The following instructions are provided as a guide you in filling out the Personal History Form. **This form, which you are required to fill out, must be complete and detailed in all respects.** It is the basis for your background investigation, which will be conducted to determine your qualifications for the position for which you have applied. It is highly recommended that you save a copy. This form cannot be electronically transmitted. **Personal History Statement must be typed on single sided**

 **If you do not understand any part of the form, ask for assistance from the Background Investigation Personnel at**

**(714) 834-5311.** **When filling out the Personal History Statement Form please use Microsoft Word ONLY.**

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job. For example, being fired from a job or having an arrest record may not in itself be grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

**All zip codes, addresses (including city names), telephone numbers, and other pertinent information must be included** or the application cannot be processed in a timely manner. **All boxes must be filled in. If a question does not apply to you, enter “DNA” in the space provided.**

Please bring the following **original forms,** one set of copies and notarized authorization form to the appointment. The information will be verified and noted in your folder and the originals returned to you, at this time, except the official transcripts.

1. Birth Certificate **(Original or Certified Copy)** / Naturalization Papers / Resident Card
2. California Driver’s License

 **ON THE SAME PAGE, 2 COPIES**

1. Social Security Card
2. Proof of Current Automobile Liability Insurance **(Listing you as an Insured Driver)**
3. Dissolution of Marriage Verification (Child Custody Paperwork, if applicable)
4. Complete Bankruptcy Paperwork
5. High School, College Diploma and Official Transcripts. **(Sealed envelopes – DO NOT open)**
6. Selective Service / Draft Registration **(Males with birth dates after January 1, 1960)**
7. Veteran’s Discharge and DD-214 Form (Page four preferred) - to obtain Military records online, go to <http://www.archives.gov/veterans/military-service-records/>, then click on Launch the eVetRecs System
8. Most recent Performance Evaluations **(Last Two)**
9. California Department of Consumer Affairs License (i.e. LVN, RN, etc.)
10. Proof of Legal Name Change (Does Not Apply Towards Marriages)

To obtain your selective service verification, call 1-847-688-6888 or via the Internet at [www.sss.gov](http://www.sss.gov).

 **\*COLLEGE & HIGH SCHOOL TRANSCRIPTS ARE REQUIRED, ONLY IF YOU EARNED A COLLEGE DEGREE OR HS DIPLOMA \***

Sheriff’s Department, 320 N. Flower St. 4th floor,

 Santa Ana, 92703.

 **Parking will be at your own expense, no validation.**

To Whom It May Concern:

As a candidate for a position with the Orange County Sheriffs’ Department (“OCSD”), I am required to furnish information for use in determining my qualifications.

I hereby authorize and direct you, your organization, its custodian of records, and/or persons in your employ to furnish and release to any authorized representative of OCSD bearing this release, or any copy thereof, any and all information you have concerning me, including but not limited to: information pertaining to my employment, performance evaluations, attendance records, academic transcripts, degrees conferred, background investigations, local criminal history information, internal affairs investigations, disciplinary actions, polygraph results, eligibility for rehire, educational records, and/or any other information that you possess about me, including any and all files otherwise deemed confidential or privileged.

I hereby release, discharge, and exonerate you, your organization, its officers, agents, and assigns, from any liability or damages, whether in law or equity, for furnishing records in compliance with this authorization and request to release information. Truthful responses are protected, even if unsolicited, by the absolute privilege of California Civil Code §47. I also hereby waive any and all right and/or opportunity to review, inspect, and/or obtain OCSD’s background investigation report and/or any confidential information provided during the background investigation. This release shall be binding on my legal representatives, heirs, and assigns.

**This authorization to release my records is valid for one year from the date of signature.**

**I have had adequate time to review all the terms above, and I understand their meaning and purpose.**

**THIS RELEASE WILL EXPIRE ONE YEAR AFTER THE DATE OF SIGNATURE.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FULL NAME: |  |  | ADDRESS: |       |
|  | (Signature to be witnessed) |  |  |  |
| PRINT NAME: |       |  | CITY/STATE: |       |
|  |  |  |  |
| DATE: |       |  | TELEPHONE: |       |
|  |
|  |
| A notary public or other officer completing this certificate verifies only the identity of the individual who signed thedocument to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document. |
| State of California |  |
| County of |       |
| On |       |  before me, |       |  |
|  | (insert name and title of the officer) |
| personally appeared |       |  |
| who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.WITNESS my hand and official seal. |
| Signature |  | (Seal) |
|  |  |

I understand that I am authorizing an intensive investigation into my background for employment-related purposes. The investigation will include, for example, verification of any and all information contained in my application, background questionnaires, and/or any information supplied by me or others about me to the Orange County Sheriff’s Department (“OCSD”), review of documents from third parties, and contacting persons and/or organizations that have or may have information relating to me and my suitability for employment with the OCSD, as well as a search of public and private databases, including criminal justice and law enforcement databases such as COPLINK, LINX, C-ALL, DDEX, NDEX.

I understand that those persons and/or organizations that are contacted or otherwise provide information in the course of my background investigation may feel inhibited about furnishing information concerning my suitability for employment with OCSD unless confidentiality of their information can be guaranteed on a permanent basis. I further recognize that although some of the information in OCSD’s background investigation report could come from a public record or otherwise be accessible to me, this information may be inextricably interwoven with other confidential data to which I otherwise would not be privy. I understand that I will not be permitted to access or review information communicated by persons and/or organizations about my suitability for OCSD employment. I further understand that, except as required by law, I will not receive feedback about the conclusion of my background investigation except for notification that I “passed” or “did not pass.” In addition, I waive any and all rights to review and/or obtain the background investigation report and/or any information provided to OCSD during the background investigation. I also understand that truthful responses by current and former employers are protected, even if unsolicited, by the absolute privilege of California Civil Code §47.

Those persons contacted must be able to communicate freely and openly with a background investigator about my qualifications and suitability for employment without fear that their statements might subject them to liability or become known to me. Therefore, I exonerate, release, and discharge the person(s) contacted by OCSD or its representative(s), together with OCSD and the County of Orange, and their officers, agents, or assigns, from any claim for liability or damages of any kind, whether in law or in equity, on behalf of myself, my heirs, agents, or assigns, for their communications about my suitability for employment, and for any refusal to make available to me any confidential information contained in OCSD’s background investigation, including but not limited to the identity of any person or organization who may have supplied information in the course of this investigation, as well as the substance of any such information supplied which might identify that person, and from any other compliance with this authorization or attempts to comply with it.

 **I have had adequate time to review this form, and understand its meaning and purpose. If I do not understand the above terms, I will seek competent advice before signing.**

 ***SEE NEXT PAGE***

***CONTINUATION***

**THIS RELEASE WILL EXPIRE ONE YEAR AFTER THE DATE OF SIGNATURE.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SIGNATURE: |  |  | ADDRESS: |  |
| (Full Legal Signature) | (Signature to be witnessed) |  |  |  |
| PRINT NAME: |       |  | CITY: |       |
|  |  |  |  |
| DATE: |       |  | TELEPHONE: |       |
|  |
| A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document. |
| State of California |  |
| County of |  |
| On |  |  before me, |  |  |  |
|  | (insert name and title of the officer) |
| personally appeared |  |  |
| who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.WITNESS my hand and official seal. |
| Signature |  | (Seal) |
|  |  |

rev. 03/11/21

|  |  |
| --- | --- |
| INSTRUCTIONS: | All answers are to be typewritten on this form. Each question must be answered, leaving no blanks. If the question does not apply, enter “DNA” in the space provided for the answer. |
|  |  |
|  |  |

**PART I PERSONAL DESCRIPTION**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Legal Name | Last      | First      | Middle      |
| 2. Aliases-Nicknames (List all names you have ever been known by and the circumstances)      |
| 3. Date of Birth      | 4. Place of Birth (City, County, State)      | 5. Social Security Number      |
| 6. If a Naturalized Citizen, list the City, County and State where Naturalized.      |
| 7. Sex      | Age      | Height      | Weight      | Build (Light, Medium, Heavy)      | Complexion      | Hair      | Eyes      |
| 8. Scars, tattoos, or other distinguishing marks. Explain the type and location for each.      |  |  |

**PART II RESIDENCE INFORMATION**

|  |  |
| --- | --- |
| 9. Residence address (Number, Street, City, State, Zip Code) | [ ]  Own  |
|  | [ ]  Rent |
|  | [ ]  Visiting |
| List the telephone number(s) where you can be contacted. | E-mail Addresses: |  |
|       |       |  Residence |       |
| Hours you can be contacted:       | Hours you can be contacted:      | Business |       |
| 10. With whom do you live?       | Relationship       |
|  | Length of time at present residence: | Years       | Months       |

**PART III MARITAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| 11. Marital Status(Check one or more) | [ ]  Never Been Married[ ]  Divorced | [ ]  Married[ ]  Widowed | [ ]  Separated[ ]  Re-married |
| 12. Name of Present Spouse      | (First, Middle, Last Name)      | Age      | Date of Birth      |
| 13. Other names spouse has used      | Place of Marriage (City, County, State)      | Date of Marriage      |
| 14. Spouse’s Address if different than Applicant’s      | Area Code/Telephone Number      |
| 15. Spouse’s Employer’s Name and Address, Include Zip Code      | Hours During Employment      |
| 16. Spouse’s Position or Title      | Length of Time Spouse Employedby Present Employer       | Area Code/Telephone Number      |
| 17. If divorced or annulled, list prior marriages in order of occurrence(If additional space is needed, use the blank sheet following this page.)  |
| Name of Former Spouse      | Date of Birth      | Date of Marriage      Date of Divorce       |
| Last Known Address of Former Spouse (Include Zip Code)      | Area Code/Telephone Number      |
| Name of Former Spouse      | Date of Birth      | Date of Marriage      Date of Divorce       |
| Last Known Address of Former Spouse (Include Zip Code)      | Area Code/Telephone Number      |
| Amount of Child Support or Alimony Ordered $      | Have you ever been delinquent on payments?If yes, explain in detail on the blank sheet following. | [ ]  Yes[ ]  No |

Revised 1/28/21/YR ***PERSONAL – RESIDENCE – MARITAL*** PAGE 1 of 13

PLEASE START AT THIS END

 Use this sheet for additional space in answering questions from the previous page that require detailed information.

 Number each answer with the corresponding number from the question on the previous page.

 Should more space be necessary than is provided here, attach a white sheet of 8 ½” x 11” paper to this sheet.

**PART III MARITAL INFORMATION (Continued)**

|  |
| --- |
| 18. List below all children born to you, step-children, adopted children and other dependents, whether residing with you or not. |
| Name | Address(Number, Street, City, State, Zip Code) | Relationship | Date of Birth |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**PART IV RELATIVES**

|  |
| --- |
| During the course of the background investigation, persons who know you may be asked to comment upon your suitability for the position for which you applied. Inquiries will be confined to job-relevant matters. |
| 19. Please supply the appropriate information in the spaces provided below. If a category is not applicable, write in “DNA.” |
| Name | Address where person can be contacted(Number, Street, City, State, Zip Code) | Telephone where personcan be contacted |
| Father      | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell       |
| Mother      | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell       |
| Father-In-Law      | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell       |
| Mother-In-Law      | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell       |

|  |  |  |
| --- | --- | --- |
| Name | Address where person can be contacted(Number, Street, City, State, Zip Code) | Telephone where personcan be contacted |
| Brother(s) and Sister(s)      | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell       |
|       | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell       |
|       | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell      |
|       | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell      |
| Step-Father      | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell       |
| Step-Mother      | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell      |
| Step-Brother(s) and Step-Sister(s)      | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell      |
|       | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell      |
|       | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell      |
|       | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell       |

Revised 04/23/19 ***MARITAL – RELATIVES*** PAGE 2 of 13

**PART IV RELATIVES (Continued)**

|  |
| --- |
| Other relatives with whom you have a close personal relationship. |
| Name | Relationship | Address where person can be contacted(Number, Street, City, State, Zip Code) | Telephone where personcan be contacted |
|       |       | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell       |
|       |       | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell       |
|       |       | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell       |
|       |       | [ ]  Home        | [ ]  Home [ ]  Work [ ]  Cell       |
|       |       | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell       |
|       |       | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell       |
|       |       | [ ]  Home       | [ ]  Home [ ]  Work [ ]  Cell       |

**PART V EMPLOYMENT INFORMATION**

|  |  |
| --- | --- |
| 20. | Begin with the most recent job and list your work history for the past 5 years in chronological order. Include in sequence, all part-time jobs, periods of employment, periods of unemployment and military service. When listing military service, substitute for “Name and Address of Supervisor,” the name, rank, and addresses of the last commissioned officer who was your immediate commissioned superior, and substitute for the “Name and Address of Co-worker,” the name, rank, and address of a superior non-commissioned officer with whom you served. List each duty station with complete military address including unit designation. Do not duplicate the names of persons whom you listed as references. (For the purposes of this personal history statement, volunteer work should be included as employment.) |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Co-worker’s email address      |
| If a contact was made at this time with this employer,would it jeopardize your position? | [ ]  Yes[ ]  No | Comment:       |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Co-worker’s email address      |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone      | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Co-worker’s email address      |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Co-worker’s email address      |

Revised 04/23/19 ***RELATIVES – EMPLOYMENT*** PAGE 3 of 13

**PART V EMPLOYMENT INFORMATION (Continued)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Co-worker’s email address      |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone      | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone.      | Co-worker’s email address      |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone      | Co-worker’s email address      |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone      | Co-worker’s email address      |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone      | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone      | Co-worker’s email address      |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Co-worker’s email address      |
| From      | Employer’s Name      | Employer’s Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Local Law Enforcement Agency      |
| To      | Job Title      | Duties      | Reason for Leaving      | Hours Worked During Employment     [ ]  Full Time [ ]  Part Time  |
| Total Yrs      | Supervisor’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone       | Supervisor’s email address      |
|  | Co-Worker’s Name      | Residence Address (Number, Street, City, State, Zip)      | Area Code/Telephone      | Co-worker’s email address      |

Revised 04/23/19 ***EMPLOYMENT*** PAGE 4 of 13

**PART V EMPLOYMENT INFORMATION (Continued)**

|  |
| --- |
| 21. If you have no prior employment, please explain below. |
|       |
| 22. Have you ever been disciplined at work? [ ]  Yes [ ]  No If the answer is “Yes,” explain in detail below. *This includes written warnings, formal letters of counseling, reduction in pay, reassignment or demotion.* |
|       |
| 23. Were you ever discharged, fired, or forced to resign from any position of employment? [ ]  Yes [ ]  NoIf the answer is “Yes,” explain incident in detail below. |
|       |
| 24. List below all applications you have made with other law enforcement agencies. |
| Agency | Date Applied | Title or Position Applied For | Current Status of Application |
|       |       |       |       |
|       |       |       |       |
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Revised 04/23/19 ***EMPLOYMENT*** PAGE 5 of 13

PLEASE START AT THIS END

 Use this sheet for additional space in answering questions from the previous page that require detailed information.

 Number each answer with the corresponding number from the question on the previous page.

 Should more space be necessary than is provided here, attach a white sheet of 8 ½” x 11” paper to this sheet.

**PART VI COMMUNITY INFORMATION**

|  |
| --- |
| 25. List in chronological order every city or community in which you resided in the past 5 years.Begin with your present residence and work backwards. Include the state or territory applicable. |
| From | To | Address (Specify N, S, E, W, St, Dr, Pl, Ave, City and State) Include Zip Code | Name of Local Law Enforcement Agency | Person(s) lived with & Relationship |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
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|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**PART VII ARREST INFORMATION**

|  |  |
| --- | --- |
| 26. [ ]  Yes [ ]  No | Either as an adult or a juvenile, have you ever been detained for investigation, held on suspicion, questioned, fingerprinted or arrested by any law enforcement agency or military authority?Include arrests for which the record was sealed, expunged, dismissed or pardoned. |
| 27. [ ]  Yes [ ]  No | Were you ever required to appear before a juvenile court for an act that would have been a crime if committed as an adult? |
| 28. [ ]  Yes [ ]  No | Have you ever been reported to a law enforcement agency as a missing person or a runaway? |
| 29. [ ]  Yes [ ]  No | Have you ever been arrested (except for a citation) for any traffic violation? |
| 30. [ ]  Yes [ ]  No | Have you ever been placed on court probation as an adult? |
| 31. [ ]  Yes [ ]  No | While in the military service, were you ever the subject of any disciplinary action such as Court Martial, Captain’s Mast, office hours, company punishment or other? |
| **If the answer to any of the above questions is “Yes,” list the information requested below and use the blank sheet following to write a short narrative account of each.** |
| Date | Charge | Arresting or Detaining Agency | Disposition or Penalty |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| 32. [ ]  Yes [ ]  No  | Has any member of your immediate family ever been arrested or detained for a charge other than a traffic violation?If the answer is “Yes,” list the circumstances below. |
|       |
| 33. [ ]  Yes [ ]  No | Have you ever applied for a permit to carry a concealed weapon?If “Yes,” please provide the following information: |
| Permit Granted? [ ]  Yes [ ]  No | Date      | Name of Law Enforcement Agency      |
| Purpose      |

Revised 04/23/19 ***COMMUNITY – ARREST*** PAGE 6 of 13

PLEASE START AT THIS END

 Use this sheet for additional space in answering questions from the previous page that require detailed information.

 Number each answer with the corresponding number from the question on the previous page.

 Should more space be necessary than is provided here, attach a white sheet of 8 ½” x 11” paper to this sheet.

**PART VIII REFERENCE INFORMATION**

|  |
| --- |
| 34. List five references, other than relatives or past employers, who know you well enough to give information about you.  |
| Name (First, Middle, Last)      | Residence Address (Number, Street, City, State, Zip Code)      |
| Reference Email      | Area Code/Telephone      | Years Known      |
| Name (First, Middle, Last)      | Residence Address (Number, Street, City, State, Zip Code)      |
| Reference Email      |  Area Code/Telephone      | Years Known      |
| Name (First, Middle, Last)      | Residence Address (Number, Street, City, State, Zip Code)      |
| Reference Email      | Area Code/Telephone      | Years Known      |
| Name (First, Middle, Last)      | Residence Address (Number, Street, City, State, Zip Code)       |
| Reference Email      | Area Code/Telephone      | Years Known      |
| Name (First, Middle, Last)      | Residence Address (Number, Street, City, State, Zip Code)      |
| Reference Email      | Area Code/Telephone      | Years Known      |
| 35. List members of law enforcement agencies that you are acquainted with, type of relationship: (Relative, Close Friend, Neighbor, Co-Worker),and years known. |
| Name and Title      | Address (Number, Street, City, State, Zip Code)      | Area Code/Telephone       |
| Department      | Email      | Relationship      | Years Known      |
| Name and Title      | Address (Number, Street, City, State, Zip Code)      | Area Code/Telephone      |
| Department      | Email      | Relationship      | Years Known      |
| Name and Title      | Address (Number, Street, City, State, Zip Code)      | Area Code/Telephone       |
| Department      | Email      | Relationship      | Years Known      |

**PART IX FINANCIAL INFORMATION**

|  |
| --- |
| The management of personal finances is relevant to an individual’s qualifications for the position applied for. Therefore, please fill in the financial statement below. Be complete and accurate. The amount of indebtedness in itself will not be used in evaluating your qualifications, but rather the behavior exhibited in meeting your financial obligations. ***If the answers to any of the below questions are YES, explain in detail on the blank sheet following. Include dates, locations and other pertinent data*** |
| 36. Have you, your spouse or ex-spouses: |
|  [ ]  Yes [ ]  No | Ever had your wages attached? |
|  [ ]  Yes [ ]  No | Ever been a defendant to a small claims or other civil court action? |
|  [ ]  Yes [ ]  No | Ever had a judgment rendered against you? |
|  [ ]  Yes [ ]  No | Any immediate civil action pending against you? |
|  [ ]  Yes [ ]  No | Ever filed bankruptcy or been declared bankrupt? If YES, state Chapter Seven, Eleven or Thirteen. |
|  [ ]  Yes [ ]  No | Ever been refused credit? |
|  [ ]  Yes [ ]  No | Ever had any of your bills turned over to a collection agency? |
|  [ ]  Yes [ ]  No | Ever had any of your property repossessed? |
|  [ ]  Yes [ ]  No | Ever had a life, automobile, health or any other type of insurance policy cancelled or refused issuance? |
|  [ ]  Yes [ ]  No | Ever been delinquent in your taxes? |
|  [ ]  Yes [ ]  No | If employed by this department, do you anticipate any income other than your county salary?What:       Amount per month:       |
|  [ ]  Yes [ ]  No | Do you have any income other than your present salary?What:       Amount per month:       |
|  [ ]  Yes [ ]  No | Do you currently have collections? Amount:       |
|  [ ]  Yes [ ]  No | What is your total indebtedness? Amount:       |
|  |

Revised 04/23/19 **REFERENCE - FINANCIAL** PAGE 7 of 13

PLEASE START AT THIS END

 Use this sheet for additional space in answering questions from the previous page that require detailed information.

 Number each answer with the corresponding number from the question on the previous page.

 Should more space be necessary than is provided here, attach a white sheet of 8 ½” x 11” paper to this sheet.

 **PART X TRAFFIC INFORMATION**

|  |  |  |
| --- | --- | --- |
| 39. California Driver’s License Number      | Class of License      | Expiration Date      |
| 40. List below every Motor Vehicle Operator’s License you have possessed. Do not repeat above CDL number. |
| State | Number | Approximate Date of Issue | Approximate Expiration Date |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| 41. [ ]  Yes [ ]  No | Has your driver’s license ever been suspended, revoked, or have you received a warning notice from the state that issued your license? If the answer is “Yes,” explain below. |
|       |
| 42. List the total number of parking citations you have received.       |
| 43. List every citation you have received for a moving or equipment violation within the last 5 years. Also list any citations you have failed to appear on or that have gone to warrant. |
| Date | Charge | Department or Agency | Disposition or Penalty |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
| 44. List below the description of any vehicles you own or drive frequently and list your current liability insurance on those vehicles. |
| Year      | Make      | Model      | Body Style      | License Number      |
| [ ]  Insured  | Policy Number      | Expiration Date      |
| Insurance Company and Address      | Area Code/Telephone No.      |
| Year      | Make      | Model      | Body Style      | License Number      |
| [ ]  Insured  | Policy Number      | Expiration Date      |
| Insurance Company and Address      | Area Code/Telephone No.      |
| Year      | Make      | Model      | Body Style      | License Number      |
| [ ]  Insured  | Policy Number      | Expiration Date      |
| Insurance Company and Address      | Area Code/Telephone No.      |

Revised 04/23/19 **TRAFFIC** PAGE 8 of 13

**PART X TRAFFIC INFORMATION (Continued)**

|  |
| --- |
| 45. Have you been involved, as a driver, in a motor vehicle accident within the past 5 years? [ ]  Yes [ ]  No If Yes, give details for each accident. |
| Date      | Location      | [ ]  Injury [ ]  Non-injury |
| Police Investigation?[ ]  Yes [ ]  No | Name of Police Agency      |
| Date      | Location      | [ ]  Injury [ ]  Non-injury |
| Police Investigation?[ ]  Yes [ ]  No | Name of Police Agency      |  |
| Date      | Location      | [ ]  Injury [ ]  Non-injury |
| Police Investigation?[ ]  Yes [ ]  No | Name of Police Agency      |
| 46. If there is anything you wish to discuss about your driving record, please use the space below. |
|       |

Revised 04/23/19 ***TRAFFIC*** PAGE 9 of 13***PART XI MILITARY INFORMATION***

|  |
| --- |
| 47. List all enlistments in the armed forces of the United States. |
| Enlistment Date      | Branch of Service      | Unit (Tank Corps, Engineers, Medics, etc.)      | Service Number      |
| Discharge Date      | Highest Rank Attained      | Rank at Discharge      | Type of Discharge      |
| Total Service      | Length/Place of Overseas Duty      | Length/Place of Combat Duty      |
| Enlistment Date      | Branch of Service      | Unit (Tank Corps, Engineers, Medics, etc.)      | Service Number      |
| Discharge Date      | Highest Rank Attained      | Rank at Discharge      | Type of Discharge      |
| Total Service      | Length/Place of Overseas Duty      | Length/Place of Combat Duty      |
| 48. [ ]  Yes [ ]  No | Have you ever been the subject of any judicial or non-judicial disciplinary action?If Yes, give details below. |
| Approximate Date      | Branch of Service      |
| Explain Circumstances      |
| 49. If you received a discharge other than Honorable, a General Discharge under Honorable Conditions, or a Discharge Under Conditions other than Honorable, explain in detail below. |
|       |
| 50. List all medals and decorations awarded during military service. |
|       |
| 51. List all military specialties. |
|       |
| 52. [ ]  Yes [ ]  No | Have you ever served as a member of the armed forces of any nation other than the United States? If Yes, list the nation, branch of service, dates of service and rank held at time of discharge.  |
|       |

Revised 04/23/19 ***MILITARY*** PAGE 10 of 13

**PART XI MILITARY INFORMATION (Continued)**

|  |
| --- |
| 53. List your Military Reserve Status. [ ]  Active [ ]  Inactive [ ]  None |
| Branch of Service      | Unit      | Unit Address (Number, Street, City, State, Zip Code)      | Area Code/Phone No.      |
| Date of Enlistment      | End of Enlistment      | Rank      | Commanding Officer      |
| 54. List your Military Reserve obligations below.  |
|       |
| 55. [ ]  Yes [ ]  No | Have you ever asked for or received deferment from Military Service?If Yes, give board number, dates and full details below. |
|       |
| 56. If you have had no Military Service, give a brief explanation why. |
|       |

**PART XII EDUCATION INFORMATION**

|  |
| --- |
| 57. Check highest grade completed: [ ] 8 [ ] 9 [ ] 10 [ ] 11 [ ] 12 [ ] AA [ ] Bach [ ] Masters |
| 58. List all colleges and universities you have attended. Include post-graduate work. |
| Name of School | Complete Address (Number, Street,City, State, Zip) | Attendance Dates | Graduate | Major Degree or Units Earned  |
| From | To | Yes | No |
|       |       |       |       | [ ]  | [ ]  |       |
|       |       |       |       | [ ]  | [ ]  |       |
|       |       |       |       | [ ]  | [ ]  |       |
|       |       |       |       | [ ]  | [ ]  |       |
| 59. List every school (High School, Trade School, or Business College) that you have attended. Start with the one you last attended. |
| Name of School | Complete Address (Number, Street,City, State, Zip) | Attendance Dates | Graduate | Major |
| From | To | Yes | No |
|       |       |       |       | [ ]  | [ ]  |       |
|       |       |       |       | [ ]  | [ ]  |       |
|       |       |       |       | [ ]  | [ ]  |       |
|       |       |       |       | [ ]  | [ ]  |       |
|       |       |       |       | [ ]  | [ ]  |       |
|       |       |       |       | [ ]  | [ ]  |       |

Revised 04/23/19 ***MILITARY – EDUCATION*** PAGE 11 of 13

**PART XII EDUCATION INFORMATION (Continued)**

|  |
| --- |
| 60. If you have obtained a G.E.D. (General Education Development) High School Level Equivalent indicate your test scores (Standard Score) and U.S. Percentile. |
|  | Standard | U.S. Percentile |
| Correctness and Effectiveness of Expression |       |       |
| Interpretation of Reading Materials in Social Studies |       |       |
| Interpretation of Reading Materials in Natural Sciences |       |       |
| Interpretation of Library Materials |       |       |
| General Mathematical Ability |       |       |
|  Average |       |       |
| Where Taken      | From      | When Taken      |
| 61. [ ]  Yes [ ]  No Have you ever been expelled from any school? If Yes, explain below. |
| Name of School | Disciplinary Action Taken | Person Administering Action |
|       |       |       |
|       |       |       |
|       |       |       |
| 62. List all police training courses you have taken, i.e. Reserve Academy, P.C. 832 Course, etc. |
| Subject | Attendance Dates | TotalHours | Units/Credits | Grade | Instructor | School Name and Address (Number, Street, City, State, Zip) |
| From | To |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
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|       |       |       |       |       |       |       |       |
|       |       |       |       |       |       |       |       |
| 63. List any certificates or licenses of professional or vocational competence. |
|       |
|       |
|       |
| 64. [ ]  Yes [ ]  No Do you type using the regular Touch System? How many correct words per minute can you type using any system?        |

Revised 04/23/19 **EDUCATION**  PAGE 12 of 13

**XIII MISCELLANEOUS INFORMATION**

|  |
| --- |
| 65. In your own words, describe your use of intoxicating liquors, or present use of illegal drugs (which includes marijuana). Alcohol use should be described in terms of amount used in an average week. |
|       |
| 66. List any special awards you have received, honors that have been bestowed upon you, or qualifications you may possess which have not been mentioned. |
|       |
| 67. List any hobbies or any areas of interest not covered by this application. |
|       |
|  | I understand that any appointment tendered me will be contingent upon the results of a thorough character and fitness investigation, and I am aware any false statement made on this questionnaire will cause my name to be removed from the eligible list, or be cause for immediate dismissal if an appointment was made. |  |
|  | Date |  |  | Signed |  |  |  |
|  |  |  |  |  |  |  |

Revised 04/23/19 ***MISCELLANEOUS*** PAGE 13 of 13

PLEASE START AT THIS END

 Use this sheet for additional space in answering questions from the previous page that require detailed information.

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