



**Pre-Application for  
The Orlando Police Department  
Communications Division**



**Instructions for completing in PDF (Acrobat™) format**

I. All Pre-Application must be filled out, signed and mailed to:

**The Orlando Police Department  
Communications Division  
Attn: Communications Coordinator  
100 S. Hughey Avenue  
Orlando, Florida 32801**

II. On your computer scroll down to the Pre-Application following this page.

- On the Acrobat toolbar click the small hand
- Position the hand over the space or line you wish to enter data
  - Data entry locations includes underlines: \_\_\_\_\_; or grayed boxes, as directly below:

Comments: (Place your small hand here and start typing)

- Enter your data
- Continue to the next line to be completed, in the same manner
- Print your completed copy of the Pre-Application form
- Sign the last page of the Pre-Application form
- Mail the completed and signed Pre-Application form to the above address

**Do Not E-mail your completed Pre-Application form  
Do Not FAX your completed Pre-Application form**

Most computer users will not be able to save their completed form. We suggest you print at least one additional copy for your personal records.



# Orlando Police Department Communications Division



## Pre-Application

**Instructions:** Only the **applicant** can complete and sign this form. Please fill in your name, address, and social security number. Falsification or omission of information will result in rejection of your application, or dismissal if you are employed by the City of Orlando. One of the components of the hiring process is a polygraph examination. If you are found to have falsified or omitted **any information** at **any time** in the selection process, you will be disqualified even if the accurate information would not have disqualified you. In addition, an individual may be subject to prosecution under Orlando City Code Section 43.16, False Information.

Print Name \_\_\_\_\_ Social Security # \_\_\_\_\_

\_\_\_\_\_ Street Address \_\_\_\_\_ e-mail \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

( ) \_\_\_\_\_ May we call you at work yes no ( ) \_\_\_\_\_  
Home Telephone Number Work Telephone Number

1. Are you a United States Citizen?

Yes  No

2. Do you have a high school diploma or equivalent?

Yes  No

3. Have you ever been in the military?

Yes  No If yes, check type of discharge:

Honorable  General under Honorable  Dishonorable

A. Branch of Service \_\_\_\_\_  
B. Date of Entry \_\_\_\_\_  
C. Date of Discharge \_\_\_\_\_



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4. Do you have any previous communications experience?

Yes  No If yes, provide dates and agency name.

Comments: (Place your small hand here and start typing)

5. If you answered “Yes” to question number four, please list any classes attended and/or certifications obtained.

Comments: (Place your small hand here and start typing)

6. Have you, as an adult (from age 18 to the present) ever committed a serious crime (including any felony)?

Yes  No If yes, please explain.

Comments: (Place your small hand here and start typing)

7. Have you ever been arrested, incarcerated, or charged with any crime?

Yes  No If yes, please provide the date(s), and charge(s).

Comments: (Place your small hand here and start typing)



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8. Within the last five years, have you ever pled guilty, or “no contest” to a felony, been found guilty or been convicted of any felony, or been on probation for a felony?

Yes  No If yes, please explain.

Comments: (Place your small hand here and start typing)

9. Within the last five years, have you ever pled guilty or “no contest” to, or been found guilty or been convicted of, any misdemeanor involving perjury by making a false statement or giving false information? (Answer “Yes” even if you received a suspended sentence or had adjudication withheld.)

Yes  No If yes, please explain.

Comments: (Place your small hand here and start typing)

10. Within the last 12 months, have you used, or been in the possession of any illegal controlled substance (such as, cocaine, crack, speed, heroin, or any other illegal substance including marijuana/cannabis)?

Yes  No

Comments: (Place your small hand here and start typing)



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11. If you answered “Yes” to Question # 10, how many times have you used cocaine, crack, speed, heroin, or any other illegal substance including marijuana/cannabis during the past 12 months? Please list type of drugs, dates, and other details.

Comments: (Place your small hand here and start typing)

12. Have you ever committed any illegal sale of a controlled substance (such as cocaine crack, speed, or heroin, or any other illegal substance including marijuana/cannabis and prescription drugs) whether for profit or not?

Yes  No

If yes, please explain, providing dates, quantities and details.

Comments: (Place your small hand here and start typing)

13. How many times, in the last 12 months, have you missed work or school due to intoxication?

Comments: (Place your small hand here and start typing)



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14. How many times, in the last 12 months, have you drunk alcohol while at work?

Comments: (Place your small hand here and start typing)

15. How many times in the last 12 months, have you been intoxicated to the point that you felt you should not drive a motor vehicle?

Comments: (Place your small hand here and start typing)

16. Have you ever been involuntarily terminated (fired), or asked to resign from any job? (Do not include layoffs, specifically due to an employer's downsizing, or reduction in work force).

Yes  No If yes, please explain providing date(s), and details.

Comments: (Place your small hand here and start typing)



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17. Have you given any false information, either oral or written, during your attempt to secure this position with the City of Orlando Police Department?

Yes     No    If yes, please explain, providing date(s), and details.

Comments: (Place your small hand here and start typing)

My signature indicates that all of the information I have provided is complete, and accurate. I understand that if I am found to have falsified, or omitted **any information**, at **any time** in the selection process, I will be disqualified even if the accurate information would not have disqualified me.

Signature:		Date:	
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