

**CLAYTON COUNTY FIRE & EMERGENCY SERVICES**

**CONFIDENTIAL**

**APPLICANT BACKGROUND QUESTIONNAIRE**

Name: \_\_\_\_\_

## INSTRUCTIONS

1. **Fill out this questionnaire COMPLETELY AND ACCURATELY.**
  2. **PRINT**, using **BLACK INK**.
  3. Incomplete questionnaires will **NOT** be accepted.
  4. The information provided by you in this questionnaire will be used and verified during the entire employment process, including but not limited to, the background investigation and the polygraph examination. Any false or misleading information identified during the employment process will result in the IMMEDIATE disqualification of your application. It is therefore IMPERATIVE that you answer all of these questions truthfully and to the best of your ability.
  5. Any question that requires a “YES” response or an explanation **MUST BE EXPLAINED ON THE SPACE PROVIDED**. Provide a DETAILED explanation as to the dates, times, fines, etc. for whatever information the question pertains to. Please provide as much information as possible when explaining your answers. Unless otherwise stated, please answer each question as it relates to your ENTIRE LIFETIME, not just to your adulthood.
  6. If a question is not applicable, put “N/A” in the answer space. **NO ANSWER SPACE SHOULD BE LEFT BLANK.**
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**I have read and fully understand all of the above.**

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**Applicant’s Signature**

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**Print Applicant’s Name**

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**Date**

**(A) PERSONAL DATA**

Position(s) applied for: \_\_\_\_\_

1. Today's date: \_\_\_\_\_

2. Full name: \_\_\_\_\_

3. Social Security Number: \_\_\_\_\_

4. Give any other names you have used or have been known by in your entire lifetime (including nicknames).

\_\_\_\_\_

5. Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Home telephone number: \_\_\_\_\_

Cell telephone number: \_\_\_\_\_

Work/Other telephone number: \_\_\_\_\_

6. Weight: \_\_\_\_\_ Height: \_\_\_\_\_

7. List any tattoos: \_\_\_\_\_

8. Date of birth: \_\_\_\_\_

9. Place of birth (city/state): \_\_\_\_\_

10. Are you a citizen of or legally authorized to work in the United States? (Y)\_\_\_\_ (N)\_\_\_\_

NOTE: Proof of employment eligibility will be required in accordance with applicable law if hired.

11. What special skills or qualifications do you possess (include foreign languages)?



**(C) EDUCATION**

1. Check the highest grade completed:

1\_\_ 2\_\_ 3\_\_ 4\_\_ 5\_\_ 6\_\_ 7\_\_ 8\_\_ 9\_\_ 10\_\_ 11\_\_ 12\_\_ 13\_\_ 14\_\_ 15\_\_ 16\_\_ 17\_\_ 18\_\_

Other \_\_\_\_\_

2. If you graduated from high school, list the name of the school, the dates attended and the complete mailing address:

\_\_\_\_\_  
Name of high school

\_\_\_\_\_  
City/state of high school

3. If you obtained a GED certificate, list the name of the school where it was obtained, the date it was obtained and the complete mailing address:

\_\_\_\_\_  
Name of school

\_\_\_\_\_  
City/state of school where GED was received

\_\_\_\_\_  
Date obtained

4. List any colleges, universities, vocational/technical schools, or graduate schools attended:

\_\_\_\_\_  
Name of school Graduate: (Y) (N)

\_\_\_\_\_  
City/state of school

\_\_\_\_\_  
Course of study Graduated: (Y) (N) Type of degree

5. List all other schools and other educational information:

6. List any degrees you have received:
7. If you have technical skills not necessarily received through formal education, list them here:
8. Since high school, have you been expelled or suspended from any school or disciplined by any school official? (Y) (N)  
If yes, explain fully:
9. Have you ever attended a basic mandate school for police, deputy, correctional officer, etc.? (Include federal training.): (Y) (N)  
If yes, provide your certification number: \_\_\_\_\_  
Where attended: \_\_\_\_\_  
Dates attended: \_\_\_\_\_

**NOTE:** Copies of high school diploma and GED (if applicable) are required before application for employment will be processed. If you have graduated from any other educational facility, copies of diplomas/transcripts (official) should also be attached to your application.

## D) EMPLOYMENT HISTORY

1. Do you have pending applications with any other employer? (Y) (N)  
If yes, fully explain and list below:
  
2. Have you ever fraudulently received unemployment insurance or other federal, state or local benefits or assistance? (Y) (N)  
If yes, fully explain below:
  
3. Have you ever had experience with shift work? (Y) (N)  
If yes, fully explain below:
  
4. Do you object to working overtime? (Y) (N) Weekends? (Y) (N) Holidays? (Y) (N)  
Shift work? (Y) (N) If yes, fully explain below:
  
5. Have you ever been fired from a job? (Y) (N) How many times? \_\_\_\_\_  
If yes, fully explain below:
  
6. Have you ever been asked to resign from a job in lieu of being fired? (Y) (N)  
If yes, fully explain below: How many times? \_\_\_\_\_
  
7. Have you ever been reprimanded at work? (Y) (N) If yes, fully explain below:





**(E) MILITARY SERVICE**

1. Have you ever TRIED TO ENLIST in ANY branch of the armed forces? (Include any foreign military, reserves and National Guard.) (Y) (N)  
If yes, fully explain below:

2. Have you ever or currently SERVE in ANY branch of the armed forces? (Include any foreign military, national guard and reserves.) (Y) (N)  
Please check which applies: Current: \_\_\_\_\_ Previous: \_\_\_\_\_

If yes, answer questions 3-10.

3. Branch of service: \_\_\_\_\_

4. What was/is your service number? \_\_\_\_\_

5. What was your highest rank held? \_\_\_\_\_

6. List all MOS, jobs, training, etc. received in the military below:

7. List all medals and decorations awarded to you as a member of the armed forces.

8. Have you ever been court martialed, tried on charges, or subject of an article 15, company punishment, or any other disciplinary action while a member of any of the armed forces? (Y) (N)  
If yes, fully explain below:

9. Have you ever been involved in a subversive act against the U.S. government, such as mutiny, treason, sabotage, etc.? (Y) (N)  
If yes, fully explain below:

NOTE: Copies of ALL of your DD214's are required before your application will be processed.

10. List periods of active military service:

From \_\_\_\_\_ to \_\_\_\_\_ Duty Station \_\_\_\_\_  
Rank held: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Duty Station \_\_\_\_\_  
Rank held: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Duty Station \_\_\_\_\_  
Rank held: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Duty Station \_\_\_\_\_  
Rank held: \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Duty Station \_\_\_\_\_  
Rank held: \_\_\_\_\_

NOTE: If more space is needed to further explain, use the space below:

**(F) LEGAL/CRIMINAL**

1. Since the age of seventeen, have you been convicted of, or pled nolo contendere, to a felony or misdemeanor offense (excluding traffic offenses)? (Y) (N)  
If yes, fully explain below:

NOTE: Conviction of a crime is not an automatic bar to employment; all circumstances will be considered in assessing your application for employment.

2. Have you ever taken anything from your employer(s) without authority or permission? (Y) (N)  
If yes, fully explain below:

3. If you are, or have ever been, a peace officer (including correctional officer), have you ever made a “bad” arrest or been investigated for a civil rights violation? (Y) (N)  
If yes, fully explain below:

4. If you are, or have ever been, a peace officer (including correctional officer), have you ever used excessive force while making an arrest? (Y) (N)  
If yes, fully explain below:

5. Have you ever been the subject, or involved in an internal affairs or administrative investigation in your previous or current employer(s)? (Y) (N)

If yes, fully explain below:

NOTE: If more space is needed to further explain ANY answer, use the space below:

**(G) SOCIAL MEDIA**

1. All applicants are required to provide information concerning any form of social media in which they participate or have participated. Regarding the use of social media, provide each social media platform in which you participate or have participated and include the corresponding account, profile or user names. *Print Legibly.*

Social Media Platform	Account, Profile or User Name

**(H) ADDITIONAL QUESTIONS**

1. Do you currently have a valid driver's license? (Y) (N)  
What state: \_\_\_\_\_ Expiration date: \_\_\_\_\_  
License class: \_\_\_\_\_ License number: \_\_\_\_\_  
Restrictions: \_\_\_\_\_

2. Do you currently engage in illegal drug use? (Y) (N)  
If yes, fully explain below:

3. Do you possess any type of professional license (paramedic, pilot, etc.)? (Y) (N)  
If yes, fully explain below:

4. Have you ever had any professional license revoked or suspended for any reason? (Y) (N)  
If yes, fully explain below:

5. Have you ever applied for a permit to carry a weapon? (Y) (N)  
If yes, was the permit granted? (Y) (N)  
If the permit was denied, fully explain below:

Date permit granted: \_\_\_\_\_ Name of agency granting permit: \_\_\_\_\_  
State/jurisdiction in which permit granted: \_\_\_\_\_

6. Do you know of anything that might prevent you from obtaining the position you have applied for?  
(Y) (N) If yes, fully explain below:

7. Have you purposely omitted any information from your employment application, resume, this document,  
or any other document submitted? (Y) (N)  
If yes, fully explain below:

8. Is there anything else you would like to tell us that has not been addressed in this document?(Y) (N)  
If yes, fully explain below:

9. Were you able to understand all of the questions in this document? (Y) (N)  
If not, explain fully below:

**I understand that completing this Applicant Background Questionnaire is not a guarantee that Clayton County has employed or will employ me. I understand that, if I am offered employment or continued employment, the County may require the successful completion of a screening process as a condition of employment as allowed by law.**

**I also acknowledge that the County is an equal opportunity employer and that the County does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, military status, genetic information, or any other protected characteristic and that no question on this Applicant Background Questionnaire is used for the purpose of limiting or eliminating any applicant for consideration for employment on a basis that is prohibited by applicable local, state, or federal law.**

**I further hereby swear or affirm that all statements made in this questionnaire are true and complete to the best of my knowledge and ability. I understand that all answers given shall be cross-referenced with, but not limited to: a thorough background investigation, GCIC/NCIC results, MVR records, and polygraph examination. I also understand that any misstatements of material facts will subject me to disqualification and termination of the application process or employment and could result in criminal prosecution pursuant to O.C.G.A. § 16-10-20.**

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**Signature of Applicant**

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**Date**