## Bourbon County Sheriff's Office 293 E. 20th St. Fort Scott, KS 66701 (620) 223-1440

# BACKGROUND INVESTIGATION WORKBOOK FOR EMPLOYMENT CANDIDATES

AND TRUTHFULLY TO THE BEST OF METHAT FALSIFICATIONS OR MISNFORM	L QUESTIONS IN THIS WORKBOOK COMPLETELY IY ABILITY AND KNOWLEDGE. I UNDERSTAND ATION IS GROUNDS FOR DISQUALIFICATION OR ISMISSAL.
CANDIDATE'S SIGNATURE	DATE

## Bourbon County Sheriff's Office 293 E. 20th Fort Scott, KS 66701 (620) 223-1440

#### **BACKGROUND INVESTIGATION WORKSHEET**

**NOTICE**: Because of the sensitive nature of law enforcement positions, a thorough background investigation is required of all candidates. This investigation requires information broader in scope than that found for non-sensitive positions. The Bourbon County Sheriff's Office does not discriminate on the basis of sex, race, creed, color or natural origin. Age guidelines as mandated by State and Federal law will be followed. The Bourbon County Sheriff's Office is an equal opportunity employer and welcomes minority applicants.

**DIRECTIONS**: All answers must be hand printed in ink. Do not type or write in script. Do not leave any blanks. If a question does not apply to you, print "N/A". All information must be accurate and false information is grounds for disqualification or termination if discovered after appointment

	11	discovered after a	ppointment.		
			Position	Applied For:	
Date of Application		☐ Deputy S	Sheriff 🗌 Civilian E	mployee Correction Officer	
Legal Name: Last	First	Middle	e	Maiden/Nickname	
Present Address: Stre	et Apt.	City	State	Zip Code	
Phone Number:	Date of Birth:	Place of Birth	City/State	Social Security Number:	
Height	Weight	Hair Color		Eye Color	
Driver's License No.	State	Туре	Expiration	Restrictions	
Are you a	United States Citizen?	If Naturalized, List Date and Location			
Yes	S No				
With whom do you no	w live?	What is their re	elationship to you?		
		<u> </u>			
Marital Status (single/	widowed/divorced)	Date and Location of Marriage			
		1		<u> </u>	
Spouse's Name		Address if Different Date of B		Date of Birth	
Na	mas and Datas of Birth o	f Danandant Chil	drop (Include Any O	thar Danandants\	
INd	mes and Dates of Birth o	i Dependent Chii	dren (include Any O	ther Dependents)	

			_	e information bel	ow. If a	additional s	pace is requi	ired, use the space
_		sheet of this f					_	
Full Name of Former Spouse City & State Where Married				Date of Mai	rriage			
Address of	Former Spouse (Street, City, State, Zip)  Grounds for Divorce							
Amount of	Child Supp	ort	Title/Location of Court Date Divorce Was Final					ce Was Final
FINANCIA		IDENCE REC				( ) D		
To Who	m Owed	tedness invol	ving you, yo Address	our spouse, or ex-	spouse		include cred alance Due	it cards.  Payment/Month
10 00110	III Oweu		Audress			Current D	alalice Due	
1						\$		\$
2						\$		\$
3						\$		\$
4						\$		\$
5						\$		\$
Name & Address of Your Bank  Phone No.  Checking Acct. No. Savings Acct. No.								
Yes	No							
		Have you o	r your spou	se ever had your	wages	attached (ga	arnished)?	
		Have you or your spouse ever had your wages attached (garnished)?  Have you or your spouse ever been a party to a small claims court action?						
		Do you or your spouse have any civil court actions pending?						
		Have you or your spouse ever had any judgments rendered against you?						
		If employed by the Bourbon County Sheriff's Office, do you anticipate any other sources of						
		income besides you/your spouse's salary?						
		Have you ever been refused a life, health, or auto insurance policy?						
				ever had an insu				
				ever had any pro		•	?	
				ever filed for ban	krupto	cy?		
			ver been bo					
		Have you e	ver had a bo	ond refused?				
If the an	swer to an	y of the above	e questions	is yes, give the de provided.		n the last pa	ge of this wo	orksheet in the space

	List t	the year, make, model, a	nd present license plate	number of v	ehicles you	own.		
Year	N	Make & Model	License	Date Pu	rchased	Title Holder		
	Do you: ☐ Own Home ☐ Rent Home/Apartment ☐ Live with Family Members							
			ere you lived in the past all military or college do	-	_	ate. Start with your		
Dates F	rom - To	147:1. 147 D. 1 I.						
						•		
SCHOOL - MILITARY - WORK HISTORY								
List each co	ollege, techn where the sch	ical school, high school,	junior high school and g nonth and year started a					
	rom - To		ame of School		(	City and State		

Dates From - To		N	ame of Scho	ool		City and State
	1				,	
List degrees or certific Laude" or was otherwi						olved honors such as "Magna Cum narks".
Degree/Major	GPA			of School		Remarks
			l= 4= .		I= , =.	,
Military Branch	Date of Entr	У	Date of Exi	t	Rank at Dis	charge
77 1: 4				<u></u>		
Unit Assignment				Location		
Unit Assignment				Location		
Unit Assignment				Location		
Unit Assignment				Location		
_						
Type of Discharge			Reserve Status  Ready Reserve Standby None			
				Ready Res	erve 5a	indby I Notic
Have you ever been re	jected for mil	itary servic	e?	Yes	No	
Have you ever filed for	· conscientiou	ıs objector :	status?	Yes	☐ No	
Attach a copy of your F	Form DD214	to the back	of this work	kbook.		

		nt you have held for the past 10 year onth and year. Indicate if pay rate		-
1. Employer		Complete Address		Area Code/Phone
Date Started	Date Ended	Your Job Title/Duties		Ending Pay Rate
Supervisor's Nam	e/Title		Reason for	Leaving
2. Employer		Complete Address	I	Area Code/Phone
Date Started	Date Ended	Your Job Title/Duties	Your Job Title/Duties	
Supervisor's Name/Title			Reason for	Leaving
3.Employer		Complete Address		Area Code/Phone
Date Started	Date Ended	Your Job Title/Duties		Ending Pay Rate
Supervisor's Nam	e/Title		Reason for	Leaving
4. Employer		Complete Address		Area Code/Phone
Date Started	Date Ended	Your Job Title/Duties		Ending Pay Rate
Supervisor's Name/Title			Reason for	Leaving
5. Employer		Complete Address		Area Code/Phone
Date Started	Date Ended	Your Job Title/Duties		Ending Pay Rate
Supervisor's Nam	e/Title		Reason for	· Leaving
6.Employer		Complete Address	I	Area Code/Phone
Date Started	Date Ended	Your Job Title/Duties		Ending Pay Rate
Supervisor's Nam	e/Title		Reason for	Leaving

7. Employ	/er		Complete Address		Area Code/Phone
Date Star	ted	Date Ended	Your Job Title/Duties		Ending Pay Rate
Supervisor's Name/Title			l	Reason for	Leaving
8. Employ	/er		Complete Address		Area Code/Phone
Date Star	ted	Date Ended	Your Job Title/Duties		Ending Pay Rate
Superviso	or's Name/	Title		Reason for	Leaving
9. Employ	/er		Complete Address		Area Code/Phone
Date Star	ted	Date Ended	Your Job Title/Duties		Ending Pay Rate
Superviso	or's Name/T	<u> </u>		Reason for	Leaving
10. Emplo	oyer		Complete Address		Area Code/Phone
Date Star	ted	Date Ended	Your Job Title/Duties		Ending Pay Rate
Superviso	or's Name/T	<u> </u>		Reason for	Leaving
11. Emplo	oyer		Complete Address		Area Code/Phone
Date Star	ted	Date Ended	Your Job Title/Duties		Ending Pay Rate
Supervisor's Name/Title		[   Fitle		Reason for	Leaving
12. Emplo	oyer		Complete Address		Area Code/Phone
Date Star	ted	Date Ended	Your Job Title/Duties		Ending Pay Rate
Superviso	or's Name/	 Fitle		Reason for	Leaving
Yes	No	Have vou ever hee	en fired from a job?	L	
Yes	☐ No	-	en asked to resign your job?		
Yes	☐ No		eived unemployment compensation	on?	
Yes	☐ No		d a workman's compensation clair		
_			s is "YES" please explain in the space p		page of this worksheet.

### ARREST - TRAFFIC - MILITARY DISCIPLINE HISTORY Have you ever been arrested by any law enforcement agency or detained for investigatory Yes No reasons, either as an adult or juvenile? Have you ever received a traffic citation (excluding parking tickets or citations for equipment Yes ☐ No violations)? Were you ever charged with violations of the Uniform Code of Military Justice while serving Yes ☐ No in the armed forces? Yes ☐ No Have you ever been involved in a traffic accident? Has your spouse or any other member of your immediate family (father, mother, brother, or Yes ☐ No sister) been arrested for any felony crime? If you answered yes to any of the questions concerning arrests/accidents/military discipline, use the space below to indicate the date, the reason you were picked up/cited/arrested/subjected to military discipline. Use this space also to explain accident involvement and arrests of family members. Be complete and thorough. Location Details (Including Investigating Agency) Date **FAMILY HISTORY** In the space provided below, please list the members of your immediate family including mother, father, brothers and sisters, by giving their name, relationship to you, their age, occupation, and present address. Use the rear of the worksheet for more space. Relationship Name Occupation Address Age Father Mother

#### **PERSONAL**

human life due to personal, religious, moral or ethical beliefs? If yes, please explain why on the last page of the workbook.    Yes
Have you ever belonged to the Boy Scouts/Girl Scouts? If yes, what rank/rating did you attain?  Rank:  Yes No  Please list any other organizations/club/labor unions/professional associations you have belonged to, the nature of the group, and any office you held.  Name of Group/Association  Nature of the Group  Offices
Have you ever belonged to the Boy Scouts/Girl Scouts? If yes, what rank/rating did you attain?  Rank:  Yes No  Please list any other organizations/club/labor unions/professional associations you have belonged to, the nature of the group, and any office you held.  Name of Group/Association Nature of the Group Offices  Offices
Rank:    Yes
Rank:    Yes
Please list any other organizations/club/labor unions/professional associations you have belonged to, the nature of the group, and any office you held.  Name of Group/Association  Nature of the Group  Offices
the group, and any office you held.  Name of Group/Association  Nature of the Group  Offices
the group, and any office you held.  Name of Group/Association  Nature of the Group  Offices
Name of Group/Association Nature of the Group Offices
in the space helow, indicate any hobbies or pass times that you are involved in including sports played musical
In the space below, indicate any hobbies or pass times that you are involved in including sports played, musical
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in the snace helow indicate any hobbies or nass times that you are involved in including snorts played musical
'n the snace helow, indicate any hobbies or nass times that you are involved in including snorts played, musical
In the space helow, indicate any hobbies or pass times that you are involved in including sports played, musical
instruments played. List what you like to do in your spare time.

In the space below eligibility within the	-	r criminal justice	agencies where you h	ave applied	within the past year and current
cligibility within a	Agency		Date Applied		Present Status
	3				
		<u> </u>			
REFERENCES					
					rences. Do not use anyone who has om mate, minister, etc.
		Home Address			Home Phone
Occupation Business A		Business Addr	usiness Address		Business Phone
Years Known	In What	t Capacity Do You Know This Individual?		?	
2. Name	2. Name Home Add		S		Home Phone
Occupation	Occupation Bus		ress		Business Phone
Years Known	In What	What Capacity Do You Know This Individual?		?	1
3. Name Home Addre		Home Address	S		Home Phone
Occupation Business A		Business Addı	ss Address		Business Phone
Years Known	In What	Capacity Do You I	Know This Individual	?	L
4. Name		Home Address	S		Home Phone
Occupation		Business Addr	ress		Business Phone

In What Capacity Do You Know This Individual?

In What Capacity Do You Know This Individual?

Home Address

Business Address

Home Phone

**Business Phone** 

Years Known

5. Name

Occupation

Years Known

6. Name		Home Address	Home Phone
Occupation		Business Address	Business Phone
Years Known In What Ca		I pacity Do You Know This Individ	ual?
7. Name		Home Address	Home Phone
Occupation		Business Address	Business Phone
Years Known	In What Ca	pacity Do You Know This Individ	ual?

SUPPLEMENTAL INFORMATION: Use this page to record additional information from other sections of the
worksheet.

### **BOURBON COUNTY SHERIFF'S OFFICE**

# AUTHORIZATION FOR RELEASE OF INFORMATION EMPLOYMENT CANDIDATE

I, (print full name) regarding my employment, credit, a otherwise, that may or may not be o	rrest and/or conviction rec	authorize the release of any and all information ord, or any other information, whether personal or
	Bourbon County She	eriff's Office
	293 E. 20th	St.
	Fort Scott, KS (	56701
and release from all liability for any understand that this information is	•	may arise for furnishing such information. I -2201 et. seq.
Signa	ture	Date