Woolwich Township Police Department

Background Investigation Questionnaire



Applicant:	 	
Address:	 	
Date Completed:		

Equal Opportunity Employer

The Woolwich Township Police Department conducts background investigations on all potential employees, inquiring into their suitability for employment. The information that is requested in this background investigation questionnaire is necessary in order to conduct these investigations. We require information on matters such as citizenship and military service in order to determine whether laws that we must follow in determining who we may employ affect you. We may not be able to offer you employment if you fail to answer these questions. We require that you provide your Social Security Number in order to maintain accurate and complete records. The Woolwich Township Police Department may also use your Social Security Number to request information about you, but only where that is allowed by law. The information we collect using your Social Security Number will be used for employment purposes only.

Information we have about you may also be given to Federal, State and Local agencies for checking on law violations or lawful purposes.

The Woolwich Township Police Department is committed to a policy of equality of opportunity for all prospective and current employees regardless of race, color, creed, gender, age, national origin or disability and does not discriminate on any such basis with respect to its activities, programs or policies.

The completion and submission of this background investigation questionnaire in a timely manner is a crucial step in the overall employment process with the Woolwich Township Police Department.

All questions contained within this document must be completed as thoroughly, honestly and candidly as possible. The omission of information and, or identified deception will not be tolerated or accepted by this police department.

The information that you provide will be carefully analyzed and evaluated in order to determine your suitability for consideration for employment. If any discrepancies in the information you provide are identified it may result in your removal from this and future employment processes with this department.

Before completing this document, closely read all instructions. There are a number of official documents that you are required to obtain and submit.

When listing individuals, be sure that you provide the full identity of the individual, including their full and correct name and title or position. Furthermore, you must provide complete home and business addresses and telephone numbers. We are <u>NOT</u> responsible for determining correct names, addresses, telephone numbers, zip codes, etc. It is the sole responsibility of the applicant to provide complete and accurate information.

When completing the personal residence section please be sure to provide every address where you have lived in the past ten (10) years, beginning with your current address. Please note that past addresses shall include living on a college or private school campus or the equivalent.

When completing the employment section of the questionnaire, ensure that you provide the required information for <u>every</u> employer that you have worked for, beginning with you current or most recent employer. If there are any periods of unemployment enter it in the space(s) provided in the same manner and sequence as if it were employment. In the spaces titles To / From list the dates for the period of unemployment and in the space titled Name of Employer print "UNEMPLOYED".

If additional space is needed for answering any section of the questionnaire you may use blank paper. Attach any additional pages to the back of the questionnaire packet and make sure to note at the top of each additional page the section or question that they pertain to.

The following documents must be provided by you and attached to the questionnaire packet:

Birth Certificate (Photocopies are acceptable)
High School Diploma (Photocopies are acceptable)
Certified College Transcripts
DD-214 (If applicable)
Driver's License (Photocopy)
P.T.C. certification (Photocopy – if applicable)

If you have <u>any</u> contact of an investigative or prosecutorial nature, with <u>any</u> Law Enforcement agency during <u>any</u> phase of the hiring process, you are required to immediately notify the Woolwich Township Police Department Detective Unit at (856) 467-1667 x1224.

Woolwich Township Police Department Background Questionnaire

Applicant Name	:				
	Last,	First	Mie	ddle	(Maiden)
Current Address:	Street				Apt. #
	City	Count	У	State	Zip Code
Home Telephone	:				
Work Telephone:					
Cellular Telephor	ne:				
Date of Birth:					
Social Security N	umber:				
Place of Birth: $\frac{C_i}{C_i}$	ty	County	St	tate	Country
		·			•
U.S. Citizen:	YES[]	NO []	By Birth []	Naturaliz	cation []
If Naturalized ple	ase comple	te the following			
	City		State		Court
	Certificat	e Number	Petitio	n Number	
	Date Issu	ed			

List any and all Names you have used (previous married names, nicknames, aliases, etc.)
U.S. Passport: YES [] NO [] Passport Number:
Marital Status:
Married [] Single [] Divorced [] Widow / Widower []
Current Spouse, Fiancé, Significant Other, or Dating Partner:
Name: (Maiden Name – if applicable)
Address:
Date of Birth:
Telephone Number:
Occupation:
Employer Name:
Employer Address:
Employer Telephone Number:
Date Married:
Location Married (Town / State):

• •	ncé, significant ot	her or dating partner ever called the police on you
for any reason?	YES []	NO []
disposition:	.,	reason for call(s), name of agency involved and
Former Spouse(s)	, fiancé(s), signific	cant other(s) and dating partner(s)
Name:		
Address:		
Date of Birth:		
Telephone Number	::	
Name:		
Address:		
Date of Birth:		
Telephone Number	::	

Name:	
Address:	
Date of Birth:	
Telephone Number:	
Name:	
Date of Birth:	
Telephone Number:	
Children and Dependants of Appl	icant:
Name:	Relationship:
Name:	
Family of Applicant:	
Father's Name:	Date of Birth:
Address:	
	Work Telephone:

Mother's Name:	Date of Birth:	
Address:		
	Work Telephone:	
Sibling Name:	Date of Birth:	
Address:		
Home Telephone:	Work Telephone:	
Sibling Name:	Date of Birth:	
	Work Telephone:	
Sibling Name:	Date of Birth:	
Address:		
Home Telephone:	Work Telephone:	
Sibling Name:	Date of Birth:	
Address:		
	Work Telephone:	

Applicant's Current and Former Addresses (List current address and then most recent)

1.				
Street				Apt. #
City	County		State	Zip Code
From:		To:		
2				
Street				Apt. #
City	County		State	Zip Code
From:		To:		
3				
Street				Apt. #
City	County		State	Zip Code
From:		To:		
4				
Street				Apt. #
City	County		State	Zip Code
From:		To:		

5.			
Street			Apt. #
City	County	State	Zip Code
From:	,	То:	
6			
Street			Apt. #
City	County	State	Zip Code
From:		То:	
7. Street			Apt. #
City	County	State	Zip Code
From:		То:	
8.			A 4 11
Street			Apt. #
City	County	State	Zip Code
From:		То:	
9			
Street			Apt. #
City	County	State	Zip Code
From:	,	To:	

Education:

List all Colleges attended, dates attended and degree attained (if no degree has been attained, list the total number of credits reached):

College Name:		
Address:		
	Credits:	
College Name:		
Field of Study:		
Degree attained:	Credits:	
College Name:		
Dates attended:		
Field of Study:		
Degree attained:	Credits:	

college career.	Professors / Instructors whose c	ass you attended during	g your
Name	College		
Name	College		
Name	College		
Have you ever been su high school / college o	spended, expelled or placed on a	academic probation dur	ing your
	YES []	NO []	
If YES, explain:			
Have you ever been do Campus Police agency	etained, arrested or charged with ? YES []	any violations by a Co	llege or
If YES, explain (inclu	de date(s), name of involved age	ncy, disposition:	

List all High Schools and Vocational Schools you have attended:

School Name:		
Highest Grade completed:		
School Name:		
Address:		
School Name:		
Highest Grade completed:		
List three teachers whose cl School career:	asses you attended during your High	School / Vocational
Name	School	
Name	School	_
Name	School	

Applicant's Motor Vehicle / License Information:

List all motor vehicles currently owned	d, registered, leased and/or operated by applicant:
Year, Make, Model,	Tag # and State
Year, Make, Model,	Tag # and State
Year, Make, Model,	Tag # and State
Year, Make, Model,	Tag # and State
Automobile Insurance Company Inf	formation:
Company Name Agent Name	
Address	
Telephone	
Policy Number	Expiration Date
Have you ever been denied coverage of suspended in this or any other State for	or had your automobile insurance cancelled or r non-medical reasons?
YES []	NO []
If YES, explain in detail:	

Driver License Information:

List Full Name as it appears on your current driver's license: DL #: State: Expiration Date: _____ Restrictions: ____ Is the license valid? YES [] NO [] If NO, explain in detail: List all other current or former Driver Licenses you have: DL #: _____State: _____ Expiration Date: ______ Restrictions: _____ DL #: State: Expiration Date: ______ Restrictions: ____ DL #: State: Expiration Date: ______ Restrictions: _____ DL #: _____State: ____ Expiration Date: Restrictions: DL #: State: Expiration Date: _______ Restrictions: _____

Has your license to opera cancelled in New Jersey of		ever been revoked, suspended, refused or
•	YES []	NO []
If YES, explain in detail:		
Has your registration for cancelled in New Jersey		er been revoked, suspended, refused or
•	YES []	NO []
If YES, explain in detail:		
(DWI), Driving While Ur any other State?	nder the Influence (narged with Driving While Intoxicated (DUI) or a similar offense in New Jersey or
	YES []	NO []
If YES, explain in detail:		
How many points are cur	rrently on your Dri	vers License?

Have you ever received a "Warning Letter" from a Motor Vehicle Agency of this or any other State indicating that your Driver's License or Registration could or may be suspended, revoked, refused or cancelled for any reason?

	YES []	NO []	
If YES, explain in	detail:		
Do you currently h	nave any outstanding	parking tickets in this or any other State?	
	YES []	NO []	
If YES, explain in	detail:		
Have you ever obt	ained or possessed a	falsified or fictitious driver's license?	
	YES []	NO []	
If YES, explain in	detail:		

Have you ever been i	nvolved in a traffic ac	cident?	
	YES []	NO []	
If yes, provide the dat investigated the accide		(s), state(s) and name(s) of the agency that	
List any and all traffic State:	c summons (tickets) tl	nat you have received in this or any other	
Date	Issuing Agency	Violation	
Court/Jurisdiction		Final Disposition	
Date	Issuing Agency	Violation	
Court/Jurisdiction		Final Disposition	
Date	Issuing Agency	Violation	
Court/Jurisdiction		Final Disposition	

Date	Issuing Agency	Violation	
Court/Jurisdiction		Final Disposition	
Date	Issuing Agency	Violation	
Court/Jurisdiction		Final Disposition	
Date	Issuing Agency	Violation	
Court/Jurisdiction		Final Disposition	
Date	Issuing Agency	Violation	
Court/Jurisdiction		Final Disposition	
Date	Issuing Agency	Violation	
Court/Jurisdiction		Final Disposition	

Military History:			
Are you registered with the Selective Service?	YES []	NO []	
Have you served in the Armed Forces of the Un	ited States?	YES []	NO []
If YES, complete the following:			
Branch of Service:	Service Num	ber:	
Dates of Service: From:	To:		
Type of Discharge (exclude medical reason/s):			
Job Title & Rank at time of separation:			
Primary M.O.S. / A.F.S.C. :			
List all duty stations beginning with Basic Train telephone number/s:			
Do you have any current Military Reserve obliga	ations? YES	S [] NO []
Active Reserves [] Inactive Reserves []			
Date Reserve obligation is scheduled to terminat	e:		
Reserve Organization:			

Supervisor's Name:

Address:

Telephone Number:

•			linary Actions (including serving in the U.S. Armed			
Forces?	YES []	No []				
If YES, explain	YES [] No [] If YES, explain in detail:					
Were you eve	r reduced in rank?	YES []	NO []			
If YES, explain	n in detail:					
Were you eve U.S. Armed Fo		any brig, stockade, gu	nardhouse or jail while in the			
	YES []	No []				
If YES, explain	n in detail:					
•	r been denied or refused	•				
(including the	U.S. Coast Guard and th	e Merchant Marines)?				
	YES []	No []				
If YES, explain	n in detail:					

Employment History:

List <u>all</u> of your employment history, including part-time, beginning with the current employer first. Include all periods of unemployment, internships and volunteer positions.

Current Employer:			
Business Name:			
Address:			
Telephone Number:			
Supervisor's Name:			
Title / Position:			
Dates of Employment: From:	To:		
Reason for Leaving:			
List all previous employment below:			
Business Name:			
Address:			
Telephone Number:			
Supervisor's Name:			
Title / Position:			
Dates of Employment: From:	To:		
Reason for Leaving:			

Business Name:		
Address:		
Telephone Number:		
Supervisor's Name:		
Title / Position:	Full or Part-Time:	
Dates of Employment: From:	To:	
Reason for Leaving:		
Duain aga Nama		
Business Name:		
Address:		
Telephone Number:		
Supervisor's Name:		
Title / Position:	Full or Part-Time:	
Dates of Employment: From: To:		
Reason for Leaving:		

Business Name:		
Address:		
Telephone Number:		
Supervisor's Name:		
Title / Position:	Full or Part-Time:	
Dates of Employment: From:	To:	
Reason for Leaving:		
Business Name:		
Address:		
Telephone Number:		
Supervisor's Name:		
Title / Position:		
Dates of Employment: From:	To:	
Reason for Leaving:		

Criminal History:

		or charged with an offense or crime by any ol or campus law enforcement agency?	
	YES []	NO []	
If YES, explain in ful	ll detail:		
Are you currently cha	arged with or under	r indictment for any criminal / civil offense?	
	YES []	NO []	
If Yes, explain in full	detail:		
Are you aware of any	outstanding crimi	nal or civil summons or warrants for your arres	t?
	YES []	NO []	
If Yes, explain in full	detail:		

Have you ever been issued or served with any of the following:

Check all that apply: Ex Parte Order [] Bench Warrant [] Protection Order [] Arrest Warrant [] Criminal Summons [] Other Court Summons [] If you have checked any of the above boxes, explain in detail: Have you ever been convicted of a criminal offense, to include any petty offense citations, disorderly person offenses, petty disorderly person offenses or local or municipal ordinance offenses? YES [] NO [] If YES, explain in detail: Have you ever had any records expunged? YES [] NO [] If YES, explain:

Character References:

Provide the names of three (3) Character References (not related to you by blood or marriage) that are not listed elsewhere in this application:

1.	Name:
	Address:
	Telephone Number:
	Years Acquainted:
2.	Name:
	Address:
	Telephone Number:
	Years Acquainted:
3.	Name:
	Address:
	Telephone Number:
	Years Acquainted:

Provide the names of three (3) Personal Friends who are not listed elsewhere in this application:
1. Name:
Address:
Telephone Number:
Years Acquainted:
2. Name:
Address:
Telephone Number:
Years Acquainted:
3. Name:
Address:
Telephone Number:
Years Acquainted:

Provide the names of three (3) Neighbors who are r	ot listed elsewhere in this application:
1. Name:	
Address:	
Telephone Number:	
Years Acquainted:	
2. Name:	
Address:	
Telephone Number:	
Years Acquainted:	
3. Name:	
Address:	
Telephone Number:	
Years Acquainted:	-

Police / Public Safety Applications:

Law Enforcement Agen	icy, Fire Departme	nt or Emergency Med	dical Service?
	YES []	NO []	
If Yes, provide the nam below:	e and address of th	e agency and approx	imate date of application
Have you ever been de Enforcement Agency, F			County or Municipal Lav Service?
If Yes, explain below:			

Have you ever applied for a position with any other Federal, State, County or Municipal

Miscellaneous:		
Can you read, write and, or speak any foreign languages?	YES[]	NO []
If YES provide details:		
Please list any other specialized training, qualifications or cer and have not listed in any other part of this questionnaire:	tifications that y	ou possess

professional:	d
List any websites, web pages, web blogs or other internet posting locations that yo maintained or are in any way affiliated with, including such sites as MySpace and Facebook, etc.: (Include screen names, usernames, aliases etc.)	
Has anyone assisted you in completing this questionnaire? YES []	NO []
If YES, explain in detail, including name/s, addresses and telephone numbers:	

INFORMATION CERTIFICATION

While the Woolwich Township Police Department is conducting your background investigation, additional information may come to your attention, facts may arise or events may occur that you were unaware of during the completion of this application. If any such information or events arise, it is your responsibility to notify the Woolwich Township Police Department Detective Unit immediately. Any willful disregard or delay in relating such information may result in your disqualification from the application process.

I understand and acknowledge that all of the information supplied and all entries made by me in response to the requested information contained within this application questionnaire are true, complete and correct to the best of my knowledge. I further understand that if at any time during the course of the background investigation or at any time during my employment with the Woolwich Township Police Department, it is discovered that I have made untruthful statements, falsified my employment application or provided any false or misleading statements or information, it may be cause for my immediate disqualification from the application process or termination / discharge from employment with the Woolwich Township Police Department.

On this	day of	, 20	I have completed	
this Application /	his Application / Background Questionnaire. I understand the contents and have			
provided all of the	e requested information in a	truthful and complete	manner. The	
information I hav	e provided is correct to the	best of my knowledge	and does not contain	
and false statemen	and false statements, misrepresentations or intentional omissions. I understand that any			
false statements, misrepresentations or intentional omissions of facts or other information				
by me shall be car	by me shall be cause for rejection before appointment, or dismissal from the Woolwich			
Township Police	Township Police Department after appointment. This certification relates to all			
information that I have provided.				
Print Full Legal N	Name of Applicant			
Full Signature of	Applicant			



120 Village Green Drive Woolwich Twp., NJ 08085 Joseph A. Morgan Chief of Police

Telephone: (856) 467-1667

Background Check / Information Release Form

10 <u>all</u> courts, probati	on departments, sei	ective service boards, phy	ysicians, nospitais,
employers, education	al institutions and o	other institutions and age	ncies without exception,
I,		, am making appli	cation for a position
with the Woolwich T	wp. Police Departm	ent. As a result of my app	olication, a background
investigation is being	conducted to deter	mine my eligibility. There	efore, you are authorized
to release to the Wool	lwich Twp. Police D	epartment or its represen	ntative any and all
information, docume	ntary or otherwise,	pertaining to me, that the	ey may request. I hereby
release, discharge and	d exonerate the Woo	olwich Twp. Police Depar	tment, its representative
and any person so fui	nishing information	n from any and all liabilit	y of every nature and
kind arising out of th	e furnishing, inspec	tion or collection of docu	ments, records and other
information with reg	ard to the backgrou	nd investigation.	
A photo static copy of	of this authorization	shall be considered as ef	fective and valid as the
original.			
Signed on this	day of		_··
Print Name of Appli	cant		
Applicant Signature			_
Witness			



Woolwich Township Police Department Medical Certification Form

Candidates Name:
Social Security No.:
Name of Course: Pre-Employment Physical Assessment
Course Dates:
Physicians Name:
Physicians Address:
Based upon the medical examination, the above named individual is determined to be: (Check one)
Medically fit to participate in the Physical Conditioning Training Program without limitation to include: 1 ½ Mile Run, Sit Ups, Pushups, 1R Body Weight Bench Press and 300 Meter Run.
Date individual will be cleared to fully participate in training program:
Not medically fit to participate in Physical Conditioning Training Program
Physicians Signature & License No.



Appendix A: LE Annual Diversity Reporting 2022 Applicants:

1.	Year of Birth:
2.	Race (American Indian or Alaska Native, Asian, Black or African American,
	Native Hawaiian or other Pacific Island, White, Two or more races, Other):
3.	Hispanic Origin (Not Hispanic or Latino OR Hispanic or Latino):
4.	Gender (Male, Female or Non Binary):
5.	LGBTQ+ (Yes or No):
6.	Applicant Type (Direct Hire, Transfer or Waiver):