



**SELF ATTESTATION
NON-SWORN
POLICE RECORDS TECHNICIAN I
FOR GILROY POLICE DEPARTMENT**

The purpose of this form is to indicate whether you, as a candidate, perceive yourself as suitable for a Non-Sworn position at the Police Department with the City of Gilroy. This is a position that has access to highly confidential information. As such, a detailed background check process is required of finalists selected for the position. The Self Attestation form is a precursor to the background process which includes a polygraph evaluation. When completing this form be honest, forthcoming, and up front with your responses. All responses will be reconciled with the formal background check if you are selected for that process in the future. Honesty & completeness are of the utmost importance.

Please answer all questions below and include an explanation for each question where indicated. Incomplete questionnaires will not be considered.

QUESTIONS	RESPONSE(S)	
1. Do you possess a valid California driver license? (If “NO” why do you not possess one)?	YES	NO
Explain:		
2. Have you received a citation for a moving violation? (If “YES” when and where did you receive your citation)?	YES	NO
Explain:		
3. Have you been in a chargeable collision? (If “YES” please tell us when and where you were charged).	YES	NO
Explain:		
4. Have you been convicted of driving under the influence of alcohol or drugs? (If “YES” please tell us, “when and where” you were convicted).	YES	NO
Explain:		

QUESTIONS	RESPONSE(S)	
5. Have you ever been turned down for a job as a result of a misstatement of fact associated with the application process? (If answering "YES" please explain, "Where and Why" below).	YES	NO
Explain:		
6. Have you ever been advised that you would not be hired because you had failed a background investigation? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		
7. Have you ever been told that you failed a polygraph examination? (If answering "YES" please explain, "When and Where" below).	YES	NO
Explain:		
8. Have you ever been told that you failed an oral interview? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		
9. Have you ever been accused of forging or altering an application? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		
10. Have you ever been sanctioned for academic cheating? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		
11. Have you ever been convicted of any offense classified as a misdemeanor under California law? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		

QUESTIONS		RESPONSE(S)	
12. Have you ever been convicted of a felony as an adult (including felony/misdemeanor offenses) and including military offenses? (If answering "YES" please explain, "Where and When" below).	YES	NO	
Explain:			
13. Have you ever been charged with or found responsible administratively for acts which have affected your employment status such as lying, falsification of any report, or theft? (If answering "YES" please explain, "Where and When" below).	YES	NO	
Explain:			
14. Have you ever been disciplined by any employer (including the military) as an adult for abuse of leave, insubordination, dereliction of duty or failure to obey established policies or regulations? (If answering "YES" please explain, "Where and When" below).	YES	NO	
Explain:			
15. Have you ever been involuntarily dismissed for reasons other than a layoff? (If answering "YES" please explain, "Where and When" below).	YES	NO	
Explain:			
16. Have you ever been released from probation or resigned in lieu of termination from an employer? (If answering "YES" please explain, "Where and When" below).	YES	NO	
Explain:			
17. How many paid positions with different employers have you had within the last four years?	# OF EMPLOYERS		
Explain:			

QUESTIONS	RESPONSE(S)	
18. Have you undergone bankruptcy more than once or do you have current financial obligations for which legal judgments have not been satisfied? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		
19. Are you currently in collection or arrears on any credit account? (If answering "YES" please explain, "Where and Who" below).	YES	NO
Explain:		
20. Have you ever resigned from a position without notice? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		
21. To your knowledge, is there an outstanding warrant of arrest for you? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		
22. Have you ever been disciplined by any employer (including the military) for acts constituting racial, ethnic, or sexual harassment? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		
23. Have you ever been disciplined by any employer (including the military) for fighting in the workplace? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		
24. Have you ever been disciplined or investigated by any source for acts which might constitute or amount to an assault under color of authority or any other violations of state or federal civil rights? (If answering "YES" please explain, "Where and When" below).	YES	NO
Explain:		

QUESTIONS		RESPONSE(S)	
25. Are you under current academic dismissal or probation from any college or university? (If answering "YES" please explain, "Where and When" below).		YES	NO
Explain:			
26. List all local government agencies for which you currently have an active application on file. (Attach additional sheet(s) of paper if more room is required).			
AGENCIES APPLIED TO:	WHAT STAGE(S) OF THE HIRING PROCESS HAVE YOU PARTICIPATED IN:	NAME OF POSITION APPLIED FOR:	
27. List all local government agencies for which you have participated in a background process & were notified that you would not be hired due to the results of the background.			
AGENCY	Please explain why you were not hired. (Attach additional sheet(s) of paper if more room is required).		
28. Are you willing to withdraw your application for employment from other agencies or employers if you are given a job offer from the City of Gilroy?		YES	NO
Explain:			
29. Do you have any concerns about participating in a full, detailed background process for this position at this time? (Please explain your concerns and include any background issues that you feel may detrimental to your application for employment with the City of Gilroy).		YES	NO
Explain:			



SELF ATTESTATION FORM
POLICE RECORDS TECHNICIAN I
FOR GILROY POLICE DEPARTMENT

I, _____, have reviewed the Self-Attestation
(Print Name)
questions related to the Police Records Technician I position background investigation. My signature below indicates my opinion of my suitability in being hired to a Police Department position at this time.

Note: The objective of this form is to indicate whether you, as a candidate, perceive, yourself as fitting any of the following three categories. Please select and sign on the line that best reflects your decision.

1. Probably NOT employable to work at a position within the Police Department at this time.

Signature _____
Date

2. I am NOT SURE regarding my suitability to work at a position within the Police Department at this time.

Signature _____
Date

3. I consider myself employable to work at a position within the Police Department at this time.

Signature _____
Date