

TEXAS TECH POLICE DEPARTMENT PERSONAL HISTORY STATEMENT

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

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

**I am applying for:**

[ ]  **Guard**

[ ]  **Civilian**

**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 this agency.

**READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING!** 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. All instructions must be followed exactly. Give complete and accurate answers for each question. The Personal History Statement will be used as a basis for a background investigation that will determine your eligibility for becoming an employee and proceeding to the interview stage of the hiring process.

1. Your Personal History Statement must be printed legibly in **BLACK INK**, by the applicant or typed. Answer all questions truthfully and accurately. **PRINT SINGLE SIDED**.
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 all correct and complete names, addresses and phone numbers (INCLUDING zip codes and area codes) where requested. If you are not sure of your information, verify it personally before submitting your Personal History Statement.
5. If there is insufficient space on the form for your answers, attach additional sheet or sheets as needed. Be sure each additional sheet references the section, question number, and page number.
6. An accurate and complete form will help expedite your investigation. **Omissions or Falsifications** will result in your **Automatic Disqualification** from the hiring process.
7. Any candidate submitting an incomplete application **WILL NOT BE CONSIDERED FOR EMPLOYMENT**.Your application will be evaluated on completeness and neatness.
8. An **Authorization to Release Information** form must be read, completed, signed and notarized in order for the Background Investigator to obtain the necessary information needed.
9. All of the following **ORIGINAL** documents must be submitted with the Personal History Statement:
10. Original Certified Copy Of Your Birth Certificate.
11. Social Security Card
12. Valid Class C Texas Driver’s License
13. Current Vehicle Liability Insurance Policy/Card
14. High School Transcripts Or Diploma
15. Credit Report – Can be obtained free at [www.annualcreditreport.com](http://www.annualcreditreport.com)
16. Sealed Original Certified Copy Of Your College Transcripts
17. Photo Copy Of Your College Diploma
18. Marriage Certificate - If Applicable
19. Dissolution Of Marriage Decree - If Applicable
20. Military Discharge Papers- DD214 (All Copies Including Member 4)
21. Naturalization Papers - If Applicable

When submitting the completed documents, please place them in a sealed envelope marked ‘Personal and Confidential’ to your assigned Background Investigator.

Photocopies of the above documents will be made at the time the paperwork is turned in and the originals will be given back to the applicant. If original copies are not available, a letter showing the originals have been ordered will be accepted. The original will need to be shown to the Administrative Captain or the Background Investigator before an interview will be granted.

**DISQUALIFICATIONS**

There are very few automatic bases 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 perspective employer. It cannot be stressed

This personal history statement is a governmental document. Be truthful, as there are criminal consequences for lying on a governmental document.

Once you begin:

* Type or neatly print, in ink, responses to all items and questions. If a question does not apply to you, write “N/A” (not applicable) in the space provided for your response. If you cannot obtain or remember certain information, indicate so in your response.
* If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate which section, question number, and page this refers to.
* Be as complete, honest, and specific as possible in your responses.

**DISCLOSURE OF MEDICALLY RELATED INFORMATION**

In accordance with U.S. Americans with Disabilities Act, at this stage of the hiring process, applicants are not expected or required to reveal any medical or other disability-related information about themselves in response to questions on this form or to any other inquiry made prior to receiving a conditional offer of employment.

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 **Applicant Qualification Section**

Before you begin to fill out this Personal History Statement, please ensure you have read and understand the following:

Initials

\_\_\_\_\_\_\_ Once you have submitted your documentation, you will no longer have access to it.

\_\_\_\_\_\_\_ I have answered every question completely.

\_\_\_\_\_\_\_ I have provided all required documents or proof of documentation ordered.

\_\_\_\_\_\_\_ I have added supplemental pages where necessary for additional information.

\_\_\_\_\_\_\_ I have contacted the Texas Tech Police Department to clarify any questions I may have.

\_\_\_\_\_\_\_ I have included all names, addresses and phone numbers in my PHS.

\_\_\_\_\_\_\_ I understand any omission, falsification, or any other facts in my Personal History Statement I have intentionally or not intentionally left out is grounds for disqualification.

\_\_\_\_\_\_\_ I am a citizen of the United States of America.

\_\_\_\_\_\_\_ I have never been convicted, pled 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, pled 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 been convicted of any family violence offense.

\_\_\_\_\_\_\_ I have never had a military court martial that resulted in a dishonorable or other discharge based on misconduct, which bars future military service.

\_\_\_\_\_\_\_ I have earned a high school diploma, a GED, or an honorable discharge from the Armed Services of the United States after at least two years of active service.

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| --- |
| **TTPD APPLICANT - PERSONAL BACKGROUND INFORMATION** |
| NAME: FIRST MIDDLE MAIDEN LAST |
| SOCIAL SECURITY NUMBER | DATE OF BIRTH (MM/DD/YYYY) | OTHER NAMES AND NICKNAMES |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |
| WORK ADDRESS: STREET AND NUMBER CITY STATE ZIP |
| HOME PHONE | WORK PHONE | CELL PHONE |
| DRIVERS LICENSE NUMBER | STATE | CLASS | DATE OF EXPIRATION (MM/DD/YY) |
| E-MAIL ADDRESS: |

|  |
| --- |
| **OTHER NAMES USED**List all previous names you have used. |
|  |  |  |
|  |  |  |

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| --- |
| **PHYSICAL DESCRIPTION** |
| RACE | SEX | HEIGHT | WEIGHT (LBS) | EYES |
| HAIR | SCARS | TATTOOS or OTHER MARKINGS |

|  |
| --- |
| **MARITAL STATUS**List all information below if you are or have been married, divorced, widowed, engaged, separated or living with someone. List all marriages that resulted in separation, divorce, or being widowed. LIST ALL CURRENT AND FORMER SPOUSES. THIS ALSO APPLIES TO YOUR CURRENT STATUS. |
| CHECK ALL THAT APPLY: [ ] SINGLE [ ] MARRIED [ ] ENGAGED [ ] SEPARATED [ ] DIVORCED [ ] LIVING WITH SOMEONE [ ] WIDOWED |
| NAME OF SPOUSE: FIRST MIDDLE | MAIDEN | LAST |  |
| ADDRESS: STREET AND NUMBER | CITY | STATE | ZIP |
| PLACE OF MARRIAGE: CITY STATE | COUNTY |  | DATE OF MARRIAGE (MM/DD/YY) |
| PHONE NUMBER | [ ] LIVING [ ] DECEASED | DATE OF DEATH |
| DATE OF BIRTH | PLACE OF BIRTH CITY | STATE |  | COUNTRY |
| OCCUPATION | CURRENT OR FORMER EMPLOYER |
| DATE OF DIVORCE (MM/DD/YY) | REASON (S) FOR MARRIAGE BEING DISSOLVED |
| E-MAIL: | Is there, or has there been, a restraining order or stay-away order in effect for this individual? [ ] YES [ ]  NO |
| **FORMER SPOUSE / COHABITANT’S** |
| **CHECK ALL THAT APPLY: [ ] SINGLE [ ] MARRIED [ ] ENGAGED [ ] SEPARATED [ ] DIVORCED** **[ ] LIVING WITH SOMEONE [ ] WIDOWED** |
| NAME OF SPOUSE: FIRST MIDDLE MAIDEN LAST |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |
| PLACE OF MARRIAGE: CITY STATE COUNTY | DATE OF MARRIAGE (MM/DD/YY) |
| PHONE NUMBER | [ ] LIVING [ ] DECEASED | DATE OF DEATH |
| DATE OF BIRTH | PLACE OF BIRTH CITY STATE COUNTRY |
| OCCUPATION | CURRENT OR FORMER EMPLOYER |
| DATE OF DIVORCE (MM/DD/YY) | REASON (S) FOR MARRIAGE BEING DISSOLVED |
| E-MAIL: | Is there, or has there been, a restraining order or stay-away order in effect for this individual? [ ] YES [ ]  NO |

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| --- |
| **CHILDREN OR DEPENDENTS**(Include partial dependents, step-children/adopted) |
| NAME: FIRST MIDDLE LAST | **[ ]** MALE**[ ]** FEMALE | RELATIONSHIP | DATE OF BIRTH |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | CONTACT NUMBER  |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: FIRST MIDDLE LAST | **[ ]** MALE**[ ]** FEMALE | RELATIONSHIP | DATE OF BIRTH |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | CONTACT NUMBER  |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: FIRST MIDDLE LAST | **[ ]** MALE**[ ]** FEMALE | RELATIONSHIP | DATE OF BIRTH |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | CONTACT NUMBER  |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: FIRST MIDDLE LAST | **[ ]** MALE**[ ]** FEMALE | RELATIONSHIP | DATE OF BIRTH |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | CONTACT NUMBER  |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: FIRST MIDDLE LAST | **[ ]** MALE**[ ]** FEMALE | RELATIONSHIP | DATE OF BIRTH |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | CONTACT NUMBER  |

|  |
| --- |
| **FATHER** |
| NAME: FIRST MIDDLE LAST |
|  **[ ]** LIVING **[ ]** DECEASED | DATE OF DEATH | PHONE NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |

|  |
| --- |
| **MOTHER** |
| NAME: FIRST MIDDLE LAST |
|  **[ ]** LIVING **[ ]** DECEASED | DATE OF DEATH | PHONE NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |

|  |
| --- |
| **STEP-FATHER** |
| NAME: FIRST MIDDLE LAST |
|  **[ ]** LIVING **[ ]** DECEASED | DATE OF DEATH | PHONE NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |

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| --- |
| **STEP-MOTHER** |
| NAME: FIRST MIDDLE LAST |
|  **[ ]** LIVING **[ ]** DECEASED | DATE OF DEATH | PHONE NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |

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| **FATHER-IN-LAW** |
| NAME: FIRST MIDDLE LAST |
|  **[ ]** LIVING **[ ]** DECEASED | DATE OF DEATH | PHONE NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |

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| --- |
| **MOTHER-IN-LAW** |
| NAME: FIRST MIDDLE LAST |
|  **[ ]** LIVING **[ ]** DECEASED | DATE OF DEATH | PHONE NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |

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| **BROTHERS AND SISTERS**(Including half, step, and adopted) |
| NAME: FIRST MIDDLE LAST | **[ ]** MALE**[ ]** FEMALE | RELATIONSHIP | DATE OF BIRTH |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | CELL NUMBER  |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: FIRST MIDDLE LAST | **[ ]** MALE**[ ]** FEMALE | RELATIONSHIP | DATE OF BIRTH |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | CELL NUMBER  |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: FIRST MIDDLE LAST | **[ ]** MALE**[ ]** FEMALE | RELATIONSHIP | DATE OF BIRTH |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | CELL NUMBER  |

|  |  |  |  |
| --- | --- | --- | --- |
| NAME: FIRST MIDDLE LAST | **[ ]** MALE**[ ]** FEMALE | RELATIONSHIP | DATE OF BIRTH |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | CELL NUMBER  |

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| **EDUCATION** |
| CHECK ALL THAT APPLY: **[ ]** HIGH SCHOOL DIPLOMA **[ ]** ASSOCIATES DEGREE **[ ]** HOME SCHOOL DIPLOMA **[ ]** BACHELOR DEGREE **[ ]** GED **[ ]** MASTERS DEGREE |

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| **LIST HIGH SCHOOLS ATTENDED OR WHERE YOU OBTAINED YOUR GED** |
| HIGH SCHOOL (S) : Name and Address of School | PHONE NUMBER |
| HIGH SCHOOL (S) : Name and Address of School | PHONE NUMBER |
| DID YOU GRADUATE | **[ ]** YES **[ ]** NO |  |  |  |  |

|  |
| --- |
| **COLLEGE** |
| COLLEGE NAME: | ADDRESS: | PHONE NUMBER |
| FROM:  | TO:  | DID YOU GRADUATE?  | TOTAL HOURS | DEGREE EARNED |

|  |  |  |
| --- | --- | --- |
| COLLEGE NAME: | ADDRESS: | PHONE NUMBER |
| FROM:  | TO:  | DID YOU GRADUATE?  | TOTAL HOURS | DEGREE EARNED |

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| --- |
| **TRADE, VOCATIONAL, OR BUSINESS SCHOOLS/INSTITUTES ATTENDED:** |
| SCHOOL NAME: | ADDRESS: | PHONE NUMBER |
| FROM:  | TO:  | TYPE OF SCHOOL/TRAINING | DID YOU COMPLETE THE COURSE?  |

|  |  |  |
| --- | --- | --- |
| SCHOOL NAME: | ADDRESS: | PHONE NUMBER |
| FROM:  | TO:  | TYPE OF SCHOOL/TRAINING | DID YOU COMPLETE THE COURSE?  |

|  |  |
| --- | --- |
| DO YOU HAVE ANY STUDENT LOANS |  **[ ]** YES **[ ]** NO |
| HAVE YOU EVER BEEN LATE PAYING A STUDENT LOAN OR ARE YOU CURRENTLY LATE ON PAYING A STUDENT LOAN? |  **[ ]** YES **[ ]** NO |

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| **DISCIPLINE** |
| Have you ever been placed on academic discipline, suspended, or expelled from any high school, college/university, business, or trade school?If yes, describe in detail below. Starting with high school, list any disciplinary actions received in any school or educational institution. Include when the disciplinary action(s) occurred, name of school(s), and explanation of circumstances. |  **[ ]** YES **[ ]** NO |
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| **MILITAR**Y |
| Are you registered for the Selective Service? To check selective service registration go to [www.sss.gov.](http://www.sss.gov/) **Print a copy and attach to application.**  **[ ]** YES **[ ]** NO **[ ]** NOT REQUIRED  | Selective Service Number |
| BRANCH OF SERVICE | FROM | TO |
| TYPE OF DISCHARGE **[ ]** HONORABLE | **[ ]** GENERAL | **[ ]** OTHER THAN HONORABLE | **[ ]** BAD CONDUCT | **[ ]** DISHONORABLE | RANK |
| ARE YOU CURRENTLY ENLISTED OR HAVE YOU SERVED IN ONE OF THE FOLLOWING?If checked, list unit, supervisor name, location, phone number and date obligation ends:**[ ]** MILITARY RESERVE **[ ]** NATIONAL GUARD **[ ]** OTHER  | END OF OBLIGATION: |
| UNIT | SUPERVISOR NAME |
| LOCATION | PHONE NUMBER |

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| **RESIDENCES**List all residences during the past seven (7) years. Provide complete addresses (Include Street, Drive, Road, etc.) Do not use P.O. Boxes. If the residence is a military base, identify the name of the base in the address, nearest city, state, and zip code. DO NOT list military barracks mates, unless you shared individual quarters. If more than six residences, make a copy of this page and fill out. |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP (APT#) | FROM: | TO: |
| IF RENTING; PROPERTY MANAGER, RENT COLLECTOR, OR OWNER: NAME  | CONTACT NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |

|  |  |  |
| --- | --- | --- |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP (APT#) | FROM: | TO: |
| IF RENTING; PROPERTY MANAGER, RENT COLLECTOR, OR OWNER: NAME  | CONTACT NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | REASON FOR MOVING: | EMAIL: |

|  |  |  |
| --- | --- | --- |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP (APT#) | FROM: | TO: |
| IF RENTING; PROPERTY MANAGER, RENT COLLECTOR, OR OWNER: NAME  | CONTACT NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | REASON FOR MOVING: | EMAIL: |

|  |  |  |
| --- | --- | --- |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP (APT#) | FROM: | TO: |
| IF RENTING; PROPERTY MANAGER, RENT COLLECTOR, OR OWNER: NAME  | CONTACT NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | REASON FOR MOVING: | EMAIL: |

|  |  |  |
| --- | --- | --- |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP (APT#) | FROM: | TO: |
| IF RENTING; PROPERTY MANAGER, RENT COLLECTOR, OR OWNER: NAME  | CONTACT NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | REASON FOR MOVING: | EMAIL: |

|  |  |  |
| --- | --- | --- |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP (APT#) | FROM: | TO: |
| IF RENTING; PROPERTY MANAGER, RENT COLLECTOR, OR OWNER: NAME  | CONTACT NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | REASON FOR MOVING: | EMAIL: |

|  |  |  |
| --- | --- | --- |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP (APT#) | FROM: | TO: |
| IF RENTING; PROPERTY MANAGER, RENT COLLECTOR, OR OWNER: NAME  | CONTACT NUMBER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | REASON FOR MOVING: | EMAIL: |
| **HOUSEMATES**Provide contact information for all housemates listed in the section above entries you have resided with during the past seven (7) years, or since the age of 17. DO NOT list anyone for whom you have already provided contact information. If more than six housemates, make a copy of this page and fill out. |

|  |  |  |
| --- | --- | --- |
| NAME: FIRST MIDDLE LAST | CELL PHONE | HOME PHONE |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |
| NATURE OF RELATIONSHIP (FRIEND, RELATIVE, LANDLORD, HOUSEMATE ONLY):  |

|  |  |  |
| --- | --- | --- |
| NAME: FIRST MIDDLE LAST | CELL PHONE | HOME PHONE |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |
| NATURE OF RELATIONSHIP (FRIEND, RELATIVE, LANDLORD, HOUSEMATE ONLY):  |

|  |  |  |
| --- | --- | --- |
| NAME: FIRST MIDDLE LAST | CELL PHONE | HOME PHONE |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |
| NATURE OF RELATIONSHIP (FRIEND, RELATIVE, LANDLORD, HOUSEMATE ONLY):  |

|  |  |  |
| --- | --- | --- |
| NAME: FIRST MIDDLE LAST | CELL PHONE | HOME PHONE |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |
| NATURE OF RELATIONSHIP (FRIEND, RELATIVE, LANDLORD, HOUSEMATE ONLY):  |

|  |  |  |
| --- | --- | --- |
| NAME: FIRST MIDDLE LAST | CELL PHONE | HOME PHONE |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |
| NATURE OF RELATIONSHIP (FRIEND, RELATIVE, LANDLORD, HOUSEMATE ONLY):  |

|  |  |  |
| --- | --- | --- |
| NAME: FIRST MIDDLE LAST | CELL PHONE | HOME PHONE |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |
| NATURE OF RELATIONSHIP (FRIEND, RELATIVE, LANDLORD, HOUSEMATE ONLY):  |

|  |  |
| --- | --- |
| HAVE YOU EVER BEEN EVICTED OR ASKED TO LEAVE A RESIDENCE? If yes, explain below. |  **[ ]** YES **[ ]** NO |

|  |
| --- |
| **WORK HISTORY**Beginning with your present or most recent job, list all employment for the past seven (7) years including part-time, self-employment, volunteer, temporary or seasonal jobs. Include the month and year of the beginning and ending of every job. For periods of self-employment, list the type of work you were engaged in along with the names, addresses and phone numbers of customers and/or suppliers who can verify your self-employment. Indicate anything else you were doing during that time period. |

|  |  |
| --- | --- |
| Would there be a problem if we contact your current employer? |  **[ ]** YES **[ ]** NO |
| Has your work performance ever been affected by your use of alcohol or drugs? |  **[ ]** YES **[ ]** NO |
| In the past ten years, have you been warned by an employer about your drinking or drug habits and their impact on your performance? |  **[ ]** YES **[ ]** NO |

|  |  |  |
| --- | --- | --- |
| FROM | TO | COMPANY NAME OR EMPLOYER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |
| TELEPHONE NUMBER | STATUS: **[ ]** FULL TIME **[ ]** PART TIME **[ ]** VOLUNTEER **[ ]** TEMP **[ ]** SELF-EMPLOYED |
| JOB TITLE | DISCIPLINED AT WORK?**[ ]** YES **[ ]** NO | **[ ]** COUNSELED **[ ]** SUSPENDED **[ ]** LEAVE WITH PAY **[ ]** TERMINATED |
| WHY DID YOU LEAVE THIS JOB? **[ ]** RESIGNED/QUIT **[ ]** TERMINATED/FIRED **[ ]** RETIRED **[ ]** LAID OFF **[ ]** OTHER |
| REASON FOR LEAVING | SUPERVISOR NAME |
| SUPERVISOR’S EMAIL: | SUPERVISOR’S PHONE NUMBER |
| CO-WORKER NAME | CO-WORKER’S PHONE NUMBER |

|  |  |  |
| --- | --- | --- |
| FROM | TO | COMPANY NAME OR EMPLOYER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |
| TELEPHONE NUMBER | STATUS: **[ ]** FULL TIME **[ ]** PART TIME **[ ]** VOLUNTEER **[ ]** TEMP **[ ]** SELF-EMPLOYED  |
| JOB TITLE | DISCIPLINED AT WORK?**[ ]** YES **[ ]** NO | **[ ]** COUNSELED **[ ]** SUSPENDED **[ ]** LEAVE WITH PAY **[ ]** TERMINATED |
| WHY DID YOU LEAVE THIS JOB? **[ ]** RESIGNED/QUIT **[ ]** TERMINATED/FIRED **[ ]** RETIRED **[ ]** LAID OFF **[ ]** OTHER |
| REASON FOR LEAVING | SUPERVISOR NAME |
| SUPERVISOR’S EMAIL: | SUPERVISOR’S PHONE NUMBER |
| CO-WORKER NAME | CO-WORKER’S PHONE NUMBER |

|  |  |  |
| --- | --- | --- |
| FROM | TO | COMPANY NAME OR EMPLOYER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |
| TELEPHONE NUMBER | STATUS: **[ ]** FULL TIME **[ ]** PART TIME **[ ]** VOLUNTEER **[ ]** TEMP **[ ]** SELF-EMPLOYED  |
| JOB TITLE | DISCIPLINED AT WORK?**[ ]** YES **[ ]** NO | **[ ]** COUNSELED **[ ]** SUSPENDED **[ ]** LEAVE WITH PAY **[ ]** TERMINATED |
| WHY DID YOU LEAVE THIS JOB? **[ ]** RESIGNED/QUIT **[ ]** TERMINATED/FIRED **[ ]** RETIRED **[ ]** LAID OFF **[ ]** OTHER |
| REASON FOR LEAVING | SUPERVISOR NAME |
| SUPERVISOR’S EMAIL: | SUPERVISOR’S PHONE NUMBER |
| CO-WORKER NAME | CO-WORKER’S PHONE NUMBER |

|  |  |  |
| --- | --- | --- |
| FROM | TO | COMPANY NAME OR EMPLOYER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |
| TELEPHONE NUMBER | STATUS: **[ ]** FULL TIME **[ ]** PART TIME **[ ]** VOLUNTEER **[ ]** TEMP **[ ]** SELF-EMPLOYED  |
| JOB TITLE | DISCIPLINED AT WORK?**[ ]** YES **[ ]** NO | **[ ]** COUNSELED **[ ]** SUSPENDED **[ ]** LEAVE WITH PAY **[ ]** TERMINATED |
| WHY DID YOU LEAVE THIS JOB? **[ ]** RESIGNED/QUIT **[ ]** TERMINATED/FIRED **[ ]** RETIRED **[ ]** LAID OFF **[ ]** OTHER |
| REASON FOR LEAVING | SUPERVISOR NAME |
| SUPERVISOR’S EMAIL: | SUPERVISOR’S PHONE NUMBER |
| CO-WORKER NAME | CO-WORKER’S PHONE NUMBER |

|  |  |  |
| --- | --- | --- |
| FROM | TO | COMPANY NAME OR EMPLOYER |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP |
| TELEPHONE NUMBER | STATUS: **[ ]** FULL TIME **[ ]** PART TIME **[ ]** VOLUNTEER **[ ]** TEMP **[ ]** SELF-EMPLOYED |
| JOB TITLE | DISCIPLINED AT WORK?**[ ]** YES **[ ]** NO | **[ ]** COUNSELED **[ ]** SUSPENDED **[ ]** LEAVE WITH PAY **[ ]** TERMINATED |
| WHY DID YOU LEAVE THIS JOB? **[ ]** RESIGNED/QUIT **[ ]** TERMINATED/FIRED **[ ]** RETIRED **[ ]** LAID OFF **[ ]** OTHER |
| REASON FOR LEAVING | SUPERVISOR NAME |
| SUPERVISOR’S EMAIL: | SUPERVISOR’S PHONE NUMBER |
| CO-WORKER NAME | CO-WORKER’S PHONE NUMBER |

**UNEMPLOYMENT**

LIST ALL PREVIOUS PERIODS OF UNEMPLOYMENT DURING THE PAST SEVEN (7) YEARS IF UNEMPLOYED FOR A PERIOD OF MORE THAN 30 DAYS.

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| FROM | TO | REASON |
| FROM | TO | REASON |
| FROM | TO | REASON |
| FROM | TO | REASON |
| FROM | TO | REASON |
| FROM | TO | REASON |

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| **REFERENCES**List three (3) people who you know you well, such as social and family friends, co-workers, military acquaintances. DO NOT include relatives, employers, or housemates, or other individuals listed elsewhere. |

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| NAME: FIRST MIDDLE LAST | CELL PHONE | HOME PHONE |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |
| WORK ADDRESS: STREET AND NUMBER CITY STATE ZIP  | WORK NUMBER  |
| How do you know this person? (friend, teacher, family, co-worker)? | How long have you known this person? |

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| NAME: FIRST MIDDLE LAST | CELL PHONE | HOME PHONE |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |
| WORK ADDRESS: STREET AND NUMBER CITY STATE ZIP  | WORK NUMBER  |
| How do you know this person? (Friend, teacher, family, co-worker)? | How long have you known this person? |

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| NAME: FIRST MIDDLE LAST | CELL PHONE | HOME PHONE |
| ADDRESS: STREET AND NUMBER CITY STATE ZIP  | EMAIL: |
| WORK ADDRESS: STREET AND NUMBER CITY STATE ZIP  | WORK NUMBER  |
| How do you know this person? (Friend, teacher, family, co-worker)? | How long have you known this person? |

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| **CRIMINAL RECORD** |
| This section requires you to report detentions, arrests, and convictions, including diversion programs and, in some cases, offenses that may have been pardoned. This also applies if you are a suspect in a criminal investigation. As a licensed applicant, you are required to disclose this information, unless specifically exempted by the state or federal law. * All detentions or arrests, whether they resulted in a conviction or not.
* All citations, excluding traffic tickets (may have been detained and/or received a Class C for disorderly conduct, prostitution, assault, etc., without an actual arrest.)
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| Have you ever been detained or a suspect in an investigation, held on suspicion, questioned, fingerprinted, arrested, indicted, criminally charged, or convicted of any misdemeanor or felony offense in this state or in any other legal jurisdiction (including offenses punishable under the Uniform Code of Military Justice)? |  **[ ]** YES **[ ]** NO |
| DATE | ARRESTING OR DETAINING AGENCY | CITY AND STATE |
| CHARGES | FINAL DISPOSITION: **[ ]** GUILTY **[ ]** NOT GUILTY **[ ]** FINED  **[ ]** DEFERRED **[ ]** DISMISSED |

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| DATE | ARRESTING OR DETAINING AGENCY | CITY AND STATE |
| CHARGES | FINAL DISPOSITION: **[ ]** GUILTY **[ ]** NOT GUILTY **[ ]** FINED  **[ ]** DEFERRED **[ ]** DISMISSED |

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| **TRAFFIC CITATIONS**List all traffic citations you have received for the past five (5) years. |
| DATE | AGENCY | CITY AND STATE |
| CHARGES | FINAL DISPOSITION: **[ ]** GUILTY **[ ]** NOT GUILTY **[ ]** FINED  **[ ]** DEFERRED **[ ]** DISMISSED |

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| --- | --- | --- |
| DATE | AGENCY | CITY AND STATE |
| CHARGES | FINAL DISPOSITION: **[ ]** GUILTY **[ ]** NOT GUILTY **[ ]** FINED  **[ ]** DEFERRED **[ ]** DISMISSED |

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| DATE | AGENCY | CITY AND STATE |
| CHARGES | FINAL DISPOSITION: **[ ]** GUILTY **[ ]** NOT GUILTY **[ ]** FINED  **[ ]** DEFERRED **[ ]** DISMISSED |

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| **TRAFFIC ACCIDENTS**List all traffic accidents you were involved in for the past five (5) years. |
| DATE | AGENCY | CITY AND STATE | WERE YOU AT FAULT **[ ]** YES **[ ]** NO |
| CHARGES | FINAL DISPOSITION**[ ]** GUILTY **[ ]** NOT GUILTY **[ ]** FINED **[ ]** DEFERRED **[ ]** DISMISSED | REPORTED TO LAW ENFORCEMEN **[ ]** YES **[ ]** NO |

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| DATE | AGENCY | CITY AND STATE | WERE YOU AT FAULT **[ ]** YES **[ ]** NO |
| CHARGES | FINAL DISPOSITION**[ ]** GUILTY **[ ]** NOT GUILTY **[ ]** FINED **[ ]** DEFERRED **[ ]** DISMISSED | REPORTED TO LAW ENFORCEMEN **[ ]** YES **[ ]** NO |

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| **DRIVERS LICENSE HELD**List all states and license numbers for states in which you have held a driver license or permit to learn to drive a motor vehicle. |
| STATE | DRIVER LICENSE NUMBER |
| STATE | DRIVER LICENSE NUMBER |

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| **DRIVERS LICENSE SUSPENSIONS, REVOCATION, DENIALS, PROBATIONS**If your driver license has ever been suspended, revoked, cancelled or denied, or driving privileges probated, list the date, state and reason for such action. |
| DATE | STATE | REASON |
| DATE | STATE | REASON |

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| **CIVIL SUITS**List all civil suits in which you have been a defendant and include dates and disposition. (e.g., small claims actions, dissolutions, child custody, paternity, support, divorce, etc.) |
| REASON | DATE | DISPOSITION |
| REASON | DATE | DISPOSITION |

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| **GENERAL QUALIFICATIONS** |
| Are you now or have you ever been a licensed or certified member of any trade or profession, such as a Pilot, Electrician, Radio Operator, Teacher, Peace Officer, etc. If you answered yes, list the certificate or license. |  **[ ]** YES **[ ]** NO |
| CERTIFICATE OR LICENSE | ISSUING AGENCY |
| CERTIFICATE OR LICENSE | ISSUING AGENCY |

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| **OTHER QUALIFICATIONS**List any areas in which you have expertise, such as Foreign Languages, Computer Software, Technical Equipment, etc. |
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| **COMPLAINTS & COMMENDATIONS**List any complaints and/or commendations you have received in the past five (5) years. Include date and findings. |
| COMPLAINT/COMMENDATION | DATE | DISPOSITION |
| COMPLAINT/COMMENDATION | DATE | DISPOSITION |
| COMPLAINT/COMMENDATION | DATE | DISPOSITION |
| COMPLAINT/COMMENDATION | DATE | DISPOSITION |
| **FORMER TEXAS TECH UNIVERSITY / TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EMPLOYEES**List all employment with the Texas Tech University / Texas Tech University Health Sciences Center to include regional campuses or the TTU System. Complete the following information. |
| FROM | TO | DEPARTMENT | LOCATION | SUPERVISOR |
| FROM | TO | DEPARTMENT | LOCATION | SUPERVISOR |

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| **SOCIAL MEDIA ACCOUNTS**List all any social media accounts, blogs, and/or websites you have created. Provide the website URL and your username. List by account name: Facebook, Instagram, Twitter, Snapchat, etc. |
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| **QUESTIONS: IF ANSWER IS YES, EXPLAIN ON LAST PAGE.** |
| **IF YOU ANSWERED YES TO ANY ONE OF THESE QUESTIONS, PLEASE EXPLAIN IN THE NEXT SECTION.** |

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| **FINANCIAL**For each of the following questions, fill in the amounts to the nearest dollar. |
| 1. Have you written three or more bad checks in a one-year period?
 |  **[ ]** YES **[ ]** NO |
| 1. Are you in arrears on court-ordered child support?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever been a party in a civil lawsuit (e.g., small claims actions, dissolutions, child custody, paternity, support, etc.)?
 |  **[ ]** YES **[ ]** NO |

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| **EMPLOYMENT** |

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| 1. Have you ever been disciplined at work? (This includes written warnings, formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments or demotions)
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever been fired, released during probation, or asked to resign from any place of employment?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever been involved in a physical/verbal altercation with a supervisor, co-worker, or customer?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever quit without giving proper notice?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever resigned in lieu of termination?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever been accused of discrimination (such as sexual harassment, racial bias, etc.) by a co-worker, superior, subordinate or customer?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever been the subject of a written complaint at work?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever been counseled at work due to tardiness or absences?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever received an unsatisfactory performance evaluation?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever sold, released, or given away legally confidential information?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever used sick leave when you were neither sick nor caring for a sick family member?
 |  **[ ]** YES **[ ]** NO |
| If yes, how much sick leave have you used in the past five years, which was not due to illness?  |  |
| 1. Have you ever been the subject of any judicial or non-judicial disciplinary action (such as, court martial, captain’s mast, article 15, letters of reprimand, counseling, etc.)?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you EVER been detained for investigation, held on suspicion, questioned, arrested, indicted, criminally charged, convicted of any misdemeanor or felony offense, or been on probation or parole in this state or in any other legal jurisdiction (Including offenses punishable under the Uniform Code of Military Justice)?
 |  **[ ]** YES **[ ]** NO |

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| **LAW** |

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| 1. Have you ever been fingerprinted for any reason?
 |  **[ ]** YES **[ ]** NO |
| 1. Have the police ever been called to your home for any reason?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you or your spouse/partner ever been referred to Child Protective Services?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever been the subject of an emergency protective order/restraining order/stay-away order?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever fraudulently received welfare, unemployment compensation, workers’ compensation, or other state or federal assistance?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you filed a false insurance or workers’ compensation claim?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever applied for or been denied a handgun permit?
 |  **[ ]** YES **[ ]** NO |

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| **DRIVERS LICENSE** |

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| 1. Have you ever driven a vehicle without auto insurance, as required by law?
 |  **[ ]** YES **[ ]** NO |
| 1. Has your driver’s license ever been placed on probation, suspended, revoked or in danger of suspension or revocation?
 |  **[ ]** YES **[ ]** NO |

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| **CRIMINAL ACTS**Within the past ten years have you ever committed any of the following misdemeanors?  |

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| 1. Displaying a weapon or carrying an illegal weapon (illegal knife, club or handgun)
 |  **[ ]** YES **[ ]** NO |
| 1. Theft , Theft of Service, Intentionally Writing a Bad Check
 |  **[ ]** YES **[ ]** NO |
| 1. Driving While Under the Influence of Alcohol and/or drugs (DWI)
 |  **[ ]** YES **[ ]** NO |
| 1. Hit and Run
 |  **[ ]** YES **[ ]** NO |
| 1. Public Intoxication
 |  **[ ]** YES **[ ]** NO |
| 1. Impersonating a Peace Officer
 |  **[ ]** YES **[ ]** NO |
| 1. Possession of Falsified or Altered Identification, including use of another person’s ID (for any reason)
 |  **[ ]** YES **[ ]** NO |
| 1. Possession of Alcohol by a Minor
 |  **[ ]** YES **[ ]** NO |
| 1. Possession of Stolen Property
 |  **[ ]** YES **[ ]** NO |
| 1. Resisting Arrest (including evading or eluding the police)
 |  **[ ]** YES **[ ]** NO |
| 1. Warrant issued for your arrest for any reason.
 |  **[ ]** YES **[ ]** NO |
| 1. Criminal Mischief or Trespassing
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever been convicted of any charge that would prevent you from legally possessing a firearm or ammunition?
 |  **[ ]** YES **[ ]** NO |
| 1. Annoying/obscene phone calls?
 |  **[ ]** YES **[ ]** NO |
| 1. Assault (use of force or violence upon another)?
 |  **[ ]** YES **[ ]** NO |
| 1. Assault on a family member (use of force or violence upon a family member)?
 |  **[ ]** YES **[ ]** NO |
| 1. Brandishing a weapon (any type of weapon)?
 |  **[ ]** YES **[ ]** NO |
| 1. Carrying a concealed weapon without a permit?
 |  **[ ]** YES **[ ]** NO |
| 1. Contributing to the delinquency of a minor?
 |  **[ ]** YES **[ ]** NO |
| 1. Illegal gambling
 |  **[ ]** YES **[ ]** NO |
| 1. Indecent Exposure
 |  **[ ]** YES **[ ]** NO |
| 1. Joyriding (using a car or other vehicle without the owner’s permission)
 |  **[ ]** YES **[ ]** NO |
| 1. Any felony
 |  **[ ]** YES **[ ]** NO |

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| **ALCOHOL AND DRUGS** |

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| 1. In the past five years, have you missed days or been late to work due to drug or alcohol consumption?
 |  **[ ]** YES **[ ]** NO |
| 1. Do you consume alcohol? And if so how frequently.
 |  **[ ]** YES **[ ]** NO |
| 1. Are you currently using drugs illegally?
 |  **[ ]** YES **[ ]** NO |

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| **GANG ACTIVITY** |

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| 1. Are you or have you ever been, a member or associate of a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability?
 |  [ ] YES [ ] NO |
| 1. Do you have, or have you ever had, a tattoo signifying membership in, or affiliation with, a criminal enterprise, street gang, or any other group that advocates violence against individuals because of their race, religion, political affiliation, ethnic origin, nationality, gender, sexual preference, or disability?
 |  **[ ]** YES **[ ]** NO |

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| **DRUG USE**Questions about your current and past recreational drug use. This covers the use of any drug, including the unauthorized use of prescription drugs. You answers should include, but not limited to, your use of any of the following drugs. |
| Amphetamines/Methamphetamine (Uppers, Speed, Crank, etc.) Barbiturates (Downers) Cocaine/Crack/Cocaine Designer Drugs (Ecstasy, Synthetic Heroin, etc.) GHB (Date Rape Drug)Glue Hallucinogens (Peyote, LSD, Mushrooms)Hashish/Hashish Oil | Heroin/OpiumMarijuanaMescalineMorphinePCP QuaaludesSteroidsTetrahydrocannabinol (THC) |

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| 1. Within the past three years, have you used any non-prescribed drug(s) as indicated above or unauthorized prescription drugs?
 |  [ ] YES [ ] NO |
| 1. Prior to the past three years, have you used any drug recreationally?
 |  [ ] YES [ ] NO |
| 1. Prior to the past three years, have you tried or used one or more drugs listed above, but only under limited circumstances (for example: experimentation, at parties, concerts, special events, etc.)?
 |  [ ] YES [ ] NO |
| 1. Have you ever engaged in any of the activities listed below for drugs, narcotics, or illegal substances- including marijuana? (Check all that apply)

 [ ]  Sold [ ]  Manufactured [ ]  Purchased  [ ]  Furnished [ ]  Cultivated [ ]  Carried or held for another |  [ ] YES [ ] NO |
| 1. At any time in your life, have you EVER engaged in selling, cultivating, purchasing, manufacturing, furnishing or possessing drugs, narcotics or illegal substances, including marijuana and steroids?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever used marijuana or any other drug not prescribed to you by a physician?
 |  **[ ]** YES **[ ]** NO |
| 1. Have you ever been arrested or convicted for a drug-related offense?
 |  **[ ]** YES **[ ]** NO |

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| **ANSWERS TO GENERAL AND OTHER QUESTIONS**If you answered “YES” to any of the questions 1-60 (pages 17-19), fully explain circumstances, including dates, names of individuals involved, and resolution. Indicate the corresponding question number for each explanation. Use a separate piece of paper for additional answers.  |
| Question # | Explanation |
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| **PERSONAL DECLARATIONS** |
| Are there any incidents in your life or detail not mentioned herein, which may influence this agency’s evaluation of your suitability for employment? If yes, explain below. |  **[ ]** YES **[ ]** NO |
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| Describe any beliefs or precepts you may have, which would prevent you from performing the duties of a guard including working weekends, evenings, nights, and holidays? If yes, explain below. |  **[ ]** YES **[ ]** NO |
|  |
| The Texas Tech Police Department is a 24/7 operation and as a trainee, you will work each shift and when released can be assigned to any shift for the department needs. Are you or will you be involved with any activity that will prevent you from training on every shift for the initial training program if you were hired. This includes but is not limited to any school, training or other employment. (Initial training program lasts a minimum of 6 weeks for guard) this includes Saturday, Sunday and holidays. This does not apply to civilian hires. If yes, explain below. |  **[ ]** YES **[ ]** NO |
|  |

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF, I HEREBY GRANT AUTHORIZATION TO THE TEXAS TECH POLICE DEPARTMENT TO CONTACT ANY PERSON OR ORGANIZATION FOR INFORMATION AND/OR DOCUMENTS TO VERIFY THE VALIDITY OF ANY PREVIOUS STATEMENT REGARDING MY PREVIOUS EMPLOYMENT, CHARACTER, AND CONDUCT. I ALSO CERTIFY I HAVE READ THE INSTRUCTIONS AND I AM AWARE THAT NOT COMPLETING ALL INFORMATION AND TURNING IN THE REQUIRED DOCUMENTS COULD DISQUALIFY ME FROM THE APPLICATION PROCESS.

SIGNED AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­­­­ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (CITY) (STATE)

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 (SIGNATURE OF APPLICANT) (WITNESS)

PHS REVIEW SHEET

|  |  |
| --- | --- |
| NAME:(Last, First, M) |  |

**APPLICANT INSTRUCTIONS:** WRITE NAME ON LINE ABOVE. EVERYTHING BELOW THIS BOX IS TO BE FILLED OUT BY TEXAS TECH DEPARTMENT PERSONNEL ONLY WHEN THE APPLICANT HAS TURNED IN THE PERSONAL HISTORY STATEMENT.

**OFFICE USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| DATE: |  | REVIEWED BY: |  |
| **INSTRUCTIONS FOR REVIEWER:** VERIFY ALL DOCUMENTS ARE ORIGINAL OR A CERTIFIED TRUE COPY. MAKE PHOTOCOPIES OF ALL ORIGINAL DOCUMENTS AND GIVE ORIGINAL DOCUMENTS BACK TO THE APPLICANT. CHECK YES, IF THE PERSON HAS TURNED IN AN ORIGINAL COPY. IF THE PERSON HAS NOT TURNED IN AN ORIGINAL COPY PLEASE CHECK THE ORIGINAL NEEDED BOX. IF THE PERSON DOES NOT HAVE AN ORIGINAL PLEASE CHECK NO AND WRITE A COMMENT IN THE BLOCK STATING THE EXPLANATION FOR NOT HAVINGTHE DOCUMENT. |

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| **DOCUMENT PROVIDED** |  |
| BIRTH CERTIFICATE | Yes No Original Needed |
| SOCIAL SECURITY CARD | Yes No Original Needed |
| DRIVER’S LICENSE | Yes No Original Needed |
| VEHICLE LIABILITY INSURANCE POLICY | Yes No Original Needed |
| HIGH SCHOOL TRANSCRIPTS OR DIPLOMA | Yes No Original Needed |
| CREDIT REPORT | Yes No Original Needed |
| COLLEGE TRANSCRIPTS | Yes No N/A Original Needed |
| MARRIAGE CERTIFICATE – IF APPLICABLE | Yes No N/A Original Needed |
| DISSOLUTION OF MARRIAGE DECREE– IF APPLICABLE | Yes No N/A Original Needed |
| NATURALIZATION PAPERS – IF APPLICABLE | Yes No N/A Original Needed |
| MILITARY DISCHARGE PAPERS – DD214 (ALL COPIES INCLUDING MEMBER 4) | Yes No N/A Original Needed |

All documents required must be original. If the document is not an original, the original must be shown on date of interview to be hired.

**HIRING MANAGER USE ONLY:**

|  |  |
| --- | --- |
| Background Investigator: |  |
| Date Given: | Return | Date: |  |