



Maryland Heights Police Department
Application Form
11911 Dorsett Road
Maryland Heights, Missouri 63043
(314) 298-8700

Position Applying For

Instructions

Read every question carefully and **answer each question accurately**. An applicant may be disqualified from further processing if he or she intentionally makes a false statement of a material fact, practices, or attempts to practice any deception or fraud in his or her application or interview. **Please type or print legibly with ink.**

A copy of your birth certificate and a copy of your high school diploma and transcripts must be attached to this form. This form and documents submitted with it become the property of the Maryland Heights Police Department and will not be returned.

All applications are to be submitted in a sealed envelope to the Maryland Heights Police Department, Office of the Chief of Police, at the above address or emailed with documents attached to jcoleman@marylandheights.com.

Answer each question fully. The space provided is not intended to limit the length of responses. Use additional sheets as necessary.

Personal Data

1. Name _____
(Last,) (First) (Middle)

2. List all other names you have used.

3. Present address _____
(Address) (Street) (City) (State) (Zip)

4. Telephone number: Home _____ Business _____

5. Email address: _____

6. Are you between the ages of 21 and 45? Yes No *(Age range is a factor for police officer applicants only.)*

7. Are you a U.S. citizen? Yes No

8. Social security number: _____

9. Do you possess a valid license to operate a motor vehicle in the state of Missouri? Yes No

Operator's license number/expiration date: _____

Employment

List below your complete work history, starting with your present position and working backward to your first employment. List any period of unemployment. Please account for all your time. Include all part-time employment.

	<u>Date</u> <u>Month/year</u>	<u>Employer</u>
A.	From: _____	Name _____ Address _____
	To: _____	Telephone number _____ Supervisor _____ Position _____ Salary _____ Reason for leaving: _____
B.	From: _____	Name _____ Address _____
	To: _____	Telephone number _____ Supervisor _____ Position _____ Salary _____ Reason for leaving: _____
C.	From: _____	Name _____ Address _____
	To: _____	Telephone number _____ Supervisor _____ Position _____ Salary _____ Reason for leaving: _____
D.	From: _____	Name _____ Address _____
	To: _____	Telephone number _____ Supervisor _____ Position _____ Salary _____ Reason for leaving: _____
E.	From: _____	Name _____ Address _____
	To: _____	Telephone number _____ Supervisor _____ Position _____ Salary _____ Reason for leaving: _____

10. Were you ever **discharged** or asked to **resign** from any employment? Yes No

If yes, please explain: _____

11. May we discuss this application with your present employer? Yes No

12. Have you ever applied for employment with this department? Yes No

Arrests and Summonses

13. Have you ever been convicted of any crime? Yes No

14. If yes, please provide details below.

Date	Charge	Location	Disposition	Police agency

15. Starting with your present address, please list all addresses where you have lived. Include your address in the military service (if applicable):

Dates from/to	Address	City	County	State	Zip

Education

16. List all elementary, high schools, colleges, universities, and/or professional or technical schools that you have attended:

1. Dates attended _____
 School _____
 Address _____ Zip _____
 Years completed _____ Degree/diploma _____
2. Dates attended _____
 School _____
 Address _____ Zip _____
 Years completed _____ Degree/diploma _____

3. Dates attended _____
 School _____
 Address _____ Zip _____
 Years completed _____ Degree/diploma _____
4. Dates attended _____
 School _____
 Address _____ Zip _____
 Years completed _____ Degree/diploma _____
5. Dates attended _____
 School _____
 Address _____ Zip _____
 Years completed _____ Degree/diploma _____
6. Dates attended _____
 School _____
 Address _____ Zip _____
 Years completed _____ Degree/diploma _____

If you attended a college or university, what was your major and minor?

Major _____ Minor _____

How many credit hours have you earned, or are presently showing on your college transcript? _____

Please attach a certified copy of your college transcript.

Military Service

17. Have you ever served active duty in the Armed Services of the United States? Yes No

If yes, please enclose a copy of your DD214, or equivalent form to verify military service and list below all active military service below:

Branch	serial#	dates to/from	highest rank	primary duty	type discharge

18. Are you currently a member of any Reserve or National Guard organization? Yes No

References

19. Please provide three (3) references, at least one professional in nature who are not relatives and who have known you well during the past five years.

A. Name _____
Address/City/State/Zip _____
Phone _____ Email _____
Years known _____ Occupation _____

B. Name _____
Address/City/State/Zip _____
Phone _____ Email _____
Years known _____ Occupation _____

C. Name _____
Address/City/State/Zip _____
Phone _____ Email _____
Years known _____ Occupation _____

20. The City of Maryland Heights does not discriminate in hiring or employment, on the basis of age, race, color, marital status, political affiliation, religious affiliation, sex, national origin, or handicap status. This form is designed to only obtain information that is necessary to process your application for employment with the City of Maryland Heights Police Department. No question on this form is intended to secure information that will be used for any unlawful discriminatory purpose.

21. Maryland Heights Police Department allows tattoos that **are not visible** in our long sleeve uniform.

Applicant's Signature

Date

Applicant's Printed Name