

# TEXAS COMMISSION ON LAW ENFORCEMENT

## APPLICANT PERSONAL HISTORY STATEMENT

City of Oak Ridge  
Chief Thomas Peoples



8450 N Hwy 34  
Terrell, Texas 75160  
PO Box 458  
Kaufman, Texas 75142

NAME \_\_\_\_\_

COMPLETED AND RETURNED ON \_\_\_\_\_

I am applying for;

- Peace Officer PID# \_\_\_\_\_
- County Jailer PID# \_\_\_\_\_
- Telecommunicator PID# \_\_\_\_\_
- Civilian Employment

### **Personal History Statement Instructions**

Employees are exposed to confidential personal and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with the Oak Ridge Police Department. Although it is an achievement to reach the background phase of the hiring process, this is still a competitive process and does not, in any way, guarantee selection.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. **It is essential that the information is accurate in all respects, so please read all instructions carefully before proceeding.** The Personal History Statement will be used as a basis for a background investigation which will determine your eligibility for becoming an employee.

1. Your application must be printed legibly in **BLACK INK** by the applicant or typed. Answer all questions truthfully and accurately.
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 entries on the form. Be sure your information is accurate and in proper sequence before you begin.
4. You are responsible for obtaining correct and full addresses. If you are unsure of an address, personally verify before making that entry on this document. Errors will not be viewed favorably. **ALL ADDRESSES MUST BE COMPLETE WITH ZIP CODES.**
5. If you need additional space for your answers, attach an additional sheet or sheets as needed. Be sure to indicate what question number and page the supplemental refers to.
6. An accurate and complete form will help expedite your investigation. **Omissions or falsifications** will result in **disqualification**.
7. You are responsible for furnishing any changes and / or updating your application as needed, such as address changes or telephone changes in writing.
8. Any candidate submitting an incomplete application **WILL NOT BE CONSIDERED FOR EMPLOYMENT.** Your application **will be evaluated on completeness and neatness.**
9. **All documents requested must be submitted with the application** (Photocopies are acceptable in most cases). **Required documents vary according to the position being sought, and the history of the applicant.**
  - Completed Personal History Statement**
  - Copy of your Social Security card.
  - Original certified** copy of your birth certificate. (No photo copy)
  - Copy of your valid Texas driver license or a copy of another State's driver license. Applicant must possess a valid Texas driver license prior to being offered employment.
  - Copy of your High School diploma or GED certificate.
  - Sealed original certified** copy of your college transcript. (No photo copy)
  - Photocopy of your college diploma.
  - Copy of your Peace Officer Certificate from your police academy. (Peace Officer Applicants Only)
  - Copy of your Texas peace officer license and all training certificates awarded to you. (Peace Officer Applicants Only)
  - Copy of your DD-214 if applicable. Must possess an honorable discharge.
  - Original certified** copy of your Naturalization papers, if applicable. (No photo copy)
  - Copy of current proof of automobile liability insurance.
  - Copy of a TCOLE approved Firearms Qualifications within the last 12 months.

10. **Applicant Qualification Section**

11. Before you begin to fill out this personal history statement, please ensure that you meet the following requirements. You must meet **all** five of these requirements to qualify for licensure as a peace officer or jailer in Texas.

**Initial:** \_\_\_\_\_ I am a citizen of the United States of America

\_\_\_\_\_ I have earned a high school Diploma or GED

\_\_\_\_\_ I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service / probation or deferred adjudication for a Class A misdemeanor or a felony.

\_\_\_\_\_ During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service / probation, or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.

\_\_\_\_\_ I have never had a military court martial that resulted in a dishonorable or bad conduct discharge.

12. If you have any questions, please contact your assigned background investigator

13. When submitting the completed documents, please place them in a sealed envelope marked "Personal and Confidential" to your assigned background investigator.

14. All pages must be initialed by the applicant on the lower right hand corner of the document.

**DISQUALIFICATION**

There are very few automatic disqualifiers. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being disqualified, regardless of the nature or reason for the misstatements / omissions. In fact, the number one reason individuals "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

This personal history statement is a governmental document. Be truthful, as there are criminal consequences for lying on a governmental document.

**APPLICANT IDENTIFICATION:**

INFORMATION PROVIDED IN THIS SECTION IS USED FOR IDENTIFICATION PURPOSES ONLY.

Last Name	First	Middle	Maiden
Street Address		Apt. No.	
City		State & Zip Code	
Mailing Address (if different from residence)		State & Zip Code	
Home Telephone No.	Work Telephone No.	Cellular No.	
		Pager No.	
Date of Birth	Social Security Number	Driver's License Number and issuing State	

Have you ever been known, or gone by any other name (excluding nick-names)? Circle: Yes /No  
 If yes, give details:

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**PLACE OF BIRTH:**

City \_\_\_\_\_, County \_\_\_\_\_, State \_\_\_\_\_,  
 Country \_\_\_\_\_.

Are you a U.S. Citizen by Birth? \_\_\_\_\_ Are you a Naturalized Citizen? \_\_\_\_\_

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

Scars, Brands, Tattoos (description and location) or other distinguishing marks:

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**SOCIAL MEDIA:**

Provide the screen names of all internet-based social media profiles, as well as the service provider for each:

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List **ALL** E-Mail Addresses(s) you use:

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**MARITAL & FAMILY HISTORY:**

Single:\_\_\_\_\_ Married:\_\_\_\_\_ Engaged:\_\_\_\_\_ Co-habiting:\_\_\_\_\_

Spouse / Co-habitant name (include maiden name):

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Address:

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Date of Birth: \_\_\_\_\_, Date of Marriage: \_\_\_\_\_.

Employer(s):

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Employer & Address(s):

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Home Telephone No. \_\_\_\_\_ Work Telephone No. \_\_\_\_\_

Roommate(s) (do not include parents or cohabitants):

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Date(s) of birth:

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If you have been separated, divorced, or widowed, provide details below:

1. Date of Marriage \_\_\_\_\_

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

Separated \_\_\_\_\_ Date \_\_\_\_\_ Divorced \_\_\_\_\_ Date \_\_\_\_\_

Widowed \_\_\_\_\_ Date \_\_\_\_\_ Annulled \_\_\_\_\_ Date \_\_\_\_\_

Court or State issued: \_\_\_\_\_ Ex-spouse's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone No: \_\_\_\_\_

2. Date of Marriage \_\_\_\_\_

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

Separated \_\_\_\_\_ Date \_\_\_\_\_ Divorced \_\_\_\_\_ Date \_\_\_\_\_

Widowed \_\_\_\_\_ Date \_\_\_\_\_ Annulled \_\_\_\_\_ Date \_\_\_\_\_

Court or State issued: \_\_\_\_\_ Ex-spouse's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone No: \_\_\_\_\_

3. Date of Marriage \_\_\_\_\_

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

Separated \_\_\_\_\_ Date \_\_\_\_\_ Divorced \_\_\_\_\_ Date \_\_\_\_\_

Widowed \_\_\_\_\_ Date \_\_\_\_\_ Annulled \_\_\_\_\_ Date \_\_\_\_\_

Court or State issued: \_\_\_\_\_ Ex-spouse's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Identify children related to you or your spouse (Natural, Step-Children, Adopted, or Foster Children):

Relation	Name	Date of Birth	Address

Identify relatives in the following order; Father, Mother (include maiden name), step-parents (if any), brothers and sisters:

Relationship	Name	Complete Address	Phone Number	DOB

**RESIDENCES:**

Identify all residences where you have lived in the last five 5 years, **beginning with the most recent, including your present address.** List date by month / year. **Include military assignments. (No TDY's)**

From	To	Address	City	State & Zip code

**PERSONAL REFERENCES:**

List five (5) persons who know you well enough to provide current information about you. **Do not list relatives, former or present employers, or supervisors.**

1. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

4. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_

5. Name: \_\_\_\_\_ Years known: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Alternate Telephone: \_\_\_\_\_

Nature of Relationship: \_\_\_\_\_



**IDENTIFY BELOW ANY EMPLOYEES OF THE TEXAS COMMISSION ON LAW ENFORCEMENT WITH WHOM YOU ARE ACQUAINTED:**

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**TRAFFIC RECORD:**

Identify all vehicles that you currently own or operate:

Year	Make	Model	Color	License Plate No.	Owner

List your current automobile insurance carrier: \_\_\_\_\_ Expires: \_\_\_\_\_

Have you ever possessed a driver's license issued by any state other than Texas? Circle Yes / No  
If yes, give details below:

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Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_ Date issued: \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State: \_\_\_\_\_ Date issued: \_\_\_\_\_

Has your driver's license ever been suspended or revoked? Circle Yes / No  
If yes, give reason, date, and length of suspension:

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Identify all motor vehicle accidents you have been involved in during the last five (5) years:

Date	Location	Police Report: Circle Yes / No
Cause of Accident (e.g., ran red light, failed to control speed)		
Date	Location	Police Report: Circle Yes / No
Cause of Accident (e.g., ran red light, failed to control speed)		

Identify all traffic citations you have received within the last five (5) years, excluding parking tickets:

Month/Year	Violation	City & State	Disposition (e.g., defensive driving, dismissed)

**ARRESTS, DETENTIONS, AND LITIGATION:**

Have you **ever** been arrested or detained by law enforcement?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, complete the following table:

Agency	Offense	Date	Location	Outcome

Have you **ever** committed an act of family violence? (“Family violence” means an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault, or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.) (Texas Family Code Section 71.004) If yes, explain: (Attach additional pages as necessary)

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Have you **ever** assaulted another person since the age of seventeen (17)? (“Assault” means to cause bodily injury to another, threaten another with imminent bodily injury, or to cause physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.) (Texas Penal Code Section 22.01) If yes, explain: (Attach additional pages as necessary)

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Have you **ever** been considered or named a suspect in a criminal investigation or criminal offense? If yes, explain:

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Have you **ever** been a party to a civil suit or action? If yes, explain:

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Have you **ever** been involved in any incident (do not include vehicular accidents) in which a police report was made or law enforcement was called? If yes, explain:

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Other than crimes that would have been sealed by juvenile records, have you ever committed or assisted another person in the commission of a felony crime, serious misdemeanor, or a crime involving moral turpitude which went undetected or unreported to law enforcement? If yes, explain:

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Do you anticipate being sued or named in any type of lawsuit or proceeding? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, explain:

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**FAMILY / RELATIVE ARRESTS:**

Have members of your immediate family or close relatives ever been arrested?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, complete the following table:

Name/Relationship	Charge/Offense	Outcome	Year	Agency

**FINANCIAL HISTORY**

Your current net monthly income: \_\_\_\_\_ Spouse's current net monthly income: \_\_\_\_\_

Source:	Amount:	Frequency:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any accounts with a financial institution? Circle: Yes No \_\_\_

Name(s) of financial institution(s): \_\_\_\_\_

Type(s) of account(s): \_\_\_\_\_

Have you **ever** embezzled money?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you **ever** taken money from an employer without the employer's knowledge?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you **ever** filed bankruptcy personally, or on behalf of a business?

Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes" to above, indicate type: \_\_\_\_\_

Have you **ever** been delinquent on court-imposed alimony or child support payments?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you **ever** been disciplined regarding the use of a travel/credit card provided by an employer?

Yes \_\_\_\_\_ No \_\_\_\_\_

Have you **ever** applied for unemployment compensation? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

\_\_\_\_\_

Have you **ever** received unemployment compensation? Yes \_\_\_\_\_ No \_\_\_\_\_ When? \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY:**

**Beginning with your present or most recent job**, list all employment for the last five (5) years. Include full-time, part-time, temporary, seasonal, military assignments, or unpaid internships, plus all periods of unemployment:

**If you are currently employed, may we contact your present employer?** Circle: Yes / No

1. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_ Job Title \_\_\_\_\_

Beginning and Ending Salary: \_\_\_\_\_ / \_\_\_\_\_

Work Schedule: (Part time or Full time) \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Supervisor contact information: \_\_\_\_\_

Name of a coworker: \_\_\_\_\_ Coworker contact information: \_\_\_\_\_

Duties:

\_\_\_\_\_  
\_\_\_\_\_

Identify any disciplinary actions you received:

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving:

\_\_\_\_\_  
\_\_\_\_\_

Was there an unemployment period between previous employment and the one listed above?  
Circle Yes / No

If yes, provide dates and explain:

\_\_\_\_\_  
\_\_\_\_\_

2. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address:

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Telephone No. \_\_\_\_\_ Job Title \_\_\_\_\_

Beginning and Ending Salary: \_\_\_\_\_ / \_\_\_\_\_

Work Schedule: (Part time or Full time) \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Supervisor contact information: \_\_\_\_\_

Name of a coworker: \_\_\_\_\_ Coworker contact information: \_\_\_\_\_

Duties:

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Identify any disciplinary actions you received:

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Reason for Leaving:

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Was there an unemployment period between previous employment and the one listed above?  
Circle Yes / No

If yes, provide dates and explain:

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3. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address:

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Telephone No. \_\_\_\_\_ Job Title \_\_\_\_\_

Beginning and Ending Salary: \_\_\_\_\_ / \_\_\_\_\_

Work Schedule: (Part time or Full time) \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Supervisor contact information: \_\_\_\_\_

Name of a coworker: \_\_\_\_\_ Coworker contact information: \_\_\_\_\_

Duties:

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Identify any disciplinary actions you received:

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Reason for Leaving:

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Was there an unemployment period between previous employment and the one listed above?

Circle: Yes / No

If yes, provide dates and explain:

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4. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address:

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Telephone No. \_\_\_\_\_ Job Title \_\_\_\_\_

Beginning and Ending Salary: \_\_\_\_\_ / \_\_\_\_\_

Work Schedule: (Part time or Full time) \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Supervisor contact information: \_\_\_\_\_

Name of a coworker: \_\_\_\_\_ Coworker contact information: \_\_\_\_\_

Duties:

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Identify any disciplinary actions you received:

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Reason for Leaving:

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Was there an unemployment period between previous employment and the one listed above?

Circle: Yes / No

If yes, provide dates and explain:

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5. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address:

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Telephone No. \_\_\_\_\_ Job Title \_\_\_\_\_

Beginning and Ending Salary: \_\_\_\_\_ / \_\_\_\_\_

Work Schedule: (Part time or Full time) \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Supervisor contact information: \_\_\_\_\_

Name of a coworker: \_\_\_\_\_ Coworker contact information: \_\_\_\_\_

Duties:

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Identify any disciplinary actions you received:

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Reason for Leaving:

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Was there an unemployment period between previous employment and the one listed above?

Circle: Yes / No

If yes, provide dates and explain:

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**EDUCATIONAL HISTORY:**

High School(s) attended	Address	Dates attended From-To	Graduated Yes / No

Do you have a G.E.D. Certificate? \_\_\_\_\_

Were you **ever** expelled from school? If yes, give details:

\_\_\_\_\_

\_\_\_\_\_

Identify all colleges, universities, or technical schools you have attended:

Name	City & State	Dates attended	Hours completed	Major	Degree & Date

**MILITARY OBLIGATION:**

Have you ever served in the U.S. Armed Forces or State Military Forces? Yes \_\_\_\_\_ No \_\_\_\_\_

Served from: \_\_\_\_\_ to \_\_\_\_\_ Highest Rank / Grade held: \_\_\_\_\_  
Date Date

Branch of Service: \_\_\_\_\_ Unit: \_\_\_\_\_

Job Title(s) (e.g., Rifleman, Security) \_\_\_\_\_

Type of discharge: \_\_\_\_\_ Last Duty Station: \_\_\_\_\_

Are you actively serving in a Reserve Unit (including State Military Forces)? Circle Yes / No

Serving from: \_\_\_\_\_ to \_\_\_\_\_ Current Rank held: \_\_\_\_\_  
Date Date

Branch of Service: \_\_\_\_\_ Unit: \_\_\_\_\_

Job Title(s) (e.g., Rifleman, Security) \_\_\_\_\_

Have you **ever** been subject to court martial or any other disciplinary proceeding under the Uniform Code of Military Justice? (Include non-judicial, Captain's mast, etc.) If "Yes," provide date(s), charge(s), military court(s) or authority(ies), and outcome(s).

\_\_\_\_\_

**SPECIAL QUALIFICATIONS & SKILLS:**

Identify any special licenses you hold (e.g., pilot, radio operator):

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If you know a foreign language, indicate your fluency in each block below (excellent, good, fair):

Language	Understanding	Speaking	Reading	Writing

Do you have any experience with firearms? Circle: Yes / No

**MEMBERSHIP IN ORGANIZATIONS (PAST AND PRESENT):**

Name & Address	Type (e.g., social, fraternal, professional)	From	To

Have you **ever** been an officer or a member of, or made a contribution to, an organization that advocates or practices the commission of acts of force or violence to discourage others from exercising their rights under the U.S. Constitution or right granted by law. Circle: Yes / No

**PERSONAL DECLARATIONS:**

1. Do you consume alcoholic beverages? Circle: Yes / No If "Yes", how often? \_\_\_\_\_
2. Have you **ever** used marijuana or hashish? Circle: Yes / No If yes, when last used? \_\_\_\_\_
3. Have you **ever** used any illegal drug (including a performance-enhancing steroid) not prescribed by a physician? Circle: Yes / No If yes, when and how often?

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When last used: \_\_\_\_\_

Provide explanation:

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4. Have you **ever** sold or furnished controlled substances or prescription drugs to anyone? Yes / No

If yes, give details:

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5. Have you **ever** consumed intoxicating beverages, illicit substances, or any other substance which could impair your judgment or faculties while at work / on-duty?

If you answered "Yes" to one or more of questions 2-5, provide an explanation:

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Are there any incidents in your life, or details not mentioned herein, which may influence this department's evaluation of your suitability for employment as a police officer?

If yes, explain:

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Have you **ever** been employed by or applied with any other law enforcement agency? Circle: Yes / No

If yes, please identify to the best of your knowledge:

Agency Name & Address	Date Applied or Hired	Result

Identify any additional information you think should be considered in your application for the position you are seeking, and/or any further explanation of answers to previous questions:

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I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to the above questions. I fully understand that any misrepresentation, omission, or falsification may deem me permanently unsuitable, or if hired, may lead to the termination my employment.

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Signature of applicant

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Date

Before me personally appeared \_\_\_\_\_ who stated this document and its intent, was explained to him / her that he / she has full knowledge of its purpose, and that he / she executed this instrument of his / her free will and accord.

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

SEAL or STAMP

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Signature of Notary

My Commission Expires: \_\_\_\_\_