

4580 State Street #132 • Saginaw, MI 48603 PH: 989.860.1731 Email: info@webridgethegap.net

Applicant Instructions

When completing an application for employment, please complete the following documents:

- 1. Bridge The Gap Application for Employment
- 2. Additional application information
- 3. Human Resources Card
- 4. Waiver and Authorization for Release of Information
- 5. MCOLES Candidate's Personal History Statement (sworn law enforcement position)
- 6. Interview Questions

Applications will be reviewed and considered. Thank you for your interest in the Bridge The Gap Police Academy Scholarship.



religion, color, national origin, age, sex (including pregnancy), height, weight, marital status, disability, genetic information or any Bridge The Gap is an equal opportunity non-profit organization that prohibits discrimination against any person because of race, other protected class/classification as designated by Federal or State law.

IMPORTANT: Carefully read and follow all instructions.

TYPE OR PRINT IN INK

Name:							
	(Last)	(First)					
Present Addres	SS						
(Number)	(Number) (Street)	(City or Twp.)	(State) (Zip Code)				
Telephone: Home:	me <u>:</u>	Work or Other:					
First Date Avail	First Date Available for Employment :						
Email Address:							
Position Applied For:	d For:						
EDUCATION*		Grade School	High School	College	eg.		
(Circle highes	(Circle highest grade completed)	12345678	9 10 11 12	12345678	5678		
TYPE OF	NAME	LOCATION	Dates Attended	Did You	No. Credit	Degree	Major
SCHOOL			From To				000
High School							
Business							
College							





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(1) Employing Firm	From
City & State	To
Your Title	Full-time: Part-time:
Specific duties	Starting Salary:Last Salary:
	Supv. Name:
	Supv.Contact Info:
Reason for Leaving:	
(2) Employing Firm	From
City & State	То
Your Title	Full-time: Part-time:
Specific duties	Starting Salary:Last Salary:
	Supv. Name:
	Supv.Contact Info:
Reason for Leaving:	
(3) Employing Firm	From
City & State	To
Your Title	Full-time: Part-time:
Specific duties	Starting Salary:Last Salary:
	Supv. Name:
	Supv.Contact Info:
Reason for Leaving:	
(4) Employing Firm	From
City & State	To
Your Title	Full-time: Part-time:
Specific duties	Starting Salary:Last Salary:
	Supv. Name:
	Supv.Contact Info:
Reason for Leaving:	
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S Yes Can you perform the essential training of the Delta College Police Academy, with or without accommodation? Job Title If you are now employed, may we contact your present employer in regards to your qualifications? ☐ Yes ☐ No **ջ** Name and telephone number of person to be notified in case of accident or emergency. ٩ Have you previously applied for the BTG Police Academy Grant? From Were you previously employed by any Law Enforcement Agency? NON-PAID VOLUNTARY EXPERIENCE AND MILITARY SERVICE **≥** Address √ses Are you 18 years of age or older? If yes, Contact Information: **Employing Firm PERSONAL DATA** If yes, when? -If yes, when? — α



(Not Former Employers or Relatives) PERSONAL REFERENCES

- (1) I hereby authorize Bridge The Gap to contact my former employers, educational institutions, and personal references for the purpose of verifying my suitability for the Delta College Police Academy.
 - I understand that I must satisfactorily complete a physical examination (which may include drug testing) as arranged by the Bridge The Gap. (7)
- I hereby authorize Bridge The Gap to verify my driving record as a position within a Police Department requires the use of a motor vehicle. (3)
- (4) I understand that new cadets must complete a 16 week semester including Monday thru Friday 5am to 5pm hours. (5) I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true and correct to the best of my knowledge and belief.
- (6) I also understand that a false statement or dishonest answer to any question may be grounds for cancellation of my application, removal from the eligible list or my dismissal from program.

Signature:)
Date:	



ADDITIONAL APPLICATION INFORMATION

The following information is required before we can process your application further. Please be as complete in your answers as possible. Attach additional sheets as necessary.

Home Phone:	Cell Phone	e:				
Date of Birth:		Height:		_ Weigh	nt:	
Are you a U.S. citizen?						
Drivers License Number:			State:			
Are you willing to work all shifts,	Sundays, and holidays?					
List all police contact, accide	ents, citations, arrest, c	civil, and/or	criminal	action	against	yo
Have you ever gone under another Give three (3) additional personal	name?		·			
Name:						
Address:						
Phone:						
Name:						
Address:						
Phone:						
Name:						
Address:						



List, chro	onologically, your last three	e residences.	
Address:			
From:		To:	
Address:			
From:		To:	
Address:			
From:		To:	
List info	rmation on the following re	elatives:	
	<u>Name</u>	Address	<u>Phone</u>
Father: _			
Mother:			
Brothers	:		
·			
Sisters: _			
Do you s	peak, read or write any for	eign language?	
If yes, w	hat language and how prof	icient are you?	
Please lis	st any special abilities you l	have or avocations at which you	ı are proficient.
	,	•	•
	st any additional information and the Saginaw Countries of the Saginaw		onsider about you as a candidate for
Signature	e	Dat	e



HUMAN RESOURCES CARD

As an Equal Employment Opportunity Program, the following information is being gathered by Bridge The Gap to analyze the effectiveness of our recruitment effort in addition to federal and state EEO reporting requirements. This data will not be used in the selection process or be a part of the application process. Your cooperation in **voluntarily** giving this information is appreciated.

NAME		DATE	
(Li	ast) (First)	(Middle)	
ADDRESS		PHONE NO	
Please select the	appropriate, category that applies to you:		
SEX: Male Female	ETHNIC/RACIAL GROUP: (Select of White Black or African American American Indian, Alaskan Native Asian Hispanic or Latino Native Hawaiian or Other Pacific I Two or more races		
Are you a disabled How did the Bridg		e to your attention?	

^{*} A handicapped individual, as defined by the Department of Labor, is a person who (1) has a physical or mental impairment which substantially limits one or more of such person's life activities; (2) has a record of such impairment; or (3) is regarded as having suchan impairment. Substantially limits means the individual is likely to experience difficulty in securing, retaining, or advancing in employment because of his disability.

04/2018

Michigan Commission on Law Enforcement Standards 927 Centennial Way, PO Box 30633, Lansing, MI 48909 517-636-7864



WAIVER & AUTHORIZATION FOR RELEASE OF INFORMATION

Sections A & B to be completed by all applicants (non-licensed, currently licensed, or previously licensed law enforcement officers)

<u>Section A</u> - Type or print only:			
Last Name:	First Name:	Middle Name:	Suffix (Jr, Sr, III):
Social Security No.*:	Date of Birth:	Phone No.:	Gender [‡] : Race [‡] :
Residence Address (Street, City, State, Zip):			Highest Degree:
Drivers License No.:	Issuing State:	E-Mail:	
<u>Section B</u> – Authorization for release	of information:		
I hereby authorize any individual, as Standards, the Delta College Police			mission on Law Enforcement 1, their representatives and/or
agents (including, but not limited to, ability to comply with the standards information includes, but is not necessacademic, attendance, and driving reprognosis, if any).	academies or contractors for selection, employment, essarily limited to: employe	any and all information pertaining and licensing as a lament, criminal, academic, mi	aining to my background and aw enforcement officer. Such litary, and personal histories
I hereby authorize any individual, ag executed with the full knowledge and Law Enforcement Standards and the	understanding that the inf	ormation is for official use by	request. This authorization is the Michigan Commission or
Further, I hereby authorize the Micl collected pursuant to this authorization Commission's statutory and administration	on to any individual, agenc		
I hereby release any individual, age individually and collectively, from an family or associates because of comwith it.	y and all damages of wha	tever kind, which may at any	y time result to me, my heirs
This Authorization shall continue in e the same force as the original.	ffect until revoked by me ir	n writing. A photostatic copy o	f this Authorization shall have
Applicant Signature:			Today's Date:
Section C to be comple	eted by current or previou	usly licensed law enforceme	ent officers only
Section C – Former Michigan employ	ring law enforcement agen	cy authorization:	
I hereby authorize any and all	of my former employing		nt agencies to provide the e record regarding the reasor
or reasons for, and circumstances enforcement agency or agencies. (L	• • •	ation of service created by	any former employing law
not hire a law enforcement officer	r unless the hiring law e	nforcement agency receive	es the record regarding the
reason or reasons for, and circum enforcement agency.)	nstances surrounding, a	separation of service fron	n each prior employing law
Applicant signature:			Today's Date:
AUTHORITY: 1965 PA 203; 2017 PA 128 COMPLIANCE: Voluntary PENALTY: No License Activation/ Emp		* This information is confidential. Confidential information is protected by the Federal Privacy Act.	[‡] This information is for the purposes of EEO reporting only.

Type or print the name of the hiring law enforcement agency or the enrolling academy.

Academy Enrollment



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AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS

including but not limited to, applications, to, f/k/a	. This ication regarding my records. A copy of this
Name:Social Security No. XXX-XX	
Signature:	Witness:





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AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any member or other authorized representative of Bridge The Gap bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, educational records (including but not limited to academic, achievement, attendance, athletic, personal history and disciplinary records), credit records (including credit card and payment device numbers) and law enforcement records (including but not limited to any record of charge, prosecution or conviction for criminal or civil offenses). I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Bridge The Gap Police Academy Program. I hereby release you, as the custodian of such records, and any school, college, university or other educational institution, credit bureau, lending institution, consumer reporting agency, retail business establishment, law enforcement agency or criminal justice agency, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates, because of compliance with this authorization and request to release information or any attempt to comply with it. I am furnishing my social security number on a voluntary basis with the understanding that this is not required by Federal statue or regulation. I have been advised that Bridge The Gap will utilize this number only to facilitate the location of employment, military, credit and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Signature (Full Name):	
Print Full Name:	
Current Address:	
Telephone Number(s):	
Social Security Number	
Social Security Number.	
Date:	
Witness Signature:	
withess Signature.	
Witness Signature:	

BUILDING POSITIVE RELATIONSHIPS BETWEEN LAW ENFORCEMENT AND THE COMMUNITY





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Authorization For Criminal information Record Check and for Release of Motor Vehicle Record

I do hereby volurnarily authorize the State of Michigan, County of Saginaw, FBI or any law enforcement/criminal justice agency to release any or all information pertaining to the below listed individual to Bridge The Gap for the expressed purpose of a criminal history record check.

I do hereby voluntarily authorize the State of Michigan, or its agent, to release any or all motor vehicle record imformation, including but not limited to enrollment in the Michigan Secretary of State driving record subscription service pertaining to myself, to Bridge The Gap for the purpose of driving my personal automobile or a vehicle provided by a Law Enforcement Department to preform duties required by that department.

I hereby voluntarily release and forever hold harmless Bridge The Gap, and its agent whichever, from any and all damage, injury, or cause of action whatsoever arising out of the furnishing of any such criminal history information or motor vehicle record information.

Signature:		_ Date:	
Witness:		Date:	
	<u>Please Print</u>		
Name:(Last)	(Middle)	(First)	
Previous Name (If Applicable):		Date of Birth:	
Address:			
State of Michigan Driver's License N	Jumher:		



Michigan Commission on Law Enforcement Standards

106 W. Allegan St., Suite 600, PO Box 30633, Lansing, MI 48909

CANDIDATE'S PERSONAL HISTORY STATEMENT

PLEASE PRINT IN INK OR TYPE YOUR RESPONSES TO THIS QUESTIONNAIRE

		PERSONA	AL INFOR	MATION		
LAST NAME]	FIRST NAME	MIDDLE NAME	
DATE	OF BIRTH	SOCIAL SECU	JRITY NO.	DRIVER'S LIC	C. NO.	STATE
(mm/dd/yyyy):						
PREVIOUS N	AME OR ALIAS-E	iter any name chan	ged due to m	arriage or divorce, legal c	hange to your	name, or
alias used in o	fficial capacity. Prov	vide explanation – c	documentatio	n may be requested.		
Last:		First:				
Last:		First:				
	en of the United Star aturalization).	tes? (Proof shall be	a birth certif	ficate, US passport, or	Yes	No
	HOME ADD	PRESS		CITY	STATE	ZIP
2 nd ADDRESS (School, new address, etc.)				CITY	STATE	ZIP
PHONE NO.	IONE NO. 2nd PHONE NO. E-MAIL TRAINING SITE YOU PLAN ON ATTENDIN					ENDING?

Authority: 203 PA 1965 Compliance: Voluntary Penalty: No License Activation/ Academy Enrollment * This is in accordance with the Federal Privacy Act of 1974, disclosure is voluntary. If necessary, the Social Security Number will be used for identification purposes to ensure proper records are obtained.



EMPLOYMENT HISTORY		
Have you ever been talked to, interviewed, or suspected by an employer of any crime in the workplace?	Yes	No
Have you ever been talked to, interviewed, or suspected by an employer of any form of workplace harassment (inappropriate sexual behavior, sexual harassment, ethnic harassment) or workplace violence (threatening behavior or assaultive behavior)?	Yes	No
Have you ever been fired, asked to resign in lieu of termination, or decided to resign during an inquiry into your behavior from any place of employment?	Yes	No
If "Yes" to any of the above, please give the details (include when, where, and the circumstatif necessary):	inces – use a se	parate sheet
Have you ever been an unsuccessful candidate for a law enforcement position (either volunteer or paid) because you did not meet the background requirements or other non-medical employment qualification?	Yes	No
If "Yes," please give the details (include when, name of agency or academy and the circums	tances):	
MILITARY SERVICE		
Applicants with prior military service should submit a copy of their DD Form 214 with their or with their application to the MCOLES Recognition of Prior Training and Experience pr		o the academy
Have you ever served in the armed forces, National Guard, or military reserves?	Yes	No
If "Yes", have you ever been the subject of any judicial or non-judicial disciplinary action, or discharged for less than honorable service?	Yes	No
If "Yes", please give the details (include branch of service, when, where, and the circumstant	ices):	
FINANCIAL HISTORY		
The basic training academy or MCOLES may require you to submit a current financial or verify the information provided below.	credit history	statement to
Have you ever filed for or declared bankruptcy?	Yes	No
Have any of your bills ever been turned over to a collection agency?	Yes	No
Have you ever been evicted for non-payment of rent?	Yes	No
Have you ever had a credit card canceled by the company for unpaid balances?	Yes	No
Have you ever had purchased goods repossessed?	Yes	No
If you answered "Yes" to any of the above questions, please give the details (when, firms/businesses involved, and the circumstances and final disposition):		

	MOTOR	VEHICLE	OPERATION					
Please list all tra	Please list all traffic citations (exclude parking violations) you have received: (Attach a separate sheet if necessary)							
APPROXIMATE DATE	NATURE OF VIOLATION (Initial Cause for Stop, Charge or Citation)	DISPOSITION (Final Disposition - Fine, Points, Probation, Other)						
Do you currentl	y have active violation points on y	our driver's li	cense?	Yes No				
If "Yes", how m	any points do you have?			pts				
Has your driver	Has your driver's license ever been denied, suspended or revoked in this state or any other Yes No							
,	ct of Columbia, a possession or ter		· ·					
If "Yes", please	provide the details (what, when, whe	where, and wh	y):					
	y have any <i>restrictions</i> placed on y		icense?	Yes No				
If "Yes", please	explain (nature of restriction and	why):						
Have you been i	involved, as a driver at fault, in a	motor vehicle	accident?	Yes No				
If "Yes", please	provide the following information	1:						
APPROXIMATE DATE	LOCATION INVESTIGATING POLICE INDICATE INJU							

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Please provide the following information if you have ever been

- interviewed by a police agency as a suspect in, or questioned about, any criminal offense (misdemeanor or felony);
- been arrested or charged with any criminal offense (misdemeanor or felony);
- convicted of any criminal offense (misdemeanor or felony) including: expungements or conviction set asides (MCL780.621); Holmes Youthful Trainee Act dispositions (MCL762.11); or drug court dispositions (MCL333.7411).

Criminal offenses and charges include, but not limited to: conservation law violations; appearance tickets; or criminal traffic violations. (NOTE: Include any diversion programs, delayed or deferred sentencing. Do not include traffic offenses that are treated as civil infractions, see Motor Vehicle Operation above). Attach a separate sheet if necessary.

as civil infraction	s, see Motor Vehicle Operation above). At	ttach a separate sheet if necessary.				
APPROXIMATE DATE	POLICE AGENCY OR JURISDICATION	INITIAL CHARGE/VIOLATION OR RESAON FOR QUESTIONING	FINAL DISPOSITION (Conviction, dismissal, fines, probation, jail, etc.)			
Have you ever l	nad a felony conviction "expunged" or	"set aside"?	Yes	No		
If "Yes," please	provide the details (nature of crime, c	county where expunged, and when):				
Have you ever b	oeen placed on court probation as an a	dult, or been on parole?	Yes	No		
If "Yes," please	provide the details (when, where, why	y):				
Have you ever b	oeen on bail, or personal recognizance	, or other release conditions from a	Yes	No No		
court-ordered c	ustody? If "Yes," explain here:			110		
Have you ever b	peen required to appear before a juven	nile court?	Yes	No No		
	provide the details (when, where, why		105	110		
ii "Yes," piease	provide the details (when, where, why	y) and final disposition:				
Are you now or	have you ever been a plaintiff or defe	ndant in any civil court action?	Yes	No		
If "Yes," please provide the details (when, where, why):						
Have you ever h	peen a respondent to a restraining or p	personal protection order in this state	Yes	No		
	te or tribal court? A respondent is th					
If "Yes," please provide dates, court of jurisdiction, and circumstances of the order and final disposition. Use a						
separate sneet o	f paper if necessary.					



EDUCATION HISTORY		
Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include colleges, universities, graduate schools, business and vocational schools.)	Yes No	
Have you ever been subject to formal discipline procedures, short of suspension or expulsion from school for unacceptable behavior at any high school or post-secondary school?	Yes No	
If "Yes" to either of the above questions, please explain (include school, date, and circumstar	ices):	
Have you ever been denied admission to, withdrew from, or dismissed from, a police training academy or criminal justice academic program?	Yes No	
If "Yes", please explain (include school/academy, date, and circumstances):		
AUTHORITY: 1965 PA 203 When filling out this Personal History Statement, please keep in mind that: 1. Completion is mandatory, 2. All statements are subject to verification, and 3. Deliberately making false statements, committing fraud, or failing to disinformation are grounds for denying your enrollment inaccuracies or in may bar or remove you from the basic training program and may subject sanctions by the Commissions.	ncomplete statements	
I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS PERSONAL HISTOR TRUE AND COMPLETE. I UNDERSTAND THAT ANY MISSTATEMENTS OF MATE SUBJECT ME TO DISQUALIFICATION OR DISMISSAL FROM THE COMMISSIONS PROGRAM.	ERIAL FACTS WILL	
<u>Candidate's Signature</u>	<u>Date:</u>	
I have reviewed the responses with the candidate and I am assured the he/she understanded ments of material facts will subject him/her to disqualifications or dismissal from the Coprogram.	•	<u> </u>
Interviewer's Signature	Date:	





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Please answer the following question truthfully and with intent. There are no right or wrong answers. Please write legably or feel free to type answers on an additional sheet and attach to this packet.

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hy are you ir	nterested in	the field of	flaw enforc	rement?		
ily are you il	iterestea iii	tile field of	law ciliore	.ciiiciic.		
hat are some	e of vour gui	ding princ	iples and b	eliefs?		
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4. What words would you use to describe yourself?
5. What motivates you and how do you motivate others?
6. List 3 people who people who have influenced you and why?
7. What experience have you had that makes you unique?





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8. W	hat is the most difficult situation you have had to face and how did you try to tackle it?
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9. W	hat is the most challenging and most rewarding about protecting and serving the community?
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10.	Why do you believe you would be beneficial as a law enforcement officer?
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