



**TOOL POLICE DEPARTMENT
701 N. TOOL DRIVE
TOOL, TEXAS 75143
903-432-2550**

PRE-EMPLOYMENT STATEMENT

APPLICANT NAME: _____

Received By: _____ **Date / Time:** _____

Pre-Employment Statement Instructions

The Tool Police Department utilizes a pre-employment statement as part of the background investigation. Participation in this process is required and any use of deception in this or any other aspect of the hiring process will result in disqualification.

The background investigation conducted by the Tool Police Department is a comprehensive investigation. Therefore, when answering the questions in this booklet, consider all of your past actions. This includes when you were a juvenile, even if you have been advised you do not need to reveal this information. This includes orders of expungement.

This booklet is the property of the Tool Police Department and must be returned to the Police Department whether the applicant continues in the employment process or not.

These instructions are provided as a guide to assist you in properly completing your Pre-Employment Statement. **It is essential that the information is accurate in all respects so please read all instructions carefully before proceeding.**

1. YOU must print legibly in **BLACK INK**. Answer all questions truthfully and accurately.
2. Avoid errors by reading the directions carefully before making any entries on the form.
3. If you need additional space for your answers, attach an additional sheet or sheets as needed. Be sure to indicate which question number and page this refers to.
4. **Omissions or falsifications** will result in **disqualification**.
5. DO NOT remove any pages from this Pre-Employment Statement.
6. Any Applicant submitting an incomplete or late Pre-Employment Statement **WILL NOT BE CONSIDERED FOR EMPLOYMENT**. This Pre-Employment Statement **will be evaluated on completeness and neatness**.

I certify that I have read and understand the above listed instructions. (SIGNATURE: _____)

APPLICANT IDENTIFICATION

INFORMATION PROVIDED IN THIS SECTION IS USED FOR IDENTIFICATION PURPOSES ONLY.

Last Name		First	Middle	Maiden
Street Address			Apt. No.	
City			State & Zip Code	
Mailing Address (if different from residence)			State & Zip Code	
Home Telephone No.	Work Telephone No.		Cellular No.	
Date of Birth	Social Security No.		Driver's License No. & State	

What is your place of birth?			
City	County	State	Country

EDUCATIONAL DEGREES

High School	College	Post Graduate	Trade School
-------------	---------	---------------	--------------

DEBTS

Answer all inquiries either YES or NO.

1. **YES** **NO** Will you be able to meet your current financial obligations with the salary advertised by the Tool Police Department?
2. **YES** **NO** Do you presently owe a debt to any member of the Tool Police Department, the City of Tool, Texas or any person employed by the City of Tool, Texas?
3. **YES** **NO** Do you currently owe any city, county, state or federal taxes?
4. **YES** **NO** Have you ever had anything repossessed?
5. **YES** **NO** Are there any judgments or civil matters pending against you as a result of a civil lawsuit?

- 6. **YES** **NO** Have you ever filed for bankruptcy?
- 7. **YES** **NO** Have you had a check “bounce” that you did not pay before it was turned in to a county or district attorney for collection?
- 8. **YES** **NO** Have you ever been evicted from a residence for non-payment of rent?
- 9. **YES** **NO** Have you intentionally evaded or avoided paying a debt that you legally owe?
- 10. **YES** **NO** Have you been employed by a governmental agency and your employment was terminated, in part or in whole, because of a financial matter?
- 12. **YES** **NO** Are you in default of an obligation to repay any student loan(s)?
- 13. **YES** **NO** Regarding your debts, credit and financial affairs, is there a private matter that you believe needs to be discussed with the investigator conducting your background investigation?

APPLICATIONS WITH GOVERNMENTAL AGENCIES

In the space below, list the name of each city, county, state or federal agency where you have applied for employment. (Include all police applications.)

1.	Agency Name	Position Applied For	Date
2.	Agency Name	Position Applied For	Date
3.	Agency Name	Position Applied For	Date
4.	Agency Name	Position Applied For	Date
5.	Agency Name	Position Applied For	Date
6.	Agency Name	Position Applied For	Date
7.	Agency Name	Position Applied For	Date
8.	Agency Name	Position Applied For	Date
9.	Agency Name	Position Applied For	Date
10.	Agency Name	Position Applied For	Date

WORK RECORD

Answer all inquiries either YES or NO.

- 1. YES NO Did you ever knowingly falsify a job application or personal history statement?
- 2. YES NO Did you falsify Tool's job application or personal history statement?
- 3. YES NO Have you been fired, terminated or forced to resign by an employer?
- 4. YES NO Has an employer ever suspended you from work?
- 5. YES NO Has an employer ever issued you a written letter of reprimand?
- 6. YES NO Have you been the subject of an internal affairs investigation?
- 7. YES NO Have you been reprimanded by an employer for violating a policy?
- 8. YES NO Have you consumed alcohol in violation of an employment policy?
- 9. YES NO Have you ingested drugs in violation of an employment policy?
- 10. YES NO Have you stolen money or anything of fiscal value where you were employed?
- 11. YES NO Have you stolen property or merchandise where you were employed?
- 12. YES NO During the last 2 years, have you violated an employment policy regulating Vacation?
 YES NO During the last 2 years, have you violated an employment policy regulating Days Off?
 YES NO During the last 2 years, have you violated an employment policy regulating Sick Leave?
 YES NO During the last 2 years, have you violated an employment policy regulating Compensatory Time?
- 13. YES NO Have you falsified a claim of injury to receive worker's compensation benefits?
- 14. YES NO Have you ever lied to a supervisor to protect another employee?
- 15. YES NO Have you ever knowingly falsified any official documents or records?
- 16. YES NO Did you ever add, create, alter or destroy computer data without permission?
- 17. YES NO Have you ever knowingly violated a person's constitutional rights?
- 18. YES NO Have you ever violated employment policy regarding the use of any electronic communication system to include a computer or telephone?
- 19. YES NO During any internal affairs investigation, did you lie, make false statements or knowingly withhold information for the purpose of concealing the truth?
- 20. YES NO Have you ever committed perjury?
- 21. YES NO Have you ever used unnecessary and/or excessive force on anyone?
- 22. YES NO Have you ever engaged in any sexual activity with a person in custody or while on duty?
 If YES, explain in the space provided.

- 23. YES NO Have you ever “blackmailed” anyone?
- 24. YES NO Have you ever “bribed” anyone?
- 25. YES NO Have you ever accepted a “bribe?”
- 26. YES NO Without proper authority and consent, did you inform a person of a pending police action?
- 27. YES NO Do you have an ulterior motive in mind for wanting this job?
- 28. YES NO If employed by the Tool Police Department, do you have any future plans that may cause you to leave or require time off within the next 12 months
- 29. YES NO If employed by the Tool Police Department, do you know a person that resides within the city limits of Tool, Texas or works within the city limits of Tool, Texas that you intend to arrest?
- 30. YES NO Are you related (by blood or marriage) to a member of the Tool Police Department?
- 31. YES NO Regarding your work record, is there a private matter you need to discuss with the investigator conducting your background investigation?

ARREST RECORD

Answer all inquiries either YES or NO.

- 1. YES NO Have you ever been notified that a warrant has been issued for your arrest?
- 2. YES NO To your knowledge, has a warrant ever been issued for your arrest?
- 3. YES NO Have you ever been arrested?
- 4. YES NO Have you ever been incarcerated (placed in jail)?
- 5. YES NO Have you ever been taken to a police station and questioned with regards to committing a criminal offense?
- 6. YES NO Have you ever run from the police to avoid being arrested?
- 7. YES NO Have you ever lied to the police to keep from being arrested for committing a criminal offense?
- 8. YES NO Are you presently wanted for questioning by any city, county, state or federal authorities?
- 9. YES NO Are you presently wanted for questioning by any foreign country?
- 10. YES NO Are you presently wanted for questioning under an alias or assumed name?

In the space below, list all formal arrests.

1.	Title of Arrest	City / State	Date
2.	Title of Arrest	City / State	Date
3.	Title of Arrest	City / State	Date
4.	Title of Arrest	City / State	Date

CONVICTIONS

Answer all inquiries either YES or NO.

1. **YES** **NO** Has anyone ever filed a criminal charge against you with a city, county or district attorney?
2. **YES** **NO** Has a criminal charge against you ever been presented to a Grand Jury?
3. **YES** **NO** Have you ever been convicted in a federal court of the United States?
4. **YES** **NO** Have you ever been convicted in any state district court?
5. **YES** **NO** Have you ever been convicted in any county court?
6. **YES** **NO** Other than paying fines for committing Class "C" traffic violations, have you been convicted in any justice of the peace court or city court?
7. **YES** **NO** Have you ever been tried and acquitted in a court of law?
8. **YES** **NO** Were you ever placed on probation?
9. **YES** **NO** Have you ever been sentenced to confinement in a city, county, state or federal detention facility?

In the space below, list all convictions.

1.	Title of Conviction	City / State	Date
2.	Title of Conviction	City / State	Date
3.	Title of Conviction	City / State	Date
4.	Title of Conviction	City / State	Date

LAW VIOLATIONS

Answer all inquiries either YES or NO.

- 1. YES NO Have you ever committed any felony criminal law violations?
- 2. YES NO Have you ever committed a homicide?
- 3. YES NO Have you ever committed a burglary?
- 4. YES NO Have you ever committed a robbery?
- 5. YES NO Have you ever committed a theft over the value of \$500.00?
- 6. YES NO Have you ever committed an aggravated assault?
- 7. YES NO Have you ever committed a motor vehicle theft?
- 8. YES NO Have you ever committed arson?
- 9. YES NO Have you ever committed fraud?
- 10. YES NO Have you ever committed forgery?
- 11. YES NO Have you ever possessed stolen property?
- 12. YES NO Have you ever illegally possessed a handgun, automatic weapon, bomb, explosives, explosive device, armor piercing ammunition, incendiary device, silencer, assault knife, brass knuckles, club and/or other illegal weapon? If YES, explain in the space provided.

- 13. YES NO Have you ever intentionally damaged property belonging to another?
- 14. YES NO Have you used a credit card without the credit card holder's permission?
- 15. YES NO Have you illegally used an electronic listening-viewing device?
- 16. YES NO Have you ever committed a sexual assault?
- 17. YES NO Have you ever violated a law that regulates the starting of fires?
- 18. YES NO Have you ever caused the death of a person?
- 19. YES NO Have you amputated or disfigured any part of a person's body?
- 20. YES NO Since your 18th birthday, have you engaged in a sexual act of any kind with a person who was under the age of 17?
- 21. YES NO Have you intentionally exposed your genitals to a person in a public place?
- 22. YES NO Have you engaged in an act of incest?

- 23. YES NO Have you engaged in acts of window peeping?
- 24. YES NO Have you engaged in a sexual act with an unconscious person?
- 25. YES NO Have you engaged in a sexual act with a mentally challenged person?
- 26. YES NO Have you illegally touched a person for sexual reasons that were not aware of your motives?
- 27. YES NO Have you ever registered as a sex offender with any city, county or state?
- 28. YES NO Have you ever physically or sexually abused a child?
- 29. YES NO Did you ever stalk a person?
- 30. YES NO Have you married a person while still legally married to another?
- 31. YES NO Have you engaged in a sexual act with a prostitute?
- 32. YES NO Have you ever forced anyone to have sex with you against his/her will?
- 33. YES NO Have you ever illegally used a controlled substance regulated by state and/or federal statutes (includes marijuana)?
- 34. YES NO Have you ever illegally sold a controlled substance regulated by state and/or federal statutes?
- 35. YES NO Have you illegally possessed a controlled substance regulated by state and/or federal statutes?
- 36. YES NO Have you transported drugs from one location to another for a drug dealer?
- 37. YES NO Have you manufactured drugs?
- 38. YES NO Have you financed a drug transaction?
- 39. YES NO Have you intentionally possessed, sold or viewed any material depicting a child engaged in sexual conduct?
- 40. YES NO Have you ever been paid by a drug dealer for services rendered?
- 41. YES NO Have you ever been a member of a drug cartel?
- 42. YES NO Have you used a prescription drug for a reason other than its prescribed use?
- 43. YES NO Have you ever used a prescription drug which was not prescribed to you?
- 44. YES NO Have you furnished alcohol to a minor?
- 45. YES NO Have you committed any illegal act related to the possession, use, manufacture, transportation, distribution, delivery and/or sale of drugs?
- 46. YES NO Regarding drugs, is there a private matter you believe needs to be discussed with the investigator conducting your background investigation?

- 47. **YES NO** Are you now, or have you ever been, a member of an organization that advocates violence and terrorism?
- 48. **YES NO** Did you ever plan to commit, threaten to commit and/or commit an act of violence or terrorism?
- 49. **YES NO** Are you now, or have you ever been, a member of an organization that advocates noncompliance with any city, county, state or federal laws?
- 50. **YES NO** Did you ever plan to commit, threaten to commit or commit an act of terrorism at/against any airport, public transportation carrier, school or educational facility, church or religious organization, Semitic or other ethnic group or organization, public utility, political figure or public servant?
- 51. **YES NO** Did you ever plan to commit, threaten to commit or commit an act of violence or terrorism against any property belonging to a city, county, state or federal government?
- 52. **YES NO** Did you ever commit an act of domestic violence?
- 53. **YES NO** Regarding violations, is there something you believe needs to be discussed with the investigator conducting your background investigation?
- 54. **YES NO** Have you ever been a member of, or associated with, a group or organization that advocates discrimination against individuals based on gender, race, creed or ethnic origin?
- 55. **YES NO** Have you ever participated in a riot or civil disturbance?
- 56. **YES NO** Have you ever been a member of, or associated with, any street or neighborhood gang, club, group or organization that engaged in violence, drugs or any type of illegal activity?
- 57. **YES NO** Have you ever financially supported a terrorist group, club, organization, state or country?

58. THEFTS
In the space below, list all money, property, and items you have stolen.

Description of Item Stolen	Value of Item Stolen	Owner	City / State	Date of Theft
Description of Item Stolen	Value of Item Stolen	Owner	City / State	Date of Theft
Description of Item Stolen	Value of Item Stolen	Owner	City / State	Date of Theft
Description of Item Stolen	Value of Item Stolen	Owner	City / State	Date of Theft
Description of Item Stolen	Value of Item Stolen	Owner	City / State	Date of Theft

59. DRUGS

In the space below, identify the type of illegal drug(s) you have used, ingested, or experimented with.

Type / Name of Illegal Drug Used	Frequency - Last Usage – Month & Year
Type / Name of Illegal Drug Used	Frequency - Last Usage – Month & Year
Type / Name of Illegal Drug Used	Frequency - Last Usage – Month & Year
Type / Name of Illegal Drug Used	Frequency - Last Usage – Month & Year

60. DRUGS

In the space below, identify the type of illegal drug(s) you have sold.

Type / Name of Illegal Drug Sold	Amount - Last Sale – Month & Year
Type / Name of Illegal Drug Sold	Amount - Last Sale – Month & Year
Type / Name of Illegal Drug Sold	Amount - Last Sale – Month & Year
Type / Name of Illegal Drug Sold	Amount - Last Sale – Month & Year

TRAFFIC AND DRIVING RECORD

Answer all inquiries in the spaces provided.

1. List all states that have issued you a driver's license.

State / Date Issued	State / Date Issued	State / Date Issued	State / Date Issued
---------------------	---------------------	---------------------	---------------------

2. _____ List the total number of traffic tickets you have been issued.
3. _____ List the number of traffic tickets you have been issued during the last 3 years.
4. _____ List the total number of motor vehicle accidents you have had while driving.
5. _____ List the number of motor vehicle accidents you have had in the last 3 years.

Answer all inquiries either YES or NO.

- 6. YES NO Has your driver's license ever been suspended?
- 7. YES NO Have you been arrested or convicted for driving while intoxicated?
- 8. YES NO Have you been arrested or convicted for driving under the influence of drugs?
- 9. YES NO Have you ever failed to appear in court on a traffic ticket you were issued?
- 10. YES NO Do you have required liability insurance on all of your motor vehicles?
- 11. YES NO Did you ever run from the police (evade an arrest)?
- 12. YES NO Did you ever commit a "hit and run" motor vehicle accident?
- 13. YES NO Is there any action pending against you that may cause your driver's license to be suspended?
- 14. YES NO Have you ever driven a motor vehicle on a public roadway while you were intoxicated?
If yes, when was the last time and explain the circumstances.

MARITAL

Answer all inquiries either YES or NO.

- 1. YES NO Have you ever been married? If so, number of marriages. _____
- 2. YES NO Are you now married?
- 3. YES NO Are you now divorced or separated?
- 4. YES NO Are you now paying alimony or child support?
- 5. YES NO Are you in arrears on any required payments to your former spouse or children?
- 6. YES NO Have you ever been ordered into court for nonpayment of alimony or child support?

MILITARY RECORD (DOCUMENTATION MAY BE REQUIRED)

1. YES NO Have you ever applied for military service?

2. YES NO Have you been a member of the military service?

If applicable, provide information regarding the following:

PRIOR MILITARY SERVICE

Branch of Service		Dates of Service	
		From:	To:
Unit		Highest Rank Held	
Job Title(s) (Rifleman, Security, Etc.)			
Type of Discharge		Last Duty Station	
Base Name			
Base Address		City / State / Zip / Country	
Supervisor Name	Contact Number	Email Address	

Have you **ever** been subject to court martial or any other disciplinary proceeding under the Uniform Code of Military Justice? (Include non-judicial, Captain's mast, etc.) If "Yes," provide date(s), charge(s), military court(s) or authority(ies), and outcome(s).

LAW ENFORCEMENT AND FIREFIGHTER SERVICE

Check this box if you have NEVER served in a position as a sworn or commissioned law enforcement officer, peace officer, sheriff's deputy, state or federal agent, commissioned reserve peace officer, firefighter or any other police or fire agency position. If you check this box, go to the next section of the questionnaire.

Check this box if you have had prior law enforcement or firefighter service and complete the following questions. These questions deal only with your service as a law enforcement officer or firefighter.

1. **YES** **NO** Have you ever been investigated by Internal Affairs because of a citizen complaint?
2. **YES** **NO** Have you ever received any disciplinary actions because of an Internal Affairs investigation?
3. **YES** **NO** Have you ever been terminated or asked to resign from any law enforcement, fire or other public safety agency?
4. **YES** **NO** Have you ever resigned while under investigation?
5. **YES** **NO** Have you ever been classified as ineligible for re-hire by a former law enforcement agency, fire department, or other public safety agency?
6. **YES** **NO** Have you ever had your certification as a law enforcement officer or firefighter revoked anywhere?
7. **YES** **NO** Have you purposely engaged in any acts of misconduct on duty (i.e. drinking, sleeping, sexual contact while on duty)?
8. **YES** **NO** While on duty as a law enforcement officer or firefighter, have you engaged in any illegal activities (i.e. theft, drug usage, any type of criminal offense)?
9. **YES** **NO** While working as a law enforcement officer or firefighter, have you ever falsified any official document or paperwork?
10. **YES** **NO** While working as a law enforcement officer or firefighter, have you ever lied under oath (i.e. sworn, notarized, statements, documents, or testifying in court)?
11. **YES** **NO** Have you had any type of unauthorized physical or sexual contact while you were on duty?
12. **YES** **NO** Have you ever had an excessive force complaint filed against you?

DECLARATION

I, _____, hereby declare and state that I personally answered all of the enclosed questions. I further declare and state that I answered all of the enclosed questions truthfully and without deception of any kind. I further declare and state that I did not withhold any requested information and none of the answers I gave were given for the purpose of concealing the truth and without any mental evasion of mind.

Applicant's Signature

Applicant's Printed Name