
Name

Position Applied For



ERATH COUNTY SHERIFF'S OFFICE PERSONAL HISTORY STATEMENT AND APPLICATION

Thank you for your interest in employment with the Erath County Sheriff's Office and for completing the application. We make every attempt to select candidates who most closely match the job description, as well as, the department needs.

We consider all applicants without regard to race, color, religion, sex, citizenship, national origin, age, disability, genetic information, marital status, veteran status or any other legally protected status.

Applications and documents must be received in the Erath County Treasurer's Office by 5:00 p.m. on the advertised closing date. Applications may be mailed to the Erath County Treasurer's Office, 100 W Washington, Stephenville, Texas 76401, faxed to (254) 965-1447, emailed to countytreasurer1@co.erath.tx.us or delivered to the 3rd floor of the Erath County Courthouse. Any questions may be directed to the Erath County Treasurer's Office at (254) 965-1483.

EQUAL OPPORTUNITY EMPLOYER

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, 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 that will determine your eligibility for becoming an employee.

1. Your application must be printed legibly in **BLACK INK** by the applicant. The application may also be typed or completed online. 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. 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).
 - Completed Personal History Statement
 - 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 and transcript.
 - Copy of your college diploma and transcript, if applicable.
 - Copy of your Texas Peace Officer Certificate or Telecommunicator Certificate or Jailer Certificate providing certification.
 - Copy of all training certificates awarded to you.
 - 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 a TCOLE approved Firearms Qualifications within the last 12 months.

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.

POSITION APPLIED FOR: _____ Full Time Part Time

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. | Cell 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: _____

MARITAL & FAMILY HISTORY

Single _____ Married _____ Engaged _____ Co-habiting _____

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

Address _____

Date of Birth (mm/dd/yyyy): _____ Date of Marriage (mm/dd/yyyy): _____

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. *Dates are entered as (mm/dd/yyyy).*

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 (mm/dd/yyyy) | Address |
|----------|------|-------------------------------|---------|
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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 |
|--------------|------|------------------|--------------|-----|
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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)** Use additional paper if needed.

| From (mm/yyyy) | To (mm/yyyy) | Address | City | State & Zip code | |
|-------------------|-----------------|---------|------|------------------|--|
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LANDLORD INFORMATION

| Date (mm/yyyy) | Name | Address | Phone Number |
|-------------------|------|---------|--------------|
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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:

| | |
|--|--|
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TRAFFIC RECORD

Identify all vehicles that you currently own or operate:

| Year | Make | Model | Color | License Plate No. | Owner |
|------|------|-------|-------|-------------------|-------|
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Please list your current automobile insurance carrier: _____ Expires: (mm/dd/yyyy) _____

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: (mm/dd/yyyy) _____

Driver's License No. _____ State _____ Date issued: (mm/dd/yyyy) _____

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. Use additional paper if needed.

| | | |
|--|----------|------------------------|
| Date (mm/dd/yyyy) | Location | Police Report: Yes/No |
| Cause of Accident (e.g., ran red light, failed to control speed) | | |
| Date (mm/dd/yyyy) | 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 (mm/yyyy) | Violation | City | State | Disposition (e.g., defensive driving, dismissed) |
|----------------------|-----------|------|-------|--|
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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 |
|--------|---------|------|----------|---------|
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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 (yyyy) | Agency |
|-------------------|----------------|---------|-------------|--------|
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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 | Approximate Balance |
|---|--|-----------------|---------------------|
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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 |
|---|--|---------------------|--------|
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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 (mm/yyyy)_____ To (mm/yyyy)_____

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 (mm/yyyy) _____ To (mm/yyyy) _____

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: _____

3. Employer _____ From (mm/yyyy) _____ To (mm/yyyy) _____

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: _____

4. Employer _____ From (mm/yyyy) _____ To (mm/yyyy) _____

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 (mm/yyyy) _____ To (mm/yyyy) _____

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 (mm/yyyy) _____ To (mm/yyyy) _____

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 (mm/yyyy) _____ To (mm/yyyy) _____

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: _____

8. Employer _____ From (mm/yyyy) _____ To (mm/yyyy) _____

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 |
|-------------------------|---------|------------------------|------------------|
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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 (mm/dd/yyyy) |
|------|------|-------|----------------|-----------------|-------|----------------------------|
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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 (mm/dd/yyyy) Date (mm/dd/yyyy)

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 (mm/dd/yyyy) Date (mm/dd/yyyy)

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): _____

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 (mm/dd/yyyy) | To (mm/dd/yyyy) |
|----------------|--|-------------------|-----------------|
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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:

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.

I also authorize a review, full disclosure and release of all records, including but limited to photocopies of records concerning myself to any duly authorized agent of the Erath County Sheriff's Office, where the said records are of private, public or confidential nature.

The intent of this authorization is to give my consent for a full and complete disclosure and release of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies, including credit reports and/or ratings, and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the US Veterans Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Erath County Sheriff's Office. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information, and I do hereby release said person(s) from any liability which may be incurred as a result of furnishing such information.

I further agree to waive any right whatsoever to the background investigation report or psychological report developed through this waiver.

A photocopy of this release form will be valid as an original thereof, even though the said copy does not contain an original writing of my signature.

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 _____, _____

Name of Notary

Signature of Notary

SEAL or STAMP

My Commission Expires: _____