43. How many times have you been suspended from duty or received a reduction in salary as a law enforcement officer?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

44. Were you ever the subject of a civil suit or criminal prosecution, because of your actions as a law enforcement officer?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

45. How many unsatisfactory personnel ratings as a law enforcement officer did you receive after your probationary period. **(Including rating of improvement needed)? [If yes, please explain on the line provided below.]**

☐ 1-2

☐ 3-5

☐ 6-10

☐ more than 10

409. Since becoming a law enforcement officer have you ever used any illegal drugs?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

46. Did you ever drink alcohol while on duty?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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47. Did you ever lie or distort or change the facts in an official report?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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48. Did you ever cover up an incident for a fellow officer?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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49. Did you ever commit perjury in court or any other official proceedings?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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50. Have you ever been terminated or forced to resign from a law enforcement position?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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51. Have you ever been the subject of an internal affairs investigation while an officer?  
DO NOT COUNT CITIZEN COMPLAINTS

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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52. Have you ever damaged departmental equipment, property, or vehicles?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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53. Did you ever fail to report or falsify a report regarding damaged departmental equipment?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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54. As a law enforcement officer how many times (separate incidents) have you personally shot at someone, whether you hit them or not? **[If yes, please explain on the line provided below.]**

☐ 1 or more times

☐ Never

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55. As a law enforcement officer, how many on-duty traffic accidents have you been involved in, where you were the driver?

**[If yes, please explain on the line provided below.]**

☐ 1 or more times

☐ Never

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56. Have you ever disobeyed an order from your supervisor while working in law enforcement?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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57. Do you have a current valid South Carolina driver's license?

☐ Yes.

☐ No

58. Do you have, or have you ever had a driver's license in a different state or country or in another name?

☐ Yes **[If yes, please list states, countries and names on the lines below.]** ☐ No

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59. Have you ever been arrested for Driving Under the Influence or Driving While Ability Impaired (D.U.I or D.W.A.I) in any state?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

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60. Has your driver's license ever been suspended, revoked, cancelled, denied, or placed on court probation?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

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61. How many traffic citations have you received (other than parking) in the last 10 years?

☐ 1-2

☐ 3-4

☐ 5-6

☐ 7-8

☐ 9 or more

☐ None

62. In the past 10 years how many traffic accidents were you involved in where you were the driver?

☐ 1-2

☐ 3-4

☐ 5-6

☐ 7-8

☐ 9 or more

☐ None

62. Have you ever been the driver in an automobile accident where an injury or damages occurred, that you failed to report either to the police or to the owner of the property involved?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

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63. Have you ever left the scene of an accident in which you were involved (Hit and Run)?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

64. Have you ever received a traffic citation as a result of a traffic accident?

☐ Yes, 1 time Yes,

☐ 2 or more times

☐ No

[If yes, please explain on the lines provided below. Include dates, what law enforcement agency issued the citation, and what you were cited for.]

65. Have you ever failed to pay a fine or appear in court on a traffic citation resulting in a warrant for your arrest?

☐ Yes [If yes, please explain on the line provided below. Include dates and agency]

☐ No

66. Do you have any outstanding traffic tickets or traffic warrants today (including warrants for outstanding parking tickets)?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

67. Do you carry auto insurance, or have a deposit on file with the Department of Motor Vehicles in lieu of auto insurance, on all of the vehicles that you own or drive?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

68. Have you ever driven a vehicle without insurance?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

69. Has your automobile insurance ever been placed in the assigned risk category as a result of your driving history?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

## Legal History

## Section Six

70. Have you ever been involved as a plaintiff, defendant, petitioner, or respondent in any civil court action?

☐ Yes **[If yes, please explain on the line provided below. Include dates.]**

☐ No

70. Have you ever been questioned as a suspect in any crime?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

**which law enforcement agency was involved, and date of incident?]**

71. How many times have you been charged, arrested and/or convicted, plead guilty, or pled no contest to a misdemeanor? **[If one or more, please explain on the lines provided below. Include description of the incident, which law enforcement agency was involved, and dates of occurrence. Include cases which have been sealed or expunged.]**

☐ 1-2 times

☐ 3-4 times

☐ 5 or more times

☐ Never

72. How many times have you been charged, arrested and/or convicted, plead guilty, or pled no contest to a felony? [If one or more, please explain on the lines provided below. Include description of the incident, which law enforcement agency was involved, and dates of occurrence. Include cases which have been sealed or expunged.]

☐ 1-2 times

☐ 3-4 times

☐ 5 or more times

☐ Never

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73. Have you ever been issued a summons for a non-traffic infraction? This includes curfew and/or underage alcohol violations, shoplifting/theft, criminal mischief, harassment, etc.

☐ Yes [If yes, please explain on the lines provided below. Include description of the incident, which law enforcement agency was involved, and dates of occurrence. Include cases which have been sealed or expunged.]

☐ No

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74. Have you ever been on court probation as an adult?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

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75. Have you ever carried a concealed weapon without a permit?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

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76. Have you ever applied for a Concealed Weapons Permit? ☐Yes ☐No

Was that permit granted? ☐Yes ☐No What purpose did you acquire your permit for? **[If yes, please explain on the lines provided below. Include dates and issuing agency.]**

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77. Since the age of 18, have you ever stolen or taken, without permission, any property?

☐Yes **[If yes, give a total combined retail value of the property, and dates.]**

☐No, never

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78. Did you ever buy or sell anything that you suspected was stolen? **[If one or more times, please explain on the lines provided below. Include dates.]**

☐Yes, 1 time ☐Yes, 2-3 times ☐Yes, 4 or more times ☐No

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79. Have you ever slapped, punched, or otherwise injured a spouse or significant other?

☐Yes **[If yes, please explain on the line provided below.]** ☐No

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80. How many physical fights have you been in since the age of 18 OTHER than training, or as part of your job? [If one or more times, please explain on the lines provided below. Include dates, and name of employer.]

☐1 time ☐2-3 times ☐4-5 times ☐6 or more times ☐None

81. Are you able to pay all of your bills on time? ☐ Yes ☐ No

82. Do you have any bills that are 60 days or more overdue?

☐ Yes **[If yes, please explain on the line provided below.]** ☐ No

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83. Have you ever had any of the following?

a.) Bankruptcy ☐ Yes ☐ No

b.) Been referred to a collection agency ☐ Yes ☐ No

c.) Repossession of property or a vehicle (voluntary or not) ☐ Yes ☐ No

d) Garnishment of wages ☐ Yes ☐ No

**[If yes, please explain on the lines provided below. Include dates.]**

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84. In the past 5 years, have you knowingly written checks with insufficient funds in your account? If yes, how many have you "bounced?"

☐ 1-5 ☐ 6-10 ☐ 11-20 ☐ More than 20 ☐ Never

85. Have you ever been served an eviction notice?

☐ Yes **[If yes, please explain on the line provided below.]** ☐ No

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86. Have you ever failed to file an income tax return?

☐ Yes **[If yes, please explain on the line provided below.]** ☐ No

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88. Have you ever been delinquent in paying a court ordered obligation?

☐ Yes **[If yes, please explain on the line provided below.]** ☐ No

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89. Have you ever failed to make child support payments that you were legally required to make?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

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**Military**

**Section Eight**

90. Have you ever registered for the selective service?

☐ Yes

☐ No

☐ I am Female

91. Were you ever a conscientious objector of your military?

☐ Yes [If yes, please explain on the line provided below.]

☐ No

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If you do not have any military experience, check this box and skip the rest of this section.

☐ **NO MILITARY EXPERIENCE**

92. Did you serve on active duty in the military (to include National Guard or Reserves)?

☐ Did not serve in the military

☐ 1-3 years

☐ 11-19 years

☐ Less than 1 year

☐ 4-10 years

☐ 20 years or more

93. In which branch of the military did you serve? Please list your dates of service, including active and reserves.

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93. What is the highest rank that you attained?

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94. Were you ever personally involved in combat?

☐ Yes

☐ No

95. Did you fail to complete any term of enlistment for any reason?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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96. Are you eligible to re-enlist?

☐ Yes **[If no, please explain on the line provided below.]**

☐ No

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97. What type of military discharge did you receive?

☐ Honorable

☐ Still on full time active duty status

☐ General

☐ Still on reserve status

☐ Retired

☐ Other than Honorable

☐ Other **[If other, please explain on the lines provided below.]**

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98. How many times did you receive any disciplinary actions in the military (such as LOC, LOR, Page 11, Article 15, Captain's Mast or Court Martial)? ☐ One ☐ Two

☐ Three or more **[If one or more times, please explain on the lines provided below.**

**Include dates.]** ☐ Never

99. While in the service were you ever absent without leave (AWOL, missed formation, etc.)?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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100. While in the service were you ever incarcerated?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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101. While in the service, were you ever reduced in rank as punishment?

☐ Yes **[If yes, please explain on the line provided below.]**

☐ No

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A. Why are you seeking a career in Law Enforcement?

B. If you have not previously worked in Law Enforcement, why are you looking to change your career?

C. What have you done to prepare for a career in Law Enforcement? Include any continuing education, ride-along, citizen academies and/or internships.

## For Police/Sworn Positions Only

102. If it became necessary to shoot at another human being in the course of carrying out your law enforcement duties, would you be willing to do so?

☐ Yes ☐ No

103. If it became necessary to inflict serious physical injury on another human being in the course of carrying out your law enforcement duties, would you be willing to do so?

☐ Yes ☐ No

104. If it became necessary to drive a vehicle at high speeds, and possibly in inclement weather in the course of carrying out your law enforcement duties, would you be willing to do so?

☐ Yes ☐ No S04. Are you willing to subject yourself to intense public scrutiny, criticism, and live life at a higher standard?

☐ Yes ☐ No

105. Are you willing to maintain your composure while being insulted or sworn at?

☐ Yes ☐ No

106. As a sworn Officer, your work schedule is not like others.

a.) Are you willing to work holidays? ☐ Yes ☐ No

b.) Are you willing to do shift work? ☐ Yes ☐ No

c.) Are you willing to work 12 or more hours in a row if necessary? ☐ Yes

☐ No

d) Are you willing to report for duty on short notice or on days off? ☐ Yes

☐ No

If you have to make any further explanations, please legibly print both the question number and the explanation below. If you need further space use the back of this page.