
Applicants Name (Print)
Determination

Update to Personnel File

Update for Candidacy

Date of Hire



**EL PASO COUNTY
SHERIFF'S OFFICE**

BACKGROUND EMPLOYMENT INVESTIGATION

PERSONAL HISTORY STATEMENT

SECTION	PAGE
Applicant I.D	2
Family	2
Legal	3
Drug Used	3
Financial	3
Personal History	4
FCRA Disclosure	5
Release Authorization	6

“WE SERVE WITH PRIDE”

****Note:** It is important that you attach a copy of a recent credit report which can be found at www.freecreditreport.com. Should you fail to submit a complete application, it may be deemed ineligible. **Further instructions on page 6.**

INSTRUCTIONS

-PLEASE READ CAREFULLY!!!

Unless otherwise stated, each question refers to anytime, anyplace, anywhere, at any age, for any reason, both in civilian life or military life, domestic or abroad. It does NOT matter if the incident or act was detected, undetected, reported or unreported, investigated or not, discovered or if anyone was arrested or not.

Your Personal History Statement is subject to a complete background investigation consisting of personal, family, education, traffic, criminal, employment and financial history. Questions relating to age, height, weight, and any other physical characteristics, when not specifically related to the job requirements, are used for the purpose of identification in your background investigation and **for no other purpose.**

These instructions are provided as a guide to assist you in properly completing the Personal History Statement in order for your background investigation to be conducted. It is essential that ALL information be entirely accurate in all respects. **Inaccuracies, incomplete statements, rationalizations, misstatements of fact, or omission of material information reported in this Personal History Statement, or divulged by you during the background investigation may be grounds for your disqualification and/or termination of your employment with the El Paso County Sheriff's Office. This disqualification from employment is with the El Paso County Sheriff's Office and/or any other position with the County of El Paso.**

It is to your advantage to respond openly and honestly to all of the following questions. Any negative factors in your background will be evaluated in terms of circumstances and facts surrounding the occurrence and its degree of relevance to the job. The El Paso County Sheriff's Office is looking for mature, honest people who can admit to their mistakes and discuss those mistakes honestly. For example, being fired from a job or having been arrested is not, in itself, grounds for disqualifications in many cases. It is your responsibility to be truthful. A negative factor in your background may not terminate you from the application process. **Being dishonest about a negative factor will. BE HONEST!** All the information will be verified by an extensive background investigation.

REMEMBER: the ability to make neat, legible, accurate and complete reports and the ability to follow instructions is an important part of Corrections and Law Enforcement work.

All responses made by you will be held in confidence, to the extent allowed by the law.

INSTRUCTIONS:

1. **PRINT** in your own handwriting, all answers in **BLACK** ink. **DO NOT LEAVE ANY QUESTIONS BLANK.** This statement must be filled out and completed by **YOU** and no one else. Be sure that you fill out this Personal History Statement correctly and completely. You are the one who is swearing, under oath, that all the information contained herein is true and correct.

Your Personal History Statement must be filled out **NEATLY, COMPLETELY** and **CORRECTLY!** If the Background Investigator cannot read it, your background cannot and will not be completed. Neatness, spelling, grammar, punctuation and the ability to follow written instructions is evaluated as part of the selection process. Do not use abbreviations for names or other words; spell everything out completely.

2. Answer **EVERY** question to the best of your ability. Explain incomplete answers. If the question does not apply to you, print "N/A" in the blank space provided. **ALL** blank spaces **MUST** have an answer or "N/A". **YOU ARE RESPONSIBLE** for obtaining all correct and complete names, addresses, phone numbers, zip codes and area codes where requested. If you are not sure of your information, verify it **PERSONALLY** before submitting your Personal History Statement. **The Background Investigators do not have the time to complete your work.**
3. Make sure your information is current and we are able to contact you during daytime hours. If the Background Investigators are unable to get messages to you, your background will not be completed. It is **YOUR** responsibility to

EL PASO COUNTY SHERIFF'S OFFICE
Supplemental Personal History Statement

keep your Background Investigator informed of how you can be reached.

4. In the Employment History section, list the name and title of the person who is/was directly in charge of you and knows about your work habits.
5. If you were in the Military and were the subject of any form of Military discipline, (Article 15, court marshal, captain's mast, company punishment, etc.), **YOU** will be required to provide official documentation of the incident(s).
6. When listing REFERENCES, none of the References can be related to each other or related to you. You **MUST** list five (5) references, but the references **CANNOT** all be co-workers. It is preferred that References have a local address and phone number; however, out-of-town references will be accepted provided complete addresses and phone numbers are listed.
7. If more space is needed to answer any questions, use a separate piece of paper, 8.5"x11", lined notebook paper. Make sure that you put your name and social security number on each sheet of paper and numbering the question to which you are responding. Attach this paper to the Personal History Statement (PHS).
8. Once you have completed the Personal History Statement, you **MUST** have it Notarized on the last page. If the page is not notarized **BEFORE** the Personal History Statement is turned in, it **will not** be accepted.
9. If you have any problems while filling out the PHS or you are not sure what information you should list, do not hesitate to call and ask for assistance. The Background Investigators Section phone number is 538-2218 or 538-2189 and work hours are **Monday through Friday, 8:00 A.M. to 4:00 P.M.** When calling, identify yourself as a Sheriff's Office applicant and a Background Investigator will assist you.
10. This statement must be **HAND delivered by YOU** and returned to the Human Resource Office located at 3850 Justice **within three working days** from the date you received it. Failure to return the statement within the three working days will result in the rejection of your Personal History Statement.

EL PASO COUNTY SHERIFF'S OFFICE
Supplemental Personal History Statement

1. Full Name: _____
Last First Middle Maiden

2. Your Present Residence: _____
Address City State Zip

3. Home Telephone: _____ Cellular #: _____

Persons with whom you live:	Relationship

(Continue on back)

5. Other name(s) you use including nicknames, monikers, aliases: _____

6. Have you legally changed your name? no yes

If Yes:

Court Place Date Reason

7. Date of Birth: / / Age: Social Security Number: _____
mm/ dd / yy

8. Gender: male female Ethnicity: _____

9. Current Driver License: _____
State Number

10. During the time you have been employed with the Office, have you?

Yes No

- a. Been arrested.
- b. Been charged with or indicted for any criminal offense.
- c. Received any traffic citations for a traffic offense in any state.
- e. Had your driver license suspended or revoked.

Explain if you answered "YES". Include dates, case numbers, locations, indictment numbers, charges, or other relevant information to explain the situation.

11. Are you, or have you been involved in any civil suit as a plaintiff, defendant, or witness, since being employed with the Office Yes No

EL PASO COUNTY SHERIFF'S OFFICE
Supplemental Personal History Statement

Explain if you answered
"YES": _____

12. During the time you have been employed with the Office, have you:

Yes No

- a. Used any illegal drug or substance.
 b. Purchased any illegal drug or substance.
 c. Manufactured or produced any illegal drug or substance.
 d. Been under the influence of any illegal drug or substance.
 e. Sold any illegal drug or substance.
 f. Knowingly associated with any individual who is involved in any way with illegal drugs.

Explain if you answered "YES": _____

13. During the time you have been employed with the Office, have you knowingly or willingly:

Yes No

- a. Been a member of any club, organization, or gang involved in any level of criminal activity.
 b. Associated with a member of any club, organization, or gang involved in any level of criminal activity.
 c. Supported, in any way the activities or acts of any club, organization, or gang which is involved in any level of criminal activity.

Explain if you answered "YES": _____

14. Are you delinquent on any payments to any lending institution, organization, or party; or has any lending institution, organization, or party had cause to place your name with any collections agency or file notice with any credit-reporting agency. Yes No

Explain if you answered "YES": _____

15. Since you have been employed, have you had personal associations with someone who is under indictment or on bond for any felony, in custody, or has previously been placed on community supervision or parole? Yes No

Explain if you answered "YES": _____

EL PASO COUNTY SHERIFF'S OFFICE
Supplemental Personal History Statement

16. List all residences where you have lived since employed with El Paso County. Attach additional sheet(s) if needed.

Dates: From: _____ to _____
Address: _____

Dates: From: _____ to _____
Address: _____

Dates: From: _____ to _____
Address: _____

Dates: From: _____ to _____
Address: _____

17. Are you currently paying child support? Yes _____ No _____
a) Have you ever been delinquent? Yes _____ No _____
b) Are you currently delinquent? Yes _____ No _____

Explain if you answered "YES" to a) and/or b):

18. Do you have any type of social media accounts? Yes _____ No _____

If answered "YES" please provide your username for the following:

Facebook: _____
Instagram: _____
Twitter: _____
Other(s): _____

19. Have you ever been the target of an investigation by the Texas Department of Family and Protective Services (CPS) regarding a child abuse or neglect case? Yes _____ No _____

Explain if you answered "YES"- provide dates, case number, and disposition of the case.

EL PASO COUNTY SHERIFF'S OFFICE
Supplemental Personal History Statement

All applicants for employment: Please read carefully before signing below.

As part of its employment application process, I understand that the El Paso County Sheriff's Office may obtain or have prepared a consumer/investigative consumer report concerning my prior employment, military record, education, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or criminal background.

I understand that upon written request to the El Paso County Sheriff's Office, I will be informed whether an investigative consumer report was requested, and given full information as to the nature and scope of such investigation. I understand that an investigative consumer report is a report in which information regarding my character, general reputation, personal characteristics, or is obtained through personal interviews with neighbors, friends, or associates with whom I am acquainted.

By signing below, I authorize the El Paso County Sheriff's Office to obtain a consumer/investigative consumer report on me as part of its pre-employment background investigation process. If I am offered employment by the El Paso County Sheriff's Office, I further authorize the El Paso County Sheriff's Office to obtain additional consumer/investigative consumer reports on me for employment purposes at any time during my employment.

By signing below, I also acknowledge that the El Paso County Sheriff's Office has provided me with a summary of my rights under the federal Fair Credit Reporting Act.

Name: _____ Address: _____

Signature: _____ Date: _____

Sworn and subscribed before me this _____ day _____, 20____

Notary Public

My Commission Expires

(Notary Stamp)

EL PASO COUNTY SHERIFF'S OFFICE
Supplemental Personal History Statement

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I have reviewed this completed personal history statement and believe it to be true and correct to the best of my knowledge and recollection. I understand that willfully withholding information or making false statements will be basis for disciplinary action up to and including termination of my employment with the El Paso County Sheriff's Office.

I also understand that after I have submitted this personal history statement, I must inform the County's Human Resources Office immediately, of any changes or updates of information contained in this statement. Failure to do so may be cause for disciplinary action up to including termination of my employment with the El Paso County Sheriff's Office.

I understand that failure to respond to a question, or the omission of a material fact, may be construed as a false statement and be basis for disciplinary action up to and including termination of my employment with the El Paso County Sheriff's Office.

I also do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the El Paso County Sheriffs Office, whether the said records are of educational institutions; financial or credit institutions including records of loans, the records of commercial and retail credit agencies, credit reports and ratings, and other financial statements and records. I further authorize employment and pre-employment records including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of any person who may have any record or recollection about me.

I understand any information obtained through a personal history or background investigation developed directly or indirectly, in whole or in part, based upon this authorization will be considered toward the determination of my suitability for employment with the El Paso County Sheriff's Office.

A copy of this release form will be valid as an original thereof.

Name: _____ Address: _____

Signature: _____ Date: _____

Sworn and subscribed before me this _____ day _____, 20____

Notary Public

My Commission Expires

(Notary Stamp)

EL PASO COUNTY SHERIFF'S OFFICE Supplemental Personal History Statement

Credit Report – A free copy may be obtained at www.freecreditreport.com

1. Click get your free credit report
2. Fill out your information
3. Click “print options” and select “Print my Experian credit report”
4. Click “print this page”

