

# Pennington County Sheriff's Office Background Questionnaire

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Name: \_\_\_\_\_

Position applying for: \_\_\_\_\_

## SECTION 3 – EDUCATION/EMPLOYMENT/MILITARY EXPERIENCE

Do you possess a High School Diploma or GED?  Yes  No

Please indicate below all of the schools you attended beginning with high school. A review and verification of your school records will be conducted throughout the Background Investigation.

**You are required to provide copies of diplomas, transcripts and degrees with this document.**

Name of School	City, State	Dates Attended	Degree (if any)

Have you ever been expelled or suspended from any high school or post-secondary school?  Yes  No

If yes, please provide school, date and circumstances: \_\_\_\_\_

\_\_\_\_\_

Have you ever had any interactions with campus police or security?  Yes  No

If yes, please provide school, date and circumstances: \_\_\_\_\_

\_\_\_\_\_

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## EMPLOYMENT HISTORY

1. Why did you leave (or plan to leave) your current or most recent employer? \_\_\_\_\_  
\_\_\_\_\_
  2. Have you ever been discharged, fired, terminated, or asked to resign from a job?  Yes  No  
If yes, please explain: \_\_\_\_\_
  3. Have you ever been the subject of an investigation for misconduct by an employer?  Yes  No  
If yes, please explain: \_\_\_\_\_
  4. Have you ever been the subject of any disciplinary action from an employer?  Yes  No  
If yes, please explain: \_\_\_\_\_
  5. Have you ever received an unsatisfactory merit or employment rating from an employer?  Yes  No  
If yes, please explain: \_\_\_\_\_
  6. Have you ever quit a job without notice?  Yes  No  
If yes, please explain: \_\_\_\_\_
  7. Do you believe you are eligible for rehire at every place you have worked?  Yes  No  
If no, please explain: \_\_\_\_\_
  8. Have you ever applied for employment with another law enforcement agency? If yes, please provide the name of each agency, dates, and if not hired, the reason, starting with the most recent:  
\_\_\_\_\_  
\_\_\_\_\_
  9. Are you willing to work nights, weekends, holidays, as well as day, evening and night shifts?  
 Yes  No
  10. May we contact your present employer during the background investigation?  Yes  No  
If no, please explain: \_\_\_\_\_
- \*\* Please note: Before a final offer of employment is made, we will contact your current employer.**
11. Have you ever been in any business as an owner, partner or corporate member?  Yes  No

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If yes, please provide dates, what type of business, entity-corporation, partnership, etc., and your role and share in the business: \_\_\_\_\_

Beginning with your most current employment, please list all jobs (including part-time, temporary and voluntary positions) you have held during the past **10 YEARS** (list no information prior to your 15<sup>th</sup> birthday). If you have had intervening periods of military service or unemployment, please list those periods in the spaces provided. Persons who have known you in a professional manner will be contacted during your Background Investigation.

**\*Every section must be filled in completely with an answer, even if the answer is N/A.**

Name of Employer		Dates
Employer's City/ State	Employer Phone Number	Fax Number
Supervisor's Name	Supervisor Phone	Supervisor Email
Job Title/ Rank	Type of Employment	
	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Self-Employed	
Names of Co-Workers		
1.	2.	
Reason for Leaving		

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Names of Co-Workers		

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1.	2.
<b>Reason for Leaving</b>	

<b>Name of Employer</b>		<b>Dates</b>
<b>Employer's City/ State</b>	<b>Employer Phone Number</b>	<b>Fax Number</b>
<b>Supervisor's Name</b>	<b>Supervisor Phone</b>	<b>Supervisor Email</b>
<b>Job Title/ Rank</b>	<b>Type of Employment</b>	
	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Self-Employed	
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Please list any periods of unemployment below, as well as the reason, starting with the most recent:

Period of Unemployment (Check if applicable)	From	To
<input type="checkbox"/> Student <input type="checkbox"/> Between Jobs <input type="checkbox"/> Travel <input type="checkbox"/> Other _____		
Period of Unemployment (Check if applicable)	From	To
<input type="checkbox"/> Student <input type="checkbox"/> Between Jobs <input type="checkbox"/> Travel <input type="checkbox"/> Other _____		
Period of Unemployment (Check if applicable)	From	To
<input type="checkbox"/> Student <input type="checkbox"/> Between Jobs <input type="checkbox"/> Travel <input type="checkbox"/> Other _____		

Anything else we should know about your employment history:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### MILITARY SERVICE

Please indicate below any and all previous Military history. A review of your Military records may be conducted in conjunction with these contacts.

**You are required to provide copies of Military Release forms (DD214).**

Military Service	No	Yes	Explanation
1. Have you ever enlisted in the Armed Forces of the United States?			If Yes, Service #:
2. Have you ever enlisted in the Military Service of a Foreign Government?			
3. Branch of Service?			
4. Dates of Service?			
5. Highest Rank Held?			
6. Rank at Discharge?			
7. Type of Discharge?			
8. Are you eligible for re-enlistment?			

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9. Were you ever investigated for any type of misconduct?			
10. Did you ever receive any type of disciplinary actions while in the service? (ie. Court Martialed, Tried, Charged)			
11. Date of the Action?			
12. Type of Action?			
13. Disposition?			
14. Are you currently an active member of the National Guard?			If yes, what branch/rank?
15. Have you ever taken military property without permission for personal use, to sell, or to give away?			

Please list past commanding officers or military acquaintances who know you well enough to provide accurate information. **\*Only fill this portion out if you are/were enlisted in a branch of military.**

Name	Email Address	Telephone Number	Rank