

Personal History Statement



In Case of a Delay Police Contact the Los Fresnos Police Department at:

Phone: 956-233-4473

Fax: 956-233-3379

Web Address: www.lfpd.net

Street Address: 200 N. Brazil St. Los Fresnos TX. 78566

THIS APPLICATION MUST BE TURNED IN BY

Date/Time: _____

To: _____

Eligibility Standards for Beginning Position in the Los Fresnos Police Department

To be eligible to take an entrance examination for a beginning position in the Los Fresnos Police Department, the applicant must meet the following standards:

Age:

An applicant must be at least 21 years of age at the time of the entrance examination.

Education and Training:

The applicant must possess a high school diploma/GED, and at least one (1) of the following qualifications:

- An active Texas peace officer license, with less than a two year break in service prior to taking the entrance examination; or
- Has successfully completed a Basic Peace Officer's course and is eligible for licensing at the time of the entrance examination; or
- Successfully completed a minimum of 45 hours at an accredited college or university with at least a 2.0 grade average on a 4.0 grading system, or
- 24 months active military service with an honorable discharge.

Citizenship:

The applicant must be a United States citizen.

Character:

The applicant must be of good moral character.

General:

The applicant must not have been convicted or has ever been on court-ordered community supervision, probation, or deferred adjudication for any criminal offense of the grade of a Class B misdemeanor within the last 10 years from the date of the court order.

1. The applicant must not have been convicted or has ever been on court-ordered community supervision, probation, or deferred adjudication for any criminal offense **above** the grade of a Class B misdemeanor.
2. The applicant must not be currently under indictment for any criminal offense.
3. The applicant must not have ever been convicted of any family violence offense.
4. The applicant must not ever have been convicted at any time of a State jail felony or felony offense.
5. The applicant must not have been convicted of the offense of driving while intoxicated or driving under the influence of drugs within the twenty-four months prior to the examination or appointment.
6. The applicant must possess a valid Texas driver's license with an acceptable driving record and is not prohibited by State or Federal law from operating a motor vehicle.

Military History:

The applicant must not have been discharged from any military service under less than honorable conditions including specifically:

- a. under other than honorable conditions;
- b. bad conduct;
- c. dishonorable; or
- d. any other characterization of service indicating bad character.

Language:

The applicant must be able to read and write English.

To be eligible for appointment as a police cadet, police academy trainee, or patrol officer, the applicant must meet the following additional standards prior to appointment:

Psychological:

Following a conditional offer of employment, the applicant must be examined by a licensed psychologist, psychiatrist, or registered professional as selected by the City of Los Fresnos and be declared to be in satisfactory psychological and emotional health appropriate to the position of patrol officer.

Physical:

Following a conditional offer of employment, the applicant must be examined by a licensed physician approved by the City and declared able to perform the essential functions of the job; and the applicant is required to pass a drug screen.

Physical Agility:

The applicant is required to pass a physical agility test. The physical agility test is a validated test based on the specific job duties.

Certification:

The applicant must meet the minimum standard for licensing of a peace officer pursuant to the provisions of Texas Occupation Code, Chapter 1701, and the rules of the Texas Commission on Law Enforcement Officers Standards and Education. The employee is required to continue to meet all job standards to maintain employment.

Nepotism:

No individual may be considered for employment by the Police Department of the City of Los Fresnos who is related to a person already employed by such department pursuant to these Rules, Chapter 7. The Chief Executive may apply the nepotism prohibition in the case of other organizational and/or personal relationships when failure to do so would be detrimental to the City.

**Please attach copies of these documents if
they apply to you**

Birth Certificate

Naturalization Papers

Marriage License

Dissolution of Marriage Papers

G.E.D. Certificate

High School Diploma

High School Transcript

Collage Transcript

DD214/Military Discharge Papers

Copies of Certificates for Law Enforcement Classes Attended

Credit Report

When turning in your application, have someone at the Police Department make copies (from your original) of your driver's license and social security card.

Instructions

READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDTNG.

These instructions are provided as a guide to assist you in properly completing you Personal History Statement. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment

1. Your Personal History Statement should be printed legibly in black ink, in your own handwriting. Answer all questions to the best of your ability.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading the directions carefully before making any entry on the form. Be sure your information is correct and in proper sequence before you begin.
4. You are responsible for obtaining correct addresses and telephone numbers. If you are not sure of an address, check it by personal verification. Your local library may have a directory service or a copy of phone directories. JI requested information must be supplied by you. The Police Department will not be responsible for acquiring information such as phone numbers, addresses, zip codes, etc....
5. If there is insufficient space on the form for you to include all information required, attach extra sheets to the Personal History Statements. Be sure to reference the relevant section and question number before continuing your answer.
6. An accurate and complete form will help your investigation. On the other hand, deliberate omissions or falsifications may result in disqualification.

PERSONAL HISTORY STATEMENT

NAME (Last,First,Middle)			Social Security Number	
Present Address	Apt #	City	State	Zip
Phone	Alt. Phone #		Are you a U.S. Citizen <input type="checkbox"/> Yes <input type="checkbox"/> No	
Drivers License #	Date of Birth	State	Class: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
Height	Weight	Hair Color	Eye Color	
Tattoos				
Scars:				
Name by which your preferred to be called:				

Former Employers: List below your employer's since the age of 17. Starting with the most recent one first. If additional space is required, list information on a separate sheet of paper. All information is subject to verification. You must include a phone number. The information below must be completed in full.

Name of Present or Last Employer		
Address, City, State, Zip		
Starting Date:	Ending Date	Job Title:
Starting Salary or Wage	Final Salary or Wage	Reason for Leaving
Description of Work:		
Name, Title, and contact number of Supervisor:		

Name of Present or Last Employer		
Address, City, State, Zip		
Starting Date:	Ending Date	Job Title:
Starting Salary or Wage	Final Salary or Wage	Reason for Leaving
Description of Work:		
Name, Title, and contact number of Supervisor:		

Period of Unemployment

Record any period of unemployment since graduating from High School. (A period of unemployment is ANY time you did not have a job.)

If you were a full time Collage student and held only a seasonal employment due to school breaks, just indicate your beginning and ending school dates. In the history section however, list any job worked while attending college, list if it was a seasonal in nature.

From: (Mo/Yr)	To: (Mo/Yr)	Length of Unemployment	Reason for being Unemployed

Work Record and background information

1. Have you indicated all previous jobs on the Personal History Statement temporary and full time? _____
2. Have you failed to list any jobs because you felt you could not get a favorable recommendation? _____
3. Have you ever resigned from a job to keep from being fired? _____
4. Have you ever been asked to resign from a job? _____
5. Have you ever been fired from a job? _____
6. What is the most serious disciplinary action you have ever received on the job?

7. Have you ever walked off a job when you got mad or were under pressure?

8. Have you ever quit a job without giving notice? _____
9. Have you ever used sick leave without actually being sick? _____

10. Have you ever been reprimanded for being late for work? _____
11. How often were you late for work? _____
12. Have you ever been rejected for employment with any law enforcement agency?

13. Have you ever slept on the job? _____
14. Have you ever consumed and alcoholic beverage on the job? _____
15. Have you ever used any illegal drugs on the job? _____

(Investigators Notes)

Military Service

Have you ever been rejected by any branch of the armed forces? _____

If you answered YES to the above question, give the date and reason(s):

Have you ever been a member of the Armed Forces? _____

Branch of Service: _____

Highest Rank Obtained: _____

Date Inducted: _____ Date Discharged: _____

Type of Discharge: _____

Special Schools/Training:

While in the military service, were you ever arrested for an offense which resulted in a trial? _____

If YES, given date, place and law enforcement authority.

Are you currently a member of a U.S. Reserves or National or State Guard Organization?

Branch of Service: _____ .

(Investigators Notes)

Educational History

List ALL High Schools, Collages, Universities, Trade Schools or Police Academies that you attended, REGADLESS of weather or not you graduated or completed the prescribed course of study.

Name and type of school Location (City and State)	Date From	Attended To	Degree and Credit Hours Earned.

Have you ever been expelled from any school you attended? _____

School: _____

Date: _____

Reason: _____

Have you ever been placed on academic probation? _____

School: _____

Date: _____

Reason: _____

School Activities: (Clubs, Sport, Etc.)

Positions of Leadership: (Indicate Position, Organization, Etc.)

Community Activities: (Boy Scouts, Girl Scouts, Etc.)

Awards, Commendations, Items of Special Recognition: (Who's Who Etc.)

Investigator's Notes

Legal Contacts

A. Criminal

1. Have you ever been arrested by the Police? _____
2. Have you ever been detained by the Police? _____
3. Have you ever been summoned into Court? _____
4. Have you ever been indicted by a Grand Jury? _____
5. Have you ever been questioned by the Police? _____
6. Have you ever been with someone questioned by the Police? _____
7. Have you ever been with someone when they committed a crime? _____
8. Do you have any old or unpaid citations? _____
9. Have you ever run from the Police? _____

If you answered Yes to ANY of the above questions, Please explain each.

B. Civil

1. Have you ever been involved in any type of law suit? _____
2. Were you sued? _____
3. Have you ever sued anyone? _____
4. Have you ever filed bankruptcy? _____

Investigator's Notes)

Miscellaneous Information

Have you ever made a application for employment (any position) with this or other law enforcement related agency? _____

Name of Agency	Application date	Status of Application

How have you prepared yourself to be a Los Fresnos Police Officer?

Why is becoming a Police Officer important to you?

Investigator's Notes

List your Past/Present memberships in groups, associations or clubs:

Name	Type	Office Held	Dates From/To

Hobbies and Sports you participate in:

Investigators Notes:

Residents

List all residents where you lived during the past ten (10) years, BEGINNING WITH YOUR PRESENT ADDRESS.

From(Mo/Yr)	To (Mo/Yr)	Address	Neighbor Name

Have you ever been evicted from a residence for any reason? _____

If YES Please Explain.

(Investigator's Notes)

Financial History

Applicant:

What is your present salary or wages? _____ (Monthly/Gross)

Applicant's Spouse: _____

What is your spouse's present salary or wages/ _____

Spouse's Employer: _____

Job Title: _____

Business Address: _____

Work Phone: _____ Hours/Days Worked: _____

List any income from any source other the principal occupation:

Source	Amount	Frequency

Do you own any real estate? _____

If Yes: Value: _____ Location: _____

Do you own an automobile? _____

If Yes: Make _____ Model: _____ Year: _____ Color: _____

License Plate Number: _____ State: _____

(Investigator's Notes)

Give the name and address of individuals, companies, or others to whom you owe money and the amount of your debt.

Name and Address	Reason for debt	Original Balance	Balance Due	Monthly Payments	Past Due Yes or No
Total					

1. Have you ever had any property repossessed? _____
2. Have you ever defaulted on any bill or Debt? _____
3. Have you ever had or do you now have any judgments against you? _____
4. Do you owe more money per month than you make per month? _____
5. Have you ever had a check bounce? _____
 Last time? _____ Amount? _____

Investigators)

Personal Reference

List five (5) persons who you know enough to provide current information about you.

DO NOT LIST RELATIVES OR PAST/PRESENT EMPLOYERS OR SUPERVISORS.

Name: _____ Occupation: _____

Home Address: _____

Years Known: _____ Home Phone: _____ Work Phone: _____

Name: _____ Occupation: _____

Home Address: _____

Years Known: _____ Home Phone: _____ Work Phone: _____

Name: _____ Occupation: _____

Home Address: _____

Years Known: _____ Home Phone: _____ Work Phone: _____

Name: _____ Occupation: _____

Home Address: _____

Years Known: _____ Home Phone: _____ Work Phone: _____

Name: _____ Occupation: _____

Home Address: _____

Years Known: _____ Home Phone: _____ Work Phone: _____

Personal Declarations

ALCOHOL USE:

1. Do you drink alcoholic beverages? _____
2. What are your usual drinking habits? _____
3. Do you drink daily? _____
4. Do you frequent clubs or bars? _____
5. Do you become intoxicated often? _____
6. Have you ever lost time from work due to drinking alcohol? _____
7. Did you ever seek or get treatment for alcohol abuse? _____

DRUG USE

1. Have you ever used illegal or non proscribed drugs in the past? _____

If yes: Explain (what type of Drug, When and How Often)

2. Do you associate, live or reside with anyone who uses marijuana, drugs or narcotics? _____
3. Would you arrest a friend for drug violations if you were a police officer?

4. Have you ever sold or furnished marijuana or other illegal drugs or narcotics?

5. Have you ever abused any prescribed medication? _____
6. Have you ever illegally transported marijuana or other illegal drugs or narcotics?

7. Did you ever seek or get treatment for drugs abuse? _____
8. Have you ever been involved, in any way, in the manufacturing, growing or cultivating of an illegal drug? _____
9. Have you ever lied to a doctor about symptoms in order to get a prescription, such

as valium or pain killer? _____

10. Have you ever sold, Furnished, or bought marijuana, drugs or any control substance? _____

(Investigator's Notes)

AT WILL NOTIFICATION

This is an “At Will” Employment opportunity of the City of Los Fresnos. Without expectation of indefinite employment and may be terminated at any time without cause within the total discretion of the appointing authority.

The provisions of this employment application do not constitute an expressed or implied contract. Any provisions contained in this application may be modified or revoked without notice.

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the forgoing statements and answers to questions.

I am full aware that any such misrepresentation, omissions, or falsifications will be grounds for immediate rejection of my application, or if hired termination of my employment.

Signature of Application

Date of Preparation

Authorization to Release Information

I hereby request and authorize you to furnish the Los Fresnos Police Department with any and all information they may require concerning my work record, education history, military record, financial status, criminal record, general reputation, and past or present medical condition.

This authorization is specifically intended to include any and all information of a confidential or privileged nature, as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment as a Police Officer.

I hereby release you and you organization from any liability, which may or could result from furnishing the information requested above and from any subsequent use of such information in determining my qualifications to serve as a Police Officer.

A photocopy of this Authorization to Release Information form will be valid as original thereof, even through said photocopy does not contain and original writing of my signature.

Signature

Date of Birth

Printed Name

Social Security Number

Address

City and State

Sworn to and subscribed before me, a notary public, on this ___ day of _____, 20___.

Notary Public in and for Cameron County Texas

My commission expires: _____

NOTE: THIS FORMAT MAY BE RETAINED IN YOUR FILES.