



HARRIS COUNTY CONSTABLE PRECINCT ONE

APPLICANT

PERSONAL HISTORY STATEMENT

Effective October 2014

NAME _____
LAST FIRST MIDDLE

DATE ISSUED _____

COMPLETE AND RETURN BY _____

I am applying for:

[] Civilian Screener

MINIMUM REQUIREMENTS FOR EMPLOYMENT

- **AGE:** Civilian Applicants: At least eighteen (18) years old on their date of employment. There are NO maximum age limits.
- **PHYSICAL CONDITION:** Applicants must be examined by a licensed physician and be declared, in writing, to be physically sound and capable of performing the essential functions of the job as an ambulatory civilian screener standing and operating screening equipment everyday.
- **EDUCATION:** Civilian Applicants must have a high school diploma or equivalent G.E.D.
- **CITIZENSHIP/RESIDENCY:** Applicants for Civilian Screener positions must be able to demonstrate proof of U.S. citizenship by showing a birth certificate (for U.S. citizens) or a birth certificate and Naturalized citizen papers.
- **TEXAS DRIVER LICENSE:** Civilian Applicants that apply for positions that require driving must hold a valid Texas Driver License or other form of state issued photo identification.
- **CREDIT:** Applicants must provide a credit report (at the applicant's expense) for evaluating personal integrity and financial responsibility.
- **ORAL INTERVIEW:** The Constable's Office (Pct. 1) Background Division will conduct interviews for all qualified applicants.
- **PAST EMPLOYMENT:** Employment history, including the number of jobs and reason for leaving, will be considered. Unfavorable employment records or references may be grounds for rejection.
- **TESTING:** Applicants must successfully complete all phases of the application process.

MINIMUM REQUIREMENTS CONTINUED:

- **BACKGROUND INFORMATION:** A thorough background investigation is conducted on all applicants, and evidence of good moral character and reputation is mandatory. Disclosure of any one of the following may constitute grounds for disqualification:
 - Admission of conviction of any felony offense;
 - Disqualification for misdemeanor offenses, which are disclosed through admissions or convictions, is based upon the type, frequency and/or recentness of the offense(s);
 - An applicant will not be under Indictment, Awaiting Trial, or on Probation for a criminal offense at the time of the application;
 - A history of bad credit or failure to meet financial obligations may result in disqualification for Civilian Screener applicants;
 - Any deception, false statement(s) or evidence of fraud in your application may result in a **permanent** disqualification;
- **ASSIGNMENTS:** Any Applicant must be willing to accept any assignment and shift within the Harris County Constable's Office Precinct One, including weekends and holidays.

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. 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).
 - 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.
 - 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 (passport size) photo of self.
 - Copy of credit report with **credit score.**
 - Provide three (3) personal references (non-family members)
10. If you have any questions, please contact Background and Recruiting at 832-927-1533.
11. When submitting the completed documents, please place them in a sealed envelope marked Personal and Confidential to Background and Recruiting, 1302 Preston St. 5th Floor, Houston, TX 77002.

Applicant Qualification Section

Before you begin to fill out this personal history statement, please ensure that you meet the following requirements.

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 within the last 10 years (of the date of this application). *(Deferred adjudication does not qualify to remove the conviction for purposes of hiring. Thus, someone with an A misdemeanor conviction is not eligible to be hired just because they have a deferred adjudication).*

_____ During the last five (5) 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. *(Deferred adjudication does not qualify to remove the conviction for purposes of hiring. Thus, someone with a B misdemeanor conviction is not eligible to be hired just because they have a deferred adjudication).*

_____ I have not been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for any crime related to theft. *(Deferred adjudication does not qualify to remove the conviction for purposes of hiring. Thus, someone with a misdemeanor conviction is not eligible to be hired just because they have a deferred adjudication).*

_____ 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.	Drivers 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

Identify below any employees of the Harris County Constable Precinct One with whom you are acquainted:

_____	_____
_____	_____
_____	_____
_____	_____

PERSONAL REFERENCES

List three (3) 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 _____ Occupation _____

Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____ Occupation _____

Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____ Occupation _____

ARRESTS, DETENTIONS, AND LITIGATION

Have you **ever** been arrested 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:

EMPLOYMENT HISTORY

Beginning with your present or most recent job, list all employment for the past five years (5). 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 _____ Start / Ending Hourly Wage _____ / _____

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 _____ Start / Ending Hourly Wage _____ / _____

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: _____

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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 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(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 _____

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

Signature of Notary: _____

My Commission Expires: _____

HARRIS COUNTY CONSTABLE PRECINCT ONE

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize the _____ and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis in this application with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: _____

Address: _____

Telephone Number: _____

Applicant's Notarized Signature: _____

Sworn to and signed before me, on this the _____ day of _____,
in and for _____ county, in the state of _____.

Signature of Notary Public: _____

NOTARY SEAL

Printed Name of Notary Public: _____

My Commission Expires: _____