



# Highland Beach Police Department

## RESERVE POLICE OFFICER

APPLICANT NAME: (Last) \_\_\_\_\_, (First) \_\_\_\_\_, (Middle) \_\_\_\_\_

### SUPPLEMENTAL QUESTIONS:

- Do you possess a valid driver's license? **YES** **NO**  
D/L Number: \_\_\_\_\_ State: \_\_\_\_\_
- Have you had more than five (5) motor vehicle moving violation convictions within the last three (3) years? **YES** **NO**
- Have you had more than three (3) at-fault motor vehicle accidents within the last three (3) years? **YES** **NO**
- Have you completed and passed the Physical Agility Test (PAT) at a Florida designated law enforcement academy? **YES** **NO**
- If you answered "Yes" to the above question, please provide the date and academy name. (*NOTE: You must provide a copy when submitting the FULL application background documents*).
- What year did you receive your Florida Law Enforcement Certification? \_\_\_\_\_
- Is your certification currently valid? **YES** **NO** Date of Expiration: \_\_\_\_\_
- Are you a certified Police Officer in any U.S. State other than Florida? **YES** **NO**

- If you are a certified Police Officer in any U.S. State other than Florida:

- (1) In what state did you receive your certification?
- (2) When were you certified?
- (3) Approximately how many hours was your academy?

- Have you ever been terminated by an employing law enforcement agency?

**YES**      **NO**

If “YES,” explain:

- Have you served in a sworn law enforcement position and resigned while under investigation or to avoid investigation?

**YES**      **NO**

- If “YES,” explain:

- Have you served in any of the U.S. Military branches?

**YES**      **NO**

If you have served in the military services;

- (1) What branch did you serve in?
- (2) What rank did you obtain?
- (3) What was your date of discharge?
- (4) What type of discharge did you receive?

- If you have prior military service, has this been completed with an Honorable Discharge?

**YES                      NO                      THIS DOES NOT APPLY TO ME**

*(NOTE: A copy of your DD-214 is required when submitting the FULL application background documents).*

- Are you a U.S. Citizen, born or naturalized? **YES                      NO**

*(NOTE: Proof of citizenship is required when submitting the FULL application background documents).*

- What is your current educational level?

**HIGH SCHOOL                      ASSOCIATE DEGREE                      BACHELOR DEGREE**

**MASTER'S OR ABOVE**

*(NOTE: Sealed certified college transcripts are required when submitting the FULL application background documents).*

If you do not have a college degree, how many college credits have you completed?

- In accordance with FSS 943.0585(4)(a), a person seeking employment with a criminal justice agency must provide all information surrounding an arrest(s) covered by an expunged or sealed record. Have you ever been the subject of an arrest or detainment that is covered by an expunged or sealed record? If yes, explain.

- Have you ever been arrested or convicted of any of the following?

DUI; DRIVING UNDER THE INFLUENCE

DOMESTIC VIOLENCE, FELONY (ANY)

PERJURY

MORAL TURPITUDE

THIS DOES NOT APPLY TO ME, I HAVE NEVER BEEN ARRESTED OR CONVICTED FOR ANY OF THE FOREGOING.

If yes, give dates and circumstances surrounding the arrest or conviction:

Note: An arrest(s) will not automatically disqualify an applicant for the Reserve Officer position. Highland Beach Police Department will consider and assess the nature of the arrest(s), including, but not limited to, the underlying circumstances, the applicant's age at the time of the arrest(s) and the time elapsed since the arrest(s).

- Have you ever been served with an Injunction Against Repeat Violence or an Injunction Against Domestic Violence, or any type of Restraining Order?

If yes, give dates and circumstances surrounding the order.

- Have you taken part in the sale or transportation of any illegal/controlled substance?

**YES      NO**

- Have you used:

CRACK COCAINE

LSD

METHAMPHETAMINE

GHB

HEROIN

OPIUM

ANY derivatives of HEROIN or OPIATES

THIS DOES NOT APPLY TO ME, I HAVE NEVER USED ANY OF THE FOREGOING SUBSTANCES.

- Have you used:

MARIJUANA

POWDER COCAINE

ROHYPHNOL

BARBITURATES

SPEED

QUAALUDES

HASH

ECSTASY

THIS DOES NOT APPLY TO ME, I HAVE NEVER USED ANY OF THE  
FOREGOING SUBSTANCES

- If you answered “YES” to Have you ever used MARIJUANA, POWDER COCAINE, ROHYPHNOL, BARBITURATES, SPEED, QUAALUDES, HASH, ECSTASY, please provide the following information:

(1) Have you used illegal drugs in the last two years:

(2) Method of Use:

***An applicant’s prior drug use will be assessed on a case-by-case basis and in accordance with Federal law.”***

- Have you used one (1) cycle of steroids in the last two (2) years? **YES** **NO**

If “YES” explain:

- Have you used more than one (1) cycle of steroids in your lifetime? **YES** **NO**  
If “YES,” explain:

- Have you ever used prescription drugs not prescribed to you? **YES** **NO**  
If “YES,” explain:

**An applicant’s prior drug use will be assessed on a case-by-case basis and in accordance with Federal law.**

- Have you ever possessed any other illegal/controlled substances? **YES** **NO**  
If “YES,” explain:

What spoken and/or written language are you fluent in other than English?

- How did you hear about this agency? Please list source or website:

Do you have any tattoos, brands, or body ornaments?

**YES**

**NO**

If “YES,” explain including description and location on body:

*NOTE: No tattoos, brands, ornamentation, piercings or body modifications placed on the body for purposes of decoration can be visible while in uniform. Notwithstanding the foregoing, the Department will assess each situation in accordance with applicable law. No tattoos brands, ornamentation commonly associated with gangs, organizations, or groups that advocate hate intolerance or discrimination is permitted by this agency.*

## NOTICE REGARDING CREDIT REPORTS

The status of your credit is an important part of our hiring process. Debts that have been turned over to a collection agency or have become public record must be in the process of being resolved before we can accept your completed application. A public record is any information contained in a state or county court record, such as bankruptcy, tax lien, and monetary judgment; or in some cases accounts that are sent to collections.

We recommend you request a copy of your credit report and review it to determine if you have public record debts. If it is determined that you have public record debts, you will be required to provide evidence of your debt resolution. Please refer to the information below for guidance.

You can order your free annual credit report online at [annualcreditreport.com](http://annualcreditreport.com), by calling 1-877-322-8228, or by completing the Annual Credit Report Request Form and mailing it to: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281.

For more information or the annual credit report request form please visit the Federal Trade Commission website at [www.ftc.gov](http://www.ftc.gov)

When you order, you need to provide your name, address, Social Security number, and date of birth. To verify your identity, you may need to provide some information that only you would know, like the amount of your monthly mortgage payment.

In order to resolve your debt, it is recommended that you contact one of the many organizations that can assist you in resolving your credit issues. An example of a non-profit organization is the Consumer Credit Counseling Services (CCCS). To receive free, confidential counseling, call their 24-hour hotline at 1-800-355-2227 to make an appointment.

By my electronic acknowledgement, I have read the above information concerning my consumer credit information.

Yes

No

I thoroughly understand that I am applying for consideration as a RESERVE POLICE OFFICER and must successfully complete the entire selection process, consisting of multiple steps.

I understand that should unfavorable information be disclosed, I may be denied employment.

I am seeking employment on the basis that I know that no unfavorable information will be disclosed to the Highland Beach Police Department with the exception of what I have indicated on my application.

I understand that the Highland Beach Police Department does not reimburse any expenses that I may incur in seeking the position. I recognize that the time required to process and select applicants is lengthy and time consuming. No promises or commitments are expected as to a time when a hiring decision and/or actual hiring will take place.

I understand that this application is the property of the Highland Beach Police Department. Once submitted for pre-employment processing, it will not be returned.

I am also aware that any and all documents or information (including this application) submitted to the Highland Beach Police Department will be subject to Public Records Law with the exception of certain information, including portions of the background investigation and psychological and medical examinations. *See Florida State Statute 119.01, et seq.*

I understand that the Highland Beach Police Department offers employment to those persons most qualified for a position.

By my electronic acknowledgement, I have read and understood the above.

Yes

No

I hereby acknowledge that I HAVE READ AND UNDERSTAND ALL INSTRUCTIONS to complete this online application and HAVE ATTACHED ALL required documents necessary for employment. I understand that IF I HAVE NOT SUBMITTED THE NECESSARY ATTACHMENTS MY APPLICATION WILL BE REJECTED.

Yes

No

**Equal Opportunity Disclaimer:**

The Town of Highland Beach is an equal opportunity employer regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, sexual orientation, political affiliation or belief, or any other category protected by Federal, State, or local law. Employment decisions are made without consideration of these or any other factors that employers are prohibited by law from considering. Any discriminatory action will be a cause for disciplinary action.

The Town of Highland Beach also prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with a disability.