# Saginaw Chippewa Tribal Police Department

### **Experience and Education Questionnaire**

#### 1. READ ALL INSTRUCTIONS CAREFULLY.

- 2. This questionnaire must be filled out in detail. Please complete this form as soon as possible and <u>RETURN IT TO THE DEPARTMENT</u>. If selected, you will be contacted by a representative of the *Saginaw Chippewa Tribal Police Department*.
- 3. Read all statements and questions carefully before answering.
- 4. All questions <u>MUST</u> be answered. In the event that a question does not apply to you, place the letters N/A in the space provided for the answer.
- 5. This questionnaire must be typewritten or printed in ink.
- 6. In the event that there is not sufficient space on this form for your answers, additional sheets must be attached.
- 7. This questionnaire must be completed accurately and honestly. Omission or falsification of information may result in the rejection of your application.
- 8. Obtain the following documents if applicable and have them available to give to the department representative with this form when you are interviewed.
  - A. Marriage Certificate (if applicable)
  - B. Divorce or dissolution of marriage papers
  - C. High school and College transcripts
  - D. Discharge or separation from military service form DD-214
  - E. Birth Certificate
  - F. T.R.W. or it's equivalent credit report
- 9. This form will be used to conduct your background investigation. Employers, relatives, neighbors and other associates will be interviewed. The final investigation report will be used in evaluating your suitability for a position with the *Saginaw Chippewa Tribal Police Department*.
- 10. The report will not be released to any other agency without your written permission. You have the option to review the report prior to release.

READ THE ABOVE INSTRUCTIONS BEFORE COMPLETING THIS QUESTIONNAIRE

SCTPD 7/2002

# **POSITION**

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# PERSONAL BACKGROUND

. Full Name:			
	(First)	(Middle)	(Last)
2. Present Address:	·		
(County)	(Street & Number)	(City)	(State/Zip Code)
8. Permanent Addr	(Street & Number)		
(County)	(Street & Number)	(City)	(State/Zip Code)
. Telephone Numb	Oer:(Home)		
	(Home)		(Business)
•	y name (including nickname yment, finances, or to gain tra	The state of the s	
	[ ] Yes*	[ ] <b>No</b>	
If yes, please explai	n	1 2 1 1 2	
	(If a legal change, indicate date	e, location and authority.)	
Date of Birth:		Age:	
. Are you a U.S. C	itizen? [ ] Yes	[ ] <b>No</b>	
	d, you will be asked to produ cate of Naturalization or Cer		
			ne. Certified / Certifiable / Neith
Have you ever app	plied for any similar position	s before?	[ ] Yes [ ] No
If yes, What posit	ions:		
If yes, Were you.	[ ] Accepted	[ ] Rejected	Date
If rejected, Reason	n		
	ended a training school for on  No *If yes, Please list		
Which position? _			
From (date):	To (date):	If you atte	nded more than one

9. Have you ever made application	to another law enforcement agency? [ ] Yes* [ ] No
*If yes, list the date, name and act the same information for each a	ddress of agency (If you have applied to more than one, list agency on an additional sheet.)
Agency/Name:	Date:
Address:	
<b>Current Status of Application:</b>	TRAFFIC & CRIMINAL HISTORY
Michigan Operators License No.	
Other State(s) Operators License	e No
10. Have you ever been arrested for	or anything other than a traffic violation? [ ] Yes* [ ] No
*If yes, list date, charge, and dispos	sition, location and the name and address of arresting agency:
been arrested does not mean you ca circumstances will be considered. Questions <b>11-13</b> concern experience	include <u>ANY and ALL</u> arrests other than those for traffic violations. Having annot be appointed. The seriousness, recency, number, pattern and surroundinces that might affect your attitude toward law enforcement. "Yes" answers do
· ·	embers (father, mother, brothers, sisters, spouse, children) been convicted in the past 5 years? [] Yes* [] No
*If yes, list name, charge and dispo	osition:
•	ed by any law enforcement agency for any reason? [ ] Yes* [ ] No d address of agency and reason for investigation:
•	immediate family ever been convicted of a crime? [ ] Yes* [ ] No
·	you have been issued (include date, charge, location, name and address of issuing

List <b>ALL</b> traffic accidents in which you have been involved. (Include date, location and Police Department.)
epartificiti.)
FINANCIAL RECORD
Your financial worth is neither important nor considered, but whether you pay your bills or owe to
much is.
intend your income to be used to repay debts of your spouse, or if you are relying on your spouse's income but repayment, include your spouse's accounts, debts and income in this record.
Do you have a Savings Account? [] Yes [] No Balance \$
Name, City & Account Number State of Bank
Oo you have a Checking Account? [] Yes [] No Balance \$
Name, City & Account Number State of Bank
Oo you own or are you buying a home? [] Yes [] No Amount invested \$
Amount of Mortgage \$ Monthly Payment \$
Bank or Company holding Mortgage(Name, City and State)
o you own or are you buying other Real Estate? [] Yes [] No
mt. invested \$ Amt. mortgage \$ Monthly Payment \$
ank or Company holding mortgage(Name, City and State)
are you renting a home or apartment? [] Yes [] No
Amount of rent or payment \$
Amount paid monthly for utilities \$
Oo you own or are you buying a motor vehicle? [] Yes [] No

dditional sheet.
s loans if your
<del></del>

Name and address of firm:						
Original Amount: \$ Monthly Payment	t: \$Balance: \$					
Reason Loan obtained:						
	Date opened: Date closed: Charge Accounts: (Include your spouse's charge accounts if your income will be relied upon for repayment. Include all charge accounts, even if they are closed.)					
Name and address of firm:						
Average monthly payment: \$	Present Balance: \$					
Account Number:	Date Opened:					
Type of Account:(Installment, revolving, etc.)	Date Closed:					
Name and address of firm:						
Average monthly payment: \$	Present Balance: \$					
Account Number:	Date Opened:					
Type of Account:(Installment, revolving, etc.)	Date Closed:					
Name and address of firm:						
Average monthly payment: \$	Present Balance: \$					
Account Number:	Date Opened:					
Type of Account:(Installment, revolving, etc.)	Date Closed:					
Name and address of firm:						
Average monthly payment: \$	Present Balance: \$					
Account Number:	Date Opened:					
Type of Account:(Installment, revolving, etc.)	Date Closed:					
Name and address of firm:						
Average monthly payment: \$	Present Balance: \$					
Account Number:	Date Opened:					
Type of Account:	Date Closed:					

Payee Name & Address: _		
Monthly Payment: \$	Date Opened:	Date Closed:
25. Other Debts: (If you have an	y debts other than those listed already, please	list them here.)
Name & Address of creditor	or:	
Original Amount: \$	Avg. monthly Payment: \$	Balance: \$
Reason:		
Date Opened:	Date Closed	d:
Name & Address of creditor	or:	
Original Amount: \$	Avg. monthly Payment: \$	Balance: \$
Reason:		
	Date Closed	
	\$	
If you are relying on your	spouse's income as a basis for debt re Name & address of	epayment, complete the following:
Income of Spouse \$	spouse's employer	
Other income \$	Source	
	to disclose income from alimony, ch with this application, complete the following	
Payer:		
[ ] Alimony	[ ] Child Support	[ ] Maintenance
How long have payments	been made?	
Are payments up to date?	[ ] Yes [ ]	No

	Do you have any other investments?	[ ] <b>Yes</b>	[ ] <b>No</b>		
	Amount: \$ Name:				
27.	What is your total monthly income? \$				
28.	What is the total amount of your indebtedness	ss? \$			
29.	What is the total amount of your monthly pa	yments? (Inc	clude all current payment	s listed in questions 18-25)	
30.	\$ Have your creditors treated you fairly?	[ ] Yes	[ ] <b>No</b> *		
	*If no, please explain				
31.	Have you ever been sued or petitioned for ba	ankruptcy?	[ ] Yes*	[ ] <b>No</b>	
	*If yes, please explain				-
32.	Name(s) and ages of those who depend on y	ou for finan	cial support:		-
	Name		Age		
				_	
				_	
				_	
				_	
		<b>EDUCA</b>	TION		
33.	High School				_
	Address				_
	Dates Attended(From)			(To)	
	Did you graduate? [] Yes	[ ] <b>No</b> *		(10)	
	*If no, have you completed a General Educa (You must provide High School transcript or GED s	tional Deve	elopment Test (GED)	)? []Yes []No	
34.	College				
	Address				
	Dates Attended				
	(From)			(To)	

35.	35. Correspondence or Trade School	
	Address	
	Courses	
	Years, Months or hours completed	
	Dates attended	Certificate
	(From) (To)	
36.	36. List any coursework or training which you have completed, we useful to you for these positions, such as, Police Science, Cri Public Speaking or Law. Include dates and location.	
	Note: If you have further education, or have attended other his trade schools, use additional sheet(s) and give details.  37. What languages can you read and/or speak?	
38.	38. List any activities in which you have been involved, which you work or community affairs. Include, for example, tutoring, d assistance, coaching or counseling.	
39.	<ol> <li>List any honors, awards, or other forms of recognition which athletics or other achievements.</li> </ol>	you have received for scholarship,

	ny offices of leadership (elective of a Give dates and locations.	or appointed), which you have held as part of or apart from		
	EA	MPLOYMENT HISTORY		
		rity No		
emplo		or the past ten years. Account for all periods include casual imployment, and state what you did during these periods.		
Note:	The investigator may interview E	mployers, Supervisors and Co-Workers.		
	Employment discharge or discipline does not mean you cannot be appointed. The seriousness, recency and surrounding circumstances will be considered.			
Dates	of Employment	to		
Addre	SS	Phone		
Type o	of Business	Supervisor		
		Monthly Salary \$		
What	were your duties?			
Reason	n for leaving?			
Dates of E	Employment	to		
Emplo	yer			
		Phone		
Type o	of Business	Supervisor		
Title o	f Position	Monthly Salary \$		
What	were your duties?			
Reason	n for leaving?			

ates of Employment	to	
Employer		
Address	Phone	
Type of Business	Supervisor	
Title of Position	Monthly Salary \$	
What were your duties?		
mployment History (continued)		
Dates of Employment	to	
Employer		
Address	Phone	
Type of Business	Supervisor	
Title of Position	Monthly Salary \$	
What were your duties?		
Reason for leaving?		
Dates of Employment	to	
Address	Phone	
Type of Business	Supervisor	
Title of Position	Monthly Salary \$	
What were your duties?Reason for leaving?		
What were your duties?	to	
What were your duties?  Reason for leaving?  Dates of Employment  Employer		
What were your duties? Reason for leaving?  Dates of Employment  Employer Address	to	
What were your duties?  Reason for leaving?  Dates of Employment  Employer  Address  Type of Business	toPhone	

Dates of E	imployment _			to			
Emplo	yer						
Addre	ss			Phone			<del></del>
Type o	Type of Business			Supervi	sor		<del></del>
Title o	f Position			Monthl	y Salary \$		
What	were your duti	les?					
Reason	n for leaving?						
			<b>MARITA</b>	L STATUS & FAM	<u>IILY</u>		
Married _		Unmarrie	ed	_ Separated	Div	orced	
-	have been mar spouses.  Name First	arried more th	Relation-	eluding annulments, fur	nish same da	ta concernir  Date of  Birth	Living/ Deceased
Last	FIISt	Middle	ship	Address		Birth	Deceased

43. With whom are you living? (Incl	ude name, age and relation.)				
	<u>MILITARY</u> *				
Selective Service No	Military Serial No				
•	itary of a foreign government? [ ] Yes* [ ] No regarding that service on an additional sheet.				
45. Selective Service Board No	Address				
46. Draft Classification	Draft Lottery No				
47. Dates of active service	to				
48. Branch of Service	Last Station				
49. Rank upon discharge	Type of Discharge [ ] Honorable [ ] Other				
50. Were you ever the subject of a C *If yes, please use an additional sh	Court-Martial or other disciplinary action? [] Yes* [] No neet to give detail.				
51. Are you presently or have you e	ver been a member of any military reserve organization?				
[ ] Yes* [ ] No					
*If yes, branch of Service	Rank				
Present Station					
	separation, <b>DD-214</b> , if you were separated from <b>ANY</b> branch of				
52. List five character references, ot (Must live within the State of Michigan)	ther than employers or supervisors, who you know intimately an).				
1	Business Address				
Phone	Residence Address				
2	Business Address				
	Residence Address				
3.	Business Address				
	Residence Address				

4	Busine	Business Address			
Phone	Reside	Residence Address			
5	Busine	Business Address			
Phone	Reside	Residence Address			
References (continued)	l				
List the name(s) and a	address of any law enforcement	ent official that you know personally.			
Name	fame Address				
Agency employed l	by				
Name		Address			
Agency employed l	by				
		DENCE RECORD			
53. List <u>ALL</u> residen	ces since age of 16.				
Dates	to	Address			
Dates	to	Address			
Dates	to	Address			
Dates	to	Address			
Dates	to	Address			
		DECREATION			
54 List any regrestion	nal activities which you part	RECREATION icipate in:			
54. List any recreation	nar activities which you part	icipate III.			
	ОТНЕ	ER INFORMATION			
	OTHE	ALIVI ORIMITION			
55. In the area below	, you may furnish any inform	nation which you feel will be of value to the investigator, or you			
may further explain a	nything you wish regarding	your application for these positions			

*****	****		
READ CAREFULLY BEFORE SIGNING			
******	****		
I certify that all answers to the above questions are true and con	mulate to the best of my lineariledge, and Leanes of		
understand that any misstatement of material facts contained in			
part of all rights to any employment in the service of the Sagina			
Signature	 Date		
	DWV		
-,0			

## Saginaw Chippewa Tribal Police Department

A division of the

#### Saginaw Chippewa Indian Tribe

#### **Release of Information**

#### To Whom It May Concern:

I hereby authorize any representative of the *Saginaw Chippewa Tribal Police Department*, bearing this release, to obtain information from your files or other sources pertaining to my personal background including, but not limited to, academic, athletic, achievement, attendance, personal history, disciplinary action, medical, credit or any other records you may have regarding me. I hereby direct you to release such information upon the request or the bearer. This release is executed with the knowledge and understanding that the information is for the official use of the *Saginaw Chippewa Tribal Police Department*. Consent is granted for the *Saginaw Chippewa Tribal Police Department* to furnish such information as is described above, to third parties in the course of the Tribal Police fulfilling it's official responsibilities with regard to my application for employment. I hereby release you, the institution or establishment which you represent, including it's officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any question as to the validity of this release, you may contact me as indicated below:

Full Name (typed or printed	)	Social Security No.	
Current address:		City	State/Zip Code
County	Telephone No.	Date of Birth	
	( )		
Signature		Date	

#### Saginaw Chippewa Tribal Police Department

A division of the Saginaw Chippewa Indian Tribe

## **Authorization for Release of Military and Medical Information**

From: Saginaw Chippewa Tribal Police

Personnel Department

6954 East Broadway

To: National Personnel Record Center

Military Personnel Records

9700 Page Boulevard

**Remarks:** 

St. Louis, MO 63132 Mt. Pleasant, MI 48858 Name of Applicant (typed or printed) Name while in Service (if different) Service Number **Branch of Service Dates of Active Duty Dates of Reserve Duty** From: To: From: To: Present Military Status [ ] None [ ] Air Force Reserve [ ] Army Reserve [ ] Naval Reserve [ ] Marine Reserve [ ] National Guard As an applicant for a position with the Saginaw Chippewa Tribal Police Department, I am required to furnish information for use in determining my moral, physical and mental qualifications. I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release to the Saginaw Chippewa Tribal Police, at the address listed above, information or photocopies from my military personnel and related medical records. This could include a photocopy of my DD Form 214, Report of Separation. Signature of Applicant Date **Current Home Address** To be completed by Records Office: **Date of Entry Date of Separation Reason for Separation Character of Service Note:** If discharge is other than "HONORABLE," no further information is required. **Disciplinary Data** Significant illnesses or injuries [ ] None [ ] See Remarks [ ] See Remarks [ ] See Attached **Psychiatric Observations & Treatment** Physical Condition at time of separation [ ] None See Remarks See Attached [ ] Report of Separation Physical Attached

Releasing Office			Date Released				
Released by (Signature)							
Saginaw Chippewa Tribal Police Department <u>Employment Reference Report</u>							
Applicant:		Emplo	Employer (business):				
Date:	[ ] Request Confidentia	al Status Emplo	Employer Address:				
City:		State:		Zip Cod	Zip Code:		
Person Interviewed:		Title:	Title:  [ ] Supervisor [ ] Co-Worker				
1. Applicant's Job Classification:			2. Length of Service:				
3. Examples of work performed:			From: To: 4. Annual Salary:				
5. If no longer employed, reason for separation:							
Any ratings of "MARGINAL" or "UNACCEPTABLE" or responses marked by an asterisk (*) require the investigator to explain in narrative form on reverse side.							
6. Quality of Work	[ ] Excellent	Good	[ ]	Marginal	[ ] Unacceptable		
7. Quantity of Work	[ ] Excellent			Marginal	[ ] Unacceptable		
8. Dependability	[ ] Excellent			Marginal	[ ] Unacceptable		
9. Attendance	[ ] Excellent			Marginal	[ ] Unacceptable		
10. Injury Record	[ ] Excellent			Marginal	[ ] Unacceptable		
11. Accepts Supervision	L 3			Marginal	[ ] Unacceptable		
12. Works w/ Others	[ ] Excellent			Marginal	[ ] Unacceptable		
13. <b>Initiative</b>	[ ] Excellent			Marginal	[ ] Unacceptable		
14. Integrity	[ ] Excellent			Marginal	[ ] Unacceptable		
15. Attitude	[ ] Excellent			Marginal	[ ] Unacceptable		
16. Respects Others	[ ] Excellent			Marginal	[ ] Unacceptable		
17. Appearance	[ ] Excellent			Marginal	[ ] Unacceptable		
18. Overall Rating	[ ] Excellent			Marginal	[ ] Unacceptable		
19. Indication of any	Indication of any biases? 20. Illegal drug use?			21. Would you rehire?			
[ ] Yes*	[ ] <b>No</b>	[ ] Yes*	[ ] <b>No</b>	[ ] Yes			
22. How would you rate this person's ability to be a Tribal Police Officer?							

] Marginal\*

] Unacceptable\*

Don't Know

Signature: Investigator's Name & Rank

] Good

] Excellent

# Saginaw Chippewa Tribal Police Department <u>Personal Reference Report</u>

Applicant:		Date:				
Person Interviewed:	[ ] Request C	Telephone [ ] Request Confidential Status			Age:	
Address:	City:	State/Zip Code:				
1. Nature of acquaintance: [ ] So (Check all that apply)						
2. How long have you known the applicant?  3. How often do you see the applicant?						
4. How would you describe the applicar	nt's use of alcoholic bever	ages? (Check below)				
[ ] None [ ] Light	[ ] Moderate*	[ ] Heavy*	[ ] Abusive* [ ] Unknown			
* For any responses designated by an asterisk (*), the investigator must submit explanation in narrative form on the reverse side or attached page.						
5. Are you well acquainted with the applicant? [ ] Yes [ ] No*						
6. Would you describe the applicant as honest? [] Yes [] No*						
7. Is he/she the type of person you would want for a police officer?  8. Does the applicant respect the law and/or persons of authority?  [] Yes [] No*						
					[ ] No*	
10. Do you think the applicant respects the rights and property of others?						
[]					[]No	
12. Do you have any knowledge of the applicant using any illegal drugs?     Yes*   No						
13. To you knowledge has the applicant ever been arrested or involved in any trouble? [] Yes* [] No					[ ] <b>No</b>	
14. Have you ever seen the applicant in the company of undesirable persons?				[ ] Yes*	[ ] <b>No</b>	
15. Have you ever seen the applicant display any racial or sexual prejudices?				[ ] Yes*	[ ] <b>No</b>	
16. Have you ever seen the applicant intoxicated?				[ ] <b>No</b>		
Investigator's comments/observations:						