

PERSONAL HISTORY STATEMENT INSTRUCTIONS

The information you provide in this Personal History Statement will be used in our investigation into your background to determine your suitability for appointment to the position of peace officer with the Greybull Police Department. Please fill out the questionnaire completely and accurately, and please keep in mind that;

- 1). The completion of this form is mandatory for all police officer applicants.
- 2). Complete background investigations are authorized by the Rules of the Peace Officers Standards and Training Commission.
- 3). False, inaccurate or incomplete statements may bar or remove you from employment consideration.
- 4). All statements are subject to verification.
- 5). All time periods in your background must be accounted for.

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

Please print in black ink or type your responses to this questionnaire. If a question does not apply to you, write N/A in the space provided for the answer. Do not leave any space blank unless instructed to do so. If you need more space to respond to a question, use additional pages and identify the additional information by question number

REQUIRED DOCUMENTATION

In addition to the completed Personal History Statement, below please find a list of items that require documentation. Please attach photocopies of all required documentation to your Personal History Statement. If for any reason you are unable to provide any of the required documentation, attach a written explanation.

- 1). Birth Certificate.
- 2). Driver's License.
- 3). Social Security Card.
- 4). Proof of Citizenship (if applicable).
- 5). Selective Service Registration (if applicable).
- 6). DD 214 form (if prior military service).
- 7). Certificates of Achievement.
- 8). High School Diploma. (not required if you submit a college or university degree)
- 9). College or University Diploma(s). Include transcripts if available.
- 10). Verification of marriage(s) and/or divorce(s).
- 11). Any other documentation that you feel may be important in evaluating your qualifications for the position of peace officer.

IMPORTANT:

It is mandatory that you sign both the Personal History Statement **Certification** on the last page **and** the attached **Release of Liability** form. Your application will not be processed without these required signatures. In addition, please be sure that your signature is notarized on the Release of Liability form.

GREYBULL POLICE DEPARTMENT

Personal History Statement

PERSONAL

PLEASE TYPE OR PRINT IN BLACK INK.

1. Your Name:

Last

First

Middle

1a. Other names or aliases you have used or may be known by:

1. Address where you may be contacted:

Number

Street

City

State

Zip

2. Please list the telephone numbers

where you may be reached:

Home (____) - ____ - ____ Hours: ____ to ____.

Work (____) - ____ - ____ Hours: ____ to ____.

3. Birthdate

Month Day Year

____ / ____ / ____

4. Social Security Number: (In accordance with the Federal Privacy Act, disclosure is voluntary. Your SSN will be used for identification purposes and to insure proper records are obtained.)

____ / ____ / ____

5. For purposes of identification, please provide the following:

Sex

Height

Weight

Hair Color

Eye Color

RELATIVES, REFERENCES AND ACQUAINTANCES. During the course of your background investigation, persons you know will be contacted and asked to comment on your suitability for the position for which you have applied. Please provide the appropriate information in the spaces provided below. If a category does not apply, write N/A.

6. <u>If living, the name Of your:</u>	<u>Address, include city, state and zip code.</u>	<u>Telephone (include area code.</u>
<u>Spouse</u>		
<u>Former Spouse(s)</u>		
<u>Brother(s)/Sister(s)</u>		
<u>Father</u>		
<u>Mother</u>		
<u>Father-in-law</u>		
<u>Mother-in-law</u>		
<u>Children</u>	<u>List address only if different from yours.</u>	

8. List below the names of those individuals with whom you have resided during the last 10 years. Exclude family members.

<u>Name</u>	<u>Address, include city, state and zip code.</u>	<u>Telephone, include area code</u>

9. In the space below, please list 3 to 5 individuals who have knowledge of you and your qualifications. Exclude relatives, former employers or personal friends.

Name	Address, include city, state and zip code.	Telephone (include area code)

10. In the space below, list 3 to 5 individuals who are social acquaintances (i.e., those persons whom you have frequently seen or associated with during the past year) and have knowledge of your qualifications.

Name	Address, include city, state and zip code.	Telephone, include area code.

EDUCATION.

11. Please indicate below all the schools you have attended beginning with high school. Attach copies of diplomas.

Name of school	Location (City, State and address if known)	Date attended		Diploma/Degree	
		From	To	Yes	No

12. Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include colleges and universities, graduate schools, business and vocational schools---any education beyond the high school level.) Yes _____ No _____

If answers yes, explain. Include the name of the school, date(s) and circumstances.

RESIDENCES.

13. List all of your residences for the last 10 years. Begin with you most current residence.

Physical address	City & State	Dates		If rented, landlords name, address and telephone number.
		From	To	

(continued)

RESIDENCES (Continued)

Physical address	City & State	Dates		If rented, landlord's name, address and telephone number.
		From	To	

EMPLOYMENT HISTORY.

14. Beginning with your most current employment, list all jobs, including part-time, temporary and voluntary positions you have held. If you have had intervening period of military service or unemployment, please list those periods in the space provided.

Dates of Employment	Name and address of employer	Name of Supervisor
From To Mo / Yr Mo / Yr ___ / ___ ___ / ___	Telephone # (____) - ____ - ____ Title and typical duties:	Name of Supervisor
___ Full Time ___ Part Time ___ Voluntary		Names of co-workers
Reason for leaving:		
___ Military Service ___ Unemployed From ___ / ___ to ___ / ___		

(continued)

Employment History (continued)

Dates of Employment	Name and address of employer	Name of Supervisor
From To Mo / Yr Mo / Yr ___ / ___ ___ / ___		
___ Full Time	Telephone # ()- _____ - _____	Names of co-workers
___ Part Time	Title and typical duties:	
___ Voluntary		
Reason for leaving:		
___ Military Service ___ Unemployed From ___ / ___ to ___ / _____.		

Dates of Employment	Name and address of employer	Name of Supervisor
From To Mo / Yr Mo / Yr ___ / ___ ___ / ___		
___ Full Time	Telephone # ()- _____ - _____	Names of co-workers
___ Part Time	Title and typical duties:	
___ Voluntary		
Reason for leaving:		
___ Military Service ___ Unemployed From ___ / ___ to ___ / _____.		

(continued)

Dates of Employment	Name and address of employer	Name of Supervisor
From To Mo / Yr Mo / Yr		
_____ / _____ / _____		Names of co-workers
_____ Full Time	Telephone # ()- _____ - _____	
_____ Part Time	Title and typical duties:	
_____ Voluntary		
Reason for leaving:		
_____ Military Service _____ Unemployed From _____ / _____ to _____ / _____.		

Dates of Employment	Name and address of employer	Name of Supervisor
From To Mo / Yr Mo / Yr		
_____ / _____ / _____		Names of co-workers
_____ Full Time	Telephone # ()- _____ - _____	
_____ Part Time	Title and typical duties:	
_____ Voluntary		
Reason for leaving:		
_____ Military Service _____ Unemployed From _____ / _____ to _____ / _____.		

If additional employment history pages are required, please make photocopies as needed and attach.

15. Would any problem result if your present employer was contacted during the course of this background investigation? Yes _____ No _____

If "yes", when should such contact be made? _____

16. If you had no prior employment, please indicate in the space below.

17. Have you ever filed a claim or claims for workers' compensation? Yes _____ No _____ If yes, give details.

18. Have you had any extended work absences for reasons other than earned vacations or other authorized leave? Yes _____ No _____ If yes, please explain.

19. Have you ever been fired or asked to resign from any place of employment? Yes _____ No _____ If yes, please give details.

20. Have you had any disciplinary action(s) taken against you by any employer? Yes _____ No _____ If yes, please give details.

Military Service.

21. Have you ever served in the armed forces, National Guard or military reserves? Yes _____ No _____ If yes, please provide the following information.

Branch of Service	Service Number	Dates of Service	Type Discharge
_____	_____	_____	_____
			(attach copy)

MILITARY SERVICE (continued)

22. Have you ever been the subject of any judicial or non-judicial disciplinary action while serving in the armed forces, National Guard or military reserves? Yes _____ No _____ If yes, please give details.

23. Have you ever filed for or declared bankruptcy? Yes _____ No _____ If yes, please give details. Include where, when and why.

24. Have you ever been turned over to a collection agency? Yes _____ No _____ If yes, please explain.

25. Have you ever had purchased goods repossessed? Yes _____ No _____ If yes, please explain below. Include when, firm(s) involved and circumstances.

26. Have your wages ever been garnished? Yes _____ No _____ If yes, please give details.

27. Have you ever been delinquent on income or other tax payments? Yes _____ No _____ If yes, please give details.

LEGAL.

28. Have you ever been arrested for or convicted of any crime (excluding minor traffic citations). Yes _____ No _____
If yes, explain.

Date	Agency (include city and state)	Circumstances

29. Have you ever been placed on court probation as an adult? Yes _____ No _____ If yes, please give details.

Date	Court (include city and state)	Circumstances

30. Have you ever been required to appear before a juvenile court for an act, which would have been a crime if committed by an adult? Yes _____ No _____ If yes, please give details.

31. Have you ever been reported to a law enforcement agency as a missing person or runaway? Yes _____ No _____
If yes, please give details.

Date	Agency (include city and state)	Circumstances

32. Are you now or have you ever been involved as a plaintiff or defendant in an civil court action?
Yes _____ No _____ If yes, please give details.

Date	Court (include city and state)	Circumstances

MOTOR VEHICLE OPERATION.

33. Driver License Number	State	Class	Expiration Date	
Name under which license granted. _____ Other names you have been licensed under. _____ Other states where you have been licensed. _____				

34. Has your driving privilege ever been suspended, cancelled or revoked? Yes _____ No _____ If yes, please give details.

35. List all traffic citations (excluding parking) you have received in the past 7 years.

Nature of violation	Location (city and state)	Date	Disposition

36. List all traffic accidents you have been involved in within the past 7 years.

Date	Location (city and state)	Investigated	Injury	At fault or citation received

CERTIFICATION

I, _____, do hereby certify that the statements made in this Personal History Statement are true, correct and complete. I understand that any false, misleading, or misstatements of material facts will subject me to disqualification from consideration as an applicant or dismissal in the event I am employed.

Signature

Date

**AUTHORIZATION TO RELEASE INFORMATION
AND
RELEASE OF LIABILITY**

I am an applicant for a law enforcement position with the Town of Greybull, Wyoming. I am required to furnish information, which this agency may use in determining my moral, physical, mental and financial qualifications for employment as a law enforcement officer. I hereby expressly authorize the release of any and all information that you have concerning me, including information that is of a confidential or privileged nature.

I hereby release the Town of Greybull, Wyoming, the Greybull Police Department and its agents, and any organization, company, institution, person or persons from any liability whatsoever for damage which may result from the release of any information requested.

I further authorize the Chief of Police or his authorized agent or agents, to reproduce this document for such purposes as may be deemed necessary, and for all intent and purposes, a copy of this document shall serve as the original.

Signature

Date

Notary Public

Date

My commission expires: _____