## **Montgomery County Sheriff's Office**



## **Personal History Questionnaire**

The County of Montgomery resolve that all applicable State, Federal, Statutory or Judicial exemptions, all qualified applicants for employment and/or advancement shall be given equal opportunity for consideration, selection, appointment and retention, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability, or political affiliation.

## AN EQUAL OPPORTUNITY EMPLOYER

## APPLICANT PERSONAL HISTORY QUESTIONNAIRE

#### **VERIFICATION OF INFORMATION**

The information requested on this questionnaire will be used for reference by those who will be considering your application for employment with the Montgomery County Sheriff's Office. An extensive background investigation will be conducted into your personal history.

Any false, misleading, or incomplete information substituted for accurate information will be grounds to disqualify you from further consideration in the applicant process with the Montgomery County Sheriff's Office.

I confirm that I have read and that I understand the above, and that all statements and documents presented to the Montgomery County Sheriff's Office are true, correct, complete, and made in good faith.

Signature

Date

Please indicate the position(s) for which you are applying

#### Directions

- BEFORE YOU BEGIN, read the entire set of direction and listing of documents required for submission. An applicant checklist is provided on page 14 for your convenience. This is a competitive process, therefore, applications will not be accepted, processed, or evaluated unless complete. All addresses and phone numbers MUST include zip codes and area codes.
- 2. USE BLACK INK PEN ONLY. Complete this form in your handwriting. If you need any special accommodations in completing this questionnaire, contact an officer or deputy.
- 3. READ each question carefully before answering. Be certain that your answers are legible.
- 4. Be certain that each question is answered COMPLETELY and CORRECTLY. Submit all documents as requested. If a question does not apply to you, write "N/A" (not applicable) in the space.
- 5. Initial EACH page on the bottom right corner.
- 6. Additional space is provided on Pages 12 and 13 for answers that require clarification or further explanation. All entries on Pages 12 and 13 will begin with page, section number (Roman numerals I-XV) and question (Letters A-J) you are explaining or clarifying.
- 7. Upon completion, the questionnaire must be returned to the Montgomery County Sheriff's Office at 211 E. Third St., Montgomery City, MO. 63361



## MONTGOMERY

## COUNTY

Sheriff Craig S. Allison

211 E. 3<sup>rd</sup>. Street Montgomery City, MO. 63361 (573) 564-8084

## SHERIFF'S OFFICE

# CERTIFICATE OF APPLICANT AND AUTHORIZATION FOR RELEASE OF INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME
SSN	DATE OF BIRTH	

I\_\_\_\_\_\_\_(Print full name), hereby certify that all statements made on or in connection with this application are true and complete to the best of my knowledge. I understand and agree that any misstatements or omissions of material facts will cause forfeiture on my part of all rights to initial employment or continued employment by the Montgomery County Sheriff's Office.

The intent of this authorization is to make available a full and complete disclosure of any and all information pertaining to my person; therefore, I do hereby authorize all present or past employers, all law enforcement agencies, all military agencies, the Veterans Administration, the U.S. Army, U.S. Air Force, U.S. Coast Guard, all Federal, State, or local government agencies, State and Federal tax bureaus, credit bureaus, schools, insurance companies, and universities to furnish the Montgomery County Sheriff's Office, with any and all available information regarding my past or present performance, conduct or behavior. I further authorize the release of any punitive or disciplinary action, or memorandum, to the Supervisor in order that the information be evaluated to assist in the determination of my suitability for police work.

I understand the Montgomery County Sheriff's Office acquisition, retention, and sharing of information related to my employment application is generally authorized under state and federal citations. The purpose for the Department requesting this information is to conduct a complete background investigation pertaining to my fitness to serve as a Montgomery County Sheriff's Office employee. This background investigation may include inquiries pertaining to my employment, education, medical history, credit history, criminal history, and any information relevant to my character and reputation. By signing this form, I am acknowledging that I have received notice and have provided consent for the Montgomery County Sheriff's Office to use this information to conduct such a background investigation, which may include the searching of N-DEx, criminal justice databases, private databases, and public databases.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal and business life for the purpose of conducting a pre-employment background investigation. I authorize the Montgomery County Sheriff's Office to make an inquiry and gather any documents of my present and past employers regarding my character, integrity, reputation, and performance.

I authorize the release of any and all of the afore listed information regarding my person, employment, credit, or any other aspect, whether personal or otherwise, that may or may not be in their written records. I understand that all materials pertaining to this background investigation become the property of the Montgomery County Sheriff's Office and will not be made available or returned to me.

I agree to indemnify and hold harmless the person to whom this request is presented, along with the company or organization therein from any and all claims, damages, losses and expenses, including reasonable attorney's fees arising out of complying with this request.

A copy of this authorization will be considered as effective and valid as the original, even though the copy does not contain an original writing of my signature.

#### MUST BE SIGNED IN THE PRESENCE OF A NOTARY; NOTARY AVAILABLE AT THE MONTGOMERY COUNTY SHERIFF'S OFFICE IF NEEDED.

Applicant signature: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_.

Notary signature:		
, ,		

My commission expires\_\_\_\_\_, 20\_\_\_\_\_

									CC	ONFL	DENTIAL
			I. PER	SONAL	DAT	A					
	LAST		FIR	ST			MIDD	LE	- T	Н	OME PHONE
FULL NAME											
	NUMBER	STREET		C	CITY	ST	ATE	ZIP	CODE	C	ELL PHONE
ADDRESS											
PERMANENT	NUMBER	STREET		С	TITY	S	ГАТЕ	ZIP	CODE	H	OME PHONE
ADDRESS											
AGE	HEIGHT	WEIGHT	HAIR	EYE	S	DATE OF BIRTH	I	F	PLACE OF I	BIRTH	
	E-MAIL ADDRESS		SOCIAL SECU	IDITY NUM	DED	OPERATO	P'S LICEI	NSE NUMBI	D D	STA	TE ISSUED
	L-MAIL ADDRESS		SOCIAL SECC	KITT NOM	IDER	OI EKATO.	K 5 LICE	NOL NO NDI		JIA	IL ISSUED
A LIST ANY O	THER NAMES YOU F	HAVE EVER USED									
B. ARE YOU A C	CITIZEN OF THE UNI	TED STATES?		С	.WHERE	YOU NATURALIZEI	D?				
						$\Box_{\text{YES}}$		$\square$ <sub>NO</sub>			
	IST ALL OTHER ADI ENDING COLLEGE.	DRESSES WHERE YOU	J HAVE LIVED FO	R THE PAST	Г (10) ҮЕ	ARS, INCLUDING Y	OUR ADE	ORESS (ES) I	N THE MII	JTARY	SER VICE
FROM	ТО	ST	REET ADDRESS			CITY/C	OUNTY		STAT	E	ZIP CODE
E. HAVE YOU E		A POSITION WITH THIS	S DEPARTMENT B	EFORE?	IF "YE	ES," DATE OF APPLIC	CATION				
F. ARE YOU AC	OUAINTED WITH AN	NY MONTGOMERY CO	OUNTY SHERIFF'S	OFFICE EM	I IPLOYEI	ES?					
	T NAMES BELOW:	$\Box_{\text{YES}}$		□ <sub>NO</sub>							
		CTIONS OF THE POSIT BLE TO PERFORM TH			ED, DES $ \square YE$		TTEN JOI	B DESCRIPT	TION THAT	ACCO	MPANIED
			II. I	EDUCA'	TION						
A. DO YOU HAY	/E (CHECK APPROPI	RIATE BOXES):									
_	ED/HIGH SCHOOL		3-31 COLL			г		COLLEGE C	DEDITO		
64	-119 COLLEGE CRED	DITS	MISSOURI	I POST LICE	ENSE	[	ASSO	CIATE'S/BA	CHELOR'S	DEGR	EE
D STADTING W	UTU TUE MOST DEC		NTARY HIGH SC		LECES		VOLULA	VE ATTENI	NED.		
		ENT, LIST ALL ELEME			LEGES,	AND UNIVERSITIES	100 на	VEATIEN	JED:		
MONTH & YEA		(5	NAME & LO STREET, CITY, STA		DDE)			REDITS LETED	MAJO	R	YEAR OF DEGREE
TO	FROM										<u> </u>
											<u> </u>
	1										

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		III. EMPLOYM	ENT HISTORY		
A. START WITH YOUR PRESENT OR LA EMPLOYERS ON PAGES 12 AND 13. I					AR. LIST ANY ADDITIONAL
1. EMPLOYER			ADDRESS		
CITY	STATE		ZIP CODE		PHONE NUMBER
DATES EMPLOYED		HOURLY OR ANNUAL SA	LAR Y	JOB TIT	LE
FROM: TO:		START:	FINISH:		
WORK PERFORMED		SUPERVISOR		SUPERV	/ISOR'S TITLE
REASON FOR LEAVING		•			
2. EMPLOYER			ADDRESS		
CITY	STATE		ZIP CODE		PHONE NUMBER
DATES EMPLOYED		HOURLY OR ANNUAL SA	ALARY	JOB TIT	LE
FROM: TO:		START:	FINISH:		
WORK PERFORMED		SUPERVISOR		SUPERV	/ISOR'S TITLE
REASON FOR LEAVING					
3. EMPLOYER			ADDRESS		
OTTN					
CITY	STATE		ZIP CODE		PHONE NUMBER
DATES EMPLOYED		HOURLY OR ANNUAL SA	LARY	JOB TIT	LE
FROM: TO:		START:	FINISH:	CUDEDA	
WORK PERFORMED		SUPERVISOR		SUPERV	/ISOR'S TITLE
REASON FOR LEAVING		I			
4. EMPLOYER			ADDRESS		
CITY	STATE		ZIP CODE		PHONE NUMBER
DATES EMPLOYED		HOURLY OR ANNUAL SA	ALARY	JOB TIT	LE
FROM: TO:		START:	FINISH:		
WORK PERFORMED		SUPERVISOR		SUPERV	/ISOR'S TITLE
REASON FOR LEAVING		I			
B. HAVE YOU EVER BEEN DISMISSED, EXPLAIN IN FULL DETAIL ON PAGES		SKED TO RESIGN FROM AN	Y EMPLOYMENT? IF "YES,"		
C. HAVE YOU EVER STOLEN ANY MO "YES," EXPLAIN IN FULL DETAIL ON			CE OF EMPLOYMENT? IF		es 🗌 NO
D. HAVE YOU EVER BEEN UNEMPLOYF EXPLAIN IN FULL DETAIL ON PAGES		RIOD OF TIME IN EXCESS OF	SIX MONTHS/ IF "YES,"		es 🗌 no

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				IV. MI	LITAR	Y STA	TUS					
A. ARE YOU REGISTEREI THE SELECTIVE SERV		YES	В.	REGISTRATI	ION NUME	BER		C. LOCA	TION WH	IERE RE	GISTERED	
D. DO YOU HAVE A CURR OBLIGATION WITH TH MILITARY SERVICE?	Е	YES	UN	ШТ		ADDRE	SS/PHONE	L		COMMA	ANDER	
E. HAVE YOU EVER SERV SEMI-MILITARY ORGA									HER MILI	ITARY C	DR	YES
MONTH/YEAR ENTERED	BRANCH	/ORGANIZATI	N	DISCHARC	GE DATE	TY	PE OF DISC	HARGE	RANI	K	OCCUPATION	AL SPECIALTY
F. WERE YOU EVER REDI MILITARY? IF "YES," E			1		YES		REDUCE	D FROM			REDUCEI	ОТО
PAGES 12 AND 13. G. WERE YOU EVER COUL	RT MARTIALI	ED? IF "YES," E	XPLA			PAGES 12	2 AND 13.			] [	YES	
TYPE OF COURT MART	TIAL:	SUM	MAR	Y		SPECIAL		GI	ENERAL			
SENTENCE RECEIVED:												
HAVE YOU EVER RECE DETAIL ON PAGES 12 A		AIN'S MAST, O	COMP.	ANY PUNISHN	MENT, OR	ARTICLE	15? IF "YES	S," EXPLAIN I	N FULL	[	YES	$\square$ <sub>NO</sub>
				V. DR	IVING	HISTO	ORY					
A. LIST ALL DRIVER'S AN	D NON DRIV	ER'S LICENSES	S YOU	NOW HOLD O	OR HAVE I	PREVIOU	SLY HELD, I	EITHER IN M	ISSOURI	OR ANY	OTHER STAT	E OR COUNTY.
STATE		TYPE OF LIC	ENSE	3		LIC	ENSE NUME	BER			EXPIRATION	DATE
									_			
									_			
B. HAVE ANY OF THE AB	OVE LICENSE	S EVER BEEN	SUSPE	ENDED OR RE	VOKED? I	F "YES," I	EXPLAIN:			[	YES	NO
C. LIST ALL DRIVING CIT		TETS OF SUMM	IONSE	ES VOU HAVE	PECEIVE	DASAN			EGINNIN	G WITH	THE MOST RE	CENT IE VOU
CANNOT REMEMBER I	EXACT DATES	S OR LOCATIO		VE APPROXIN	MATE DAT		LOCATIONS	S. CONTINUE	ON PAGE	ES 12 AN	D 13. IF NEED	ED.
MONTH/YEAR	CHAI	RGE		CITY	//STATE		ISSUING	GAGENCY/DI	EPARTME	ENT	DISP	DSITION
				JARCOTI								
A. WITHIN THE LAST SIX ALCOHOL? IF "YES," E.						ERAGES	BECAUSE O	F AN ADDIC	TION TO		U YES	$\square$ NO
B. WITHIN THE LAST SIX EXPLAIN IN FULL DET.			A CON	NTROLLED SU	BSTANCE	E WITHOU	T A PRESCI	RIPTION? IF '	'YES,"		YES	D NO

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DERIVATI	S), METHAMPHETAMINE,	PCP, MARIJUANA, ECSTASY, OR ANY	(OR ANY OF ITS DERIVATE), HEROIN (OR ANY OF ITS OTHER CONTROLLED SUBSTANCES (TO INCLUDE TE A CRIMINAL OFFENCE? IF "YES," EXPLAIN IN FULL	□ YES				
	DETAIL ON PAGES 12 AND 13							
D. IF YOU HA	VE USED MARIJUANA IN T	THE PAST, INDICATE HOW MANY TIM	ES, FREQUENCY OF USE, AND LAST TIME INGESTED:					
HOW MANY?	TIMES USED?	FREQUENCY OF USE (DAI	LY, WEEKLY, ETC.) DATE LAST I	NGESTED				
		VII. ARRI	EST HISTORY	1				
QUESTION MILITARY	, ACCUSED, OR DETAINED OFFICER, ETC. IN THE UN	FOR ANY REASON BY ANY CITY OF	LE BEEN ARRESTED, CONVICTED, CHARGED, FICER, COUNTY OFFICER, SECURITY OFFICER, Y FOREIGN COUNTRY? IF "YES," EXPLAIN IN FULL	YES				
	N PAGES 12 AND 13.							
DATE	CHARGE	DEPARTMENT/AGENCY	LOCATION (CITY, COUNTY, STATE, COUNTRY)	DISPOSITION				
DETAIL O	N PAGES 12 AND 13.		IS OTHER THAN TRAFFIC? IF "YES," EXPLAIN IN FULL	YES NO				
	POLICE EVER BEEN CALL N FULL DETAIL ON PAGES		IRRENT ADDRESSES FOR ANY REASON? IF "YES,"	YES NO				
	J EVER BEEN INVOLVED I PLAIN IN FULL DETAIL ON		ING THE BUYING OR SELLING OF ILLICIT DRUGS? IF	YES NO				
			URRENTLY BEING INVESTIGATED BY ANY LAW F "YES," EXPLAIN IN FULL DETAIL ON PAGES 12 AND	YES NO				
		VIII. US	E OF FORCE					
			AGAINST A PERSON IN THE COURSE OF YOUR )? IF "YES," EXPLAIN IN FULL DETAIL PAGES 12 AND	YES NO				
	J EVER USED A WEAPON C N PAGES 12 AND 13.	OR PHYSICAL FORCE TO DEFEND YOU	JRSELF OR OTHERS? IF "YES," EXPLAIN IN FULL	YES NO				
		AT ANY TIME, ARE YOU PHYSICALL' ND EXERTION? IF "YES," EXPLAIN IN	Y CAPABLE OF MAKING A FORCEFUL ARREST FULL DETAIL ON PAGES 12 AND 13.	YES NO				
		IX. SOC	TAL MEDIA					
	, TWITTER, INSTAGRAM, O		ESOURCES: FACEBOOK, MYSPACE, YOUTUBE JRCE? IF "YES," EXPLAIN IN FULL DETAIL ON PAGES	YES NO				
DEPARTM		IENT FIELD AS A WHOLE, OR COULD	IALLY EMBARRASSING TO YOU, ANY POLICE BE A VIOLATION OF OPERATIONAL SECURITY? IF	YES NO				
		X. NA	RRATIVE					
A. IN THE SP.	ACE PROVIDED, EXPLAIN	WHY YOU WISH TO BE A OFFICER/DE	PUTY WITH THE MONTGOMERY COUNTY SHERIFF'S OF	FICE.				
				_				

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XI. FINANCIAL											
IF THE ANSWER TO ANY OF THE FOLLOWI	NG QUESTIONS IS	S "YES,"	WRITE DE	FAILS ON PA	GES 12 AN	D 13.					
A. HAVE YOU EVER BEEN DELINQUENT IN ANY OF YOUR FINANCIAL OBLIGATIONS? F. HAVE YOU EVER FILED A LAWSUIT OR HAD A REPRESENTATIVE FILE A LAWSUIT ON YOUR BEHALF?							YES	NO			
B. HAVE YOU EVER HAD ANY OF YOUR PR REPOSSESSED?		YES	NO NO	G. HAS Y	OUR TAX F		R BEEN AUI THER THAN		M TYES	□ NO	
C. HAVE YOU EVER FILED BANKRUPTCY?		YES	NO	AUDIT		FAILED TO	FILE OR BEE	N			
D. HAVE YOU EVER BEEN SUED IN COURT	<sup>?</sup>	YES	NO NO				R TAX RETU		□ YES	NO	
E. HAVE YOU EVER RECEIVED A SETTLEM PAYMENT FOR DAMAGES, INJURY, LIBI EITHER WITH OR WITHOUT COURT ACT	el, etc.,	YES	□ NO			OR HAVE Y NY ILLEGAI	OU EVER RE L SOURCE?	CEIVED A	N YES	ΠNΟ	
		X	II. SPEC	IAL SKI	LLS						
A. BRIEFLY LIST BELOW, ANY TRAINING ( HAVE ANY COPIES OF CERTIFICATES F							N THE JOB Y	DU ARE AI	PPLYING FOR. I	F YOU	
		-,									
B. DO YOU SPEAK ANY OTHER LANGUAG	ES OTHER THAN I	FNGLISI		es 🗆 N	JO F	LUENT?	YES		0		
IF "YES." PLEASE LIST:											
C. RATE YOURSELF ON THE FOLLOWING,	USING A 1 TO 10 S	SCALE,	WITH 10 BE	ING THE BE	ST.						
1. ORAL COMMUNICATIONS	1	2	3	4	5	6	7	8	9	10	
2. WRITING	1	2	3	4	5	6	7	8	9	10	
3. SPELLING	1	2	3	4	5	6	7		9	10	
4. GRAMMAR	1	2	3	4	5	6	7	8	9	10	
5. APPEARANCE	1	2	3	4	5	6	7		9	10	
6. PUBLIC RELATIONS	1	2	3	4	5	6	7	8	9	10	
7. COMPUTER SKILLS	1	2	3	4	5	6	7	8	9	10	
8. ABILITY TO FOLLOW DIRECTIVES	1	2	3	4	5	6	7	8	9	10	
9. SELF MOTIVATION	1	2	3	4	5	6	7	8	9	10	
	X	III. E	MERGI	ENCY CO	ONTAC	Т					
LAST NAME FULL NAME			FIRST N	JAME		MII	DLE NAME		RELATIONSHI	Р	
NUMBER ADDRESS	STREET			CITY				STATE ZIP CODE			
HOME PHONE											

	CONFIL	DENTIAL
XIV. GENERAL QUESTIONS		
ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY. IF THE ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS "Y FULL DETAIL ON PAGES 12 AND 13.	'ES," THEN EXI	PLAIN IN
A. HAVE YOU EVER ACCEPTED MONEY OR ANY ITEM, IN RETURN FOR NOT ENFORCING A LAW, JAIL, OR PRISON POLICY?	□ YES	□NO
B. HAVE YOU EVER FALSIFIED ANY TYPE OF POLICE REPORT OR LEGAL DOCUMENT?	T YES	NO
C. HAVE YOU EVER HAD ANY EXCESSIVE FORCE COMPLAINTS FILED AGAINST YOU?	□ YES	□ NO
D. HAVE YOU EVER SLEPT ON DUTY?	□ YES	□NO
E. HAVE YOU EVER ENGAGED IN ANY SEXUAL CONTACT WHILE YOU WERE ON DUTY?	T YES	□NO
F. WOULD YOU HAVE A PROBLEM WORKING FOR OR WITH A MEMBER OF THE OPPOSITE SEX?	T YES	□ NO
G. IN THE COURSE OF YOUR TRAINING YOU WILL BE CERTIFIED ON THE USE OF LESS LETHAL CHEMICAL WEAPONS. DO YOU HAVE ANY PROBLEMS WITH BEING EXPOSED TO PEPPER SPRAY?	□ YES	NO
H. YOU MAY BE REQUIRED TO BE CERTIFIED ON THE USE OF LETHAL WEAPONS WHICH MAY INCLUDE SHOTGUN, PISTOL, AND RIFLE. DO YOU HAVE ANY PROBLEMS WITH CARRYING OR USING LETHAL WEAPON?	☐ YES	□NO
I. DURING THE COURSE OF YOUR EMPLOYMENT YOU MAY BE REQUIRED TO YOU WILL BE REQUIRED TO WORK SOME OF THE FOLLOWING: OVERTIME, HOLIDAYS, AND WEEKENDS. WILL THIS BE A PROBLEM?	☐ YES	□NO
J. HAVE YOU EVER RESIGNED FROM ANY EMPLOYMENT WHILE UNDER ANY TYPE OF INVESTIGATION?	□YES	□ NO
H. ARE YOU ABLE TO SET ASIDE BOTH PERSONAL AND RELIGIOUS OPINIONS ABOUT OTHERS FOR THE BETTER GOOD OF THE DEPARTMENT?	□ YES	□ NO
I. HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAME(S) OTHER THAN THE NAME LISTED ON THIS APPLICATION?	□ YES	□ NO
J. IF NEED BE, WOULD YOU BE ABLE TO ACT APPROPRIATELY IN HIGH STRESS SITUATIONS THAT WOULD REQUIRE YOU TO MAKE SPLIT SECOND DECISIONS?	□YES	□ NO
XV. ADDITIONAL INFORMATION	•	
A. IS THERE ANY ADDITIONAL INFORMATION, NOT MENTIONED IN THIS APPLICATION, WHICH YOU WOULD LIKE BRING TO THE ATTE MONTGOMERY COUNTY SHERIFF'S OFFICE? IF SO, LIST IT IN THE SPACE PROVIDED BELOW. ADDITIONAL SPACE ON PAGES 12 AND		

			CONFIDENTIA
SE THIS I UT YOUR	PAGE FOR ANY NITIALS AT 1	ADDITIONAL THE END OF ITE	INFORMATION. LIST QUESTION NUMBER TO WHICH THE ADDITIONAL INFORMATION APPLIES, EM AND AT THE BOTTOM OF THIS PAGE.
UESTION N	NUMBER		ADDITIONAL INFORMATION
PAGE (1-11)	SECTION (I-XV)	LETTER (A-J)	

			CONFIDENTIA
ISE THIS I UT YOUR	PAGE FOR ANY R INITIALS AT T	ADDITIONAL	INFORMATION. LIST QUESTION NUMBER TO WHICH THE ADDITIONAL INFORMATION APPLIES, EM AND AT THE BOTTOM OF THIS PAGE.
UESTION N	NUMBER		ADDITIONAL INFORMATION
PAGE (1-11)	SECTION (I-XV)	LETTER (A-K)	

### **APPLICATION CHECKLIST**

The following documents must be included with this application, or explain fully why they are not included. All documents submitted become the property of the Montgomery County Sheriff's Office and will not be returned.

1.	Signed Verification of Information Form (page 4)	□ YES	□ NO	
2.	Completed Certificate of Applicant and Authorization for Release of Information (page 5)	□ YES	□NO	
3.	Copy of Birth Certificate	□YES	□NO	
4.	Copy of Social Security Card	□YES	□NO	
5.	Copy of Missouri Driver's License	□YES	□NO	
6.	Copy of military discharge papers – DD Form 214 (if applicable)	□YES	□NO	□NA
7.	Copy of Naturalization pages (if applicable)	□YES	□NO	□NA
8.	Copy of Missouri POST License (if applicable)	□YES	□no	□NA
9.	Copy of any special certificates that would pertain to this job (if applicable)	□YES	□NO	□NA

#### IF UNABLE TO FURNISH ANY OF THESE DOCUMENTS, PLEASE EXPLAIN

DOCUMENT NUMBER	REASON FOR EXCLUSION