



CRANFORD POLICE DEPARTMENT

Ryan Greco
Chief of Police
police@cranfordnj.org
www.cranford.com/police

8 Springfield Avenue
Cranford, NJ 07016
908-272-2222

Application for Internship

The Cranford Police Department conducts background investigations on all potential interns to determine their suitability for the internship program. The information requested in this application is necessary to complete these background investigations. The information you provide is confidential and will be used for employment purposes only; however, if necessary, your information may be shared with other entities as it relates to your background investigation.

All questions in this application must be completed honestly, accurately, and thoroughly. The information that you provide will be carefully analyzed and evaluated to determine your suitability for the internship program. Do not withhold any information, whether you think it is important or not. The Cranford Police Department will determine the importance of information you provide. The deliberate omission of information and/or any deception will not be tolerated and will be justification for disqualification. It is your responsibility to provide complete and accurate information to all the questions.

Chief of Police
Cranford Police Department
8 Springfield Avenue
Cranford, NJ 07016

Cranford Police Department – Application for Internship

1. Application for internship must be PRINTED legibly in ink or typed.
2. Answer all questions to the best of your ability. You must answer all questions that pertain to you.
3. Use N/A (Not Applicable) for those questions that do not apply to you. **Leave no blank spaces.**
4. Avoid errors by reading the directions carefully before making any entries on the application. Be sure your information is correct and in the proper sequence before you begin. All time periods in your background must be accounted for.
5. You are responsible for obtaining correct addresses.
6. An accurate/complete application will help expedite your investigation.
7. Be sure to sign and date each and every individual page of this application in the space provided.
8. Once the application is submitted, correspondences between the Cranford Police Department and all applicants will be done through e-mail. Therefore, you must provide a current/valid email address.
9. You will be contacted via e-mail as to the time and location of the next phase of the application process.

PERSONAL DOCUMENTS CHECKLIST

The following documents must be presented as part of the application process. If you cannot obtain any of these documents you must state in the section provided for additional information what documents you were unable to provide and the reason(s). This would include college transcripts. A lack of sufficient explanation for the missing document(s) will void your application.

Initial the appropriate space next to each document indicating that a copy of the required document has been supplied. If the document does not apply, indicate by N/A in the space provided. Missing documents will delay the application process. DO NOT INCLUDE ORIGINALS.

- _____ New Jersey Driver's License & State of Issuance
- _____ High School Diploma or GED Certificate
- _____ Current Resume

NOTICE TO APPLICANT

Any candidate who makes a false statement, purposeful omission, misrepresentation or concealment of a material fact, or who practices, attempts to practice any deception or fraud in securing eligibility for appointment, or any candidate who provides answers contrary to official records, will be rejected from the application process and will be disqualified for internship eligibility.

By your signature below and on each page you acknowledge that you have read and understand that all information provided by you is true, complete, and accurate.

Cranford Police Department – Application for Internship

PERSONAL DATA

1. _____
Last Name First Name Middle Name
2. Date of Birth: ____/____/____ Place of Birth: _____
Month Day Year
3. Telephone Number: _____ Cell Phone Number: _____
4. Email Address: _____
5. Social Security Number: _____ - _____ - _____
6. United State Citizen: ____ YES ____ NO
 - a. If the answer to Question 7 is No, are you a Naturalized Citizen? ____ YES ____ NO
 - b. By what means did you obtain Naturalized Citizenship? ____ Self ____ Spouse ____ Parents
7. Has your name ever been changed for any reason? ____ YES ____ NO

- a. If the answer to Question 8 is Yes, please provide the following information:

Previous Name: Last, First, Middle

8. Starting with your present address and listing them in reverse chronological order, list all places where you have lived for the last 5 years. If additional space is needed, utilize the Additional Information section.

From: Month/Year	To: Month/Year	Street Address	City, State, Zip Code

9. List all immediate family members, including parents, siblings, children, and current/former spouses and domestic partners:

Name (Last, First, MI)	Relationship	Complete Address

Cranford Police Department – Application for Internship

EDUCATIONAL DATA

10. Have you earned a high school diploma or G.E.D. certificate? ____YES ____NO Year: _____

11. List in reverse chronological order all schools and colleges that you have attended starting with your most recent:

From Month/Year	To Month/Year	Name of School	City & State	Degree Attained

12. Major(s): _____ GPA: _____

13. Total Credits Achieved Towards Degree: _____

14. The Number of Hours Needed to Complete Internship? _____

Cranford Police Department – Application for Internship

EMPLOYMENT BACKGROUND

15. Have you ever been fired, terminated, asked to leave, laid off, or resign or quit under questionable circumstances; or has any form of disciplinary action ever been taken against you by an employer:

____ YES ____ NO If yes, provide details below:

16. List all current and former employers (full-time, part-time, and seasonal) since the age of 18. List in reverse chronological order starting with your present employer and work backwards.

- Employer #1: _____

Address: _____

Telephone # _____ Full Time ____ Part Time

From: _____ To: _____

Position: _____ Supervisor Name: _____

Reason for Leaving: _____

- Employer #2: _____

Address: _____

Telephone # _____ Full Time ____ Part Time

From: _____ To: _____

Position: _____ Supervisor Name: _____

Reason for Leaving: _____

Cranford Police Department – Application for Internship

- Employer #3: _____
Address: _____
Telephone # _____ Full Time _____ Part Time
From: _____ To: _____
Position: _____ Supervisor Name: _____
Reason for Leaving: _____

Cranford Police Department – Application for Internship

ARRESTS & SUMMONSES

17. Have you ever been arrested for any crime, disorderly person offense, petty disorderly person offense, administrative code, or violation of local ordinance?

____ YES ____ NO If yes, provide details below:

Date	Violation	Disposition	Police Agency Involved

18. Do you possess a valid New Jersey Driver's License? ____ YES ____ NO

Driver's License Number: _____ Expiration Date: _____

19. Have your driving or registration privileges ever been suspended or revoked? ____ YES ____ NO

State	Date From	Date To	Reason

20. Have you ever received a summons for a violation of the Motor Vehicle Laws in this state or any other state (excluding parking violations)? ____ YES ____ NO If yes, provide details below:

Date	Violation	Disposition	Police Agency

21. Do you currently have any penalty points on your driver's license? ____ YES ____ NO Quantity _____

22. List all motor vehicles that are registered in your name:

Make	Model	License Plate / State

Cranford Police Department – Application for Internship

23. Have you ever been investigated, arrested, or charged with any type of drug/narcotic related violation?
____YES ____NO
24. Have you ever used prescription medication that was prescribed to another person and not you?
____YES ____NO
25. Have you ever sold, distributed, or provided any person with or without their permission or consent any type of illegal drug/narcotic? ____YES ____NO
26. Have you ever participated in the production, manufacture, growing, delivery, transportation, smuggling, storage, or handling of any illegal drugs/narcotics for yourself or anyone else? ____YES ____NO
27. Have you ever made money or profit in any way from your involvement in drugs/narcotics? ____YES ____NO

MISCELLANEOUS INFORMATION

28. Have you ever been a member of any organized crime enterprise, street gang, or motorcycle gang or crew?
____YES ____NO If yes, provide details below:

29. Do you have any experience as a volunteer, cadet, or explorer with this agency or any other law enforcement agency? ____YES ____NO If yes, provide details below:

30. Do you have any experience as a member (paid or volunteer) of any fire department?
____YES ____NO If yes, provide details below:

31. Do you have any experience as a member (paid or volunteer) of any rescue squad?
____YES ____NO If yes, provide details below:

Cranford Police Department – Application for Internship

REFERENCES

32. List three friends or associates as references.

- Reference #1: _____
Home Address: _____
Telephone: _____ Email: _____
Work Address: _____
How long have you known this person: _____
- Reference #2: _____
Home Address: _____
Telephone: _____ Email: _____
Work Address: _____
How long have you known this person: _____
- Reference #3: _____
Home Address: _____
Telephone: _____ Email: _____
Work Address: _____
How long have you known this person: _____

Cranford Police Department – Application for Internship

RELEASE AUTHORIZATION

To all courts, probation departments, selective boards, physicians, hospitals, employers, educational and other institutions and agencies without exception.

I _____, am making an application for acceptance into an internship program with the Cranford Police Department. As a result, an investigation is being conducted to determine my eligibility.

Therefore, you are authorized to release to the Cranford Police Department or its representatives any and all information, documentary or otherwise, pertaining to me that they may request.

I hereby release, discharge and exonerate the Cranford Police Department, it's agents and representatives, and any person so furnishing information, from all liability of every nature and all kind arising out of furnishing, inspection or collection of such documents, records and other information or the investigation made by the Cranford Police Department.

DATE _____

APPLICANT NAME: _____

APPLICANT SIGNATURE: _____

WITNESS NAME: _____

WITNESS SIGNATURE: _____

Cranford Police Department – Application for Internship

PERSONAL HISTORY STATEMENT AFFIRMATION

I hereby affirm that this Application/Personal History Statement is true and accurate and contains no misrepresentations, falsifications, omissions of material facts or concealment of material facts. Additionally the information provided by me is true, accurate, and complete to the best of my knowledge and belief.

I am cognizant that statements made by me on this Application/Personal History Statement are subject to later investigation. Additionally, I realize that should any investigation disclose any misrepresentation, misstatement, falsification, omission or concealment of material fact, my application for the position is subject to rejection and my name may be removed from the eligibility list. If I have been already appointed to the position, I may be subject to dismissal.

I further understand that if there are any changes in my application answers from the date of my original application to the Cranford Police Department and to the date of any scheduled appointment, I will notify the Cranford Police Department of those changes, and if I fail to do so, I realize it is grounds for non-selection or dismissal from my position.

By my signature below and on the bottom of each page, I state that I have read and understood the above warning, and all information provided by me is true, complete, and accurate.

Signature of Applicant

Date