

KINGSPORT POLICE DEPARTMENT

APPLICANT BACKGROUND PACKET



Applicant's Name (Last, first, middle): _____
(List all legal names known by)

Position applied for: _____

Reviewing investigator (K.P.D. use only): _____

PERSONAL INFORMATION

Name (Last, first, middle): _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Primary phone number: _____ Secondary phone number: _____

Social Security number: _____ D.O.B.: _____

Driver license number: _____ State: _____

List all other addresses in the last 5 years:

CRIMINAL HISTORY

Provide details of any criminal history to include full details of charges, date(s) location and current status. If no criminal history, indicate N/A below:

EDUCATION

High School attended: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Month/Year graduated: _____ Diploma or G.E.D. (Circle to indicate)

G.E.D. test results can be requested by the applicant at:

<https://www.tn.gov/workforce/article/ae-records>

College/University attended: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Type of degree earned: (Enter N/A if degree not earned) _____

Month/Year Graduated: _____

College/University attended: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Type of degree earned: (Enter N/A if degree not earned) _____

Month/Year Graduated: _____

College/University attended: _____

Street address: _____

City: _____ State: _____ Zip code: _____

Type of degree earned: (Enter N/A if degree not earned) _____

Month/Year Graduated: _____

Other job relevant education and/or training (Please explain below):

MILITARY SERVICE (N/A if no military service)

Branch: _____ Time of Service: _____

Rank: _____ Type of Discharge: _____

***Provide copy of DD-214**

EMPLOYERS (Most recent first)

1. Employer: _____
Supervisor: _____ Position held: _____
Dates of employment: _____ To: _____
Employer address: _____
City: _____ State: _____ Zip code: _____
Employer phone number: _____

2. Employer: _____
Supervisor: _____ Position held: _____
Dates of employment: _____ To: _____
Employer address: _____
City: _____ State: _____ Zip code: _____
Employer phone number: _____

3. Employer: _____
Supervisor: _____ Position held: _____
Dates of employment: _____ To: _____
Employer address: _____
City: _____ State: _____ Zip code: _____
Employer Phone number: _____

4. Employer: _____

Supervisor: _____ Position held: _____

Dates of employment: _____ To: _____

Employer address: _____

City: _____ State: _____ Zip code: _____

Employer phone number: _____

5. Employer: _____

Supervisor: _____ Position held: _____

Dates of employment: _____ To: _____

Employer address: _____

City: _____ State: _____ Zip code: _____

Employer phone number: _____

6. Employer: _____

Supervisor: _____ Position held: _____

Dates of employment: _____ To: _____

Employer address: _____

City: _____ State: _____ Zip code: _____

Employer phone number: _____

1. **REFERENCES** (No relatives or supervising employers listed in employer section)

Name: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Primary phone number: _____

Secondary phone number: _____

2. Name: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Primary phone number: _____

Secondary phone number: _____

3. Name: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Primary phone number: _____

Secondary phone number: _____

4. Name: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Primary phone number: _____

Secondary phone number: _____

GENERAL QUESTIONNAIRE

Why do you wish to pursue a career with the Kingsport Police Department over other employers?

What are your long term goals at the Kingsport Police Department?

If applying for a position as a police officer, what is your motivation for wanting to pursue a career in law enforcement?

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ do hereby authorized a review and full disclosure of all records concerning myself to any duly authorized officer of the Kingsport Police Department, whether the said records are of public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions, web-based social network sites, financial and credit institutions, including records of loans, records of commercial or retail credit agencies (including credit reporting and/or rating) and other financial statements and records wherever filed; medical and psychiatric treatment; employment and pre-employment records, including background reports, efficiency rating, complaints or grievances filed by or against me, and records of law suits, criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the Kingsport Police Department.

I also certify that any persons who may furnish such information concerning me shall not be held accountable for giving this information and I do hereby release said persons from any and all liability which may be incurred as a result of furnishing such information. I further release the Kingsport Police Department and the City of Kingsport from any and all liability which may be incurred as a result of collecting such information.

I have read and fully understand the contents of this authorization for release of information.

Full Name of Applicant

Signature of Applicant

Maiden Name (If applicable)

Date of Birth

Street Address, City, State and Zip Code

Social Security Number

Area code and Phone Number

Date

Witness: _____

CONSUMER DISCLOSURE AND AUTHORIZATION FORM

Disclosure Regarding Background Investigation

The City of Kingsport may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as “background reports”). An “investigative consumer report” is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references. These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment or your contract period, as allowed by law.

AssureHire, (“AssureHire”), or another consumer reporting agency, will prepare or assemble the background reports for the Company. AssureHire is located and can be contacted by mail at 2206 Plaza Drive Suite 100, Rocklin, CA 95765, and HireRight can be contacted by phone at (855) 906-4473. Information about AssureHire’s privacy practices is available at: www.support@assurehire.com.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker’s compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; and, for investigative consumer reports, personal interviews with sources such as neighbors, friends, former employers and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company. A summary of your rights under the Fair Credit Reporting Act, as well as certain state-specific notices, are also being provided to you.

ADDITIONAL STATE LAW NOTICES

If you are an applicant, employee or contractor in any of the states listed below, please also note the following:

CALIFORNIA: Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency (e.g., AssureHire) during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at the consumer reporting agency's offices in person, during normal business hours and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, the consumer reporting agency may require additional information concerning your employment and personal or family history to verify your identity. Additional California-specific information is set out below.

MAINE: You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest office designated to handle inquiries for the consumer reporting agency issuing and investigative consumer report concerning you. You also have the right, under Main law, to request and promptly receive from all such reporting agencies copies of any such reports.

MASSACHUSETTS: You have the right to know whether the Company requested an investigative consumer report about you and, upon written request to the Company, to receive a copy of any such report. You also have the right to ask the consumer reporting agency (e.g., AssureHire) for the copy of any such report.

MINNESOTA: You have the right in most circumstances to submit a written request to the consumer reporting agency (e.g., AssureHire) for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after its receipt of your request or the report was requested by the Company, whichever date is later.

NEW JERSEY: You have the right to submit a request to the consumer reporting agency (e.g., AssureHire) for a copy of any investigative consumer report the Company requested about you. A summary of your rights under the New Jersey Fair Credit Reporting Act is set out below.

NEW YORK: You have the right, upon written request, to be informed of whether or not the Company requested a consumer report or an investigative consumer report about you. Shown above in the address and telephone number for AssureHire, the consumer reporting agency used by the Company. You may inspect and receive a copy of any such report by contacting that consumer reporting agency. A copy of Article 23-A of the New York Correction Law is provided below.

WASHINGTON STATE: If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You are entitled to this disclosure within 5 days after the date your request is received or the Company ordered the report, whichever is later. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act, which is also set out below.

Authorization of Background Investigation

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as AssureHire, Inc. (“AssureHire”), and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may, as allowed by law, obtain additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period from AssureHire and/or other consumer reporting agencies.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize all of the following, without limitation, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state and local agencies, learning institutions (including public and private schools, colleges and universities), testing agencies, information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is

not limited to, information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the Company.

☐ **California, Minnesota or Oklahoma applicants only:** Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Company.

Applicant Last Name _____ First _____ Middle _____

Applicant Signature _____

Date _____

Response Agreement of the Kingsport Police Department

and _____.

Kingsport Police Department General Orders 247.1, section II, subsection A states “Police Officers, Communication Specialists, and Correction Officers must be able to respond to work during periods of extreme inclement weather and other emergent situations within a reasonable period of time, ideally 30 minutes or less, but no more than 1 hour.”

The Chief of Police, based on an articulable and justifiable need may grant exceptions for personal or family hardships. Failure to comply with this requirement may result in corrective action.

By placing your signature on this document, you are signifying that you have read and understand the above statement. You also signify you are in agreement with and accept the conditions set forth by this General Order to be considered for employment with the **Kingsport Police Department**.

(Print full name)

(Signature)

(Date)

(Witness)

Body Piercings/Tattoo Policy

Kingsport Police Department General Orders 406.1, section V, subsections A and B, and section VI, subsections A-C states as follows:

A. ALL employees, volunteers, Explorers, or student interns while working are strictly prohibited from displaying or wearing any removable or permanent decoration, ornament, tattoo, jewelry, dental ornament, button(s), branding, body piercing, dermal implant(s), clothing or any other item(s) that directly or indirectly undermines the confidence of the public by advocating crime, violence, discrimination, belonging or affiliation with any anti-government, gang or subversive group/cult, or that could be perceived as patently profane, obscene, sexually suggestive, offensive, or that could suggest a discriminatory bias toward any person, organization, religion, political party, entity, business, or any other for any reason.

B. ALL employees, volunteers, Explorers, or student interns while working are strictly prohibited from wearing, displaying, affixing any permanent or temporary piece of jewelry (with exception), tattoo (with exception), branding, body paint, body art, ornament, decoration, accessory, sub-dermal, trans-dermal, or micro-dermal body modification or augmentation or other object on any visible or noticeable part of the body, including but not limited to the face, forehead, chin, ears, nose, tongue, wrist, teeth, eyebrow, neck, arms, hands, fingers or any other place where the items are either noticeable through clothing or not covered at all.

VI. **Exceptions or Exemptions:**

A. Jewelry

1. One ring per hand (wedding and engagement ring combination shall be considered as one)
2. Non-uniformed personnel may wear necklaces/bracelets
3. Uniformed personnel may wear necklaces/bracelets as long as they are not visible at any time while in uniform.
4. Non-uniformed female personnel may wear one (1) earring in each ear.

B. **Medically necessary items**

1. Contact lenses

2. Hearing aids
3. Medical alert necklace/bracelet
4. Reconstruction or tattoos to restore a pre-incident appearance due to injury, disease, or other illness.

Other medically necessary procedures as approved by the Chief of Police.

C. Tattoos

1. Tattoos may be visible on the arms only between the shoulder and wrist. Tattoos above the collarbone or below the wrist are not permitted. A single ring-style tattoo on the left hand, symbolizing marriage, is allowed.
2. Tattoos must not conflict with the mission or values of the Kingsport Police Department. They must not be suggestive or convey messages that promote or imply hate or discrimination based on race, ethnicity, religion, gender, sexual orientation, or any other protected characteristic.
3. The Chief of Police will have the final decision on whether any tattoo meets department policy.

Minimum Qualifications

- Must be at least 21 years of age or turn 21 before graduating from the police academy.
- Must be a United States citizen, or a permanent legal resident. If not already a citizen, applicants must obtain or apply for U.S. citizenship within six (6) years of employment start date.
- Must possess a high school diploma or GED equivalent.
- Must have no convictions or pleas of nolo contendere to any felony, or any offense involving violence, dishonesty, theft, gambling, liquor, or controlled substances.
- Must have received an honorable discharge from any prior U.S. military service.

By placing your signature on this document, you are signifying that you have read and understand the above statement. You also signify you are in agreement with and accept the conditions set forth by this General Order to be considered for employment with the **Kingsport Police Department**.

(Print full name)

(Signature)

(Date)

(Witness)

**DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND
INVESTIGATION FOR EMPLOYMENT PURPOSES**

Disclosure

City Of Kingsport (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

HireRight, LLC ("HireRight") will prepare or assemble the background reports for the Company. HireRight is located and can be contacted at 3349 Michelson Drive, Suite 150, Irvine, CA 92612, (800) 400-2761, www.hireright.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include, but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize Company to obtain the consumer reports described above about me.

Applicant Name _____

Applicant Signature _____ Date _____

I, _____ certify that all the information I provided as part of this background investigation is true and correct to the best of my knowledge. I further understand that knowingly providing false information will result in my immediate disqualification for future employment with the Kingsport Police Department.

Applicant's Name (Printed)

Applicant's Signature

Date

Witnesses