



**BALCONES HEIGHTS POLICE DEPARTMENT**

**APPLICANT**

**PERSONAL HISTORY STATEMENT**

**NAME** \_\_\_\_\_

**DATE ISSUED** \_\_\_\_\_

**COMPLETE AND RETURN BY** \_\_\_\_\_

**I am applying for:**

- Peace Officer PID#** \_\_\_\_\_
- County Jailer PID#** \_\_\_\_\_
- Telecommunicator PID#** \_\_\_\_\_

**Personal History Statement Instructions**

Employees are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with the agency. 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, guaranty 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 that 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 not sure of an address, personally verify before making that entry on this history statement. 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 this refers to.
6. An accurate and complete form will help expedite your investigation. **Omissions or falsifications** will result in **disqualification**.
7. Criteria that may indicate an unacceptable record or disqualification includes but is not limited to:
  - a. Three or more moving violations in a 365-day period
  - b. Two or more chargeable accidents within a 365-day period
  - c. Any combination of accidents and/or moving violations
  - d. Dishonorable discharge with your State license (Peace Officer or Telecommunications)
8. You are responsible for furnishing any changes and/or updating your application as needed, such as address changes or telephone changes in writing.
9. Any candidate submitting an incomplete application **WILL NOT BE CONSIDERED FOR EMPLOYMENT.** Your application **will be evaluated on completeness and neatness.**
10. **All documents requested must be submitted with the application** (photocopies are acceptable in most cases).
  - Copy of your Social Security card.
  - Copy of your birth certificate.
  - 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.
  - 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.
  - Copy of your Naturalization papers, if applicable.
  - Copy of current proof of automobile liability insurance.

- Copy of your credit report
- 

11. When submitting the completed documents, please place them in a sealed envelope marked Personal and Confidential.

You will have an interview board  
You will be required to complete a competency test  
Physical agility (modified coopers) test

You will be called and notified when testing dates are scheduled

Prior to starting you will be required to provide for TCOLE file:

Accepted forms for **proof of citizenship** include:

*Certified copy of a birth certificate, valid US passport, certificate of US citizenship, US passport card, or US (INS) naturalization papers.  
Certified copy of any Court Disposition*

### **Applicant Qualification Section**

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 a 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.

#### **DISQUALIFICATION**

There are very few automatic basis for rejection. 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 rejected, 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 No.	Driver's License No. & State	

Have you ever been known or gone by any other name (excluding nick-names)? If yes, give details.

\_\_\_\_\_

\_\_\_\_\_

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, Tattoos (description and location) or other distinguishing marks \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a social networking, instant messaging, or other internet-based profile(s)? If yes, provide screen name(s), service provider(s). \_\_\_\_\_

List ALL E-Mail Addresses (S) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**MARITAL & FAMILY HISTORY**

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

Spouse's/Co-habitant's name (include maiden name) \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Date of Marriage \_\_\_\_\_

Employer(s) \_\_\_\_\_

Employer & Address \_\_\_\_\_

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

Roommate(s) (do not include parents or cohabitants) \_\_\_\_\_

Date(s) of birth \_\_\_\_\_

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

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. \_\_\_\_\_

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 10 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.

Name \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_

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

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

Name \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_

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

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

Name \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_

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

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

Name \_\_\_\_\_ Years known \_\_\_\_\_

Address \_\_\_\_\_

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

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

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:

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

**TRAFFIC RECORD**

Identify all vehicles that you currently own or operate:

Year	Make	Model	Color	License Plate No.	Owner

Please list your current automobile insurance carrier: \_\_\_\_\_ Expires: \_\_\_\_\_

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

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

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

Have you **ever** had your driver's license suspended or revoked? Yes \_\_\_ No \_\_\_ if yes, give reason, date, and length of suspension: \_\_\_\_\_

Identify all motor vehicle accidents you have been involved in during the last 10 years.

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

Identify all traffic citations you have received within the last 10 years, excluding parking tickets:

				Month/Year	Violation	City & State



**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: \_\_\_\_\_

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: \_\_\_\_\_

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

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

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: \_\_\_\_\_

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 that went undetected or unreported to law enforcement? If yes, explain: \_\_\_\_\_

Do you anticipate being sued or named in any type of lawsuit or proceeding? Yes\_\_\_\_\_ No\_\_\_\_\_

**FAMILY AND RELATIVES' ARRESTS**

Have members of your immediate family or close relatives have 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? Yes\_\_\_ No\_\_\_

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

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

Identify any person or entity to whom you are indebted, and the extent of your indebtedness. Include mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts or payments.

Name of Creditor (e.g., Sears, Citi financial)	Type of Debt (e.g., student loan, automobile)	Monthly Payment	Approx. Balance

**CREDIT INFORMATION**

Have you **ever** filed bankruptcy personally or on behalf of a business? Yes\_\_\_\_\_ No\_\_\_\_\_

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

Have you **ever** had any personal or real property repossessed or foreclosed? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you **ever** failed to pay Federal, state, or other taxes? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you **ever** failed to file a tax return, when required by law? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you **ever** had a lien placed against your property for failing to pay taxes or other debts? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you **ever** had a judgment entered against you? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you **ever** defaulted on any type of loan? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you **ever** had bills or debts turned over to a collection agency? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you **ever** had any credit account suspended, charged off, or cancelled for failure to pay? Yes\_\_\_\_\_ No\_\_\_\_\_

Have you **ever** written a check that was later returned for Non-Sufficient Funds (NSF)? Yes\_\_\_\_\_ No\_\_\_\_\_

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\_\_\_\_\_

Are you currently more than sixty (60) days delinquent on any debts? Yes\_\_\_\_\_ No\_\_\_\_\_

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

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

Identify any person or entity to which you are **more than 30 days late** in paying. Include mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts or payments.

Name of Creditor (e.g., Sears, Citi financial)	Type of Debt (e.g., student loan, automobile)	Number of Days Late	Reason

**EMPLOYMENT HISTORY**

Beginning with your present or most recent job, list all employment since the age of seventeen (17). 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?** Yes \_\_\_\_ No \_\_\_\_

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

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Beginning and Ending Salary \_\_\_\_\_ / \_\_\_\_\_

Work Schedule \_\_\_\_\_

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

Name of a co-worker \_\_\_\_\_ Co-worker 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?** \_\_\_\_ Yes \_\_\_\_ No

**If yes, provide dates and explain:** \_\_\_\_\_

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

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

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Beginning and Ending Salary \_\_\_\_\_ / \_\_\_\_\_

Work Schedule \_\_\_\_\_

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

Name of a co-worker \_\_\_\_\_ Co-worker contact information \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identify any disciplinary actions you received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Was there an unemployment period between previous employment and the one listed above? \_\_\_\_ Yes \_\_\_\_ No**

**If yes, provide dates and explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Beginning and Ending Salary \_\_\_\_\_ / \_\_\_\_\_

Work Schedule \_\_\_\_\_

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

Name of a co-worker \_\_\_\_\_ Co-worker contact information \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Identify any disciplinary actions you received: \_\_\_\_\_

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\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Was there an unemployment period between previous employment and the one listed above? \_\_\_\_ Yes \_\_\_\_ No**

**If yes, provide dates and explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Beginning and Ending Salary \_\_\_\_\_ / \_\_\_\_\_

Work Schedule \_\_\_\_\_

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

Name of a co-worker \_\_\_\_\_ Co-worker 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? \_\_\_\_ Yes \_\_\_\_ No**

**If yes, provide dates and explain:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Beginning and Ending Salary \_\_\_\_\_ / \_\_\_\_\_

Work Schedule \_\_\_\_\_

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

Name of a co-worker \_\_\_\_\_ Co-worker 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? \_\_\_\_ Yes \_\_\_\_ No

If yes, provide dates and explain: \_\_\_\_\_

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



6. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Beginning and Ending Salary \_\_\_\_\_ / \_\_\_\_\_

Work Schedule \_\_\_\_\_

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

Name of a co-worker \_\_\_\_\_ Co-worker 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? \_\_\_\_ Yes \_\_\_\_ No

If yes, provide dates and explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Beginning and Ending Salary \_\_\_\_\_ / \_\_\_\_\_

Work Schedule \_\_\_\_\_

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

Name of a co-worker \_\_\_\_\_ Co-worker contact information \_\_\_\_\_

Duties: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Identify any disciplinary actions you received: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Was there an unemployment period between previous employment and the one listed above? \_\_\_\_ Yes \_\_\_\_ No**

**If yes, provide dates and explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Beginning and Ending Salary \_\_\_\_\_ / \_\_\_\_\_

Work Schedule \_\_\_\_\_

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

Name of a co-worker \_\_\_\_\_ Co-worker 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? \_\_\_\_ Yes \_\_\_\_ No**

**If yes, provide dates and explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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 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)? 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 (is), and outcome(s).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SPECIAL QUALIFICATIONS & SKILLS**

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

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? 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. Yes \_\_\_\_\_ No \_\_\_\_\_

**PERSONAL DECLARATIONS**

Do you consume alcoholic beverages? Yes \_\_\_\_\_ No \_\_\_\_\_ If "Yes", how often? \_\_\_\_\_

Have you **ever** used marijuana or hashish? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when last used? \_\_\_\_\_

Have you **ever** used any illegal drug (including a performance-enhancing steroid) not prescribed by a physician?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes how often \_\_\_\_\_ When last used \_\_\_\_\_

Provide explanation: \_\_\_\_\_

Have you **ever** sold or furnished controlled substances or prescription drugs to anyone? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, give details: \_\_\_\_\_

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:

Three horizontal lines for providing an explanation.

Have you **ever** been employed by or applied with any other law enforcement agency? 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:

Multiple horizontal lines for providing additional information.

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.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
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 \_\_\_\_\_, \_\_\_\_\_

SEAL

\_\_\_\_\_  
NOTARY OF PUBLIC

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

**AUTHORIZATION: RELEASE/PERSONAL INFO.**

I RESPECTFULLY REQUEST AND AUTHORIZE YOU TO FURNISH THE BALCONES HEIGHTS POLICE DEPARTMENT ANY AND ALL INFORMATION THAT YOU MAY HAVE CONCERNING ME OR MY REPUTAION WHILE EMPLOYED. PLEASE INCLUDE THE FOLLOWING INFORMATION IF REQUESTED:

- EMPLOYMENT RECORDS (PERFORMANCE/EVALUATIONS), ATTENDANCE, ETC.)
- MEDICAL (PHYSICAL & PSYCOLOGICAL, DISCIPLINARY)
- POLYGRAPH EXAMINATION RESULTS
- CRIMINAL RECORDS REPORTS
- EDUCATION RECORDS
- FINANCIAL RECORDS
- U.S. VETERAN RECORDS
- HANDGUN QUILIFICATION (CURRENT)
- ANY INFORMATION DESIGNATED CONFIDENTIAL OR PRIVILEDGED

AND COPIES OF SAME IF REQUESTED BY THE INVESTIGATOR

THIS INFORMATION IS TO BE USED TO ASSIST THE BALCONES HEIGHTS POLICE DEPARTMENT IN DETERMINING MY QUALIFICATIONS AND FITNESS FOR EMPLOYMENT WITH THE BALCONES HEIGHTS POLICE DEPARTMENT.

I HEREBY RELEASE YOU, YOUR ORGANIZATION, OR OTHERS, FROM ANY LIABILITY OR DAMAGE, WHICH MAY RESULT FROM FURNISHING THE INFORMATION REQUESTED ABOVE BY THE CITY OF BALCONES HEIGHTS POLICE DEPARTMENT OR ITS DESIGNEE.

\_\_\_\_\_  
PRINTED NAME:

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
ALIAS/MAIDEN NAME

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
DATE OF BIRTH/APPLICANT

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
RACE                      SEX

\_\_\_\_\_  
ADDRESS:

\_\_\_\_\_  
DRIVER'S LICENSE

\_\_\_\_\_  
CITY, STATE, ZIP CODE

Subscribed and sworn to before me this \_\_\_\_\_ DAY OF \_\_\_\_\_ . 20 \_\_\_\_\_

SEAL

\_\_\_\_\_  
**NOTARY PUBLIC**

**MY COMMISSION EXPIRES:** \_\_\_\_\_



**CONFIDENTIAL INFORMATION AGREEMENT FORM**

I understand that the City may require applicants for certain positions to satisfactorily complete additional mental tests, physical agility tests, and or specific skill tests for job related functions prior to employment. I understand that the City requires all persons receiving an offer of employment with the City to take a urinalysis and or blood test for drug and alcohol screening as part of an employment physical examination, and that any offer of employment with the City of Balcones Heights is conditional upon the results. If I am involved in an on the job accident, or if the City has reasonable suspicion that I am under the influence of drugs or alcohol, I hereby authorize the release of the results of any physical examinations or drug and or alcohol tests required herein to the City of Balcones Heights, Texas. I further understand that the City may inspect all desks, lockers, and any bags, including purses or briefcase or parcels brought into or taken out of the work place, and that my refusal to submit to an urinalysis and or blood test or search, when requested to do so, may result in the termination of my employment.

I understand and agree that any employee handbook which I may receive will not constitute any employment contract, but will be merely a gratuitous statement of the City’s current policies. I understand and agree that neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other customary practices, shall serve to create an actual or implied contract or employment, or to confer any right to remain an employee of the City of Balcones Heights, Texas. The City of Balcones Heights is an employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the Mayor of the City. Both the undersigned and the City of Balcones Heights, Texas, may end the employment relationship at any time, without specific notice or reason, and without liability by the City of Balcones Heights, Texas to the undersigned except for earned wages or salary.

A THOROUGH INVESTIGATION WILL BE CONDUCTED TO DETERMINE YOUR QUALIFICATIONS FOR THE POSITION OF POLICE OFFICER, RESERVE POLICE OFFICER, OR TELECOMMUNICATOR. TO A GREAT EXTENT, YOUR EMPLOYMENT WILL DEPEND ON INFORMATION OBTAINED IN CONFIDENTIAL INTERVIEWS WITH PERSONS WITH WHOM YOU HAVE BEEN ASSOCIATED. THEREFORE, SUCH INFORMATION IS CONFIDENTIAL AND THE POLICE DEPARTMENT CANNOT REVEAL THE REASON OF REJECTION FOR THOSE APPLICANTS WHO ARE NOT ACCEPTED FOR EMPLOYMENT. IF THE REASONS FOR YOUR NON-ACCEPTANCE ARE OF A TEMPORARY NATURE WHEREBY YOU COULD BE ACCEPTED AT A LATER DATE, YOU WILL BE NOTIFIED.

I HEREBY STATE THE INFORMATION GIVEN BY ME IN THIS APPLICATION IS TRUE IN ALL RESPECTS. I UNDERSTAND THAT IF EMPLOYED BY THE CITY OF BALCONES HEIGHTS AND THE INFORMATION IS FOUND TO BE FALSE IN ANY RESPECT, I WILL BE SUBJECT TO DISMISSAL WITHOUT NOTICE AT ANY TIME.

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.**

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE:

Subscribed and sworn to before me this \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

SEAL

\_\_\_\_\_  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_