



**2. PREVIOUS RESIDENCES**

List Chronologically ALL residences in the past 10 years, including addresses while attending school and all military addresses, both on and off a military base.

Date		Apt	Street Address	City	State
From	To	No.			

**3. MILITARY RECORD**

a. Are you registered for Selective Service? Yes  No   
 Selective service # \_\_\_\_\_ Local Board: \_\_\_\_\_  
**(All males between the age of 18 and 26 MUST be registered with Selective Service before being employed with the City of Myrtle Beach.)**

b. Have you ever served on active duty in the Armed Forces of the United States? Yes  No

- 1) Branch of Military Service: \_\_\_\_\_
- 2) Highest Rank Achieved: \_\_\_\_\_
- 3) Dates of Active Duty: From: \_\_\_\_\_ To: \_\_\_\_\_
- 4) Type of Discharge: \_\_\_\_\_

❖ **Include DD Form 214 with application.**

5) Was any type disciplinary action taken against you or were you convicted of a crime under the Uniform Code of Military Justice while in the service? Yes  No   
 Nature: \_\_\_\_\_

c. Are you a member of the Reserve or National Guard? Yes  No   
 Ready  Standby  Service Branch: \_\_\_\_\_

d. List any specialized military training you received that would be relevant to this position.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. COURT RECORD**

a. List all Arrest Convictions below to include details of each conviction.

Date	Place	Charge	Final Disposition	Details

b. List all traffic citations except parking tickets.

Date	Place	Charge	Final Disposition	Details

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c. List any court action where you have ever been a plaintiff or defendant, including divorce and civil actions

Date	Place	Incident Type	Final Disposition	Details

**5. CREDIT RECORD**

Have you ever filed for bankruptcy? Has your credit record ever been considered unsatisfactory?  
 Have you ever been refused credit? Yes  (If yes, explain below) No

Date	Creditor	City/State	Amount	Explanation

**6. RELATIVES/FRIENDS EMPLOYED BY GOVERNMENT**

List complete names of any close relatives or friends (including in-laws) who are employed in law enforcement.

Complete Name	Agency Where Employed	City & State	Relation

**7. SOCIAL REFERENCES**

List three social acquaintances in your own age group, listing complete information.

**NOTE:** Do not duplicate any individuals listed as references on the City application.  
 \*\*Telephone Number Monday – Friday, 8 AM – 5PM\*\*

Name	Email Address	Area Code & Phone Number**	Length of Acquaintance

**8. RELATIVES**

List complete information concerning relatives. If you have been married more than once, list information concerning each former spouse. If you or your spouse has stepparents, legal guardians or other with whom you lived other than your parents, list the information on Page 4, Sec. (8c). If you are engaged to be married in the near future, complete information should be included about your future spouse and future in-laws as well.

Name	Email Address	A/C & Telephone No.
Father:		
Mother:		
Father in Law:		
Mother in Law:		

b.	Name	Email Address	Date of Birth
Spouse			
Children			

c. Other Relatives/Legal Guardians with whom you have resided for an extended time

Name	Email Address	A/C & Phone Number	Relation

**9. NARRATIVE**

In the space provided, please explain why you want to work for the City of Myrtle Beach Police Department. Also include any skills or expertise that you will bring with you.

## 10. QUESTIONS

1. Have you ever been denied employment by a criminal justice agency?  Yes  No
  - a. If yes, explain. \_\_\_\_\_

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2. Have you ever been convicted of a felony?  Yes  No
3. Are you presently using illegal drugs?  Yes  No
4. Are you presently using a controlled substance without a prescription?  Yes  No
5. Have you ever been convicted of a crime involving moral turpitude or carrying a possible sentence of more than one year?  Yes  No
6. Have you ever possessed or sold any amount of illegal drugs?  Yes  No
  - a. If yes, explain when & why. \_\_\_\_\_

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7. Are you able and willing to work rotating shifts?  Yes  No
8. Are you able and willing to wear a uniform?  Yes  No

## 11. DOCUMENTS

In order to be considered for employment, the following documents **MUST** accompany this completed form:

- 1) Legible copy of Birth Certificate.
- 2) Transcripts from High School or a legible copy of High School Diploma, or G.E.D. certificate or proof that it has been requested.
- 3) Certified Drivers History for the past ten years **in all states** applicant has been licensed. (*If record is not immediately available, attach proof of application for same, such as a copy of the completed form or written letter of request to the State's DMV*)
- 4) Complete Credit History is required from one of the three major credit bureaus: Equifax, Experian or Transunion. (*Defaulting on a student loan precludes hiring – SC Code 59-111-50*)
- 5) Importance of Honesty Letter (*Signed & Dated*)
- 6) Affidavit of Authorization to Release Information Form (*Signed and Notarized*)
- 7) DD Form 214, member copy 4 (*If prior military*)
- 8) Physical Agility Test and Score Sheet (*Signed*) (*Police and Detention only*)
- 9) Personal History Questionnaire (*Completed*)
- 10) For out of state certified police officers, military and/or federal candidates with prior law enforcement training, certification and employment, the following documents are required (*These forms are not mandatory to be returned with your application however, they must be submitted prior to being interviewed*)
  - a. Certificate of Completion (Basic Training Course Certificate)
  - b. Curriculum/Syllabus showing hours and topics of training (*Must be official document from academy/military training*)
  - c. Indication that a Letter of Good Standing has been requested for Federal/Military candidates

**12. NOTE TO ALL APPLICANTS:**

**TATOOS**

Applicants with visible tattoos/branding to the face/neck will not be considered for employment. Applicants with tattoos/brandings that are determined to be inappropriate must be covered at all times while the employee is representing this Department.

The department reserves the right to determine the type and number of ornamentation that is appropriate, however, prohibited mutilation would include but is not limited to, foreign object inserted under the skin, pierced/split tongue; and/or stretched out holes in the ears.

**DENTAL ORNAMENTATION**

Employees shall not have any dental ornamentation. The use of gold, platinum, silver, or other veneer cap for the purposes of ornamentation is prohibited. Teeth, whether natural, capped or veneered, shall not be ornamented with designs, jewels or initials.

**TOBACCO PRODUCTS**

**NO** Tobacco products on City property or while on duty.

**13. ACKNOWLEDGMENT OF INFORMATION BY APPLICANT**

I understand that all appointments are probationary for a period of one year, during which time I must demonstrate my fitness for continued employment with the City of Myrtle Beach. I further understand that any appointment tendered me will be contingent upon the results of a complete background investigation, and I am aware that willfully withholding information or making false statements on this document will be the basis for dismissal by the City of Myrtle Beach. I agree to these conditions, and I hereby certify that all statements that were made by me on this document are true and complete to the best of my knowledge.

\_\_\_\_\_  
Full Signature of Applicant (No Nicknames)

Date: \_\_\_\_\_

In making and filing this document with the Myrtle Beach Police Department, I authorized all persons, firms, officers, corporations, associations, organizations and institutions to furnish to the Myrtle Beach Police Department or any of their authorized representatives all relevant documents, records or other information and opinions that are requested for this background investigation.

\_\_\_\_\_  
Full Signature of Applicant (No Nicknames)

Date: \_\_\_\_\_

*The City of Myrtle Beach is an Equal Opportunity Employer and as such will recruit and hire employees without regard to race, religion, color, national origin, sex, age, political affiliation or disability except when physical condition is a bona fide occupational qualification.*

**ADA Notice:** *The City of Myrtle Beach will not discriminate against qualified individuals on the basis of disability in its employment process. The city will make all reasonable modifications to testing to ensure that people with disabilities have an equal opportunity for employment. Call 843-918-1114 for more information.*