Dear Applicant –

As you will be moving forward within the Hiring Process, you must now complete the online Pass 2 Questionnaire, also known as the Confidential Questionnaire. The Delaware State Police conducts background investigations on all potential employees, inquiring into their suitability for employment. The information requested in the Pass 2 Questionnaire is necessary in order to conduct that investigation.

The accuracy and thoroughness of your responses to the questions contained within the Pass 2 Questionnaire are vital. The omission of information, or indications of deception, will not be tolerated; and in all probability will result in your removal from this and future employment processes with the Delaware State Police. Individuals who are less than honest and forthright will not be considered for employment. The information provided will be verified during both the Polygraph Examination and Background Investigation.

You will be receiving an email from the JobAps system inviting you to log back into your account and complete the Pass 2 Questionnaire. For your convenience, a hyperlink to the Online Employment Center of JobAps will be included within that email. You will have fourteen (14) days from the exact moment that you receive the email to complete the questionnaire, after which time the system will revoke your access and you will be unable to add and/or amend your responses.

To assist you with this process, please see the attached “Pass 2 Instructions” sheet attached to this letter for frequently asked questions, common mistakes, and additional important information.

If at any point throughout the remainder of the selection process your answers included within the Pass 2 Questionnaire change, or you need to update the information, please email dsprecruiting@delaware.gov with those changes so that we can attach the new information with your application.

Thank you for your interest in the Delaware State Police, and we wish you the best with your hiring process.

Regards,

Captain Jon F. Wood
Director of Human Resources
Delaware State Police
Trooper Candidate
Pass 2 Questionnaire Instructions

1. All questions must be answered completely and accurately. Incomplete and/or vague responses will not be accepted and may result in your removal from the selection process. Several areas within the Pass 2 will require you to obtain information from other people such as contact information (i.e. address, phone number, email address, etc.) – utilizing “N/A” (not applicable) will not be accepted within these areas.

2. **Required Documents** – The following documents must be uploaded into the Pass 2 Questionnaire at the time of submission. These documents must be uploaded in a PDF format, and must be scanned via a computer scanner. Photographs of these documents will **not** be accepted and may result in your removal from the selection process.
   a. Birth Certificate
   b. DD-214 (Military Personnel Only)
   c. Driver’s License
   d. Naturalization Papers (If applicable)
   e. Social Security Card

3. **Previous Dating Partners** – In the eyes of the Delaware State Police, “Previous Dating Partners” are defined as any person with whom you had a romantic, intimate, or dating relationship, regardless of the length of your association. In other words, whether the relationship lasted several years, or just minutes, you MUST list that person within this section. It is understandable that you may not have all of the requested pieces of contact information for all parties listed, however it is expected that you make every effort to identify and list these persons. As a last resort, you should list a description and/or any information possible that you know about the person within the additional information section ONLY if you are unable to obtain the persons pedigree information through exhaustive efforts.

4. **Immediate Family Members** – Regardless of whether you have a current relationship with your immediate family members, you must list them in the respective section within the Pass 2. This includes biological parents, biological siblings, step-parents, step-siblings, etc.

5. **Traffic/Collision History** – You are required to list any and all Traffic and Collision History to include verbal and written warnings. You must provide a detailed explanation into the events surrounding the incident and/or violation within the provided block.

6. **Criminal History** – All instances of official contact with Law Enforcement to include interviews, detention, interrogations, arrests, indictments, convictions, criminal summons, and citations are to be explained in detail within the Pass 2. If you are to require additional space, you should start a Word Document and provide a full description of each incident.

7. **Additional Space** – In the event you are to run out of space while answering questions, you should start a Word Document and include your responses there. Please make sure to include your name, and identify the question to which you are answering and email that document to dsprecruiting@delaware.gov when complete. You should reference your Word document within the Pass 2 where applicable.

8. **Confidentiality** – There are items within this document that you may not want anyone to know, and thus it should be completed in private. There have been incidents where applicants made the mistake of filling out the Pass 2 in the presence of a loved-one which resulted in them finding out previously unknown information and causing a domestic! Don’t let this happen to you – complete it in private!
9. **NOT Mobile Friendly** – JobAps is not yet Mobile Friendly, therefore you should be completing the Pass 2 using a computer, not a mobile device.

10. **Omissions/Falsifications** – When in doubt, put the information within the Pass 2. You will never be eliminated for providing too much information, but if you fail to include information that is later revealed, it will result in your removal from the selection process.

11. **Expungements** – All criminal charges, regardless of the class, must be expunged or pardoned prior to applicants being offered a Conditional Hire. The expungement and pardon process is extremely length and could take several months to be approved – you need to start this process NOW!

If you should need clarification or assistance regarding the questionnaire, please do not hesitate to contact us via email at dsprecruiting@delaware.gov or via phone at (302) 739-5980.