



OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS

**Criminal Justice Academy of Osceola**

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

## **APPLICATION PACKET**

**All applicants must be 19 years old at time of application submission.**

# **January 24, 2019**

Full-Time Class 2019-01

## **Florida Law Enforcement Academy**

770 Hours, 7:00 - 6:00 p.m., Monday-Thursday  
Takes 23 weeks to complete (40 hours of training per week)\*

# **July 16, 2019**

Part-Time Class 2019-02

## **Florida Law Enforcement Academy**

770 Hours, 6:15-9:15 p.m., Monday-Thursday Evenings & Saturdays 7:00-6:00<sup>^</sup>  
Takes 45 weeks to complete (20 hours of training per week)\*  
Some Saturdays will be scheduled as 8-hour days 8:00 a.m. – 5:00 p.m.

**\*Class start dates, hours, costs, and schedules are subject to change and vary by program.**

All students must meet admissions requirements for the program for which they are applying.

*Application acceptance does not guarantee admission into the program.*

Osceola Technical College is an Equal Opportunity Agency.

Visit our website at:  
[osceolatechnicalcollege.com](http://osceolatechnicalcollege.com)



These training programs are approved by the Veterans Administration for those students who are eligible for veteran's educational assistance.



The Criminal Justice Academy of Osceola is certified by the Florida Department of Law Enforcement and is Accredited by the Council on Occupational Education.



The School District of Osceola County, Florida  
Student Achievement – Our Number One Priority



Dear Applicant:

Thank you for your interest in enrolling in the Criminal Justice Standards and Training Commission's Florida Law Enforcement Academy at the Criminal Justice Academy of Osceola. Law enforcement officers are the pinnacle of integrity and as such are held to higher ethical standards in both their work and personal life. The Academy is a school for professionals, and you must be a serious and conscientious student if you are to succeed. Everything you are taught will be relevant to your work throughout your career. In fact, much of what you learn at the Academy can profoundly affect lives, including your own.

You will be held accountable for acquiring the knowledge and skills necessary for a career in law enforcement. This means if you are confused by the content or overwhelmed by the amount of information you must learn, take charge of the situation and seek help in understanding the materials and/or developing more effective study strategies. You must remember that you alone are ultimately responsible for your education and professional development. We hold our cadets to the highest academic and performance standards in an effort to produce the most professional, well trained law enforcement officers.

Acceptance of an application does not guarantee admittance to the Academy. Acceptance to the program requires the successful completion of several tests, a background investigation, as well as proof of good moral character as defined by the Criminal Justice Standards and Training Commission. Driving history, credit history, employment history, drug use history, military history and past criminal activity, whether criminally prosecuted or not, can all serve as disqualifiers to the program. If you have questions or concerns about any of these issues, please request an appointment to visit with an Academy Coordinator or myself prior to completing the application.

On behalf of the Academy staff and myself, we hope that upon the completion of your training, you will have a long and successful career in law enforcement.

Sincerely,

Guy Samuelson  
Director

*"The will to succeed is important, but what's more important is the will to prepare."*

--- Bobby Knight



## COMPREHENSIVE CURRICULUM

### Required by the Florida Department of Law Enforcement

#### Florida Law Enforcement Academy — 770 Hours

- Introduction to Law Enforcement
- Legal
- Interactions in a Diverse Comm.
- Interviewing & Report Writing
- Fundamentals of Patrol
- Calls for Service
- Criminal Investigations
- Crime Scene to Courtroom
- Critical Incidents
- Traffic Stops
- DUI Traffic Stops
- Traffic Crash Investigations
- CMS Law Enforcement Vehicle Operations
- CMS First Aid for Criminal Justice Officers
- CMS Criminal Justice Firearms
- CMS Criminal Justice Defensive Tactics
- Dart-Firing Stun Gun
- Criminal Justice Officer Physical Fitness Training

Students will essentially attend school 40 hours per week on the full-time schedule, and 22 hours per week on the part-time schedule; but some flexibility is built into the final training schedule. Because some of the curriculum is competency and scenario based, the class completion date may fluctuate by a week or two. Students should make their attendance plans accordingly.

## ESTIMATED CLASS COSTS

### Florida Law Enforcement Officer Academy (2018-19)

\$ 25.00	Application Fee (non-refundable—paid at application submission)
\$ 35.00	Registration Fee (non-refundable)
\$ 295.00	Pre-Admission Testing (non-refundable--includes the following): <ul style="list-style-type: none"><li>• CJ BAT Test</li><li>• Complete Medical Evaluation/EKG/Drug Screen</li><li>• Fingerprinting/Records Check</li><li>• Polygraph</li><li>• Physical Fitness Test</li></ul>
\$3850.00*	Tuition for Florida residents / \$10502.80* Non-Florida residents
\$ 475.00**	Uniforms (estimated cost to student**)

NOTE: A State Officer Certification Examination (SOCE) must be taken and passed after completing the Florida Law Enforcement Academy. The FDLE fee to take the SOCE is \$100. The Administration fee for taking the exam at oTECH is an additional \$35.00.

\* Includes Lab fees. Lab fees are based on the program registered for and will be calculated prior to registration. Does not include required books, Commencement Fee or State Officer Certification Exam.

\*\*Estimated uniform costs are based on purchasing minimum requirements only and does not cover optional purchases.

#### ADA Accommodations

Reasonable accommodations are available to any student with a documented disability. If you feel you are eligible for these accommodations please contact the Academy Director or the Lead Training Coordinator.

#### Florida Residency

Non-Florida residents are required by law to pay the full costs of instruction. If you have questions about your residency, contact the oTECH Guidance Director at (407) 344-5080, ext. 15303.

#### Financial Aid

If you need information on financial aid availability, contact the Financial Aid Office at (407) 518-5432. To allow sufficient time for processing, the FAFSA application should be completed as soon as possible.

#### Tuition Payment Schedule

Academy tuition and fees for the current term will be due at the time of official registration and enrollment. Payment schedules vary based on training program enrollment dates. Osceola Technical College's calendar is structured as four 9-week terms, as well as a 4-week term in June and a 6-week term held in July through mid-August. Payments for school are based on the number of actual contact training hours held within each term.

#### Change in Enrollment Status

If for any reason your plans to attend school change, please contact the Academy office at 407/518-5445.

Applications are maintained on file for one year. If admission to the program is delayed beyond one year from the date of your application, all testing processes, must be repeated and a new application and registration fee will be required. Qualifying CJ BAT scores are good for 4 years.



## ADMISSION REQUIREMENTS

Read pages 4 through 9 before completing application.

The Florida Law Enforcement Academy is a comprehensive curriculum mandated by the Florida Department of Law Enforcement for all individuals seeking a career as a Law Enforcement Officer in the state of Florida. All aspects of law enforcement procedure including civil rights protections and officer safety considerations are provided in an academic and technical performance skills setting.

The Academy is certified by the Florida Department of Law Enforcement. All students must meet admissions requirements as set forth in Criminal Justice Standards and Training Commission rules and in accordance with Florida Statute 943.

### General Requirements:

Must have an approved high school diploma or equivalent.

Must be at least 19 years of age.

Must have a valid driver's license.

Must be a U.S. citizen.

Must possess good moral character.

No Felony convictions (certain misdemeanor convictions could also disqualify eligibility).

Military service requires an honorable discharge.

### Tests/Exams Required Prior to Acceptance:

Criminal Justice Basic Abilities Test (CJBAT)

Fingerprinting/national-state records check

Polygraph examination

Physical (medical) examination including EKG and Drug Screen

Physical Fitness Test (PFT)

### Initial Process:

Complete application. DO NOT SIGN any forms requiring notarization.

An appointment and formal interview is required to submit the completed application—see #8 on page 5.

Submit application with **ALL** required ORIGINAL documents—see bottom of page 10.

Accepted applications require a \$25 non-refundable fee.

Application acceptance does not guarantee Academy admission!

Make application to Osceola Technical College – Kissimmee Campus online at [osceolatechnicalcollege.com](http://osceolatechnicalcollege.com).

### Applicant Instruction Guide:

Follow all directions in the Applicant Instruction Guide.

Return completed test results and medical forms to the Academy office for file retention.

When all required application materials and exam results have been received, the file will go through final validity review. If approved, applicants will be personally notified that they have earned a seat in class.

### Orientation:

This session will be held prior to the first day of school and covers all considerations for attending the program.

It is an excellent opportunity for students to ask any remaining questions they may have about enrollment.

Information regarding registration and fees due will be distributed on that date.

Attendance is strongly recommended—only one orientation is held per class. Professional dress is required.



## **APPLICATION INSTRUCTIONS**

*Your ability to complete the application as requested  
will be evaluated for acceptance into the Criminal Justice Academy of Osceola.*

This application will be used by the Criminal Justice Academy of Osceola at oTECH in conducting a background investigation to determine if you meet the qualifications for certification as a law enforcement or correctional officer.

This application shall constitute an official statement under Section 837.06, Florida Statutes, and is subject to verification by the Criminal Justice Academy of Osceola and/or the Florida Department of Law Enforcement, Division of Criminal Justice Standards Training Commission (CJSTC). Any falsifications or omissions of information in this application shall constitute a misdemeanor offense of the second degree and will disqualify you from certification as a law enforcement or correctional officer in the State of Florida.

### *Notification of Social Security Number Collection and Usage*

*In compliance with Florida Statute 119.071, this document serves to notify you of the purpose for the collection and usage of your social security number. The Criminal Justice Academy of Osceola collects and uses your social security number only in performance of the training center's duties and responsibilities. To protect your identity CJAo will secure your social security number from unauthorized access, never release your social security number to unauthorized parties, and assign you a unique student identification number. This unique identification number is used for all associated employment and educational purposes at CJAo.*

### **Please read and follow all of the instructions on each page carefully before completing the application.**

1. Print all answers clearly in **BLACK** ink in your own handwriting. Do not type your answers. Do not have someone else complete the application for you. Answer every question. If a question does not apply to you, mark N/A. Do not leave any questions blank.
2. Complete mailing addresses for employers, references, and personal residence are mandatory and must include house number, post office box number, or apartment number, street name, city, state, and zip code. Telephone numbers must include area code.
3. Include all employers you have worked for in the past ten years. Even if an employer is no longer in business, it must be included. Also list periods of unemployment. The month/year when employment began and concluded must be listed for each entry. List any instances of self-employment if you have owned/operated your own business.
4. If the space available is insufficient use a separate sheet of 8-1/2 x 11 paper.
5. Do not misstate or omit any information. This may cause your application process to be discontinued.
6. Answer all questions accurately and completely. Do not make exaggerated, false, or misleading statements as they will cause your application process to be discontinued.
7. Return completed application and all required documentation to the Academy Program Advisor who will photocopy your documents. Some disclosures may require additional documentation. (If you are an out-of-state applicant, have your application notarized locally before mailing to the Academy. You must provide photocopies of your documents with a mailed application, however, **originals are required for review when you arrive in Florida** to process and complete testing requirements.)
8. Appointments for academy interview and application submission are required. Call the office at (407) 518-5445 to make the appointment with the Academy Program Advisor. Most appointments are scheduled on Tuesday mornings between 8-11 am or Thursday afternoons, between 1:30-4 pm. **PROFESSIONAL DRESS IS REQUIRED/no exceptions!**
9. Bring **ALL** required **ORIGINAL** documents with you to the interview. No photocopies of any document will be accepted. Some disclosures may require additional documentation. A sworn oath will be taken at the time the application is fully accepted with notarization. **DO NOT SIGN** any forms or paperwork prior to the interview.
10. Accepted applications require a \$25 non-refundable fee paid at the oTECH Bookstore. Cash, debit card, Visa/MasterCard, and money orders are accepted for payment. Personal checks are also accepted with proof of valid driver's license.



## **DOCUMENT SUBMISSION REQUIREMENTS**

### **1. High School Diploma**

Diplomas must be from a U.S. Department of Education recognized, accredited institution. It is the applicant's responsibility to have non-English documents translated and evaluated to show equivalency to a U.S. high school diploma. Osceola Technical College will accept GED documentation from a recognized GED testing center. Private school graduates may need to submit additional documentation relating to the institution's policies and procedures before the diploma can be accepted. Applicants who hold a diploma from a non-accredited online institution will be required to earn a GED. In situations where a candidate cannot locate their original high school diploma, or when the diploma is earned at a school outside of Florida, a sealed transcript will be required. Request the high school to send transcripts directly to the Academy office at 501 Simpson Road, Kissimmee, Florida 34744, Attention: Lead Training Coordinator. If the transcripts are sent to your home address, **do not open them**. Only oTECH or Academy staff can insure their validity. Most schools require several weeks to comply with this request so it is recommended that you make the request as early in the application process as possible.

### **2. Transcript of Driver Record**

A lifetime transcript of driver record citing all traffic violations and driving history must be obtained from the State of Florida Department of Highway Safety and Motor Vehicles for all Florida residents. You must also secure driver record transcripts from any other state in which you have been licensed in the past ten years. This documentation must be submitted prior to application acceptance.

### **3. Proof of Age and US Citizenship**

An original birth certificate and/or Naturalization Certificate G-641 is required to prove age and United States citizenship. Due to Law 191 of 2009, all individuals born in Puerto Rico must present a valid birth certificate issued after July 1, 2010.

### **4. Criminal History — *if applicable***

A final disposition of the court case is required in circumstances where a criminal history is disclosed even if the charges were dropped. Make contact with the Clerk of Court in the county and state where the arrest occurred to secure the final disposition. A nominal fee may be imposed by the county for this information. In certain circumstances, a copy of the arresting officer's report will also be required. Additionally, a full explanation of the arrest event must be provided for each offense in the applicant's own words on a separate sheet of paper. An Academy application cannot be reviewed for acceptance until this information is provided.

### **5. Application Copies**

***Make copies of the application for your records prior to submission to the training center. Once the Academy has accepted the application it becomes the sole property of the Criminal Justice Academy of Osceola and copies will not be made available.***

### **6. New Applicant Instruction Guide and Forms**

All students will be given a comprehensive Applicant Instruction Guide to complete after application acceptance. This package contains all instructions and forms necessary to satisfy Academy admissions requirements. It is the applicant's responsibility to insure that all necessary testing/entrance requirements are met. Applicants set their own schedule for completion of admission prerequisites.

### **7. Test Results**

Only BAT and PFT test results are available to copy for applicants and students of the Criminal Justice Academy of Osceola. No other test results will be photocopied nor distributed to applicants and/or students.





## **MINIMUM PHYSICAL FITNESS STANDARDS**

Each Florida Law Enforcement Academy applicant must meet the fitness standards listed below.

- Push-ups:** Complete at least 12 push-ups in one minute  
**Sit-ups:** Complete at least 20 sit-ups in one minute  
**1.5 Mile Run:** Complete a 1.5 mile run in 17 minutes or less  
**300 Meter Run:** Complete a 300 meter run in 75 seconds or less

### **Preparation Instructions**

To prepare for the **1.5 mile run** a recruit should utilize an interval-training program. This program can be accomplished in any safe location by utilizing time intervals.

1. Begin by warming-up the leg muscles and the heart with 5-10 minutes of walking followed by light stretching of the leg muscles.
2. Utilizing a stop watch or watch, walk at a brisk pace for one minute; jog for one minute; and run for one minute. Repeat this cycle of walking, jogging and running six times or for a total of 18 minutes.
3. Finish by cooling down the leg muscles and the heart with 5-10 minutes of walking followed by light stretching of the leg muscles.
4. As you begin this workout routine you should set a personal goal to reduce the walking time and increase the jogging and run times.
5. Continue this workout until you are able to run the entire 18 minutes.

The push-up and sit-up test are intended to measure the dynamic strength or endurance of the recruit's upper body.

To prepare for the **Push-up**:

1. Begin by warming-up the heart with 5-10 minutes of walking followed by light stretching of the upper body muscles.
2. Assume the push-up position – body straight, elbows extended (not locked), hands slightly further than shoulder width apart – and perform one push-up by lowering the body to approximately three inches from the ground and then returning the body to the elevated position without locking the elbows. (Breath out during exertion.)
3. Repeat the above procedure and perform sets of two, three, four, and five push-ups. After completing the sets of five push-ups, rest until feeling sufficiently comfortable to resume.
4. Following a rest period, perform the sets of five, four, three, two, and one push-ups.
5. Finish by cooling-down the heart with 5-10 minutes of walking followed by light stretching of the upper body muscles.

To prepare for the **Sit-up**:

1. Sit-up exercises should be performed in conjunction with push-up exercises. With this in mind, the warm-up and cool-down phases will be accomplished in accordance with the format outlined above.
2. Assume the sit-up position – lying back down, knees slightly bent, feet flat on the floor (anchored either by a partner or by another device), hands placed beside the ears or across the chest (**avoid placing pressure on the neck**) – and perform one sit-up by raising the upper body to a vertical position then lowering the body to a position with the shoulder blades touching the ground. (Breathe out during exertion.)
3. Repeat the above procedure and perform sets of two, three, four, and five sit-ups. After completing the set of five sit-ups, rest until feeling sufficiently comfortable to resume.
4. Following a rest period, perform sets of five, four, three, two, and one sit-ups.

To prepare for the **300 Meter Run** a recruit should utilize an interval-training program. This program can be accomplished in any safe location by utilizing time intervals.

1. Measure a 300 meter (984.2 feet) running course.
2. Warm up leg muscles and heart with a 5 minute jog, followed by 20 walk lunges followed by light stretching of the leg muscles.
3. At a moderate pace (faster than a jog, slower than a full sprint) complete the course 2 times then walk it once.
4. Complete 4-5 300 meter sprints,  $\frac{3}{4}$  speed the first two, then full speed after that.
5. Finish by cooling down the leg muscles and the heart with 3-5 minutes of walking followed by light stretching of the leg muscles.

### **Other Recommendations and Reminders**

1. Do not begin a physical fitness or exercise program without first consulting with and receiving clearance from a physician.
2. The intensity and duration of exercise may be increased as the body adapts. In other words, as the ability to perform push-ups increases, the number of push-ups being performed should also increase.
3. Exercise three days a week and leave a day between each exercise session for the body to rest. In other words, exercise every other day (i.e. Monday, Wednesday and Friday). If however, participation in both cardio-vascular and a strength-training program is either necessary or desired, exercise events can be alternated throughout the week (i.e. Cardio-vascular training on Monday, Wednesday and Friday; Strength training on Tuesday, Thursday, and Saturday).
4. Use common sense to prevent unnecessary injury. If, for example, unusual soreness or pain results from exercise, rest until the soreness and/or the pain subsides.
5. A prudent diet should also be followed.
6. Keep yourself hydrated during exercise sessions.

The Physical Fitness Test costs \$15.00 paid at the oTECH Bookstore. Applicants must submit a completed physical and EKG **prior** to registering for the test at the Academy office. Applicants can retest in any failed area up to three times. The \$15.00 fee will be charged for each retest.





## OVERVIEW OF APPLICATION PROCESS

*Use this sheet to organize your application progress.*



1.	Complete entire academy application leaving no questions blank or unanswered.
2.	Get a lifetime driving history for all licenses held in any state in the last ten years.
3.	Locate personal original documents as listed on bottom of page 10--Required Documents.
4.	Make an appointment with the CJAO Program Advisor for application submission and interview.
5.	Make online application to oTECH at osceolatechnicalcollege.com including uploading of residency documents.
6.	Dress professionally for application submission appointment.
7.	<b>STOP</b> – ONLY Accepted Applicants move forward to step 8.
8.	Pay \$25 CJAO Application Fee.
9.	Consult with CJAO Program Advisor to set up oTECH Financial Aid Appointment, if interested.
10.	Schedule/take the Criminal Justice Basic Abilities Test for LEO. Submit scores to CJAO Program Advisor. <i>(3 test attempts maximum)</i>
11.	Schedule a polygraph appointment as instructed in the Applicant Instruction Guide.
12.	Complete fingerprinting as instructed in the Applicant Instruction Guide.
13.	Pay for national records search as instructed in the Applicant Instruction Guide.
14.	Schedule physical/EKG/CJSTC 75 Form/Drug Screening as instructed in the Applicant Instruction Guide.
15.	Schedule, register, and take the physical fitness test, PFT <i>(3 test attempts maximum)</i> .
16.	Attend announced Orientation Date – Professional Dress Required!
17.	Order ALL Uniform Items – Uniforms are required on the 1 <sup>st</sup> day of school!
18.	Registration – Pay Initial Enrollment Fees Due for Term (based on Assigned Registration Date).

The CJAO Program Advisor can be reached at (407) 518-5445 or via email at: [Nancy.Goyette@osceolaschools.net](mailto:Nancy.Goyette@osceolaschools.net).

Feel free to make contact with the Academy office if you have questions or concerns about your application progress.



**OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS**  
**Criminal Justice Academy of Osceola**  
 501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445

*For Office Use Only*

Full-Time LEO \_\_\_\_\_

Part-Time LEO \_\_\_\_\_

Firefighter LEO \_\_\_\_\_

Auxiliary LEO \_\_\_\_\_

Printed Name of Applicant \_\_\_\_\_ Date of Application Submission \_\_\_\_\_

# APPLICATION

## Personal History

Print all responses clearly and legibly.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Street Address \_\_\_\_\_ Apt. or Lot # \_\_\_\_\_ Name of Complex \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(Area Code) Cell Phone \_\_\_\_\_ (Area Code) Business Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security Number \_\_\_\_\_  Are you a U.S. citizen?  Yes  No

City of Birth \_\_\_\_\_ County of Birth \_\_\_\_\_ State of Birth \_\_\_\_\_ Country of Birth \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Hair Color \_\_\_\_\_ Eye Color \_\_\_\_\_

List all names (real and nicknames) you have used \_\_\_\_\_

Emergency Contact Full Name \_\_\_\_\_ (Area Code) Business Phone \_\_\_\_\_ (Area Code) Home Phone \_\_\_\_\_

**List four (4) personal references you have known for at least one (1) year. Two must be neighbors who live in the area in which you reside. Do NOT list current or former employers or any relatives.**

Personal Reference #1 (Acquaintance) \_\_\_\_\_ Street Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_ (Area Code) Phone \_\_\_\_\_

Personal Reference #2 (Acquaintance) \_\_\_\_\_ Street Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_ (Area Code) Phone \_\_\_\_\_

Personal Reference #3 (Neighbor) \_\_\_\_\_ Street Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_ (Area Code) Phone \_\_\_\_\_

Personal Reference #4 (Neighbor) \_\_\_\_\_ Street Address \_\_\_\_\_ City/State/Zip Code \_\_\_\_\_ (Area Code) Phone \_\_\_\_\_

Additional Comments you wish to have considered regarding your application: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Required Documents

**Photocopies made by you will not be accepted. – Note: foreign, non-public, and/or unaccredited high school diplomas require the Registrar's review and approval prior to Academy admittance and may require submission of sealed transcripts for evaluation. This review is not a substitute for education verification conducted by an agency for employment and certification purposes.**

- The applicant must submit the following original documents:
1. Birth Certificate or Naturalization Certificate G-641
  2. Social Security Card
  3. Valid Driver's License
  4. High School Diploma or GED Equivalency
  5. Military Discharge Certificate DD-214 Long Form (if applicable)
  6. Marriage License (if legal name change occurred)
  7. Adoption/Legal Name Change Court Documentation (if (applicable))
  8. Lifetime Driving History Transcript

**NOTE:**  
 It is the applicant's responsibility to provide all requested documentation prior to submitting an application to the Criminal Justice Academy of Osceola at oTECH. Applications cannot be accepted until all documentation is submitted.

DO NOT WRITE IN THIS AREA

\$25.00 APPLICATION FEE DUE AT TIME OF SUBMISSION

\_\_\_\_\_  
 (Staff Initials/Date) Reviewed and Approved for Continued Processing.

# Employment History

Chronologically list below each and every place you've been employed in the past ten (10) years starting with the most recent. OMIT NONE. Include any periods of unemployment. Give complete information and if there is insufficient space, use additional paper. Supply Month/Year for each employment Start and End Date.

<b>Employer #1</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #2</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #3</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #4</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #5</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #6</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #7</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #8</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #9</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #10</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #11</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

<b>Employer #12</b>	Position Held	Start Date	End Date	Reason for Leaving
Complete Street Address	City	State	Zip Code	(Area Code) Phone Number

1.  Yes  No Do you have any objections to our contacting your current employer?
2.  Yes  No Were you ever discharged, terminated, fired or asked to resign from employment?
3.  Yes  No Were you ever subjected to disciplinary action in connection with any employment?
4.  Yes  No Have you ever submitted an application to any law enforcement agency or law enforcement academy (City, County, State, or Federal)?
5.  Yes  No Were you ever rejected or terminated by any law enforcement training school or academy?

Explain **Yes** responses to questions #1-5 here: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Education

**List the name and complete address of the school where you received your High School Diploma or GED Certificate.**

Name of High School	Street Address	City	State	Year Grad.
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\_\_\_\_\_  
 List Post-Secondary Institutions Attended for College Credit

\_\_\_\_\_  
 List All Degrees and Certifications

## Military Service

**Applicants who have never served in any branch of the armed forces will be required to sign a Non-Military Service Declaration.**

6.  Yes  No Have you ever served in any branch of the Armed Forces of the United States? What Branch? \_\_\_\_\_
7.  Yes  No Are you now in the Reserve Forces or National Guard? Rank \_\_\_\_\_ Service Branch \_\_\_\_\_
8. List dates of active military service:  
 FROM \_\_\_\_\_ TO \_\_\_\_\_ Rank \_\_\_\_\_ Service Branch \_\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_ Rank \_\_\_\_\_ Service Branch \_\_\_\_\_  
 FROM \_\_\_\_\_ TO \_\_\_\_\_ Rank \_\_\_\_\_ Service Branch \_\_\_\_\_
9. List ALL separations or discharges from the military (Honorable, Dishonorable, Honorable Conditions, Medical, etc.) \_\_\_\_\_  
 \_\_\_\_\_
10.  Yes  No Were you ever court-martialed, tried on charges, or given non-judicial punishment under Article 15?
11.  Yes  No Were you ever Medically Discharged or Other than Honorably Discharged?  
 Explain **Yes** responses to questions #10-11 here: \_\_\_\_\_  
 \_\_\_\_\_

## Financial History

12.  Yes  No Are you now or have you ever been the subject of a small claims or civil court action?
13.  Yes  No Have you ever filed for bankruptcy?
14.  Yes  No Have you ever had credit cards or charge accounts cancelled by a creditor due to inability to pay debt?
15.  Yes  No Are you delinquent in making any payments to creditors at this time? This includes student loans, house foreclosures, personal loans, child support payments, and credit/charge cards.

Explain **Yes** responses to questions #12-15 here. List the names of outstanding debtors as well as what arrangements have been made with credit provider(s) to pay outstanding balances in full.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Criminal History

**READ CAREFULLY! If you answer YES to any questions numbered #16-23, you must attach a FULL EXPLANATION in your own words on a separate sheet of paper and it must be signed and dated before your application will be considered. A meeting with the Academy Director will be required.**

16.  Yes  No Have you ever received a Notice to Appear, been arrested, charged, convicted, pled nolo contendere, or pled guilty to any violation (including as a juvenile) whether the record was sealed or expunged?
17.  Yes  No Have you ever been **arrested** or **charged** with **any** felony and/or misdemeanor?
18.  Yes  No Have you ever been arrested or charged specifically with **Domestic Violence** even if the charges were dropped?
19.  Yes  No Have you ever been **convicted** of any felony and/or misdemeanor?
20.  Yes  No Have you ever been convicted of a misdemeanor involving moral turpitude, false statements, perjury, or domestic violence?
21.  Yes  No Are you now or have you ever been a member of a gang or any association that engages in criminal activity?
22.  Yes  No Have you ever been given a polygraph examination by a law enforcement agency for any reason?
23.  Yes  No Have you ever taken anything from an employer without proper permission?

Explain **Yes** responses to questions #16-23 here: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Drug Use History

Indicate below if you have ever **TRIED, USED, or EXPERIMENTED** with any of the following drugs.

			Total Times	Date Last Used				Total Times	Date Last Used
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Marijuana	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	MDMA (Ecstasy)	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Hashish	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Rohypnol (Ruffies)	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Cocaine	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Ketamine (Special K)	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Crack Cocaine	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	GHB	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Opium	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Methamphetamine	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Heroin	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	PCP	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Barbiturates	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mescaline	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Downers	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Inhalants (Poppers)	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amphetamines	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Glue Sniffing/Huffing	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	LSD	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Steroids	_____	_____
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Mushrooms	_____	_____	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Other _____	_____	_____

24. When was the last time you were around someone using illegal drugs? \_\_\_\_\_
25.  Yes  No Have you ever purchased any illegal drugs?
26.  Yes  No Have you ever sold any illegal drugs (including marijuana) or acted as a middle man in a drug deal?
27.  Yes  No Have you ever carried, transported, or distributed any illegal drugs?
28.  Yes  No Do you have any additional information or knowledge, in addition to that specifically asked in the preceding questions, which may be relevant directly or indirectly to conducting the background investigation to determine your eligibility for certification as a law enforcement officer?

Explain **Yes** responses to questions #24-28 here \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# Driving History

**All applicants must supply a lifetime Transcript of Driver Record from each state in which a driver's license has been held.**

29.  Yes  No Do you currently have a valid driver license?  
 List Issuing State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Driver License Number \_\_\_\_\_
30.  Yes  No Have you ever had a driver license issued from another state? If yes, list Issuing State \_\_\_\_\_ Year \_\_\_\_\_
31.  Yes  No Has your driver license ever been suspended or revoked? If Yes, explain \_\_\_\_\_
32.  Yes  No Have you ever been involved in a traffic accident? If Yes, how many? \_\_\_\_\_ How many were your fault? \_\_\_\_\_
33.  Yes  No Have you received 3 or more moving traffic violations in the past 3 years?
34.  Yes  No Have you received any traffic citations in the last 5 years? (List below—do not leave blank if you have received citations during this time)

List ALL moving traffic violations in the last 5 years. If there is insufficient space, use additional paper.

Date Violation Occurred	List Violation	County and State	Court Disposition (see below*)
#1 _____	_____	_____	_____
#2 _____	_____	_____	_____
#3 _____	_____	_____	_____
#4 _____	_____	_____	_____
#5 _____	_____	_____	_____
#6 _____	_____	_____	_____
#7 _____	_____	_____	_____
#8 _____	_____	_____	_____
#9 _____	_____	_____	_____

\*Paid Fine/Dismissed in Court/Attended Traffic School

=====

**Do NOT Write Below This Line // Return to Academy for Notarization**

## **AFFIDAVIT**

I, \_\_\_\_\_, do solemnly swear and affirm that the following information is true and correct to the best of my knowledge.

I have never been convicted of a misdemeanor crime of Domestic Violence, under State or Federal law, involving the use or attempted use of physical force or threatened use of a deadly weapon, excluding any convictions that have been expunged or otherwise set aside or pardoned.

STATE OF FLORIDA  
 COUNTY OF OSCEOLA

\_\_\_\_\_  
 Signature of Applicant

\_\_\_\_\_  
 Date

I, \_\_\_\_\_, do hereby affirm and declare that the information contained in this application to the Criminal Justice Academy of Osceola at Osceola Technical College is true and correct; and understand that false, misleading, or exaggerated statements made on this document may cause immediate disqualification for entry into the Academy.

**Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,**

**By \_\_\_\_\_ who is personally known/or who produced identification. Type of identification produced \_\_\_\_\_.**

\_\_\_\_\_  
 Signature of Notary Public

\_\_\_\_\_  
 Print, Type, or Stamp Commissioned Name of Notary Public

**OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS**  
 Criminal Justice Academy of Osceola  
 501 Simpson Road • Kissimmee, FL 34744





**OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS  
Criminal Justice Academy of Osceola**

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

**AUTHORITY FOR RELEASE OF INFORMATION**

I hereby authorize any authorized representative of the Criminal Justice Academy of Osceola to obtain any information pertaining to my employment, credit history, education, attendance, residence, academic achievement, personal information, medical records, work performance, background investigations, polygraph examinations, any and all internal affairs investigations or disciplinary records, including any files that are deemed to be confidential and/or sealed.

I hereby direct you to release such information upon request of the bearer, whether in person or by correspondence. I further authorize the bearer to make copies of these records. This release is executed with full knowledge and understanding that the information is for the official use of the Criminal Justice Academy of Osceola.

Consent is granted for the Criminal Justice Academy of Osceola to furnish such information as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A copy of this form will be as effective as the original.

_____	_____	_____	_____
Printed Last Name	First Name	Middle Name	Maiden Name
_____		_____	_____
Street Address		Apt. or Lot #	Name of Complex
_____	_____	_____	_____
City	State	Zip Code	Last Four Digits of Soc. Sec. Num.
_____			
Date of Birth			

=====

***Do NOT Write Below This Line // Return to Academy for Notarization***

**AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF OSCEOLA

\_\_\_\_\_  
Applicant's Signature Date

**Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,**

**By \_\_\_\_\_ who is personally known/or who produced identification. Type of  
identification produced \_\_\_\_\_.**

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public



**OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS  
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**FINGERPRINT PROCESSING AND  
CRIMINAL RECORD RESULTS**

Training schools that offer a Commission-approved Basic Recruit Training Program for law enforcement, correctional, or correctional probation officers will conduct a criminal history background check of an applicant prior to entrance into such Basic Recruit Training Program. Results of the NCIC/FCIC background check will be maintained in a secured location at the training school until such time as the Florida Department of Law Enforcement conducts an audit of student records. At audit conclusion, they shall be destroyed.

If a criminal history record that could preclude employment pursuant to Section 943.13(4), F.S. is received from the FBI or FDLE, the training center shall obtain and maintain in the student's file, supporting documentation from the court that the final disposition of the case has been resolved and the applicant is eligible for employment, pursuant to Section 943.13(4), F.S.

A felony conviction automatically disqualifies an applicant to attend the Criminal Justice Academy of Osceola. The perpetration of an act that would constitute any of the following misdemeanor or criminal offenses whether criminally prosecuted or not will also serve as an automatic disqualifier for admittance to the Criminal Justice Academy of Osceola.

316.193	784.05	800.03	817.235	831.31 <sup>(1)(b)</sup>	843.03	914.22
327.35	784.046(15)	806.101	817.49	832.05	843.06	934.03
365.16 <sup>(1)(c)(d)</sup>	790.01	806.13	817.563	837.012	843.085	944.35
414.39	790.10	810.08	817.565	837.05	847.011	944.37
741.31	790.15	810.14	817.61	837.055	856.021	944.39
784.011	790.27	810.145	817.64	837.06	870.01	
784.03	794.027	812.014	827.04	839.13	893.13	
784.047	796.07	812.015	828.12	839.20	893.147	
784.048	800.02	812.14	831.30	843.02	901.36	

Additionally, the perpetration of an act in any jurisdiction other than the State of Florida, which if committed in the State of Florida would constitute any of the offenses listed in this rule section, disqualifies applicants for admittance.

**Criminal records that have been sealed or expunged, whether disclosed to the training center or withheld from our knowledge, must also meet the standards listed above. If the applicant/student has a sealed or expunged record they have not disclosed to the training school, the student may complete the training but may not be eligible for employment or appointment as a criminal justice officer.**

I understand that my application to the Criminal Justice Academy of Osceola could be disqualified for Academy admittance **and** future employment consideration because of my failure to disclose the existence of sealed or expunged records that do not meet Florida's standards for Good Moral Character pursuant to Section 943.13 F.S.

===== **Do NOT Write Below This Line // Return to Academy for Notarization** =====

**AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF OSCEOLA

Applicant's Name \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,**

**By \_\_\_\_\_ who is personally known/or who produced identification. Type of  
identification produced \_\_\_\_\_.**

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public



**OSCEOLA TECHNICAL COLLEGE – KISSIMMEE CAMPUS  
Criminal Justice Academy of Osceola**

501 Simpson Road • Kissimmee, FL 34744 • (407) 518-5445 • Fax (407) 962-5265

## MILITARY DECLARATION

***This document must be completed in the presence of a Notary Public.***

Printed Name \_\_\_\_\_

Last Four Digits of Social Security # \_\_\_\_\_

I do hereby affirm and declare that I have never been in any branch of the United States Military in any capacity.

I understand that any false or misleading statements regarding an undisclosed military service history will disqualify my application and/or enrollment to the Criminal Justice Academy of Osceola.

***DO NOT complete or sign this form prior to meeting with the Academy Training Coordinator.***

\_\_\_\_\_  
Signature/Affiant

=====

***Do NOT Write Below This Line // Return to Academy for Notarization***

### **AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF OSCEOLA

**Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,**

**By \_\_\_\_\_ who is personally known/or who produced identification. Type of  
identification produced \_\_\_\_\_.**

\_\_\_\_\_  
Signature of Notary Public

Notary Public Stamp

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public



## **Criminal History Record Check APPLICANT WAIVER AGREEMENT AND STATEMENT**

***This form shall be completed and signed by every applicant  
for non-criminal justice purposes.***

I hereby authorize the Criminal Justice Academy of Osceola (CJAO) at Osceola Technical College to submit a set of my fingerprints to the Florida Department of Law Enforcement (FDLE) for the purpose of accessing and reviewing Florida and national criminal history records that may pertain to me. I understand that I would be able to receive any national criminal history record that may pertain to me directly from the Federal Bureau of Investigation (FBI), pursuant to Title 28, Code of Federal Regulations (CFR), Sections 16.30-16.34 and that I could then freely disclose any such information to whomever I choose.

I understand that my fingerprints may be retained at FDLE and the FBI for the purpose of providing any subsequent arrest notifications. I understand that upon request you may provide me with a copy of the criminal history record report, if any, you receive on me, and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I am aware that procedures for obtaining a change, correction, or updating of the FDLE or FBI criminal history are set forth in F.S. 943.056 and Title 28, CFR, Section 16.34. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as a student applicant to the Criminal Justice Academy of Osceola.

***DO NOT complete or sign this form prior to meeting with CJAO Staff.***

=====

***Do NOT Write Below This Line // Return to Academy for Witnessing***

### **ATTESTMENT**

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date of Birth \_\_\_\_\_

Street Address \_\_\_\_\_

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

Zip Code \_\_\_\_\_ Cell Phone \_\_\_\_\_

CJAO Staff Printed Name \_\_\_\_\_

CJAO Staff Signature \_\_\_\_\_