

HOWARD COUNTY DEPARTMENT OF POLICE



Victim Assistant Services Volunteer Application

Fill out this form entirely and submit with a copy of your driver's license or other photo identification and social security card. This form may be completed electronically but requires signatures that may not be done on a computer. A background investigation to obtain security clearance is required for this position. Email, fax or print out and bring this form to:

**Howard County Police Department
Police Personnel
3410 Court House Drive
Ellicott City, MD 21043
FAX 410-313-3212 Phone 410-313-2255.
HCPDBackgrounds@howardcountymd.gov**

Applicant's Printed Name: _____ Date: ____ / ____ / ____

EDUCATION

29. What is your highest level of education? Check one:

H.S. Diploma AA Degree BA/BS Degree Master's Degree PhD Other: _____

30. List any Training, Certifications or Licensing you possess:

SKILLS

31. 2nd Language:

32. Rate your 2nd language Speaking Ability:

33. Rate your 2nd language reading and writing ability:

34. Computer Skills:

35. Office Skills:

36. Other Special Skills:

37. Please explain why you are interested in being a Volunteer with our agency and how you learned about our programs:

38. Do you have any previous Volunteer experience: Yes No

If yes, provide a brief description: (List any and all - for example, church, school, community, etc.)

39. Have you ever applied to volunteer with us before? Yes No

If yes, dates applied: _____

Were you accepted? If yes, please describe your experience here:

WORK EXPERIENCE

40. Employment Status: Unemployed Full Time Part Time Retired Student

41. Current Employer:

42. Employer Address:

43. Employer Phone #:

44. Job Title/Occupation:

45. Dates Employed: From _____ To _____

46. Supervisor's Name:

47. Supervisor's Phone #:

48. Previous Employer:	
49. Previous Employer's Address:	
50. Previous Employer's Phone #:	
51. Job Title/Occupation:	52. Dates Employed: From _____ To _____
53. Supervisor's Name:	54. Supervisor's Phone #:
MILITARY EXPERIENCE	
55. Have you ever served in the armed forces: Yes <input type="checkbox"/> No <input type="checkbox"/>	
56. Branch of Service/Location:	57. Rank:
58. Specialty:	59. Type of Discharge:
AVAILABILITY	
60. Are you available to work events through out the year on both weekdays and weekends (with notice)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
61. What is your desired length of commitment (6 Months, 1 Year, or Longer)?	
62. Date you would like to start?	
BACKGROUND INFORMATION	
List Reference Information (people who know you well)	
Reference 1	
63. Ref. #1 Name:	
64. Address:	
65. Day time Phone:	66. Cell Phone:
67. Relationship to you:	
Reference 2	
68. Ref. #2 Name:	
69. Address:	
70. Day Phone:	71. Cell Phone:
72. Relationship to you:	
Reference 3	
73. Ref. #3 Name:	
74. Address:	
75. Day Phone:	76. Cell Phone:
77. Relationship to you:	

CRIMINAL HISTORY INFORMATION

The following questions pertain to your full criminal history in the United States and any foreign countries. Include all criminal charges you have ever received as an adult or a juvenile, regardless of whether the charge was dismissed or has been expunged from your record.

- | NO | YES | |
|-----------|------------|---|
| _____ | _____ | 01. As an adult or a juvenile, have you ever been arrested by any law enforcement authorities? |
| _____ | _____ | 02. Have you ever been taken into custody by any law enforcement authorities? |
| _____ | _____ | 03. Have you ever been charged with any crimes for which you were not physically arrested? |
| _____ | _____ | 04. Have you been charged with any offenses via civil citations? |
| _____ | _____ | 05. Have you ever been convicted of any crimes? |
| _____ | _____ | 06. Have you ever received Probation Before Judgment (PBJ) for any criminal charges? |
| _____ | _____ | 07. Have you ever been required to appear before a juvenile court for any criminal charges? |
| _____ | _____ | 08. Currently, do you have any criminal charges pending court? |
| _____ | _____ | 09. Have you ever been questioned as a suspect in a crime by any law enforcement authorities? |
| _____ | _____ | 10. Have you ever received any criminal or civil citations which required you to pay a fine or go to court? |
| _____ | _____ | 11. Have you ever been involved as a Respondent / Defendant in any Protective Order, Peace Order, Ex Parte Order, Restraining Order, or any other court orders involving domestic violence? |
| _____ | _____ | 12. Have you ever been placed into a jail, detention center, holding cell, or prison? |
| _____ | _____ | 13. Have you ever had any criminal charges expunged from your record? |
| _____ | _____ | 14. Have you ever been arrested or received any criminal charges in any foreign countries? |
| _____ | _____ | 15. Have you ever received or had knowledge of any criminal summonses listing you as a defendant in any criminal cases? |
| _____ | _____ | 16. Do you currently belong to any animal rights group or have you belonged in the past? |

Provide written explanations to any questions answered YES.



HOWARD COUNTY POLICE DEPARTMENT
AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by a duly authorized agent of the Howard County Police Department, whether the said records are of public, private or confidential nature.

The intent of this Authorization is to give my consent for full and complete disclosure of the records as follows: Records of complaint, arrest, trial and/or convictions for alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by me or against me, wheresoever located; and to include the records and recollections of attorneys-at-law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had, an interest.

I reiterate and emphasize that the intent of this Authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a Background Investigation which may provide pertinent data for my suitability as a civilian/contractor/volunteer working within the Howard County Government. I understand that any information obtained by a personal history Background Investigation which is developed directly or indirectly, in whole or in part, upon this Release of Authorization, will be considered in determining my suitability as a civilian/contractor/volunteer employee.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorneys' fees arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this Release Form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

I hereby certify that the answers and information I have provided in this form are truthful to the best of my knowledge and belief. In signing below, I understand that I may be denied and/or revoked security clearance for making false statement of material fact; or if I practice any form of deception or fraud during any point during the background process.

Print Name: _____ Signature: _____ Date: _____

Address, City, State, ZIP: _____

Date of Birth: _____ SSN #: _____

Witness (Print Name & Signature): _____/_____

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