

Myrtle Beach Police Department

1101 Oak Street
Hiring Process
Myrtle Beach, SC 29577

Personal History Questionnaire

Note: Your answers to the following questions about your education may be verified through contacts with current and past educational institutes and schools, and through interviews with persons acquainted with you. **You may be asked to take a polygraph examination to verify your answers. If you give false or misleading answers, you may be disqualified.**

Last Name: _____ **First Name:** _____ **MI:** _____

Social Sec No.: _____ **Date of Birth:** _____

Section I: Education

1. Did you graduate from High School? (**Do Not** count GED Degree, or High School Equivalency.)
 Yes
 No

2. What is the highest level of education you have completed? (Check only one)
 G.E.D.
 Graduated from high school.
 1-2 years of college (1-59 semester hours)
 3-4 years of college (60+ semester hours); no bachelor's degree
 Graduated with an associate's degree.
 Graduated with a bachelor's degree.
 Postgraduate degree (e.g., M.A., J.D., Ph.D.)

3. Were you ever suspended or expelled from high school or a post high school institution for any reason (disciplinary or academic)?
 Yes – One Time (explain) _____
 Yes – Two or more times (explain) _____
 No

4. Did you major in criminal justice, in college?
 Yes
 No

5. Have you ever entered a law enforcement-training academy?
 Yes – Graduated
 Yes – Did not graduate (explain) _____
 No

Section II: Employment

Note: Your answers to the following questions about your employment history may be verified through contacts with current and past employers and interviews with persons acquainted with you. **You may be asked to take a polygraph examination to verify your answers. If you give false or misleading answers, you may be disqualified.**

1. Are you currently employed?
 - Yes – Full time
 - Yes- Part time
 - No

2. How long have you been working for your current employer? (If you have more than one employer, answer for your main job)
 - Does not apply (not currently employed)
 - Less than one year
 - 1-2 years
 - 3-5 years
 - 6 or more years

3. To the best of your knowledge, how does your current employer evaluate your work performance? (If you have received written performance evaluations, base your answer on the most recent one)
 - Does not apply (not currently employed)
 - Much above average
 - Somewhat above average
 - About average
 - Somewhat below average
 - Much below average

4. About how often are you tardy or late for work?
 - Never
 - A few times a year, or less
 - About every other month
 - About 1-3 times a month
 - About once a week
 - A few times a week
 - Almost every day

5. During the past year, did you ever miss work and indicate that you were ill, when you were not?
 - Does not apply (not employed during past year)
 - Yes, 1-2 times
 - Yes, 3-4 times
 - Yes, 5 or more times
 - No

6. Have you ever been unemployed at any time during the last 12 months?
 - Yes
 - No

7. How long was your longest full time employment?

- Never had a full time job
- Less than one year
- 1 to 2 years
- 3 to 5 years
- 6 or more years

8. Have you ever been fired from employment?

- Yes, one time
- Yes, two times
- Yes, three or more times
- No

If yes, identify employer and explain: _____

9. Have you ever resigned from a job to avoid being fired?

- Yes, one time
- Yes, two times
- Yes, three or more times
- No

If yes, identify employer and explain: _____

10. Have you ever resigned from any job under pressure or unfavorable circumstances (other than to avoid being fired)?

- Yes
- No

If yes, identify employer and explain: _____

11. Have you ever had a written complaint made against you or your work performance (by a customer, client, etc.) on any of your jobs? (Do not count complaints received while working as a law enforcement officer)

- Yes
- No

If yes, identify employer and explain: _____

12. Have you ever failed to complete a probationary period for any job?

- Yes
- No

If yes, identify employer and explain: _____

13. Have you ever quit a job without giving notice required or requested by an employer?

- Yes
- No

If yes, identify employer and explain: _____

14. Have you ever received a written or oral reprimand, warning or suspension at any place of employment?

- Yes, one time
- Yes, two times
- Yes, three or more times
- No

If yes, identify employer and explain: _____

15. How many of your former employers would give you a favorable recommendation?

- All would
- Most would
- Half would, half would not
- Most would not
- None would

16. Would you be eligible to be rehired by all of your former employers (assuming there was a job available)?

- Yes
- No

If no, identify employer and explain: _____

17. How often have you gotten into arguments with co-workers or supervisors at any job, where you raised your voice or used insulting language?

- Never
- One time
- Two times
- Three or more times

If yes, identify employer and explain: _____

18. Have you ever committed, or threatened to commit, physical harm against co-workers or superiors at any place you were employed?

- Yes
- No

If yes, identify employer and explain: _____

19. At how many different times in your life have you collected unemployment insurance? (Count each period of time during which you collected unemployment insurance as one time, even if you collected a number of separate checks during that period of time.)

- Never
- One time
- Two times
- Three or more times

20. Did you ever work (even on the side) without reporting it while collecting unemployment benefits?

- Yes, one time
- Yes, two times
- Yes, three or more times
- No

If yes, explain – provide company name and time frame: _____

21. Have you ever taken merchandise or goods (that you were not authorized to take) from a place where you worked?

- Never
- Yes, items with a total retail value of less than \$25
- Yes, items with a total retail value between \$25 and \$100
- Yes, items with a total retail value between \$101 and \$500
- Yes, items with a total retail value over \$500

If yes, explain - what was taken and when was it taken? _____

22. Have you ever taken money (that you were not authorized to take) from a place where you worked?

- Yes
- No

If yes, identify employer and explain: _____

23. How many full time jobs have you had in the last five years (not counting temporary or summer work)?

- None
- One
- Two
- Three
- Four or more

Section III: Military Experience

*Note: Your answers to the following questions about your military experience may be verified through a check of military records—including DD Form 214; military investigations and through interviews with people acquainted with you. **You may be asked to take a polygraph examination to verify your answers. If you give false or misleading answers, you may be disqualified.***

- 1. Have you ever registered for the Selective Service (the draft)?
 - Yes
 - No, although I was legally required to do so
 - No, because I was not legally required to do so

- 2. How long did you serve in the military, on active duty? (Include National Guard and the Reserves)
 - Did not serve in the military
 - Less than one year
 - 1-4 years
 - More than four years, but less than twenty years
 - Twenty years or more

If you have no Military experience, skip to Section IV

- 3. In which branch of the military did you serve? (Mark all that apply)
 - Army
 - Navy
 - Air Force
 - Marines
 - Coast Guard
 - National Guard
 - Other _____

- 4. What is the highest rank that you attained?
 - Enlisted (E1 through E9)
 - Commissioned Officer

- 5. Were you personally involved in combat?
 - Yes
 - No

- 6. Have you ever been discharged on other than honorable basis? If so, please explain.
 - Yes
 - No
 - Explain: _____

Section IV: Law Enforcement Experience

*Note: Your answers to the following questions about your law enforcement experience may be verified by checks of police and court records, and through interviews with persons acquainted with you. **You may be asked to take a polygraph examination to verify your answers. If you give false or misleading answers, you may be disqualified.***

1. How many different law enforcement agencies have you applied to for employment within the last 18 months? (Count all applications, including applications currently in progress, even if you only went through the initial stages of submitting an application)
 None
 1-2
 3-5
 6-10
 11 or more

Please list all agencies to which you've applied and your status in their process (use additional sheet as necessary):

2. Do you have any law enforcement experience? (Do not count work as a Security Guard, Police Explorer, Cadet, or Volunteer)
 Yes (Be sure all agencies are listed on the employment portion of the application.)
 No (**If No, Skip to Section V**)
3. Indicate which of the following types of law enforcement experience you have: (Be sure to answer each question and select all that apply)
 - a. Sworn, weapon carrying officer (e.g., police officer, sheriff's deputy)?
 Yes
 No
 - b. Sworn, weapon carrying, reserve officer?
 Yes
 No
 - c. Military police officer?
 Yes
 No
 - d. Correctional officer?
 Yes
 No
 - e. Probation officer?
 Yes
 No
 - f. Other law enforcement job (e.g., Park Ranger)
 Yes – Type: _____
 No

4. How many years of experience do you have as a sworn, weapon carrying, law enforcement officer? (Report total experience for all agencies that you were a sworn officer) _____ years
5. With how many different law enforcement agencies have you worked (as a sworn or non-sworn officer)?
 One
 Two
 Three or more
 None
6. During the time you have been a law enforcement officer, how many citizen's complaints were formally filed against you? _____
Explain: _____

7. How many of these citizen's complaints were sustained, or found to be true? _____
Explain: _____

8. How many reprimands (written or oral) have you received while a law enforcement officer? _____
Explain: _____

9. Have you been suspended from duty or received a reduction in salary as a law enforcement officer?
 Yes
 No
Explain: _____

10. Were you ever the subject of a civil suit or criminal prosecution, because of your actions as a law enforcement officer?
 Yes
 No
Explain: _____

11. Have you ever had any unsatisfactory personnel ratings as a law enforcement officer? (Do not count ratings you received during the probationary period.)
 Yes
 No

12. Since becoming an officer, have you ever used any illegal drugs?

- Yes
- No

13. Did you ever drink alcohol while on duty and in uniform?

- Yes
- No

14. Did you ever lie or misrepresent the facts in an official report?

- Yes
- No

15. Did you ever cover up or misrepresent a serious incident for a fellow officer?

- Yes
- No

16. Did you ever lie or commit perjury in court or any other official proceeding?

- Yes
- No

17. Have you ever been terminated, forced to resign, or resigned in lieu of termination from a law enforcement position, during the probationary period?

- Yes
- No

Explain: _____

18. Have you ever been the subject of an internal affairs investigation while an officer? (Do not count investigations of Citizen's complaints.) _____

- Yes
- No

Explain: _____

19. Have you ever damaged departmental equipment, property, or vehicles, and failed to report it or misrepresented facts in the report?

- Yes
- No

Explain: _____

20. As a law enforcement officer, how many times (separate incidents) have you personally shot at someone whether you hit them or not?

- None
- One
- Two
- Three
- Four or more

21. As a law enforcement officer, how many on-duty traffic accidents have you been involved in, where you were the driver (regardless of who was at fault)?

- None
- One
- Two
- Three
- Four or more

Section V: Driving Record

Note: Your answers to the following questions about your driving record may be verified through checks of records kept by state department of motor vehicles, courts, probation departments, insurance companies and employers, and through interviews with persons acquainted with you. **You may be asked to take a polygraph examination to verify your answers. If you give false or misleading answers, you may be disqualified.**

1. Do you currently have a valid driver's license issued in South Carolina?

- Yes
- No

2. Do you currently have a driver's license issued by another state or country?

- Yes
- No

3. Have you ever had a driver's license issued by another state or country?

- Yes
- No

4. Have you ever been refused a driver's license by any state?

- Yes
- No

5. Has your driver's license ever been suspended, revoked, or placed on probation?

- Yes
- No

If yes, explain: _____

6. How many traffic citations (other than parking) have you had since you started driving?
- None
 - One
 - Two
 - 3-4
 - 5-7
 - 8-10
 - 11 or more
7. How many parking citations have you received in the last 12 months?
- None
 - One
 - Two
 - 3-4
 - 5-7
 - 8 or more
8. Since you started driving, how many traffic accidents have you been involved in where you were the driver? (Include all accidents regardless of whether you were at fault.)
- None
 - One
 - Two
 - Three
 - Four
 - Five or more
9. Have you ever been a driver in an automobile accident where injury or damages occurred, that you failed to report either to the police or to the owner of the property involved?
- Yes, one time
 - Yes, two or more times
 - No

If yes, explain: _____

10. Have you ever received a traffic citation as a result of an accident?
- Yes, one time
 - Yes, two or more times
 - No
11. Have you ever left the scene of an accident in which you were involved (hit and run)?
- Yes
 - No

If yes, explain: _____

12. Have you ever had traffic or parking citations turn into a failure to pay?

- Yes, one time
- Yes, two or more times
- No

If yes, explain: _____

13. Do you have any outstanding traffic warrants today (including parking tickets)?

- Yes
- No

If yes, explain: _____

14. Do you carry auto insurance on all vehicles you own?

- Yes
- No

15. Have you ever been notified by the Department of Motor Vehicles that your driving privileges may be suspended for failing to show proof of financial responsibility?

- Yes
- No

If yes, explain: _____

16. Have you ever been notified by the Department of Motor Vehicles that your driving privileges may be suspended for being a negligent operator?

- Yes
- No

If yes, explain: _____

17. Has your automobile insurance ever been canceled for any reason?

- Yes
- No

If yes, explain: _____

18. Have you ever been refused auto insurance for any reason other than failure to pay a premium?

Yes

No

If yes, explain: _____

19. Has your auto insurance ever been placed in the assigned risk category, as a result of your driving record?

Yes

No

Section VI: Financial History

*Note: Your answers to the following questions about your financial history may be verified by checks of records kept by police agencies, courts, financial institutions, credit reporting agencies and through interviews with persons acquainted with you. **You may be asked to take a polygraph examination to verify your answers. If you give false or misleading answers, you may be disqualified.***

1. Are you able to pay all your monthly bills, on time?

Almost always

Most of the time

Some of the time

Almost never

All of the time

2. Have you had the following financial problems:

a. Been referred to a collection agency?

Yes

No

If yes, explain: _____

b. Repossession of property (voluntary or involuntary)?

Yes

No

If yes, explain: _____

c. Had wages garnished (or attached)?

Yes

No

If yes, explain: _____

3. How many times in your life have you had a check returned due to insufficient funds (that is, had a check bounce)?
- Never
 - 1-5
 - 6-10
 - 11-20
 - More than 20

4. Have you rented or leased an apartment/home in the last 10 years?
- Yes
 - No

If yes, please provide landlords name, address and telephone number: _____

5. Has a landlord ever served you an eviction notice?
- Yes
 - No

6. Have you ever had a government subsidized education loan (school loan) that became delinquent?
- Yes
 - No

If yes, are you current now?

- Yes
- No

7. Have you ever been delinquent in paying alimony or child support?
- Yes
 - No

If yes, please explain. _____

If yes, are you current now?

- Yes
- No

8. Have you ever failed to file a required income tax return?
- Yes
 - No

If yes, explain: _____

Section VII: Legal History

*Note: Your answers to the following questions about your legal history may be verified by checks of police and court records, checks of probation reports, and through interviews with persons acquainted with you. **You may be asked to take a polygraph examination to verify your answers. If you give false or misleading answers, you may be disqualified.***

9. Have you ever been questioned as a suspect in any crime?

- Yes
 No

If yes, explain: _____

10. Have you ever been questioned as a witness in any crime?

- Yes
 No

11. How many times have you been convicted, pleaded guilty or pleaded no contest to a misdemeanor (not including traffic citations?)

- Never
 One
 Two
 Three or more

If yes, explain: _____

12. How many times have you been convicted, pleaded guilty or pleaded no contest to a felony?

- Never
 One
 Two
 Three or more

If yes, explain: _____

13. Have you ever been on court probation as an adult (age 17 or older)?

- Yes
 No

If yes, explain: _____

14. Have you ever been involved as a plaintiff, defendant, petitioner, or respondent in any civil court action?

- Yes
 No

15. Have you ever applied for a permit to carry a concealed weapon?

- Yes
- No

16. Have you ever carried on your person or in a vehicle any weapon for protection (other than while employed as a police officer)?

- Yes
- No

17. Since the age of 17 have you ever stolen or taken without permission any property from employers, business, or other people?

- No (never)
- Yes, items with a total retail value of less than \$25
- Yes, items with a total retail value between \$25 and \$100
- Yes, items with a total retail value between \$101 and \$500
- Yes, items with a total retail value over \$500

If yes, explain: _____

18. When was the last time you stole, or took without permission, any property from employers, businesses, or other people?

- Never
- Less than one year ago
- Over one year ago, but less than two years ago
- Over two years ago, but less than five years ago
- Over five years ago

If yes, explain: _____

19. Did you ever buy anything that you suspected was stolen?

- No
- Yes, once
- Yes, two or three times
- Yes, four or more times

If yes, explain: _____

20. Did you ever sell anything that you thought was stolen?

- No
- Yes, once
- Yes, two or three times
- Yes, four or more times

If yes, explain: _____

The following questions ask about specific criminal offenses. Respond to each criminal offense as

It applies to you. For each criminal offense mark each answer that apply. Be sure to mark at least one response for each offense. (If none of the first four responses apply, mark the response labeled "None of the above".) If answering anything other than "None of the above", provide a brief explanation for questions 20-29.

21. Arson (intentionally setting fire) **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

22. Forgery (signing another person's name to a document, without permission or authorization) **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

23. Embezzlement (theft of money or other valuables entrusted to you). **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

24. A forcible sex act or rape **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

25. Sexually abusing or molesting a child. **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

26. Causing Harm to others (such as assault, resisting arrest, or battery) **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

27. Theft of property (such as burglary, stealing, or breaking and entering) **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

28. Vandalism or malicious mischief. **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

29. A sexual crime, other than rape or child molesting (such as self-exposure, obscene phone calls, peeping tom) **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

30. Driving under the Influence of Alcohol. **(Mark each that apply)**

- I have committed it
- I have been arrested for it
- I have been tried in court for it
- I have been convicted of it, or pled guilty or no contest
- None of the above

Explanation: _____

31. List below if you were **ever arrested or charged with any violation** (excluding traffic citations), even if there were no formal charges, no court appearance, found not guilty or other disposition. (Do not list traffic tickets here)

Date	Place	Charge	Final Disposition	Details

Section VIII: Substance Use

*Note: Your answers to the following questions about substance use may be verified by checks of police and court records, and through interviews with persons acquainted with you. **You may be asked to take a polygraph examination to verify your answers. If you give false or misleading answers, you may be disqualified.** If you answered yes to the following questions answer the follow up question on that particular drug. If you answered no skip the follow up question for that particular drug.*

1. Have you ever tried, used, or experimented with marijuana?
 - Yes
 - No

If yes, when: _____

2. Have you ever tried, used, or experimented with cocaine?
 - Yes

No

If yes, when: _____

3. Have you ever tried, used, or experimented with Crack (rock cocaine)?

Yes

No

If yes, when: _____

4. Have you ever tried, used, or experimented with hallucinogens, such as LSD, mescaline, or mushrooms?

Yes

No

If yes, when: _____

5. Have you ever tried, used, or experimented with PCP or Angel Dust?

Yes

No

If yes, when: _____

6. Have you ever tried, experimented with opiates, such as opium, morphine, or heroin (other than a prescription drug or treatment legally prescribed to you)?

Yes

No

If yes, when: _____

7. Have you ever tried, used, or experimented with amphetamines, such as Methedrine, Dexedrine, or "speed" (other than a prescription drug or treatment legally prescribed to you)?

Yes

No

If yes, when: _____

8. Have you ever tried, used, or experimented with depressants or tranquilizers, such as Valium, Prozac, Xanax, or Quaaludes (other than a prescription drug or treatment legally prescribed to you)?

Yes

No

If yes, when: _____

9. Have you ever tried, used, or experimented with hashish or THC?

Yes

No

If yes, when: _____

10. Have you ever tried, used or experimented with any other illegal drugs, or prescription drugs not prescribed to you, besides those drugs named above?

- Yes
- No

If yes, explain: _____

11. Have you ever improperly used prescription drugs, which were prescribed to you?

- Yes
- No

If yes, explain: _____

12. How many times in your life have you driven after using an illegal or controlled drug (such as marijuana or cocaine)?

- Never
- One to two times
- Three to four times
- Five times or more

If yes, explain substance used, date and circumstances: _____

13. Have you ever provided any illegal or controlled drugs to friends or others in exchange for money or in trade for goods?

- Never
- One to two times
- Three to four times
- Five times or more

If yes, explain: _____

14. To the best of your knowledge has your spouse, romantic partner, or roommate ever been involved in the use of any illegal or controlled drugs, during the past five years?

- Yes
- No
- Not Applicable (Live alone)

If yes, explain: _____

15. Have you ever grown or cultivated marijuana?

Yes

No

Section IX: General Information

*Note: Your answers to the following general information questions may be verified by checks of records kept by police agencies, courts, social service agencies, and by interviews with persons acquainted with you. **You may be asked to take a polygraph examination to verify your answers. If you give false or misleading answers, you may be disqualified.***

1. Are you a United States Citizen or legally authorized to work in the United States?

Yes

No

2. Have you ever been known by any name other than the one you used on this questionnaire?

Yes

No

3. Have you ever had or used a social security number other than the one used in this questionnaire?

Yes

No

4. Do you have any prejudices that you are aware of against any groups?

Yes

No

5. How many physical fights have you been in, since the age of 17 (other than part of your job as a law enforcement officer)?

None

Yes, one

Yes, two

Yes, three or more

If yes, explain: _____

6. Have you ever slapped, punched, or otherwise injured a spouse or romantic partner?

Yes, on one occasion

Yes, on two or three occasions

Yes, on four or more occasions

No

If yes, explain: _____

7. Have you ever been a member of, or supported financially or otherwise, any organization, which advocates, advises or supports the use of force or other unlawful means to deny other persons their rights under the Constitution of the United States?
- Yes
 No
8. If it became necessary to shoot at another human being in the course of carrying out your law enforcement duties, would you be willing to do so? (Police and Detention only)
- Yes
 No
9. If it became necessary to inflict serious physical injury on another human being in the course of carrying out your law enforcement duties would you be willing to do so? (Police and Detention only)
- Yes
 No
10. Did you in any way cheat, lie, misrepresent or commit fraud during the application or evaluation process for this agency?
- Yes
 No
11. Indicate whether you have ever been rejected as a job applicant for any of the following reasons:
- a. Issues raised by a background investigation?
- Yes
 No
- If yes, explain: _____
- _____
- b. Issues raised by a polygraph examination?
- Yes
 No
- If yes, explain: _____
- _____
- c. Issues raised by an oral interview?
- Yes
 No
- If yes, explain: _____
- _____
- d. Issues raised by a physical abilities test?
- Yes
 No
- If yes, explain: _____
- _____

I hereby certify that all statements that were made by me on this document are true and complete to the best of my knowledge and I am aware that withholding information or making false statements or misrepresentations on this document will be the basis for dismissal or denial of employment by the City of Myrtle Beach.

Signature of Applicant

Date