

POLICE DEPARTMENT

MICHAEL J. KEY JR., CHIEF OF POLICE

200 LEMON STREET, NEPTUNE BEACH, FLORIDA 32266 | 904.270.2413 | WWW.NBFL.GOV

Equal Opportunity Employer, Veterans' Preference, Drug & Tobacco Free Workplace

POLICE OFFICER EMPLOYMENT APPLICATION REQUIREMENTS

- Possession of current Law Enforcement Certificate issued by the Florida Criminal Justice Standards and Training Commission
- State Exam Results (official copy)
- Be at least twenty-one (21) years of age
- Possess a valid Florida Driver License
- Be in good physical condition
- U.S. Citizen (proof is required)
- Be of good moral character; no felony arrest(s) or misdemeanor conviction(s) involving moral character, perjury or false statements
- Will not have received a dishonorable or undesirable discharge from any of the Armed Forces of the United States (DD-214 is required)
- Successfully complete our selection/hiring process

For information on becoming a Sworn Officer in the State of Florida, reciprocity or the Florida State Exam contact the Florida Department of Law Enforcement at 850-410-8600

CITIZENSHIP: Must be a United States Citizen (if Naturalized, proof must be furnished at time of application) Copy of

birth certificate must be attached to this application.

EDUCATION: High School Diploma or GED, Florida State certification as a Police Officer, Copy of these certificates

must be attached to application.

MILITARY: Military service is **not** required, however applicants with prior military service must furnish a full copy of

final DD-214 at time of application, regardless of Veterans' Preference claim.

CHARACTER: Applicant must undergo a thorough background investigation with reference to credit, trustworthiness,

sobriety, community standing and loyalty; must be of good moral character as determined by a

background investigation under procedures established by the Florida Criminal Justice Standards and the Training Commission, and must not have been arrested or convicted of any felony or misdemeanor that involves perjury, false statements or crimes of moral turpitude. Fingerprints will be checked through the FBI and filed with the Florida Department of Law Enforcement. Psychological evaluations and drug

testing are also part of the screening process.

ASSESSMENT: The Neptune Beach Police Department will administer a two-part department specific entry level

assessment challenging all law enforcement candidates in areas of listening comprehension, visual awareness and literary competency. The examination is required to determine a candidate's potential as a

Police Department Employee.

PHYSICAL: If selected to go further in the hiring process, applicant must satisfactorily pass aphysical examination

administered by a Police Department designated Physician.

TOBACCO POLICY: Certified police officers are prohibited from using anytobacco products, Including, but not limited to,

cigarettes, cigars and smokeless tobacco while on duty. Officers found to be using tobacco products while

on duty shall be subject to disciplinary action up to and including termination of an employee.

SELECTION PROCESS

Stage one consists of the following:

- Complete a City of Neptune Beach Police Department Application Packet and return to the Neptune Beach Police Department.
- Pass a preliminary background screening and application review to determine if the candidate meets the qualifications.
- Complete a two-part written assessment and physical abilities test
- Pass a structured oral review board

Upon successful completion, you will be contacted by a member of the Police Department to begin phase two: Background Investigation.

Stage two consists of the following:

• Pass comprehensive background investigation to include:

Florida Criminal Justice Standards and Training Commission check

Criminal History Check

Driver's License Check

Credit History Report

Military record check (if applies)

Interview with personal references

Check of past and present employment history

Neighborhood check

Social Media Review

Process fingerprints

Command Staff Interview(s)

Psychological test

Drug screen

Medical examination

Firearms qualification

Chief of Police Interview(s)

Police Department at the address listed on the application.

The background Investigation Report will be submitted to Command Staff who will then offer a Conditional Job Offer.

The processing of an applicant is detailed and lengthy. The length of time required to complete the process is dependent upon the availability of information and documentation. It is incumbent upon the applicant to facilitate those contacts.

APPLICATION CHECK LIST

Please b	e sure to attach legible copies of the following with the submittal of your completed application:
	Florida State Law Enforcement Certification or other State Certification
	Florida State Exam Results, official copy
	Birth Certificate
	If Naturalized, proof of citizenship must be attached to this application
	Documentation of any legal name changes
	Driver License—COLOR copy to be no less than 150% of original size and no greater than 200% of original size.
	DD-214, must clearly show discharge and re-entry information (ifapplicable)
	Social Security Card, must be signed
	Physician clearance form, completed no more than 30 days prior to submitting application packet
	Notarized CJSTC-58
	Notarized CJSTC-68
	Signed/Completed Pre-Employment Authorization form
	High School Diploma/GED (transcripts will be accepted)
	College Diploma (transcripts will be accepted)
	If you are currently attending Police academy submit a signed letter stating the Academy name, date entered, proposed
	graduation date, proposed exam date—you are eligible to apply once you have completed half of a Florida Police Academy.
	Certified in another state? Submit required documents listed above as they apply and a completed CJSTC-76 form
Should	you have any questions or need assistance please do not hesitate to contact Records Divisions at 904-270-2413. Applications

This page is informational only; please do not submit with application.

are accepted by hand delivery, mail, or email @ joinNBPD@nbfl.us. Please mail or deliver in person to the Neptune Beach



POLICE DEPARTMENT

POLICE OFFICER APPLICATION

The City of Neptune Beach is an Equal Opportunity Employer, maintains a drug and tobacco free workplace, and complies with Affirmative Action, ADA and Veterans' Preference guidelines. In order to receive consideration for employment with the City, this application must be completed in full, signed, dated and received at the Neptune Beach Police Department prior to any deadline date/time. Please type or print in a legible manner. Answer all questions/sections, indicating 'N/A' where applicable. Information on resumes will not be accepted in place of a full & complete response to each area on this application, give full dates (month/year), phone numbers and addresses. Attach all required documents with application. Applicants are cautioned to answer every question truthfully; willful omission, falsification, inaccurate information and/or misrepresentation to any question or answer will result in disqualification or rejection of the application and disqualification from consideration in the future for any position with the City or, if employed with the city at the time of discovery, may result in the termination of employment. Applications are accepted by hand delivery, mail, or email @ joinNBPD@nbfl.us. Altered applications will not be accepted. Incomplete applications will not be processed. Attach additional copies of pages as needed. Must be United States Citizen at time of application. Under Florida Law, employment applications are open for public inspection.

		PER	RSONA	L INFORM	IA1	ΓΙΟΝ					
Position(s) interested in: □Full Time □Part-Time	□Reserve/Unpa		re there any	y hours/days you ar	e una	able to w	vork? □N	lo □Y	es If yes,	please	list them:
First Name			Full Middle 1	Name]	Last Name					
Street Address				City				State		Zip Cod	le
Phone Number (best contact)	P	hone Nu	mber (secondary	(1)		E-mail ac	ldress	•			
Social Security number	Driver License Number	er			DL S	tate issued	Time at		nt address: Years		_Months
If you have resided at your	current address	for les	ss than 10 y	ears list address his	story	for past	10 years	in chro	onological	order:	□ N/A
Address			C	lity		:	State	Zip	From:	Т	o:
Address			C	lity		;	State	Zip	From:	Т	o:
Address			C	ity		:	State	Zip	From:	Т	o:
Address			C	iity		:	State	Zip	From:	Т	°o:
Can you perform essential ☐ Yes ☐ No List any	functions of the accommodation				with	/without	reasonab	le acco	ommodatio	ons?	
Have you been previously dates employed:	employed by the	City	of Neptune	Beach? □Yes] No	If yes, p	lease p	rovide pos	ition ti	tle and
Do you have any relatives relationship and departmen				Beach? ☐ Yes		l No	If yes, p	lease p	rovide nan	ne(s),	
Are you eligible to work in	n the United State	es?	Yes 🗆	No Verification	will t	oe requii	red prior	o empl	loyment.		

		POLICE DEPARTMENT DISQUAL	IFERS				
A "Yes"	answer	in this section can <mark>potentially serve as an <i>automatic disqualifier</i> from cons</mark>	ideration for any	position with the NBPD.			
These qu	estions	include any juvenile charges or charges which may have been sealed o	r expunged.				
☐ Yes	□ No	Any felony <i>arrest</i> or any misdemeanor conviction involving moral characteristics.	ter, perjury or fa	lse statements?			
☐ Yes	□ No	Any misdemeanor or criminal traffic convictions in the last five (5) years?					
☐ Yes	□No	DUI <i>arrest</i> in the last seven (7) years?					
☐ Yes	□No	Refusal to submit to a chemical test for DUI in the last seven (7) years?					
☐ Yes	□No	Any driver license suspension in the last five (5) years?					
□Yes	□No	Sale of any controlled substance, <u>ever</u> ("controlled substance' means any substance in Schedules I-V of Florida Statute <u>893.03</u> . This includes but is not limited to Morphine, Codeine, Cocaine, Heroin, "Designer Drugs", Methamphetamin	the following:				
☐ Yes	□No	Used/experimented with marijuana in the last five (5) years?					
☐ Yes	□No	Taken $\underline{\textit{any}}$ prescription medication(s) not specifically prescribed to you in	the last five (5)	years?			
☐ Yes	□No	Unlawful sale of <u>any</u> prescription medication <u>ever</u> ?					
☐ Yes	□No	Purchase of \underline{any} prescription medication for personal use or sale which wa	s prescribed to a	nother individual <u>ever</u> ?			
☐ Yes	□No	Use of, experimentation with, sale of, delivery or purchase of $\underline{\textit{any}}$ anabolic	steroids in the	last ten (10) years?			
□ Yes	□No	Used/experimented with any other illegal drugs in the last ten (10) years, i Heroin, LSD, Hashish, Mescaline, PCP, Opium, Peyote, OCH, THC, design					
		CRIMINAL INVOLVEMENT AND JUVEN	ILE REC	ORD			
FS 943.0	58 you 1	tice applicant you must reveal all arrests and convictions REGARDLESS on the property of t	being withheld,	sealing or expunged of			
		en arrested, detained or received a notice to appear from <u>any</u> law enforce the information below for each incident, attach documentation and court					
☐ Arrest	ed	☐ Detained ☐ Summoned for notice to appear ☐ Other (specify)		_			
Date of in	ncident/a	arrest/summons/detained: Month Day Year					
Detailed	descript	ion:					
Plea ente	red: 🗆	Guilty □ Not Guilty □ Nolo-Contendre □ Other (specify)					
Dispositi	on: 🗆 (Guilty □ Not Guilty □ Adjudication Withheld □ Other (specify)					
Sentence:							
Semence	: <u> </u>						
	gency:_		State	_County			
Citing Ag	gency:_ ted	City	State	_County			
Citing Ag	gency: ted ncident/a	CityOther (specificarrest/summons/detained: MonthDayYear	State	_County			
Citing Ag	gency: ted ncident/a	CityOther (specificarrest/summons/detained: MonthDayYear	State	_County			
Citing Ag	gency: ted ncident/a descript	CityOther (specificarrest/summons/detained: MonthDayYear	Statey)	_County			
Citing Ag Arrest Date of in Detailed	gency: ted neident/a descript	City	Statey)	_County			
Citing Ag Arrest Date of in Detailed Plea ente Disposition	ted neident/descript red:	City Detained Summoned for notice to appear Other (specificarrest/summons/detained: Month Day Year Son: Guilty Not Guilty Nolo-Contendre Other (specify) Guilty Not Guilty Adjudication Withheld Other (specify)	Statey)	_County			
Citing Ag Arrest Date of in Detailed Plea ente Disposition Sentence	gency:ted descript red: on: :	City	Statey)	_County			

PERSONAL INFORMATION										
Age at time of application:	Date	of Birth:		City of Birth				State of B	irth	
List any other names use	d, to	include maiden, r	ame changes, sh	ortened name	, nick	names etc At	tach do	cumenta	ition for	any name change:
□ N/A										
Father's full name:		Father's Date of Birth	Father's address		Father'	's City	Father's	State	Father's p	phone number:
Mother's full name:		Mother's Date of Birth	Mother's address		Mother	r's City	Mother'	s State	Mother's	phone number:
Do you own a business,							on? □	Yes [□ No	If yes, provide
name and address of bu	sines	ss, corporation or	organization an	d describe yo	ourrel	ationship:				
Name:		A	ddress:				Rela	tionship	:	
Name:		A	ddress:				Rela	tionship	:	
Name:		A	ddress:				Rela	tionship	:	
List below ALL Police,										
Department Name			Phone			Recruiter/Contact P	erson OR	Applied or	nline 🔲	Date of Application
Status of application					Reason f	or status				
Department Name			Phone			Recruiter/Contact P	erson OR	Applied or	nline 🔲	Date of Application
Status of application					Reason f	or status				
			T _n ,			I				Γ
Department Name			Phone			Recruiter/Contact P	erson OR	Applied of	nline 🔲	Date of Application
Status of application					Reason for status					
			MILITAR	Y INFO	RM	ATION				
If you are a male applic	ant b	orn after January	1, 1960, please	answer the	follow	ing question (o	other m	ay disre	gard an	d enter
N/A) Have you registered for Selective Service? \(\subseteq \text{Yes} \text{No} \text{N/A} \)										
Have you ever served in the military? ☐ Yes ☐ No If no skip to next section, if yes attach DD-214 regardless of Veterans' Preference Claim ☐ Yes ☐ No										
Was any formal discipl	inary	action taken aga	inst you while in	n the military	?	□ Yes □	No	If yes,	describe	e in detail:
Date:	Date:Incident:Charge:									
Date:Incident:Charge:										
Under Florida law certain individuals may be eligible for "Veterans' Preference" for employment purposes. Please read the attached VETERANS' PREFERENCE INFORMATION SHEET to determine your qualification for this preference. In order to be considered and recognized for this preference you must submit a full copy of your DD-214 substantiating your preference, this form MUST BE FURNISHED AT THE TIME OF APPLICATION FOR IT TO BE CONSIDERED. Form must clearly show enlistment date, discharge date, separation & re-entry dates.										

TRAINING AND EDUCATION Submit a copy of your high school diploma/GED or transcripts, college transcript/degree and professional certification/registration. Location (City/State) Month ____Year _ ___Month Year Month ____Year ___Month Year Month____Year Month Year High school graduated from City State Year of graduation Year Type of Degree Obtained or None Location (City/State) Major Colleges attended N/A Date issued Expiration date Licensing or certification agency Job related licenses or certificates N/A PERSONAL INFORMATION Have you ever been a member of any group associated with a Police or Sheriff's Department? ☐ Yes ☐ No If yes please give detail: Name: Address: Dates: ____Address:___ Name: Do you have a special interest in any particular type of police work? \square Yes \square No If yes, please give detail: Are you able to operate a computer? \square Yes \square No Please list program(s) and/or software at which you are proficient: ☐ Yes ☐ No Have you been, or personally known anyone who has been, associated with any organization past or present, that would place the Police Department in question? (i.e. KKK, Nazi organization, gang member, organized crime)? If yes, please give detail: ☐ Yes ☐ No Do you now or have you ever had 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 give detail: Do you have any tattoos? \square Yes \square No If yes, describe the detail/color and location of each tattoo visible **outside** of the torso to the knee. (Attach additional pages as needed). Do not attach photographs. Location: Color: Description: Size: Location: Color: Description: Size: Location: _____Color: ____Description: _____Size: _____ Location: Color: Description: Location: Color: Description: Size: Location: Color: Description:

PERSONAL REFERENCES List five reliable persons other than relatives, who you know well enough to furnish personal information regarding your character, morals etc... Contact Name Contact Phone Number: Occupation Years Known Address City State Zip Contact Phone Number: Years Known Contact Name Occupation Address City Zip Contact Name Contact Phone Number: Years Known Occupation Address City Zip Contact Name Contact Phone Number: Occupation Years Known Address City State Zip Contact Phone Number: Years Known Contact Name Occupation Address City State Zip **DRIVING HISTORY** Have you held a Florida Driver License for the List any other state(s) you have held a driver license and the date of issue: \(\simeg \text{N/A}\) past seven (7) years? ☐ Yes ☐ No State Year issued State Year issued State_ Year issued_ Have you ever been denied insurance or had your driver license suspended or revoked? ☐ Yes □ No If yes, explain: Date suspended/revoked from: Reason_ to: Date suspended/revoked from: to: Reason Date suspended/revoked from: to: Reason_ List below ALL traffic citations you have received, from date of first driver license being issued, attach additional pages as needed. 🗆 None Date: Charge Citing Agency Disposition Have you ever been the operator of a motor vehicle involved in a traffic crash? ☐ Yes ☐ No If yes, give date(s) and complete details of the crash including any charges/citations and how the case was settled: Attach additional documentation as needed.

EMPLOYMENT HISTORY

Include all full-time, part-time, cash/under the table, and/or volunteer employment. Give complete name and address of all employers, including military employment, if the company is no longer in business state this. Dates must include full month and year. A resume may be attached as a supplement; however you must complete all information requested on this application form in order to be considered.

Include ALL employment history for the last fifteen (15) years, attach additional copies of this page as needed. Employer Name: Address: City: State: ZIP-Position Held: Employed From: Employed to: Supervisor Name: Rate of Pay: Describe main duties: Reason for leaving: Phone: Employer Name: ZIP: Address: City: State: Position Held: Employed From: Employed to: Supervisor Name: Rate of Pay: Describe main duties: Reason for leaving: Employer Name: Phone: Address: City: State: ZIP: Position Held: Employed From: Employed to: Supervisor Name: Rate of Pay: Describe main duties: Reason for leaving: Explain all gaps in employment history 60 days or longer, supply dates (month/year) and explanation. Unemployed from _____ to ____ Explanation: ____ Unemployed from _____ to ____ Explanation: ____ Unemployed from _____ to ____ Explanation: ____ Unemployed from _____ to ____ Explanation: ____

EMPLOYMENT HISTORY CONTINUED:							
Employer Name:				Phone:			
Address:			City:		State:		ZIP:
Position Held:	Employed From:	Employed	to:	Supervisor Name:		Rate o	of Pay:
Describe main duties:							
Reason for leaving:							
Employer Name:				Phone:			
Employer Name:				rnone.			
Address:			City:		State:		ZIP:
Position Held:	Employed From:	Employed	·	Supervisor Name:		Rate o	£ Dow
Position neta.	Employed Prom.	Elliployea	.0.	Supervisor ivanic.		Nance	II Fay.
Describe main duties:		<u> </u>					
Reason for leaving:							
				Lm			
Employer Name:				Phone:			
Address:			City:		State:		ZIP:
	1	1 - , ,				~ .	
Position Held:	Employed From:	Employed	io:	Supervisor Name:		Rate o	of Pay:
Describe main duties:		<u> </u>					
Reason for leaving:							
Explain all gaps in employment history 60 days or	r longer, supply dates	s (month/y	ear) and e	explanation.			
Unemployed from to E	Explanation:						
Unemployed from to E							
Unemployed from to E							
	Apianation.						

	EMPLOYM	IENT ADDITIONAL			
		sciplinary action taken against you by an employe	er or volunteer agency?		
	<mark>oe in detail, attach additional do</mark> _Reason:	ocumentation as needed.	Date:		
Company:	Reason:		Date:		
	ft a job by mutual agreement fo	ollowing allegations of misconduct or unsatisfacto	ry job performance?		
		ocumentation as needed.	Date:		
Company:	Reason:		Date:		
Company:	Reason:		Date:		
	PROCESSII	NG INFORMATION			
May we contact all of your lis	ted employers?	No Please list employers below that you do not	want us to contact.		
Do not contact: Employer Name		Reason			
. ,					
Employer Name		Reason			
Employer Name		Reason			
Employer Name		Reason			
Employer Name		Reason			
	SOCIAL MEDIA	A SITE INFORMATION			
Do you currently have a profi	ile/account with any social web	osite? Yes No If yes, please provide the re	quested information		
	•	_ , , ,	(User Id & Email)		
□ Facebook:			(User Id & Email)		
☐ Instagram:			_(User Id & Email)		
□ Tik Tok:			_(User Id & Email)		
□ Other:	(site name)		_(User Id & Email)		
Please note incomplete applications will not be processed and will be returned; information on resumes will not be accepted in place of a full and complete application. Applications are accepted by hand, mail or by email @ JoinNBPD@nbfl.us. Applications of municipalities are considered public documents according to Florida State Statutes and are open to public inspection upon request. The processing of an applicant is detailed and lengthy and may take two to six months to complete, the length of time required to complete applicant processing is dependent upon the availability of information and documentation. I hereby certify that all information given on this application is true and correct. I understand that any false information given on this application shall constitute cause to withdraw the application from consideration for any position with the Neptune Beach Police Department or cause to terminate any current employment Neptune Beach Police Department. I release the Neptune Beach Police Department and any current or past employers and other individuals contacted from any liability for release of information regarding my employment. Inquiry as to current or past employment or on the job performance may be conducted.					
Signature		Date			

CANDIDATE INFORMATION

A candidate who is dropped from consideration for employment may be eligible for re-application, re-testing or re-evaluation after one year (beginning with the date dropped from consideration), with the following **exceptions**:

- That the application was not filed within the period specified in the job/examination announcement or was not filed on the prescribed form.
- The applicant lacks any of the required qualifications set forth in the job description/examination announcement.
- That the applicant is not physically able to perform the essential functions of the position or poses a direct threat to the health or safety of the applicant or others and that no reasonable accommodation is available which would allow the applicant to perform these essential functions and/or which would reduce any health or safety risk to an acceptable level.
- That the applicant is currently engaged in the illegal use of drugs as evidenced by the applicant testing positive for illegal drugs in a pre-employment drug test or other objective evidence of the applicant's illegal use of drugs.
- That the applicant is addicted to the habitual use of drugs or alcoholic beverages and that, if hired, such addiction would impose a direct threat to the health or safety of the applicant or others, which could not be eliminated by a reasonable accommodation.
- That the applicant has used illegal drugs or used drugs illegally within the past three years and that such illegal drug use would prevent the applicant from effectively performing the essential duties of the position.
- That the applicant is not in compliance with any section of Florida State Statue outlining "Minimum Qualifications" for law enforcement officer.

ADDITIONAL RELEVANT INFORMATION 1. Additional information regarding Criminal involvement and/or Juvenile Record: □ N/A 2. Additional information regarding formal disciplinary action taken against you while in the military: □ N/A 3. Additional information regarding being dismissed, asked to resign or any disciplinary action taken against you by an employer or volunteer agency: \square N/A 4. Additional information regarding resigning, or leaving a job by mutual agreement following allegations of misconduct or unsatisfactory job performance: □ N/A 5. Additional information you feel might be relevant: □ N/A



Concerned Person or Authorized

OF INFORMATION(Background Investigation Waiver)



CJSTC 58

Incorporated by Reference in Rule 11B-27.0022(2)(a), F.A.C.

APPLICANT'S NAME:

Institution or Repository of Records	DATE OF BIRTH:			
	LAST FOUR DIGITS OF SOCIAL SECU	JRITY NUMBER:		
AGENCY REQUESTING BACKGROUND INFOR	RMATION:			
ADDRESS:				
authorize for one year, from the date of ex Selection Center bearing this release to ob	secution hereof, any authorized repre- stain any information pertaining to m nd investigations, polygraph examin	esentative of a Florida criminal ju ny employment, credit history, ed	obtation officer within the state of Florida, I hereby stice agency or a Regional Criminal Justice ucation, residence, academic achievement, personal s investigations or disciplinary records, including	
	luding any files that are deemed to b	e juvenile and confidential. I her	ords, or any police reports or other police records reby direct you to release this information upon the these records.	
or Regional Criminal Justice Selection Ce justice agencies, Regional Criminal Justic hereby release you, as the custodian of such consumer reporting agency, including its off	nter in fulfilling official responsibilities Selection Centers or the State of F records, and employer, educational insiders, employees, and related personner by heirs, family or associates because of	ities, which may include sharing t lorida or release to third parties a stitution, physician, hospital or other el, both individually and collectively	ne official use of a Florida criminal justice agency the records or information with other criminal is may be required by Florida public records laws. It repository of medical records, credit bureau or it, from any and all liability for damages of whatever and request to release information, or any attempt to	I
I hereby authorize the National Records Center, S	St. Louis, Missouri, or other custodian of m	y military record to release information	or copies from my military personnel and related medical	
records, including a copy of my DD 214, Report of	f Separation, or other official documents fr	rom the United States Military denoting	discharge status or current active military status to:	
current employee to a prospective employer of the such disclosure of its consequences, unless it is	ne former or current employee upon reque shown by clear and convincing evidence to cted under chapter 760, Florida Statutes.	st of the prospective employer or of the that the information disclosed by the for Pursuant to Sections 943.134(2)(a) a	tes: An employer who discloses information about a former of current employee, is immune from civil liability of the recommendation of the recommendation of the recommendation of the recommendation. Date	fc an
Applicant's Address				
		OATH		_
	Pursuant to Section	117.05(13)(a), Florida Statutes		
STATE OF	COUNTY OF			
Sworn to (or affirmed) and subscribed before	me by means of Physical Presence	OR Online Notarization	this	
day of, year	, By			
Signature of Notary Public – State of Florida				
organical or notary rushic state of rional				
Print, Type, or Stamp Commissioned name of	Notary Public			
Personally Known OR Produced Ident	ification			
Type of Identification Produced				



Florida Department of Law Enforcement

AFFIDAVIT OF APPLICANT

Incorporated by Reference in Rule 11B-27.002(1)(f), F.A.C.



CJSTC 68

Ар	piicant's	Legain	ame:Last	First	MI
Em	ploying	agency:			
			rify your compliance with the employment requirements of Section 943.1 n officer, I shall comply with the following provisions of Section 943.13, F.S.:	3, F.S. I fully understand that to qualify for each	mployment as a law enforcement, correctional, c
•		•	ears of age for correctional officer or 19 years of age for all others. ne United States.	shall not be eligible for employment or apportant of a sentence or withholding of adjudication.	intment as an officer, notwithstanding suspension
•	Be a hi	gh schoo	l graduate or equivalent.	Have been fingerprinted by the employi	• • ,
•	statem	ent. Any	convicted of any felony or of a misdemeanor involving perjury or false person who, after July 1, 1981, pleads guilty or nolo contendere to or is	11B-27.002(1)(d), F.A.C	a licensed medical specialist approved in Rule
	found (juilty of a	felony or of a misdemeanor involving perjury or a false statement	Be of good moral character.Have not received a dishonorable disch	arge from the U.S. Military.
ue	False N	IA In a	addition, I attest to the following statements: Each statement shall be chec	ked "True" "False" or "NA"	
			I completed my employment application and it is true and correct, and all I furnished in conjunction with my application is true and correct.		
Ш	Ш		2. I provided documentation of proof of my qualifications to the above listed	employing agency.	
			3. I meet the qualifications as specified above.		
			4. I had a criminal record sealed or expunged.		
			5. I am under investigation by a local, state, or federal agency or entity for co	riminal, civil, or administrative wrongdoing to the	e best of my knowledge and belief.
			6. I separated or resigned from a previous criminal justice employment while	e under investigation.	
			7. I am currently serving in good standing in the U.S. Military.		
			8. I previously served in the U.S. Military.		
			9. I received a dishonorable discharge from my previous U.S. Military service	e.	
			10. I am currently certified as a Florida criminal justice officer in the following	area(s): Please check the appropriate box(es).	
_	_	_	Law Enforcement Correctional	Correctional Probation	
Ш	Ш	Ш	11. I authorize the employing agency listed above to apply for my certification	_	
			Law Enforcement Correctional	Correctional Probation	
Stan	dards an	d Training	ent shall constitute as an official statement within the purview of Section 837.06, g Commission. Any intentional omission when submitting this application or false remployment as an officer.	F.S., and is subject to verification by the emploe execution of this affidavit shall constitute a mis	ying agency and the Criminal Justice sdemeanor of the second degree and
			FULLY BEFORE SIGNING. You must complete the remainder of this affidavit in sick by entering the same date the affidavit is signed. I hereby certify that to the		
12				13	
			Applicant's Signature	Date Signed	
			14. OAT		
			Pursuant to Section 117.05(1		
ATE	OF		COUNTY OF		
vorn t	o (or affi	rmed) an	d subscribed before me by means of Physical Presence OR Onli	ne Notarization	
y of_			, year, By		
gnatu	re of Not	ary Publ	ic – State of Florida		
int, Ty	pe, or S	tamp Co	mmissioned name of Notary Public		
rsona	ılly Knov	vn 🗌	OR Produced Identification		

60 to FDLE, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302-1489, Attention Records Section



Name of Applicant:

POLICE DEPARTMENT

MICHAEL J. KEY JR., CHIEF OF POLICE

200 LEMON STREET, NEPTUNE BEACH, FLORIDA 32266 | 904.270.2413 | WWW.NBFL.GOV

Physician's Clearance to Test Form

The purpose of this communication is to inform you of the above-named individual's intentions with regard to participation in the pre-employment physical abilities test for the City of Neptune Beach. We are aware of the fact that strenuous physical activity may be inadvisable for some individuals. As such, we request that you indicate whether the above-named applicant has any medical conditions or disorder that would preclude participation. It must be emphasized that we are not asking you to assume any responsibility for the applicant while participating in this test. Rather, we merely want to have as much information as possible when making decisions concerning applicability of testing.						
The testing program will consist of a series of physical abilities tests. The battery of job- related field tests is intended to be completed in the fastest possible time and will require maximum effort by the applicant. Tests are designed to measure balance, muscular endurance, strength, flexibility, anaerobic power and capability, fine motor skills, and aerobic power. Tests will include two 220-yard runs, pushing 150-pound object 75 feet, jumping over obstacles (12-24 inches high), and climbing over a wall (40 inches high), two 50-foot sprints, and movement around a series of pylons.						
Ultimately, the primary goal of this testing is to determine whether the applicant is capable of performing minimum standards appropriate to this agency.						
I have examined this applicant and his/her medical history, and based upon my evaluation I recommend that:						
Participation is not advisable at the present time (if you advise against participation, please do not disclose the applicant's medical condition on this form).						
Within a reasonable degree of probability, no medical condition or disorder exists which precludes this applicant from participation in the physical abilities test as described.						
Signature of Physician Date						
Physician's Stamp:						

PHYSICAL ABILITIES TEST COURSE Time: 5:00 Minutes :45 Seconds (5:45) **START** In the car, seatbelt fastened, key in ignition, hands on steering wheel, door closed Run 660' (220 yards.) to the wall. Climb 41" wall. Run 10' to 24" hurdle. Run 5' to 18" hurdle. Run 5' to 12" hurdle. Run 10' to first of nine cones placed every 5' for serpentine. Run 10' to low crawl (8' long, 27" high). Run 7' to sled (160 pounds). Push Sled 50'. Then run back through the same course. Run 10' to low crawl (8' long x 27" high). Run 10' to first of nine cones placed every 5', for serpentine. Run 10' to 12" hurdle. Run 5' to 18" hurdle. Run 5' to 18" hurdle. Run 10' to the wall. Climb 41" wall: After you climb the wall, run 660' (220 yards) again and return to the shooting area. Load firearm. (Dry Fire may be used during pre-employment) Using a two-handed grip, fire 6 rounds at a steel target 15 yards away, conduct a magazine reload, fire an additional 6 rounds, holster.

<u>Note:</u> Should you fail to negotiate this course within the prescribed time frame you will be dropped from consideration. A candidate who is dropped from consideration for employment as a Police Officer may be eligible for re-application after one year (beginning with the date dropped from consideration).

Return to car, seatbelt on, key in ignition, hands on steering wheel, door closed. END

Pre-Employment Inquiry Authorization Release

- I. I understand that an investigative report may be generated on me that may include information as to my character, general reputation, personal characteristics, or mode of living; work habits, performance or experience, along with reasons for termination of past employment/professional license or credentials; financial/credit history; or criminal/civil/driving record history. I understand that the City of Neptune Beach or its authorized agents may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with the City of Neptune Beach's consideration of me for employment, promotion or position re-assignment or contract now, or at any time during my tenure with City of Neptune Beach, and give my full consent for this information to be obtained.
- II. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.
- III. I understand that if I am a resident of **Minnesota or Oklahoma (only)** I may obtain a copy of the report ordered, and now indicate my desire to do so by checking this box \Box .
- IV. I hereby authorize, without reservation, any financial institution, law enforcement agency, information service bureau, school, employer or insurance company contacted by City of Neptune Beach or our authorized agents, to furnish the information described in Section I.

	APPLICANT – PLEAS	E COMPLETE THE FOLLOWING:	
ire		Today's Date	
	(Middle)	(Last)	(Maiden)
(Mo/Yr)	(Street)	(City)	(State/Zip)
(Mo/Yr)	(Street)	(City)	(State/Zip)
(Mo/Yr)	(Street)	(City)	(State/Zip)
		d other entities for positive identification purpos	ses when checking public records.
ate of Birth		Social Security Number	
icense Number	and State	Name as it appears on Lice	nse
icted of a crime	? No Yes If yes,	please provide city and state of conviction and	l details of conviction.
	(Mo/Yr) (Mo/Yr) (Mo/Yr) is required by late of be used for a stee of Birth cense Number	(Middle) (Mo/Yr) (Street) (Mo/Yr) (Street) (Mo/Yr) (Street) is required by law enforcement agencies and of be used for any other purposes. ate of Birth cense Number and State	(Middle) (Last) (Mo/Yr) (Street) (City) (Mo/Yr) (Street) (City) (Mo/Yr) (Street) (City) is required by law enforcement agencies and other entities for positive identification purposet be used for any other purposes.

FAIR CREDIT REPORTING ACT NOTICE:

In accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI), this information may only be used to verify a statement(s) made by an individual in connection with legitimate business needs. The depth of information available varies from state to state. Status of updates are available on request. Although every effort has been made to assure accuracy, DirectScreening.com cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. Our authorized agent, DirectScreening.com, has a policy that requires purchasers of these reports to have signed a Service Agreement. This assures DirectScreening.com that users are familiar with and will abide by their obligations, as stated in the FCRA, to the individuals named in these reports. If information contained in this report is responsible for the suspension or termination of an employee or the application process, have the Candidate/employee contact DirectScreening.com at 190 Haverhill Street, Methuen, MA 01844.

NOTICE TO CALIFORNIA CANDIDATES

You have a right to obtain a copy of any consumer report or investigative consumer report obtained by ______ by checking the box provided below. The report will be provided to you within (3) business days after we receive the requested reports related to the matter investigated.

□ I request to receive a free copy of this report by checking this box.

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by DirectScreening.com 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 DirectScreening.com in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you, provided that this person furnishes proper identification.

Application for Veterans' Preference

Applicants wishing to claim Veterans' Preference in employment must complete this form and submit as an attachment to your completed employment application along with required documentation. Only full or part time positions with benefits are eligible for preference.

_wish to claim Veterans' Preference in employment in accordance with Chapter

95 0 	Received an Honorable discharge with a rank below major or its equivalent
	Retired below the rank of major or its equivalent
	Disabled veteran
	A current member of any reserve component of the United States Armed Forces or The Florida National Guard.
<mark>I qı</mark>	ualify under the following category:
	A Veteran with an existing compensable service—connected disability who is eligible for or receiving compensation, disability retirement or pension under public laws administered by the DVA and the DOD
	The spouse of a Veteran who cannot qualify for employment because of a total and permanent service-connected disability, or the spouse of a Veteran missing in action, captured in the line of duty by hostile force, or detailed or interned in the line of duty by a foreign government or power
	A Veteran of any war who has served at least one day on active duty during a wartime period as defined in FSS 295.07 Section 1.01(14) excluding active duty for training, and who received an honorable discharge from the Armed Forces of the United States of America or who has been awarded a campaign or expeditionary medal
	The un-remarried widow or widower of a Veteran who died of a service-connected disability
	The mother, father, legal guardian or un-remarried widow or widower of a service member who died as a result of military service under combat- related conditions as verified by the United States Department of Defense
	A veteran as defined in Section 1.01(14), Florida Statutes: The term 'Veteran' means a person who served in the active military, naval, or air service and who received an honorable discharge
$\Box V$	Vocuments required at time of application in order to claim Veterans, disabled Veterans, spouses of disabled Veterans and family members shall furnish a DD-214 or equivalent certification listing military status, dates of service and Character of Discharge.
\Box D	visabled Veterans shall also furnish a document from the Department of Defense, the DVA, or the Department certifying that the Veteran as a service- connected disability and the percentage of disability.
tc th	pouses of disabled Veterans shall also furnish either a certification from the Department of Defense or the DVA that the Veteran is otally and permanently disabled or an identification card issued by the Department; spouses shall also furnish evidence of marriage to be Veteran and a statement that the spouse is still married to the Veteran at the time of the application for employment; the spouse hall also submit proof that the disabled Veteran cannot qualify for employment because of the service-connected disability.
a O	pouses of persons on active duty shall furnish a document from the Department of Defense or the DVA certifying that the person on ctive duty is listed as missing in action, captured in line of duty, or forcibly detained or interned in line of duty by a foreign government r power; such spouses shall also furnish evidence of marriage and a statement that the spouse is married to the person on active duty at ne time of that application for employment.
D	the mother, father, legal guardian, or un-remarried widow or widower of a deceased Veteran shall furnish a document from the department of Defense showing the death of service member while on duty status under combat-related conditions or the DVA ertifying the service-connected death of the Veteran, and shall further furnish evidence of marriage. The legal guardian shall show the roper court documents establishing the legal authority for the Guardian.
$\Box C$	current reserve and National Guard members provide a letter from their Commanding Officer stating the dates of their military service.
that I al	EREBY STATE that all of the facts and information listed on this application are true and complete. I also understand any false, willful or misleading information given on this application is sufficient cause for rejection of this application. so understand and agree that any such false, incomplete or misleading information discovered on this application at any e, if I am to become employed, may result in my dismissal.
Sig	mature:Date:
т.	

If an applicant claiming Veterans' Preference for a qualified vacant position is not selected, he/she may file a complaint with the Florida Department of Veterans' Affairs/Veterans' Preference 9500 Bay Pines Blvd. St. Petersburg Florida 33731 within 21 days of the applicant receiving notice of the hiring decision by the employing agency or within 3 months of the date an application is filed with the employer if no notice is given.

FCR A - Summary of Rights

A Summary of Your Rights Under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580

- You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment or to take another adverse action against you must tell you, and must give you the name, address, and a phone number of the agency that provided the information.
- You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

- Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information.

 In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- Access to your file is limited. A consumer reporting agency may provide
 information about you only to people with a valid need usually to consider an
 application with a creditor, insurer, employer, landlord, or other business. The FCRA
 specifies those with a valid need for access.
- You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688 (1-888-50PT OUT).
- You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit...

Notice of Amendments to the Fair Credit Reporting Act

The Summary of Your Rights provided above does not reflect recent amendments contained in the Consumer Reporting Employment Clarification Act of 1998. Of importance to you are the following changes to the law:

- Conviction of a crime can be reported regardless of when the conviction occurred.
- If you apply for a job that is covered by the Department of Transportation's authority to establish qualifications and the maximum hours for such job and you apply by mail, telephone, computer or other similar means, **your consent to a consumer report may validly be obtained orally**, in writing, or electronically. If an adverse action is taken against you because of such consumer report wherein you give your consent to the consumer reporting agency over the telephone, computer, or similar means, **you may be informed** of such adverse action and the name, address and phone number of the consumer reporting agency, **orally**, in writing, or electronically.

These amendments were retroactive to September 30, 1997.

States may enforce, the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

	MORAL CHARACTER OFFENSES
316.193	Driving Under the Influence
316.1935	Fleeing or Attempting to Elude an Officer
409.325	Public Assistance Fraud
784.011	Assault
784.03	Battery
784.048	Stalking
784.05(2)	Culpable Negligence with Injury
790.01(1)	Carrying a Concealed Weapon
790.1	Improper Exhibition of a Weapon/Firearm
790.27	Possession of Sale of Firearm with Altered Serial Number
794.027	Failure to Report Sexual Battery
796.07	Prostitution/Lewdness
800.02	Unnatural and Lascivious Act
800.03	Exposure of Sexual Organs
806.101	False Alarms of Fires
806.13	Criminal Mischief
810.08	Trespass in a Structure of Conveyance
812.014(d)	Petit Theft
812.015	Retail Theft
812.14	Theft of utilities/Cable Services
817.235	Removing or Altering Property Identification Marks
817.39	Distribution of Fictitious Controlled Substance
817.49	False Report of a Crime
817.563	Sale of Counterfeit Controlled substance
817.565	Fraudulent urine Drug Test
827.04(2)(3)	Child Abuse
827.05	Negligent Treatment of Children
827.06	Persistent Nonsupport of a Child/Spouse
828.122	Fighting or Baiting Animals
831.3	Prescription Fraud
831.31(I)(B)	Manufacture of Counterfeit Controlled Substance
832.05(2)(4)	Passing Worthless Checks
837.012	Perjury not in Official Proceedings
837.05	False Report to Law Enforcement
837.06	False Official Statements
839.2	Refusal to Serve Arrest Warrant
843.02	Resisting an Officer Without Violence
843.06	Refusal to Aid Law Enforcement Officer
843.085	Unlawful use of Police Badges or Other Indicia of Authority
847.011(1)(2)	Pornography Offenses
856.021	Loitering or Prowling
870.01	Affrays and Riots
876.17	Burning a Cross in a Public Place
876.18	Burning a Cross on Property of Another
893.13(1)(a)3(1)(d)1(1)(g) (2)(a)	Summing a Gross of Froperty of Attouror
(2)(b)	Controlled Substance Violations
914.22(2)	Witness Tampering
844.35(3)	Malicious Battery on a Prison Inmate
944.35(7)(a)	False Reports Concerning
944.36	Permitting Inmates to Escape
944.37	Acceptance of unauthorized Compensation from an Inmate
944.38	Dealing or Battering with Prisoners
944.39	Visiting under False Pretenses
944.47	Contraband
Rule 11B-27	Sex with an Inmate, Detainee, Probationer, Parolee, or Community Controlled
ING TID-ZI	Post with an initiate, Detailiee, 1 Topationer, 1 arolee, or Continuinty Controlled