

**SATELLITE BEACH POLICE**  
 510 CINNAMON DRIVE  
 SATELLITE BEACH, FL 32937-3197

Telephone (321) 773-4400  
 Fax (321) 773-5414



**Ronnie Kinsey**  
 Chief of Police

INCORPORATED 1957

## **SATELLITE BEACH POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT**



***Date of Application:*** \_\_\_\_\_

First Name:	Middle:	Last:
Home Address:		
Mailing Address:		
City:	State:	Zip:
Email Address:	Home Phone:	Mobile Phone:
Position Applied for:	Desired Salary Range:	Date Available to Work:
(PD OFFICE USE)	Type of Employment Seeking: <div style="display: flex; justify-content: space-around;"> <span>Full Time</span> <span>Part Time</span> <span>Temporary</span> </div>	
(PD OFFICE USE)	Are you 18 years or older? (civilian position) <div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div>	Are you 19 years or older? (sworn position) <div style="display: flex; justify-content: space-around;"> <span>Yes</span> <span>No</span> </div>

**Please note:** Only U.S. citizens and non-citizens who are authorized to work in the U.S. are eligible for employment. Upon employment, you will be asked to complete Form I-9, Employment Eligibility Verification, and provide genuine documentation establishing your identity and authorization to be employed in the United States as prescribed by that form.

The City of Satellite Beach also participates in the United States Department of Homeland Security's E-Verify program. Under this program, The City of Satellite Beach will provide to the Social Security Administration and, if necessary, the Department of Homeland Security, information from each new employee's I-9 Form to confirm work authorization.

## INSTRUCTIONS FOR COMPLETING APPLICATION

For proper consideration, please answer completely and accurately. All addresses must be complete, including zip codes and phone numbers. If an item does not apply to you, write in the letters "N/A" for "not applicable." Please use the "Supplemental Information" page at the end of the application, if you need to provide more information. The application must be completed by the candidate only and must be notarized as indicated.

**False statements or consequential omissions of any kind are sufficient grounds for denying employment or dismissal.**

A thorough background investigation, including information as to your character, general reputation, personal characteristics, and mode of living will be a part of your processing. This information is solely for the purpose of evaluating your qualifications for employment as a law enforcement officer.

**THE SUBMISSION OF THIS BIOGRAPHIC APPLICATION INFORMATION FORM CARRIES THE UNDERSTANDING THAT YOU ARE AUTHORIZING THE S.B.P.D. TO CONTACT ANY AND ALL-AVAILABLE SOURCES FOR THE PURPOSE OF OBTAINING INFORMATION AS TO YOUR QUALIFICATIONS.**

A checklist has been provided, below, for the additional documents you must submit with this completed application. (The S.B.P.D. will certify documents for you, but you MUST have the originals available.)

- Birth certificate
- Social Security Card
- High School or GED diploma/transcripts for GED
- Current Driver's License
- College Degree; college transcripts, if applicable (Does not need to be "official" copy.)
- DD214/Military discharge with re-enlistment code, if applicable("long" form)
- Marriage certificate, if applicable
- Proof of legal name change, if applicable
- Law Enforcement/Corrections Academy Certificate(s), if applicable
- Florida Basic State Law Enforcement/Corrections Exam results, if applicable
- Documents reflecting your qualifications, e.g., letters of recommendation, training certificates

**Applicants with law enforcement/corrections experience must also provide the last three evaluations from current and/or previous agencies.**

## INDIVIDUAL INFORMATION

The Satellite Beach Police Department is an equal opportunity employer. We do not discriminate in employment on the basis of race, color, religion, creed, gender, national origin, age, disability, genetic information, marital or veteran status or any other status protected by applicable law.

<p><b>Sex:</b></p> <p>Male Female</p> <p style="text-align: center;">_____</p> <p><i>*for statistical purposes and criminal history use</i></p>	<p><b>Race:</b></p> <p>Black/African American White/Caucasian Asian Native Hawaiian/Pacific Islander American Indian/Alaskan Native</p> <p style="text-align: center;">_____</p> <p><i>*for statistical purposes and criminal history use</i></p>
<p>List all other names you have used, including maiden names and nicknames:</p>   	
<p>List all social media platforms you have used within the last five years, and list the usernames associated with that platform:</p>	
<b>SOCIAL MEDIA PLATFORMS</b>	<b>USERNAME</b>
<p>How did you hear about us:</p> <p>Job Fair Website Employment Agency Social Media Employee Referral</p> <p>Name of Reference:</p>	<p>Are you a U.S. Citizen:      Yes      No</p> <hr/> <p>List any language, other than English, that you can read, write, and/or speak:</p>



## EMPLOYMENT EXPERIENCE

Beginning with your most recent employment, describe below all employment you have had during the past **TEN YEARS**, even if the company is closed. All laws enforcement agency experience must be listed, even if employment was over ten years ago. Please include self-employment, military, part-time, temporary and volunteer work. If you were employed under a different name with any employer, please indicate the name. Applicants may be required to furnish proof of employment experience. Use the "Supplemental Information" page at the end of the application, if you need to provide more work history information.

Dates of employment: From:  <div style="text-align: right;">To:</div>		Full time Part-time Volunteer Internship	
Employer name:			
Employer address:			
Type of business:	Employer phone:	Employer email:	
Position(s) held:		Supervisor's name:	
Description of duties:			
Reason for leaving:		Hourly rate/Salary:	
Dates of employment: From:  <div style="text-align: right;">To:</div>		Full time Part-time Volunteer Internship	
Employer name:			
Employer address:			
Type of business:	Employer phone:	Employer email:	
Position(s) held:		Supervisor's name:	
Description of duties:			
Reason for leaving:		Hourly rate/Salary:	

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Type of business:	Employer phone:	Employer email:	
Position(s) held:		Supervisor's name:	
Description of duties:			
Reason for leaving:		Hourly rate/Salary:	
Dates of employment: From:  <div style="text-align: right;">To:</div>		Full time Part-time Volunteer Internship	
Employer name:			
Employer address:			
Type of business:	Employer phone:	Employer email:	
Position(s) held:		Supervisor's name:	
Description of duties:			
Reason for leaving:		Hourly rate/Salary:	
Do you object to your present employer being contacted:		Yes	No
If you answer "yes" and an employment offer is made, your current employer will be contacted.			

## EMPLOYMENT EXPERIENCE

Please answer the following questions as they relate to all prior employers, even if more than ten years ago. Use the "Supplemental Information" page at the end of the application, if necessary.

<p>Have you ever been disciplined by any employer(s)? If yes, list the nature of each discipline, the employer, and the dates:</p>	Yes	No
<p>Have you ever been terminated or asked to resign from a job? If yes, list the nature of the termination/resignation, the employer, and the dates:</p>	Yes	No
<p>If you have law enforcement experience, have you ever been or are you currently under an internal investigation? If yes, list the nature of each internal investigation, the employer, and the dates:</p>	Yes	No
<p>Are you available to work nights, weekends, and holidays?</p>	Yes	No
<p>Are there specific times you cannot work? If yes, please explain:</p>	Yes	No
<p>Are you available to work shift work?</p>	Yes	No
<p>Do you have experience working shift work?</p>	Yes	No
<p>Can you travel if the job requires it?</p>	Yes	No
<p>Can you, with or without reasonable accommodation, perform the essential functions of this job?</p>	Yes	No
<p>*If you have any questions about the essential functions of the job, please ask the interviewer before answering this question.</p>		

# EDUCATION

HIGH SCHOOL OR EQUIVALENT	
Name of high school or equivalent:	Dates of attendance: From:  To:
Address:	# of years completed:
	Type of Degree: High School Diploma GED High School Equivalency
COLLEGE, UNIVERSITY, VOCATIONAL AND/OR PROFESSIONAL	
Name of school:	Dates of attendance: From:  To:
Address:	# of years completed:
	Credits completed:
	Degree obtained: Yes No
	Type of degree:
	Area of study:
COLLEGE, UNIVERSITY, VOCATIONAL AND/OR PROFESSIONAL	
Name of school:	Dates of attendance: From:  To:
Address:	# of years completed:
	Credits completed:
	Degree obtained: Yes No
	Type of degree:
	Area of study:
GRADUATE SCHOOL	
Name of school:	Dates of attendance: From:  To:
Address:	# of years completed:
	Credits complete:
	Degree obtained: Yes No
	Type of degree:
	Area of study:

# EDUCATION

BASIC LAW ENFORCEMENT ACADEMY		
Name of school:	Dates of attendance: From:	
	To:	
Address:	Did you pass the Florida State exam:	
	Yes	No
BASIC CORRECTIONS ACADEMY		
Name of school:	Dates of attendance: From:	
	To:	
Address:	Did you pass the Florida State exam:	
	Yes	No
Academic or Professional Honors:		
Professional Affiliations:		
List special skills, qualifications, professional licenses, awards, and certificates acquired; list office machine(s) and software programs that you are proficient in, typing (WPM):		
List educational goals:		
Have you ever been suspended or expelled from school: If yes, please explain:	Yes	No
Were you ever subjected to disciplinary action while in school? If yes, please explain:	Yes	No

## RESIDENCE HISTORY

Beginning with your current residence, chronologically list all residences for the past ten years. Include addresses while attending school away from home, all military addresses. Use the "Supplemental Information" page at the end of the application, if you need to provide additional residence information.

From (month/year):	Rent	If rent, name of landlord and contact information:	
To (month/year):	Own	Name:	
		Phone number:	
Residence address:			
City:	County:	State:	Zip code:
From (month/year):	Rent	If rent, name of landlord and contact information:	
To (month/year):	Own	Name:	
		Phone number:	
Residence address:			
City:	County:	State:	Zip code:
From (month/year):	Rent	If rent, name of landlord and contact information:	
To (month/year):	Own	Name:	
		Phone number:	
Residence address:			
City:	County:	State:	Zip code:
From (month/year):	Rent	If rent, name of landlord and contact information:	
To (month/year):	Own	Name:	
		Phone number:	
Residence address:			
City:	County:	State:	Zip code:

## RESIDENCE HISTORY

Beginning with the most recent residence, chronologically list all residences for the past ten years. Include addresses while attending school away from home, all military addresses. Use the "Supplemental Information" page at the end of the application, if you need to provide additional residence information.

From (month/year):	Rent	If rent, name of landlord and contact information:	
To (month/year):	Own	Name:	
		Phone number:	
Residence address:			
City:	County:	State:	Zip code:
From (month/year):	Rent	If rent, name of landlord and contact information:	
To (month/year):	Own	Name:	
		Phone number:	
Residence address:			
City:	County:	State:	Zip code:
From (month/year):	Rent	If rent, name of landlord and contact information:	
To (month/year):	Own	Name:	
		Phone number:	
Residence address:			
City:	County:	State:	Zip code:
From (month/year):	Rent	If rent, name of landlord and contact information:	
To (month/year):	Own	Name:	
		Phone number:	
Residence address:			
City:	County:	State:	Zip code:

## REFERENCES

**NEIGHBORS:** List two neighbors. If you do not know the name of your neighbors, list the address only.

Name (if known):		
Address:		
Name (if known):		
Address:		
Name (if known):		
Address:		

**PROFESSIONAL REFERENCES:** List three professional references you have known for at least 5 years. DO NOT list neighbors or relatives. You must give complete information for each reference.

Name:		
Address:		
Cell Phone:	Work Phone:	Email:
Relationship of reference:	Occupation of reference:	Years Acquainted:
Name:		
Address:		
Cell Phone:	Work Phone:	Email:
Relationship of reference:	Occupation of reference:	Years Acquainted:
Name:		
Address:		
Cell Phone:	Work Phone:	Email:
Relationship of reference:	Occupation of reference:	Years Acquainted:

# DRIVING RECORD

Do you possess a valid driver's license:		Yes	No	
License number:	Type:	Non-Commercial Commercial Motorcycle		
State:				
Have you ever had your driver's license suspended or revoked? If yes, list all details including date and State:		Yes	No	
Was your license restored:		Yes	No	
Date:				
Have you ever received a traffic citation, other than parking: If yes, complete the section below:		Yes	No	
City/County/State	Issuing Agency	Date	Charge	Disposition

## CRIMINAL HISTORY

Because you are applying to a law enforcement agency, you must include information about any arrest, conviction, or other criminal activity, even if the records are sealed or expunged. If you answer "yes" to any of the following questions, please give details. Use the "Supplemental Information" page at the end of the application, if you need to provide additional information.

Have you ever been arrested, charged or convicted of any felony and/or misdemeanor? If yes, list the date, charge, city/state and outcome:	Yes	No
Are you presently under any criminal investigations:	Yes	No
Have you ever been involved in any criminal activity, even if undetected?	Yes	No
Have you ever used marijuana, LSD, or any other illegal chemical drug? If yes, specify type and last time used:	Yes	No
Have you ever been involved in the sale, delivery or cultivation of illegal drugs? If yes, please explain:	Yes	No
Have you ever been, or known anyone who has been, associated with any organization, past or present, that would place the Police Department at risk? (e.g. KKK, Nazi organizations, ANTIFA, gang members, organized crime) If yes, please explain:	Yes	No
Do you now, or have you ever had any regular associations with persons whom you knew, or should have known, were under criminal investigation or indictment, or who had a reputation in the community or with law enforcement agencies, for involvement in criminal behavior? If yes, please explain:	Yes	No
Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the job, or which might require further explanation? If yes, please explain:	Yes	No

## SUPPLEMENTAL INFORMATION

Please note the section and page number, before the explanation of supplemental information:

(EXAMPLE: Employment History/page 5:)

