



Springfield Police Department Internship

PERSONAL INFORMATION FOR RECORDS CHECK

Include this packet with your Internship application. This packet is for an unpaid internship at the Springfield Justice Center only. Not regular employment.

NAME: _____
Last First Middle (full name – not initial)

OTHER NAMES USED: _____

INTERNSHIPBACKGROUND QUESTIONNAIRE

The information you provide on this Internship background questionnaire will be used to assist in determining your eligibility for an internship at the Springfield Justice Center. This background is similar to the background packet used for employment at the Springfield Police Department. Please fill out the questionnaire completely and accurately. Keep in mind that all statements are subject to verification and deliberate inaccuracies or incomplete statements may bar or remove you from further consideration.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the Internship.

You need not list a conviction when the record of such an incident has been sealed or expunged in accordance with ORS 137.225 and/or ORS 419.800-840.

Please print your responses to this questionnaire. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your answer.

1. Have you ever been convicted of a crime or are you presently under indictment or awaiting trial on a crime? Yes No If yes, when, where, and a brief explanation.
2. Have you ever tried, used or experimented with any illegal or controlled drugs? Yes No . If yes, specify drug(s) used, the number of times you tried or used the drug(s), the dates you used the drug(s) (including the last time) and whether you have been disciplined or discharged by an employer to the military for the use of alcohol or drugs.

3. Were you ever terminated from a job? Yes No . If yes, when, where, and a brief explanation.
4. Have you ever resigned from a job to avoid being terminated? Yes No .
Have you ever resigned under pressure or unfavorable circumstances? Yes No .
If yes to either question; when, where, and a brief explanation.
5. Have you ever been suspended or disciplined (other than an oral or written reprimand)?
Yes No If yes, when, where and a brief explanation.
6. If you were in the military, what type of discharge did you receive? _____
Did you receive any disciplinary actions in the military? Yes No .
If yes, please explain.
7. Has your driver's license ever been suspended or revoked? Yes No . If yes, when,
where and a brief explanation.
8. Are you waiting trial/disposition on any traffic enforcement matter? Yes No .
If yes, when, where and brief explanation
9. Describe your driving record for the past five (5) years (e.g. accidents, citations). Please
give details including date(s) and type(s) or infraction(s) or circumstances of the
accident(s).

10. Have you ever had bills turned over for collection? Yes No . If yes, provide a brief explanation.

11. Have any goods you have purchased been repossessed? Yes No . If yes, provide a brief explanation.

12. Have you ever been delinquent on income or tax payments? Yes No . If yes, provide a brief explanation.

13. What is your GPA? What is your area of Study?

References – Include Name, Email Address, Phone and the relationship to you. Include at least one professor and one work reference. Four references requested

The information on this form is true and accurate to the best of my knowledge. I acknowledge that any falsehoods or misrepresentations of facts will be grounds for disqualification from consideration and/or Internship.

Signature

Date