



# Instructions for Completing the Iowa Department of Public Safety Application

## Helpful Tips Before You Get Started

- When in doubt about listing something, it is always better to list it than to leave it out.
- The entries you make on the DPS application are those that apply at the time of submission (address, employment, education, citizenship).
- Leaving any item blank or entering “unknown” or “N/A” when the information can be easily obtained may result in rejection of your application.
- Please use “N/A” on any questions or sections that do not apply.

If you still have questions after thoroughly reading these instructions, please call Shannon Hedges at (515)725-6279

## Instructions for Completing DPS Form 80

### PAGE 1

#### **Positions For Which You are Applying:**

Please check ALL positions for which you are interested in applying. You may apply for more than one position.

#### **Personal History and Contact Information:**

- Please fill out all boxes in the Personal History and Contact Information Sections. Please be sure to fill out as accurately as possible and include all dates.
- You will need to ensure that you enter your driver’s license information including DL number, current DL state, all states in which you have been issued a DL.
- If you have a passport, you will need to enter the passport number along with locations traveled in box M.

#### **Contact Information:**

Please fill out all information requested.

## PAGE 2

### Education Record:

**\*\*Please note- you will be required to provide high school transcripts as well as OFFICIAL college transcripts from every school that you attended.**

### High School:

- Check the pertinent box for highest grade completed.
- Check box for high school diploma or equivalent.
- Complete the required information including High School Name, Address, Dates Attended and Date Graduated. **You must list all high schools that you attended.**

### College/University:

- Circle the number of years completed.
- Complete the required information including School and Location, Dates Attended, Credit Received, Field of Study and Type of Degree. **You must list all schools attended.**

If you did not attend college, please enter "N/A".

Please move on to the next section and complete questions a- f. If any of the questions do not apply then please enter "N/A".

### Internships:

Please enter all applicable information. If you did not complete an internship, please enter "N/A".



## PAGE 3

### Residence History:

- Please list all residence history for the last ten years. Include addresses while attending school if away and all military addresses including any off military base.
- Please list addresses in chronological order.
- Please use a separate sheet of paper if you run out of space.

### Financial Record:

Please enter all applicable information.

### Court Record:

#### Box A

Please answer YES or NO to the following question:

- Have you ever been arrested or charged with any violation including traffic citations but not parking tickets?
- If yes, please list all such matters even if the matter was resolved by way of deferred prosecution, judgement or sentence).
- If you have not had any arrests, charges or violations, please check the "no" box.

#### Box B

Please answer YES or NO to the following question:

- Has any member of your immediate family, i.g.; spouse, other adults residing with you, ex-spouse, parents, brother, or sister ever been arrested for any criminal offense other than traffic?
- If yes, please list in the space provided.

#### Box C

Please answer YES or NO to the following question:

- Have you ever been a plaintiff or defendant in any court action (including divorce)?
- If yes, please give the date, place, court names of parties involved, nature of action and final disposition.

**Selective Service/Military Record:**

- Please answer question “a.”
- If the answer is NO, please move on to the Organization Membership/Volunteer Activities/ Employment Section.
- If the answer to question “a” is YES, then please continue to answer the applicable questions.
- Please be sure to answer all questions.
- If a question does not apply; please enter N/A and move to the next question.

**Organization Membership/Volunteer Activities/Employment:**

- Please answer question “a.”
- If the answer is “no” please move on to page 5.
- If the answer is “yes” please list all volunteer activities including volunteer fire fighting, police or sheriff reserve and civic activities.

**Employment:**

- Please list your work experience beginning with your most recent employment. Include all summer and part- time employment in addition to jobs held as a teenager.
  - If unemployed for any period of time, please indicate the dates in which you were unemployed.
  - If you do not recall the name of a supervisor, work address, phone number, etc. please note this on the application.
- Please use a separate sheet of paper if you run out of space.

You will need to enter information for the following relatives:

- a) Father
  - b) Mother
  - c) Spouse
  - d) Children
  - e) Others (brothers, sisters, step parents, step- brothers, step- sisters, ex- spouse, in-laws, other adults that may reside with you)
- Please provide the complete name, including middle name and complete address. **Please refrain from using initials for the middle name field.**
  - Please fill out all requested information.
  - If any sections do not apply, please enter N/A and move on to the next section.
  - Please be sure to answer the last question in the section: Do you have any relatives or friends currently employed with the Iowa Department of Public Safety.
  - If the answer is no, move on to the next section.
  - If the answer is yes, please list the name of the employee, your relationship to the employee and the division in which they work.

**References:**

Please list three references (cannot be relatives, present employers or school teachers) whom you have known well for the last five years. If the reference is retired, please list their former occupation. **All three boxes must be filled out in their entirety.**

**Three Social Acquaintances:**

Please list three social acquaintances. If the reference is retired, please list their former occupation. **All three boxes must be filled out in their entirety.**

**Authorization For Release of Personal Information**

- Please enter your full name in the required box.
- Please enter your name in the "Signature of Applicant" box at the bottom of the form.
- Enter the date in which you complete the form.

**DPS Applicant Survey**

- The DPS Applicant Survey is an optional form. To evaluate the success of our EEO/AA program, we must collect information about our job applicants. The information collected is only used for program evaluations and reporting requirements.
- There are two sections to the form.
  - Answer questions A-H.
  - After answering the questions, please return to the top of the page. You will enter your number for question A in the box labeled A.
  - Please continue to enter the correlating answers with the correct box until completed.

**Question H**

- Please indicate below how you first became aware the Iowa DPS was hiring.
- Please put an "X" in the box that correlates how you first learned about the position.
- If you were referred by a current DPS employee please enter their name under in Box 1.
- If you have multiple referral sources, please select all applicable boxes.

**Once all sections of the application are completed, please submit your application and move on to DPS Form 81.**

**Credit History Disclosure Authorization and Consent Form**

- All information must be filled out in its entirety.
- Please check the box next to "I understand my credit report will be pulled from TransUnion and wish to receive a copy of the Credit Report from TransUnion directly. (California, Oklahoma, Minnesota residents only).

# Instructions for Completing DPS Form 81

## Page 1

- Please fill out all boxes in the first section of the form. Please be sure to fill out as accurately as possible; each box must be filled out in entirety.
  - After the statement labeled “Attention”; please answer the five yes or no questions. All questions must be answered. Please read each question thoroughly.
- You must meet the DPS minimum hiring qualifications in order to be considered for employment. Please review the minimum hiring qualifications (last page of this document) in order to ensure that you qualify. If you meet the minimum hiring qualifications, please check the box next to the statement “I have met all of the DPS minimum hiring qualifications”.

## Page 2 - DPS Applicant Survey

This form allows us to evaluate the success of our EEO/AA program.

Information collected is used only for program evaluations and reporting requirements. This form is optional.

If you chose to complete the survey, please enter the number of your response to each question under the corresponding box at the top of the page.

Example:

- A. What is your gender?
  - a. 1. Female

Then enter “1” under box A Gender at the top of the page

## Pre-Employment Questionnaire

- Please read through the instructions on the page.
- You must initial each box at the bottom of each page in order to be considered as turning in a complete application.
- Answer each question honestly and thoroughly.

## Pages 3-15

- Please read each question thoroughly and enter your response.
- If the questions requires an explanation please include it in the provided box.
- Please remember to initial each page in the provided box.
- You will be required to enter a signature on page 15. Please sign and date the form (you may do this electronically) and then continue to initial the page within the provided box.

## Page 16-17

The questions in this section only need to be completed if you are a CURRENT OR FORMER Law Enforcement Officer/Firefighter or Public Safety Personnel.

***PLEASE  
NOTE:  
Even if you  
are not  
required to  
answer the  
questions  
on this form,  
you still  
need to sign  
and date the  
form in the  
required  
box at the  
bottom of  
page.***