

# Instructions on filling out Citizens Police Academy Application

INSTRUCTIONS: Read through this entire questionnaire before completing the required information. Answer every question. If a question does not apply to you, write DNA in the space provided for the answer. A candidate will be rejected from the selection process who has intentionally made a false statement or practiced, or attempted to practice any deception or fraud in this questionnaire, in any examination, interview, or securing eligibility for appointment. Any misstatement of fact is reason for disqualification for employment, or may be punished by law as per N.J.S.A. 2C:28-2, 2C:28-3, and 2C:28-7. The questionnaire must be prepared by the applicant, with exception of the reference information. References will complete, date and sign their own required information for submission with this questionnaire. All entries, except signatures must be printed legibly or typed in black ink. If there is insufficient space available for answering any question, use the additional information page provided. In the event more additional information pages are needed, you may make copies of a blank page and submit as needed. Precede each answer on the page with the corresponding question being answered.

**\*\* This online application may be filled out online and then printed. You may also save the application to your computer at any time and continue where you left off at a later point in time without losing the information.\*\***

## Notice

This is to inform you that this background investigation questionnaire will remain a permanent part of you file with The Egg Harbor Township Police Department. Your failure to neatly and thoroughly complete the required Information will be reflected in a negative manner. If you do not submit a completed questionnaire by the deadline, your participation in the selection process will be terminated.

Pursuant to the Privacy Act of 1974 (P.L. 93-579), I realize the disclosure of my Social Security Number is voluntary. I also realize my Social Security Number will be used for the purpose of facilitating the background investigation authorized by submission of this questionnaire to the Egg Harbor Township Police Department. An applicant who has not supplied a Social Security Number may inhibit his/her advancement in the selection process. Any information released as a result of this questionnaire, including the furnishing of my Social Security Number, shall be used only for the express purpose of processing the applicant's background investigation without delay.

## Applicant Notice

You are required to promptly report any significant changes in your personal background information or involvement in any incident which might result in criminal or civil charges being brought against you, while you are an applicant in the Egg Harbor Township Police selection process. This includes, but is not

limited to: changes in your address, employment, or marital status; motor vehicle accidents or summonses; charges or convictions for any offense/crime; civil matters (bankruptcies, liens, judgments, etc.); or involvement in any incident which would lead to criminal or civil charges. Failure to advise the Chief's Office at (609)926-4036 of any of this information could adversely affect your status in the selection process.

## **Withdrawals**

Any concerns or requests that an applicant may have regarding withdrawal from this selection process must be

Directed to:  
Department

Egg Harbor Township Police

Office of the Chief of Police  
3515 Bargaintown Road  
Egg Harbor Township, NJ 08234  
(609)926-4036