
IRVING POLICE DEPARTMENT

PERSONAL HISTORY STATEMENT

Personal History Statement

- The information contained in your P.H.S. will allow the Background Investigator to conduct a complete and thorough process for hiring. The citizens of Irving, and the Irving Police Department are seeking those applicants that display specific positive qualities and characteristics.
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Personal History Statement

We are seeking applicants who show:

- Integrity
 - Honesty
 - Decision making skills
 - Common sense
 - Good judgment
 - Communication skills
 - Physical fitness
 - Discretion
 - Maturity
 - Personal responsibility
 - Independence
 - And other positive characteristics
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Personal History Statement

- Being truthful, honest, forthcoming, and at the same time accepting responsibility for past behavior and mistakes is vital to the process of hiring.
 - Issues of concern not disclosed, but discovered by the Investigator will lead to disqualification.
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Personal History Statement

- The information contained in your P.H.S. will only be viewed by those with the necessary credentials to do so.
 - This means the background investigator is not going to share with your spouse or significant other details you have included in your P.H.S.
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Personal History Statement

- Following the instructions for the P.H.S. completion will increase the probability of proceeding through the background process in a timely manner.
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Personal History Statement

- Make copies of blank P.H.S. before writing on it.
 - Use black ink to PRINT all information.
 - Answer all questions and complete each section to the fullest.
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APPLICANT IDENTIFICATION

Name Smith John Larry
Last First Middle

Maiden Name N/A Nicknames or others used _____

Name on Social Security Card John Larry Doe

Present Address 1234 Law Enforcement Way
Irving, Tx 75061
City State Zip

Home Phone 972-721-3514 Work Phone 972-721-3514

Cell Number 972-721-3513 E-mail Jdoe@yahoo.com

Best time for contact anytime Best number to contact Cell number

Date of Birth 04,11,76 Place of Birth Dallas, Texas, USA
City, State, Country

Age 31 Height 6'02" Weight 190 Eye Color BRN Hair Color BRN

Single Engaged _____ Married _____ Separated _____ Divorced _____ Widowed _____

1. YES NO Are you a U.S. Citizen?

2. YES NO Are you a Native Citizen?

3. YES NO Are you a Naturalized Citizen?

Naturalized Certificate Number N/A

Date, Place and Court _____

4. YES NO Do you have any tattoos or distinguishing scars or marks?

Description	Location	Age received
a. <u>Dragon</u>	<u>Left upper back</u>	<u>21</u>
b. _____	_____	_____
c. _____	_____	_____

Correct way

***Please use additional pages if necessary

Personal History Statement

- If a question or section does not apply to you, please write N/A on the top line of the section. You **do not** need to put N/A in each and every blank.
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NAME OF FIANCÉE OR GIRLFRIEND/BOYFRIEND

N/A
Last First Middle
Date of Birth N/A / / Age N/A Place of Birth N/A
State / Country
Residence N/A
N/A N/A N/A
City State Zip
Home Phone N/A Cell Phone N/A
Work Phone N/A E-mail N/A
Place of employment N/A
Address of employment N/A
N/A
City, State, Zip

IF CURRENTLY MARRIED -SPOUSES FULL MAIDEN NAME:

N/A
Last First Middle
Date of Birth N/A / N/A / N/A Age N/A Place of Birth N/A
State / Country
Date of Marriage N/A / N/A / N/A
Marriage Location N/A
Current Residence N/A State Country
N/A N/A N/A
City State Zip
Home Phone N/A Cell Phone N/A
Work Phone N/A E-mail N/A
Full time N/A Part Time N/A Annual Salary N/A
Place of employment N/A
Address of employment N/A
N/A
City, State, Zip

Personal History Statement

- Always read the instructions for each section before beginning.
 - Avoid errors by completing the copy first, then transfer it to the original.
 - We are looking for mistake free P.H.S. which means no scratch outs or XXXXX.
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RELATIVES:

Father:

Smith Michael John
Last First Middle
Date of Birth 09/30/34 Age 43 Place of Birth Texas/USA
State / Country

Residence 7959 Lakeside Drive
Dallas, Tx 75211
City State Zip

Home Phone 972 555 5555 Cell Phone N/A

Work Phone ~~unk~~ unk E-mail N/A

Place of employment Dart

Address of employment

Dallas, Tx
City State Zip

Smith Sheri **MOTHER:**
Last First Middle

Date of Birth 01/10/35 Age _____ Place of Birth Texas, USA
State / Country

Residence 7959 LakeSide Drive
City State Zip

Home Phone 972-555-5555 Cell Phone 972-123-~~XXXX~~ 4058

Work Phone 214-262-5367 E-mail Sheri.Sm@yahoo.com

Place of employment Dennies

Address of employment

City State Zip

scratch
outs

Personal History Statement

- Blanks left in a section that should be filled in will be viewed as incomplete and the possibility of being eliminated increases.
 - Make sure the information in the P.H.S. is correct, complete and up to date.
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Personal History Statement

- The background investigators **will not** be responsible for locating and or completing your P.H.S. omissions



Personal History Statement

- Any family members, references, employers, or others mentioned in the P.H.S. should have their best contact numbers listed, and when possible an email address.
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Personal History Statement

- Any section which does not give you enough space to list all required information should be listed on a separate page with a corresponding reference section number, or continued on the blank pages included in the back of the P.H.S.
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PLEASE LIST ALL ACCIDENTS

	DATE	AGENCY	AT FAULT	CITATION ISSUED
a.	1/1/01	Dallas P.D.	Y/N	None
b.			Y/N	
c.			Y/N	
d.			Y/N	
e.			Y/N	

62. YES NO Have you ever committed a hit and run accident, regardless of the severity of damage?
63. YES NO Do you have any unpaid parking or traffic citations at this time?
64. YES NO Have you ever driven a vehicle/boat after you had been drinking an alcoholic beverage?
If yes, please give details (how much, how many times, last time/date)
65. YES NO Have you ever driven a vehicle/boat in your opinion when you should not have, or when you felt you were intoxicated, due to the introduction of alcohol into your system?
If yes, please give details (how much, how many times, last time/date)
66. YES NO Have you ever driven a vehicle/boat while you were under the influence of an illegal drug, narcotic, or controlled substance (legal or not)? If yes, please give details (what narcotic, how many times, last time/date)
67. YES NO Have you ever been involved in an accident after you had been drinking an alcoholic beverage?
68. YES NO Have you ever been involved in an accident while you were under the influence of a narcotic (legal or not)?

Further
Explanations

Use space below for any explanations:

ON 01-01-01 I was stopped at a light and another vehicle hit mine. The other driver was found at fault.

Q#164 - I have had a beer or 2 with dinner; usually over several hours, then driven home.

Personal History Statement

- Family members information should be up to date.
 - Ex family (in laws) should also be listed.
 - If you are engaged, please include your future in laws information.
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Personal History Statement

- You will need to list all your schools attended (elementary, Jr. High, Sr. High, and colleges).
 - Years attended refers to the calendar dates: example (90 – 94)
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Personal History Statement

- Military time in the employment section should be listed as one complete term.
 - Except if you were deployed while a reservist and you were employed at that time somewhere else.
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Personal History Statement

- Extended Military training or assigned duty stations should be listed on a separate page with base, phone numbers and supervisors contact information.
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Personal History Statement

- If you had breaks of employment, please indicate them with an explanation and dates.
 - If the business is no longer open, list all information required and note that it is no longer open.
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Personal History Statement

- Your Best Friend and other references should be those that you speak with often, participate in activities with, and share joys or concerns with.
 - These do not generally include your high school coach, principal, Sunday school teacher, elderly next door neighbor growing up, etc...
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Personal History Statement

- For those who have been in the military for the past years, you may not have 5 references that you would refer to.
 - Please list those you can, and write an explanation as to why you do not have the reference section completed.
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Personal History Statement

- When answering the questions regarding criminal activities (drugs, alcohol, penal code violations) understand that admitting to something is not an automatic disqualification from the process.

 - **HOWEVER:**
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Personal History Statement

- If you fail to list something, and it is then discovered during the background process it will be grounds for your elimination.
 - Remember we are not going to “tell your mom”. Be honest and upfront.
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Have you ever been involved in any way in any of the following WHETHER ARRESTED OR NOT? (Circle the appropriate response)

- | | | | | | | | | |
|----------------------------------|-----------------------|-----------------------|---|---------------------|-----------------------|-----------------------|-----------------------------|---------------------------------|
| YES | <input type="radio"/> | NO | Murder | YES | <input type="radio"/> | NO | Kidnapping | |
| YES | <input type="radio"/> | NO | False Imprisonment | YES | <input type="radio"/> | NO | Fighting in public | |
| YES | <input type="radio"/> | NO | Injury to a child | YES | <input type="radio"/> | NO | Injury to the elderly | |
| YES | <input type="radio"/> | NO | Terroristic Threat | YES | <input type="radio"/> | NO | Violate protective order | |
| YES | <input type="radio"/> | NO | Criminal Non-support | YES | <input type="radio"/> | NO | Criminal Mischief | |
| YES | <input type="radio"/> | NO | Robbery | YES | <input type="radio"/> | NO | Burglary | |
| YES | <input type="radio"/> | NO | Unauthorized use of vehicle | YES | <input type="radio"/> | NO | Theft | |
| YES | <input type="radio"/> | NO | Forgery | YES | <input type="radio"/> | NO | Theft of a motor vehicle | |
| YES | <input type="radio"/> | NO | Disorderly conduct | YES | <input type="radio"/> | NO | Perjury | |
| YES | <input type="radio"/> | NO | Riot | YES | <input type="radio"/> | NO | Harassment | |
| <input checked="" type="radio"/> | YES | <input type="radio"/> | NO | Public Intoxication | YES | <input type="radio"/> | NO | Violated a persons civil rights |
| YES | <input type="radio"/> | NO | Abuse of a Corpse | YES | <input type="radio"/> | NO | Cruelty to Animals | |
| YES | <input type="radio"/> | NO | Theft of Utilities | YES | <input type="radio"/> | NO | Organized criminal activity | |
| YES | <input type="radio"/> | NO | Intoxicated Assault | YES | <input type="radio"/> | NO | Keeping a gambling place | |
| YES | <input type="radio"/> | NO | Credit Card Abuse | YES | <input type="radio"/> | NO | Unlawful Carry Weapon | |
| YES | <input type="radio"/> | NO | Use of glue or aerosol as an intoxicant | | | | | |

Honest page

Have you ever committed any of the following acts?

- | | | | | |
|----------------------------------|-----------------------|-----------------------|---|---------------------|
| YES | <input type="radio"/> | NO | Indecent Exposure | |
| YES | <input type="radio"/> | NO | Public lewdness (sexual act in a public place) | |
| <input checked="" type="radio"/> | YES | <input type="radio"/> | NO | Urinating in Public |
| YES | <input type="radio"/> | NO | Any sexual act on the job | |
| YES | <input type="radio"/> | NO | Masturbation on the job | |
| YES | <input type="radio"/> | NO | Any sexual act with a human corpse | |
| YES | <input type="radio"/> | NO | Sexual Assault | |
| YES | <input type="radio"/> | NO | Sexually explicit "prank" phone calls | |
| YES | <input type="radio"/> | NO | Sexual contact with a sleeping, drugged or unconscious person | |
| YES | <input type="radio"/> | NO | Sexual act with a child (person under the age of 17) | |
| YES | <input type="radio"/> | NO | Sexual act with a person that had a mental or physical handicap | |
| YES | <input type="radio"/> | NO | Solicitation of prostitution (sex for money or item of value) | |
| YES | <input type="radio"/> | NO | Prostitution | |
| YES | <input type="radio"/> | NO | Window peeping (voyeurism) | |

Please give details on any items that are circled "YES", dates, times locations and circumstances. If referring to theft, be specific with items of value taken itemized with dates and values.

- In college 1995 I went to a bar for a friends Bachelor Party. I got intoxicated and needed assistance leaving.
- I have urinated in public while on hunting lease

Personal History Statement

- Documents **REQUIRED:**
 - ❑ Copy of drivers license
 - ❑ Copy of Social Security Card
 - ❑ Copy of vehicle insurance card
 - ❑ Certified Birth Certificate and or naturalization papers.
 - ❑ We will also accept a regular copy of a birth certificate if on the test day during orientation, the applicant brings an original and the copy. We will verify the original birth certificate and return the original to the applicant. We will document on the copy that an original was verified.
 - ❑ Copy of certified high school transcripts
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Personal History Statement

- Documents **REQUIRED** cont:
 - Copy of transcripts from each college or university attended
 - **Even if all the hours are transferred to one**
 - Copy of Marriage &/or Divorce decree
 - Copy of DD214 plus any evaluations, disciplinary or commendations awarded
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Personal History Statement

- Documents **REQUIRED** cont:
 - ❑ Copy of all citation dispositions and all arrest dispositions
 - ❑ Citation and arrest dispositions are obtained by calling the court where the citation was issued or the arrest was made. This document shows what was done with the citation or arrest (paid fine, community service, deferred adjudication, dismissed, etc.) If this document is not available when the court is called, please note the date, name of person the request was made to, and reason why the document is not available on the application.
 - ❑ Copy of all accident reports (if a report was made)
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Personal History Statement

- The P.H.S. and all paperwork, documents, and attachments should be turned in or mailed to:
 - Irving Police Department
ATTN: Personnel
305 N. O' Connor Rd
Irving, TX. 75061
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Personal History Statement

- The documents that you have to send off for can be mailed to the same location.
 - We understand you will not have some of these by the P.H.S. due date, so order them, and put a “sticky note” or separate sheet detailing what documents were ordered.
 - We will accept ordered documents past the due date as long as they were ordered before the due date.
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Personal History Statement

■ **DUE DATE FOR P.H.S.**

□ **Friday, following the test day**

□ **Before 5:00 PM**

□ **Applicants are encouraged to submit the P.H.S. early. It can be turned in two weeks prior to the test day by emailing it to policephs@cityofirving.org or by direct mail. It can also be turned in on the test day.**

Personal History Statement

- If you mail your P.H.S. to the Irving Police Department make sure you get it in the mail with enough time for it to be received before the due date and time.
 - **Remember** - ordered documents can be received at a later date, but not the P.H.S.
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Personal History Statement

- From this point forward if you have questions regarding the P.H.S. you may email:
 - sfarish@cityofirving.org
 - acortinas@cityofirving.org
 - lcrafft@cityofirving.org
 - We will respond to your questions in an appropriate time. Be sure to include a phone contact number if we need to call and speak with you.
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Personal History Statement

- You will be contacted in a timely manner by your ranking of the Civil Service Test.
 - If you are not selected to continue in the process for hiring you will receive a letter from the City of Irving stating so.
 - You may email one of the Investigators for a further explanation if applicable.
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Personal History Statement

- Thank you for applying with the Irving Police Department.

