

# PERSONAL HISTORY STATEMENT

Print Form

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## OFFICE OF PEACE OFFICER SELECTION

### BACKGROUND INVESTIGATION UNIT OFFICES

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9838 Old Placerville Road, Suite B  
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(916) 255-2500

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**SOUTHERN FIELD OFFICE**  
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CONFIDENTIAL



## A MESSAGE FROM THE CHIEF

This Personal History Statement (PHS) will be completed by all peace officer candidates and specified non peace officer candidates, as outlined in D.O.M. section 31060.11, requiring a Background Investigation.

You are being considered for appointment as a sworn peace officer with the California Department of Corrections and Rehabilitation. Government Code Section 1031 requires us to determine that you are of good moral character by conducting a thorough background investigation. Civil Code Section 1798.15 requires that personal and confidential information be collected, to the greatest extent practicable, from you. In addition, Labor Code Section 432.7 requires you to disclose arrests or detentions which did or did not result in conviction, as well as referral to and participation in any pretrial or post trial diversion programs.

As a result, this PHS is extensive. Please take the time to accurately complete it. It is important you are open and honest while preparing your PHS. Keep in mind that all the information you provide will be verified. All time periods in your background must be accounted for. Deliberate inaccuracies or omissions, or incomplete statements regarding any information requested may result in you not receiving full consideration for employment, the removal of your name from an eligibility list, or the placement of your name on inactive status. In addition, should information be developed after your appointment that would have supported any of these actions, you may be rejected on probation under the authority of Government Code Section 19173. Also, if you fail to supply information requested within prescribed time frames your appointment will be delayed or your name may be removed from the eligible list.

In addition, you must contact your background investigator to provide any new information (changes in employment, arrest, etc.) that arises after you submit the PHS.

Your privacy will be strongly protected. All the information supplied by you in this PHS or obtained by the background investigator is personal information under Civil Code Section 1798.3(a). At no time during the investigation, or thereafter, will any portion of the investigation be revealed to persons other than those authorized by law (Civil Code Section 1798.24).

The next page includes some instructions to assist you. Completing the PHS accurately will facilitate the timely completion of your background investigation. If you have any questions regarding the completion of the PHS, please call the background investigation unit of the selection center nearest your home. The addresses and telephone numbers are on the cover sheet. Thank you for your interest in employment with the California Department of Corrections and Rehabilitation.

## INSTRUCTIONS FOR COMPLETING THE PERSONAL HISTORY STATEMENT (PHS)

The information requested on each of the forms on the PHS are required by California Government Code Sections 1031 and 18930, to determine your eligibility and qualifications for becoming a peace officer with the California Department of Corrections and Rehabilitation (CDCR). This Personal History Statement (PHS) will be completed by all peace officer candidates and specified non peace officer candidates, as outlined in D.O.M. section 31060.11, requiring a Background Investigation. It is your responsibility to make sure your PHS is complete and accurate. Be specific in your answers, and be aware of the following:

- Illegible or incomplete forms will not be accepted.
- All statements made in your PHS are subject to verification. It is important to be open, honest and thorough while preparing this document. Integrity, credibility and the ability to follow written instructions are key factors taken into consideration when evaluating a candidate for peace officer employment. **ALL** questions must be answered completely, accurately and truthfully. Vague answers will not be accepted. All time periods in your personal background must be accounted for in all areas. Failure to follow instructions will result in rejection of your PHS and may result in disqualification from the selection process.
- Any derogatory information in your background will be evaluated. Inaccuracies, falsifications, untruthful responses, omissions, discrepancies, incomplete statements and/or unanswered questions, will be grounds for disqualification from the selection process.
- **DRUG USE** Questions regarding illegal drug or substance use must be answered completely, accurately, and truthfully. Any experimentation or use whatsoever must be listed regardless of the amount. This includes, but is not limited to, tasting, sniffing, smoking, ingesting, inhaling, injecting, swallowing, pretending to use or attempting to use, regardless of the effects. If exact dates are unknown, you must list an approximate month and year you feel when the drugs were last used. **YOU WILL BE DISQUALIFIED FOR FALSIFYING YOUR PHS IF YOU ARE NOT HONEST REGARDING ALL OF YOUR ILLEGAL DRUG USE.**
- **LAW ENFORCEMENT CONTACTS** Questions regarding arrests, detentions and questioning must be answered completely, accurately and truthfully. Peace Officer candidates are required to disclose ALL law enforcement contacts and arrests regardless of conviction. This includes being questioned or detained or even if the charges were dropped or dismissed. You must list any arrest or convictions regardless if you received a release per Penal Code Section 1203.4 or 1203.4(a) or Welfare and Institution Code Sections 1179 or 3200, or have received a pardon per Penal code Section 4852.16. NOTE: You need not list an arrest or conviction when the record of such has been sealed in accordance with Penal Code Sections 851.7, 851.8 or 1203.45, or has been expunged pursuant to Health and Safety Code Section 11361.5, or if the conviction was under Health and Safety Code Section 11557 or it's successor 11366 when that conviction was stipulated or designated to be a lesser included offense of the offense of possession of marijuana.
- **EMPLOYMENT HISTORY** – You must list all employment and dates of employment for the time frames requested. Addresses must be complete and accurate. ZIP CODES are required. You must verify the address, Zip Code and telephone numbers of each employer before submitting your PHS. Failure to provide accurate and complete addresses, including zip codes may result in the rejection of your PHS and elimination from the selection process. If the employer is no longer in business, you must list the last known address including ZIP CODES. If the business has moved, you are required to provide the previous address as well as list the new address with a notation “moved.”
- **RELATIVES/REFERENCES** – You must list complete and accurate addresses. ZIP CODES are required. You must verify the address, Zip Code and telephone number of each person listed before submitting your PHS. Failure to provide accurate and complete information may result in the rejection of your packet.
- If the space provided after each question is not sufficient, use the “Supplemental” page, or if necessary, attach additional sheets of 8 ½ x 11” lined paper. Please indicate the page and question number on the Supplemental sheet of attached lined papers and include your Social Security number and Exam ID number. You must sign and date each supplemental page submitted.

# IMPORTANT REQUIRED DOCUMENTS

**PLEASE NOTE:** You must have ready to submit the following documents upon successful completion of your **Physical Abilities Test (PAT)**. Please refer to the checklist below to ensure you have obtained all required documents and are ready to participate in your PreInvestigatory Interview. Failure to follow instructions or failure to have required documentation ready at the time of your interview will result in your disqualification from the remainder of the selection process. You must have the following documents:

- PHS** – Your PHS must be complete. Documents submitted with illegible handwriting will be rejected.
- Background Investigation Questionnaire** – Your questionnaire must be completed and ready to submit.
- CITIZENSHIP** CERTIFIED UNITED STATES BIRTH CERTIFICATE issued by the Bureau of Vital Statistics from the county where you were born **OR** ORIGINAL NATURALIZATION CERTIFICATE. (Originals will be returned to you after copies and/or verification is made for your file.) Note that photo copies will not be accepted. **PASSPORTS ARE NOT ACCEPTED FOR ANY REASON.** If you are not a citizen of the United States, you must possess a letter from the Immigration and Naturalization Service (INS) accepting your application for citizenship. (Note this letter of acceptance must be dated from INS before the date you filed your application.)
- Copies of documents reflecting any name changes from your Birth Certificate. Include marriage certificates, divorce decrees, court adoption information, etc.)
- EDUCATION** – (**HIGH SCHOOL**) CERTIFIED High School Transcripts reflecting graduation from a US institution; **or** Certified documents providing proof of passing the California High School Proficiency Test; **or** Certified GED Test Scores. Refer to the Examination Bulletin for requirements on education accreditation requirements. **NOTE:** Do not open the envelopes you receive from the various schools. The background investigator must receive the certified transcripts in the envelope sealed by the education institution. Copies of transcripts and/or opened envelopes or envelopes that appear to have been tampered with will be rejected.
- COLLEGE **CERTIFIED** College Transcripts for all colleges attended. **NOTE:** Do not open the envelopes you receive from the various schools. Refer to the Examination Bulletin for requirements on education accreditation requirements. **NOTE:** Do not open the envelopes you receive from the various schools. The background investigator must receive the certified transcripts in the envelope sealed by the educational institution. Copies of transcripts and/or opened envelopes or envelopes that appear to have been tampered with will be rejected.
- MILITARY – If you served in the military, provide a copy of your DD214 Military Discharge Form (Member 4, long form)
- Copy of proof of current/valid automobile insurance. (The card that you are required to carry in your vehicle.)
- Credit Rating Report – You must provide a copy of your entire credit report from a major credit reporting company. This copy must have been obtained no earlier than 30 days prior to your PreInvestigatory Interview with your Background Investigator. This report may be obtained free online from: [www.annualcreditreport.com](http://www.annualcreditreport.com). This provides your credit history from Equifax, Experian, and Transunion credit reporting agencies.)
- License or Credential (if required for position).
- Notarized Waivers – You must submit two completed **AND** notarized waivers with your Personal History Statement.

I have read and understand the above information. I understand that if I fail to comply with instructions, provide false, inaccurate or misleading information I will be disqualified from the selection process.

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Candidate's Signature

Date

Social Security Number

**POSITION APPLIED FOR:**

(PRINT LEGIBLY IN INK OR TYPE)

<b>LAST NAME</b>		<b>FIRST NAME</b>	<b>MIDDLE NAME</b>
<b>SOCIAL SECURITY NUMBER*</b>		*Providing the Social Security Number (SSN) is voluntary in accordance with the Federal Privacy Act of 1974 (PL 93-579). The SSN will be used for identification purposes to ensure proper records are obtained.	<b>EXAM ID NUMBER</b>

Other names (including maiden names or nicknames) you have used or been known by

**Driver License:** State *California* Number \_\_\_\_\_  
 Date of Birth (mm/dd/yy) \_\_\_\_\_ Age \_\_\_\_\_

City, State, Country

**Birthplace**

<b>Gender</b>	<b>Height</b>	<b>Weight</b>	<b>Hair Color</b>	<b>Color of Eyes</b>
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**Distinguishing marks (list and describe all scars, tattoos, etc., including location)**

Do you have any tattoos that may be associated with a street gang?  YES  NO

If yes, name of gang: \_\_\_\_\_

<b>RESIDENCE ADDRESS</b> (Where you actually reside)			<b>MAILING ADDRESS</b> (Where you receive mail if you are unable to receive mail at your residential address)			
Street Address			Street Address or Post Office Box Number			
City	County		City	County		
State <i>California</i>	Zip Code		State <i>California</i>	Zip Code		
<b>Telephone Number(s)</b>	Area Code ( )	Work ext. -	Hours of contact	Area Code ( )	Home -	Hours of contact

I currently: Own  Rent  Live with relatives  Other

**E-mail Address**

**1. CITIZENSHIP**

Are you a U.S. citizen or a permanent resident alien who is eligible for, and has applied for, U.S. citizenship? Yes  No

For peace officer positions, you must have obtained or applied for U.S. Citizenship. Indicate type of proof you are supplying:

<input type="checkbox"/> Certified Birth Certificate	<input type="checkbox"/> Naturalized Citizen -- If Naturalized, supply the following:
<input type="checkbox"/> Letter of Citizenship Application and Alien Registration Number	Date Naturalized _____
_____	Location _____ <i>California</i>
	City _____ State _____
	Certification Number _____

## 2. EDUCATION

Please indicate your current education status by checking the appropriate box. California law requires a peace officer be a high school graduate from an accredited U.S. High School, or its equivalent. In order for an out-of-state GED test to be considered qualifying in California as meeting high school graduation level, the scores attained in each category cannot be less than 40 with an overall average score of not less than 45.

I graduated from a U.S. high school.

I passed the California High School Proficiency Examination.

I passed the GED (General Educational Development) test with scores meeting California high school graduation standards.

I possess a two-year or 4-year degree from an accredited U.S. college or university.

HIGH SCHOOLS – Name and address of all high schools attended (starting with the last school attended or from which you graduated).	Telephone	Attendance Dates		Graduated	
		FROM	TO	Yes	No
NAME: ADDRESS:	( ) -			<input type="checkbox"/>	<input type="checkbox"/>
NAME: ADDRESS:	( ) -				
NAME: ADDRESS:	( ) -				

### GED TEST

Date Taken	Name of testing institution	Address (Including city, state and zip code)

COLLEGES AND UNIVERSITIES – Name and address of all attended (start with the last college/university attended).	Attendance Dates		Units Completed		Graduation	
	From	To	Sem	Qtr	Date	Degree
NAME: ADDRESS:						
NAME: ADDRESS:						
NAME: ADDRESS:						
NAME: ADDRESS:						

A. Have you ever been suspended or expelled from any high school or post-secondary school?  YES  NO  
If "Yes", explain.

**3. RELATIVES, REFERENCES, RESIDENCES**

During the course of your background investigation, persons who know you may be asked to comment on your suitability for appointment as a peace officer. Inquiries will be confined to job-related matters.

**A. SPOUSE – List all spouses**

Present Spouse/Domestic Partner (include maiden name if applicable)	Birthdate	Address	H ( ) -
			W ( ) -
Former Spouse/ Domestic Partner (include maiden name if applicable)	Birthdate	Address	H ( ) -
			W ( ) -
Former Spouse/ Domestic Partner (include maiden name if applicable)	Birthdate	Address	H ( ) -
			W ( ) -
Former Spouse/ Domestic Partner (include maiden name if applicable)	Birthdate	Address	H ( ) -
			W ( ) -

**B. CHILDREN – List all natural, adopted and step- children. Indicate whom they live with if they do not live with you.**

Name of Child	Birthdate	Address	H ( ) -
			Guardian: W ( ) -
Name of Child	Birthdate	Address	H ( ) -
			Guardian: W ( ) -
Name of Child	Birthdate	Address	H ( ) -
			Guardian: W ( ) -
Name of Child	Birthdate	Address	H ( ) -
			Guardian: W ( ) -
Name of Child	Birthdate	Address	H ( ) -
			Guardian: W ( ) -
Name of Child	Birthdate	Address	H ( ) -
			Guardian: W ( ) -

**C. PARENTS – List all natural, adopted, stepparents, and in-laws.**

Name of Father	Birthdate	Address	H ( ) -
			W ( ) -
Name of Step-Father	Birthdate	Address	H ( ) -
			W ( ) -



**RELATIVES, REFERENCES, RESIDENCES (continued)**

Name of Mother	Birthdate	Address	H ( ) -
			W ( ) -
Name of Step Mother	Birthdate	Address	H ( ) -
			W ( ) -
Name of Father-in-law	Birthdate	Address	H ( ) -
			W ( ) -
Name of Mother-in-law	Birthdate	Address	H ( ) -
			W ( ) -

**D. SIBLINGS** – List all natural, adopted and stepsiblings.

Name of Sibling	Birthdate	Address	H ( ) -
			W ( ) -
Name of Sibling	Birthdate	Address	H ( ) -
			W ( ) -
Name of Sibling	Birthdate	Address	H ( ) -
			W ( ) -
Name of Sibling	Birthdate	Address	H ( ) -
			W ( ) -
Name of Sibling	Birthdate	Address	H ( ) -
			W ( ) -
Name of Sibling	Birthdate	Address	H ( ) -
			W ( ) -
Name of Sibling	Birthdate	Address	H ( ) -
			W ( ) -

**E. REFERENCES** – List five individuals who have knowledge of you and your personal qualifications. Do not list relatives, former or present employers, or persons under the age of 18.

	<b>Address where person can be contacted (include city, state and zip code)</b>	<b>Telephone Number</b>
1. Name		H ( ) -
		W ( ) -
Occupation		
2. Name		H ( ) -
		W ( ) -
Occupation		



**RELATIVES, REFERENCES, RESIDENCES (continued)**

3. Name		H ( ) -
Occupation		W ( ) -
4. Name		H ( ) -
Occupation		W ( ) -
5. Name		H ( ) -
Occupation		W ( ) -

**F. RESIDENCES** – List all residences beginning with your current residence. Do not list any residences prior to your 16<sup>th</sup> birthday. Also list all individuals who resided with you in each location.

Address (Include city, state and zip code)	Name(s) of person(s) resided with (Include phone numbers)	Dates (Month/year)		If rented, give name, address and phone number of person responsible for property.
		From	To	
1.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -
2.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -
3.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -
4.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -
5.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -
6.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -
7.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -
8.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -
9.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -
10.	Name: Phone Number: ( ) -			<input type="checkbox"/> own <input type="checkbox"/> rent <input type="checkbox"/> other (explain) Name: Address: Phone: ( ) -

## 4. EMPLOYMENT EXPERIENCE

Starting with your most *recent* experience, list all employment, unemployment, U.S. military service, etc. within the last 10 years (check all boxes that apply for each position). List all jobs and positions (paid or volunteer\*) regardless of the length of time. All time periods must be accounted for—leave **NO** gaps. \*For volunteer experience: Indicate the actual time (number of hours/day, number of hours/week) spent volunteering.

**Would there be any problem contacting your present employer during the course of this background investigation?\***  YES  NO  
**If "Yes", please explain:**

\_\_\_\_\_

\_\_\_\_\_

\*Note: If you mark "Yes", your present employer will still be contacted; however, contact will occur near the conclusion of your background investigation.

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY		
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED  HRS. PER WEEK:  _____	COMPANY NAME			Telephone number (    )    -	Business hours	
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)					
	JOB TITLE		REASON FOR LEAVING			
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)					
	SUPERVISOR'S NAME			Telephone number (    )    -	Normal Work Hours	
ADDRESS						

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY		
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED  HRS. PER WEEK:  _____	COMPANY NAME			Telephone number (    )    -	<input type="checkbox"/> FULL TIME	<input type="checkbox"/> PART TIME
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)					
	JOB TITLE		REASON FOR LEAVING			
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)					
	SUPERVISOR'S NAME			Telephone number (    )    -	HRS. PER WEEK:	
ADDRESS						

**EXPERIENCE (Continued)**

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY		
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED	COMPANY NAME			Telephone number ( ) -	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)					
	JOB TITLE		REASON FOR LEAVING			
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)					
	HRS. PER WEEK:  _____	SUPERVISOR'S NAME			Telephone number ( ) -	HRS. PER WEEK:
	ADDRESS					

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY		
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED	COMPANY NAME			Telephone number ( ) -	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)					
	JOB TITLE		REASON FOR LEAVING			
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)					
	HRS. PER WEEK:  _____	SUPERVISOR'S NAME			Telephone number ( ) -	HRS. PER WEEK:
	ADDRESS					

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY		
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED	COMPANY NAME			Telephone number ( ) -	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME	
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)					
	JOB TITLE		REASON FOR LEAVING			
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)					
	HRS. PER WEEK:  _____	SUPERVISOR'S NAME			Telephone number ( ) -	HRS. PER WEEK:
	ADDRESS					

**EXPERIENCE (Continued)**

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED	COMPANY NAME			Telephone number ( ) -	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)				
	JOB TITLE		REASON FOR LEAVING		
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)				
	HRS. PER WEEK:  _____	SUPERVISOR'S NAME			Telephone number ( ) -
ADDRESS					

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED	COMPANY NAME			Telephone number ( ) -	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)				
	JOB TITLE		REASON FOR LEAVING		
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)				
	HRS. PER WEEK:  _____	SUPERVISOR'S NAME			Telephone number ( ) -
ADDRESS					

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED	COMPANY NAME			Telephone number ( ) -	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)				
	JOB TITLE		REASON FOR LEAVING		
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)				
	HRS. PER WEEK:  _____	SUPERVISOR'S NAME			Telephone number ( ) -
ADDRESS					

**EXPERIENCE (Continued)**

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED  HRS. PER WEEK: _____	COMPANY NAME			Telephone number (    )    -	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)				
	JOB TITLE		REASON FOR LEAVING		
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)				
	SUPERVISOR'S NAME			Telephone number (    )    -	HRS. PER WEEK:
	ADDRESS				

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED  HRS. PER WEEK: _____	COMPANY NAME			Telephone number (    )    -	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)				
	JOB TITLE		REASON FOR LEAVING		
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)				
	SUPERVISOR'S NAME			Telephone number (    )    -	HRS. PER WEEK:
	ADDRESS				

FROM -Month- Month	Year	TO -Month- Month	Year	SALARY	
<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SELF EMPLOYED <input type="checkbox"/> VOLUNTEER  <input type="checkbox"/> UNEMPLOYED  HRS. PER WEEK: _____	COMPANY NAME			Telephone number (    )    -	<input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME
	COMPANY'S MAILING ADDRESS (STREET, CITY, COUNTY, STATE AND ZIP CODE)				
	JOB TITLE		REASON FOR LEAVING		
	JOB DUTIES (LIST THE PRIMARY DUTIES PERFORMED)				
	SUPERVISOR'S NAME			Telephone number (    )    -	HRS. PER WEEK:
	ADDRESS				

## 5. EMPLOYMENT

If you have no prior employment, or were unemployed for a period of time, please explain how you supported yourself.

- A. Have you ever been suspended, fired, or asked to resign from any employment? If "Yes", give the name of the employer(s), date(s), and explain the circumstances.  YES  NO
- B. Have you ever been rejected during the probationary period from any employment? If "Yes", give the name of the employer(s), date(s), and explain the circumstances.  YES  NO
- C. Have you ever resigned from any position or employment under pressure or unfavorable circumstances? If "Yes", give the name of the employer(s), date(s), and explain the circumstances.  YES  NO
- D. Have you ever been the recipient of a formal disciplinary action (suspension, reduction in pay, demotion, written reprimand, etc.)? If "Yes", give the name of the employer(s), date(s), and explain the circumstances.  YES  NO
- E. Have you ever had any extended work absences for reasons other than earned vacations (e.g., disability leave, maternity leave, etc.)? If "Yes", give the name of the employer(s), date(s), and explain the circumstances.  YES  NO
- F. Have you ever been or are you currently under investigation by your employer or supervisor for improper conduct, illegal activities, sexual harassment or equal employment opportunity violations? If "Yes", give the name of the employer(s), date(s), and explain the circumstances.  YES  NO
- G. Have you ever been in a physical altercation with a co-worker, supervisor, or customer/client? If "Yes", give the name of the employer(s), date(s), and explain the circumstances.  YES  NO
- H. Are you presently or have you previously been employed as a peace officer, reserve officer, or military police officer? If you answer "YES", you must answer questions I through N.  YES  NO
- I. As a peace officer, have you ever accepted a gratuity? If "Yes", explain.  YES  NO
- J. As a peace officer, have you ever accepted any form of compensation, either financial, personal or otherwise in exchange for overlooking a violation? If "Yes", explain.  YES  NO
- K. As a peace officer, have you ever made a false report? If "Yes", explain.  YES  NO
- L. As a peace officer, have you ever lied under oath? If "Yes", explain.  YES  NO
- M. As a peace officer, have you ever withheld evidence seized in the course of your official duties? If "Yes", explain.  YES  NO
- N. As a peace officer, have you ever been the subject of an internal affairs investigation? If "Yes", explain.  YES  NO

**EMPLOYMENT (Continued)**

**BACKGROUND INVESTIGATIONS / PEACE OFFICER APPLICATIONS**

Have you ever applied for any position requiring a background investigation (including government agencies, private employers, volunteer service, or any prior application with the California Department of Corrections and Rehabilitation)?  YES  NO  
 If "Yes", please list the information below starting with the most recent application.

Name/Agency and complete address including zip code		Date applied
Name: Address:		
Position applied for	<input type="checkbox"/> Submitted application only <input type="checkbox"/> Took Written Test <input type="checkbox"/> Took Physical Abilities Test	<input type="checkbox"/> Submitted Personal History Statement <input type="checkbox"/> Background Investigation Conducted <input type="checkbox"/> Disqualified. If so, list reason.
		<input type="checkbox"/> Hired or received job offer <input type="checkbox"/> Hiring eligibility expired
What was your Background Investigator's name and phone number?		

Name/Agency and complete address including zip code		Date applied
Name: Address:		
Position applied for	<input type="checkbox"/> Submitted application only <input type="checkbox"/> Took Written Test <input type="checkbox"/> Took Physical Abilities Test	<input type="checkbox"/> Submitted Personal History Statement <input type="checkbox"/> Background Investigation Conducted <input type="checkbox"/> Disqualified. If so, list reason.
		<input type="checkbox"/> Hired or received job offer <input type="checkbox"/> Hiring eligibility expired
What was your Background Investigator's name and phone number?		

Name/Agency and complete address including zip code		Date applied
Name: Address:		
Position applied for	<input type="checkbox"/> Submitted application only <input type="checkbox"/> Took Written Test <input type="checkbox"/> Took Physical Abilities Test	<input type="checkbox"/> Submitted Personal History Statement <input type="checkbox"/> Background Investigation Conducted <input type="checkbox"/> Disqualified. If so, list reason.
		<input type="checkbox"/> Hired or received job offer <input type="checkbox"/> Hiring eligibility expired
What was your Background Investigator's name and phone number?		



**EMPLOYMENT (Continued)**

<b>Name/Agency and complete address including zip code</b>		<b>Date applied</b>	
Name: Address:			
Position applied for	<input type="checkbox"/> Submitted application only <input type="checkbox"/> Took Written Test <input type="checkbox"/> Took Physical Abilities Test	<input type="checkbox"/> Submitted Personal History Statement <input type="checkbox"/> Background Investigation Conducted <input type="checkbox"/> Disqualified. If so, list reason.	<input type="checkbox"/> Hired or received job offer <input type="checkbox"/> Hiring eligibility expired

**What was your Background Investigator's name and phone number?**

<b>Name/Agency and complete address including zip code</b>		<b>Date applied</b>	
Name: Address:			
Position applied for	<input type="checkbox"/> Submitted application only <input type="checkbox"/> Took Written Test <input type="checkbox"/> Took Physical Abilities Test	<input type="checkbox"/> Submitted Personal History Statement <input type="checkbox"/> Background Investigation Conducted <input type="checkbox"/> Disqualified. If so, list reason.	<input type="checkbox"/> Hired or received job offer <input type="checkbox"/> Hiring eligibility expired

**What was your Background Investigator's name and phone number?**

<b>Name/Agency and complete address including zip code</b>		<b>Date applied</b>	
Name: Address:			
Position applied for	<input type="checkbox"/> Submitted application only <input type="checkbox"/> Took Written Test <input type="checkbox"/> Took Physical Abilities Test	<input type="checkbox"/> Submitted Personal History Statement <input type="checkbox"/> Background Investigation Conducted <input type="checkbox"/> Disqualified. If so, list reason.	<input type="checkbox"/> Hired or received job offer <input type="checkbox"/> Hiring eligibility expired

**What was your Background Investigator's name and phone number?**

**6. MILITARY INFORMATION**

A. Federal law requires that all male U.S. citizens and immigrant aliens born on or after January 1, 1960 and residing in the U.S. and its territories must register between the ages of 18 through 25 with the Selective Service System (also known as the "draft registration law"). Have you complied with the Selective Service System registration requirement? If "Yes", please write your Selective Service Number in the space provided. If "No", please explain. You can obtain your Selective Service Number by calling 1-847-688-6888.

YES  NO

Selective Service  
Number:

**MILITARY INFORMATION (Continued)**

B. Have you ever served in the U.S. Armed Forces, National Guard, or Military Reserves?  YES  NO

If "Yes", what is your current status in the military?  Active  Reserves  Inactive  Discharged

If you have served in the U.S. Armed Forces, National Guard, or Military Reserves, list each enlistment below

<b>Date of Enlistment</b>	<b>Branch of Service</b> -Branch-	<b>Unit(s) (Medical Corps, Military Police, Infantry, Armor)</b>	<b>Serial Number</b>
<b>Discharge Date</b>	<b>Rank/Rate (Sgt.-E.5)</b>	<b>MOS/Duties (Medic, Police Officer, Communication Specialist, Mechanic)</b>	<b>Type of Discharge</b>
<b>Date of Enlistment</b>	<b>Branch of Service</b> -Branch-	<b>Unit(s) (Medical Corps, Military Police, Infantry, Armor)</b>	<b>Serial Number</b>
<b>Discharge Date</b>	<b>Rank/Rate (Sgt.-E.5)</b>	<b>MOS/Duties (Medic, Police Officer, Communication Specialist, Mechanic)</b>	<b>Type of Discharge</b>

C. Starting with the most recent, list all duty stations (include basic training, tours, overseas, etc.) while in the military.

<b>Month and Year</b>	<b>Location</b>	<b>Approximate Length of Your Tour</b>	<b>Duties/Purpose</b>

D. Have you ever been arrested, cited, detained, or booked by military or civilian authorities while in the military? If "Yes", provide the date of each occurrence and explain the circumstances.  YES  NO

E. Were you ever investigated for any criminal activity while in the military or military reserves? If "Yes", provide the date of each occurrence and explain the circumstances.  YES  NO

F. Have you ever been the recipient of any judicial or non-judicial disciplinary action (Article 15, Captain's Mast, Office Hours, Company Punishment, etc.) while in the military? If "Yes", provide the date of each occurrence and explain the circumstances.  YES  NO

G. Have you ever received a military court martial? If "Yes", provide the date of each occurrence and explain the circumstances.  YES  NO

**MILITARY INFORMATION (Continued)**

H. Did you receive an honorable discharge?  YES  NO

I. Did you receive an initial discharge under other than full honorable conditions (e.g., General, General Under Honorable Conditions, Undesirable, Bad Conduct, Dishonorable, Medical, Administrative, "For the Good of the Service", "Section Eight", or a discharge *in lieu* of a court martial or other disciplinary proceeding?) If "Yes", provide details.  YES  NO

J. Have you ever applied for the U.S. Armed Forces but were not accepted? If "Yes", explain.  YES  NO

K. Have you ever been denied re-enlistment in the military? If "Yes", explain.  YES  NO

L. Have you ever been reduced in rank or grade, including suspended sentences? If "Yes", explain below.  YES  NO

Approximate Date	Violation	Penalty

**7. LEGAL**

A. Have you ever been convicted of a felony? If "Yes", provide the date of each occurrence and explain the circumstances.  YES  NO

B. Have you ever been convicted of a misdemeanor? If "Yes", complete the following.  YES  NO

Date	Location (City and State)	Original Charge	Final Charge (If amended or reduced)	Disposition

**LEGAL (continued)**

- C. Do you have any active felony or misdemeanor warrants for your arrest? If "Yes", explain.  YES  NO
- 
- D. Are you *currently* pending criminal prosecution for any felony or misdemeanor crime? If "Yes", explain.  YES  NO
- 
- E. Are you *currently* on formal, informal, summary, or court probation? If "Yes", explain.  YES  NO
- 
- F. Have you ever been placed on formal, informal, summary, or court probation? If "Yes", provide the date of each occurrence and explain the circumstances.  YES  NO
- 
- G. Have you ever had any convictions for driving under the influence of alcohol or drugs, including offenses that were reduced to "wet" reckless driving? If "Yes", explain.  YES  NO
- 
- H. Have you ever been required to register as a sex, narcotic, or arson offender? If "Yes", explain.  YES  NO
- 
- I. Have you been placed in any court ordered diversion program for child abuse, spousal abuse, a controlled substance/narcotic/drug violation, or any other criminal prosecution? If "Yes", explain in this box and answer Question J.  YES  NO
- 
- J. Were you successful in the court ordered diversion program for child abuse, spousal abuse, a controlled substance/narcotic/drug violation, or any other criminal prosecution? If "No", explain.  YES  NO  
 N/A
- 
- K. Have you ever failed to appear/pay for any arrests/citations or violated the terms of any court order or judgment, including probation, restraining order, fine, etc.? If "Yes", explain.  YES  NO
- 
- L. Are there currently any restraining orders against you (including those incorporated in divorce decrees)? If "Yes", explain.  YES  NO
- 
- M. Are you legally prohibited from possessing a firearm? If "Yes", explain.  YES  NO
- 
- N. Have you ever carried an illegal weapon (such as a dagger, billy club, metal knuckles, nunchaku, throwing star, sap, short-barreled shotgun/rifle, butterfly knife, explosive device, etc.)? If "Yes", explain.  YES  NO
- 
- O. Have you ever committed any "hate crime" against an individual or group based on sex, race, ethnicity, religion, sexual orientation, or disability? If "Yes", explain.  YES  NO
- 
- P. Either as an adult or juvenile, have you ever been arrested or booked by any law enforcement agency or the military police for a misdemeanor or felony crime? If "Yes", explain.  YES  NO
-

**LEGAL (continued)**

- Q. Either as an adult or juvenile, have you ever been questioned for investigation, held on suspicion, cited, detained or fingerprinted for a misdemeanor or felony crime by any law enforcement agency or the military police? If "Yes", explain.  YES  NO
- 
- R. Were you ever required to appear before a juvenile court for an act, which would have been a crime if committed by an adult? If "Yes", explain.  YES  NO
- 
- S. Have you ever filed a false or fraudulent claim for public assistance, medical benefits, unemployment insurance, disability, welfare, food stamps, insurance, or other financial benefits or assistance? If "Yes", explain.  YES  NO
- 
- T. Other than in U.S. military warfare, have you ever caused serious injury or death to any person? If "Yes", explain.  YES  NO
- 
- U. Other than in U.S. military warfare, have you ever used a weapon against any person? If "Yes", explain.  YES  NO
- 
- V. Are you now or have you ever been a plaintiff, defendant, petitioner, or respondent in any civil court action other than divorce? If "Yes", include date, location and circumstances in your explanation.  YES  NO

**8. DRUG ACTIVITY**

- A. Have you ever used, thought you were using, tasted, sniffed, smoked, ingested, inhaled, injected, swallowed, attempted to use or experimented with, possessed, sold, offered for sale, transferred, transported, or engaged in any other illegal activity with any drugs or substance such as, but not limited to, marijuana, "crack cocaine", speed, PCP, cocaine, meth, heroin, mescaline, LSD, mushrooms, hashish, opiates, barbiturates, amphetamines, hallucinogenics, steroids, designer drugs, peyote, morphine, any other illegal substance other than those drugs prescribed by your physician or illegal use of prescribed drugs? If "Yes", complete area below. List all drugs and/or substances. Be as specific as possible.  YES  NO

Name of substance or drug	Date first used	Date last used	Estimated use during last two years
What was your approximate age when you first used this substance?	What was your approximate age when you last used?		Estimated use during your lifetime
Name of substance or drug	Date first used	Date last used	Estimated use during last two years
What was your approximate age when you first used this substance?	What was your approximate age when you last used?		Estimated use during your lifetime
Name of substance or drug	Date first used	Date last used	Estimated use during last two years
What was your approximate age when you first used this substance?	What was your approximate age when you last used?		Estimated use during your lifetime

DRUG ACTIVITY (continued)			
Name of substance or drug	Date first used	Date last used	Estimated use during last two years
What was your approximate age when you first used this substance?	What was your approximate age when you last used?		Estimated use during your lifetime
Name of substance or drug	Date first used	Date last used	Estimated use during last two years
What was your approximate age when you first used this substance?	What was your approximate age when you last used?		Estimated use during your lifetime
Name of substance or drug	Date first used	Date last used	Estimated use during last two years
What was your approximate age when you first used this substance?	What was your approximate age when you last used?		Estimated use during your lifetime

DRUG ACTIVITY (continued)			
B. <b>Have you ever injected any illegal drugs or substance?</b> If "Yes", complete below. List all <input type="checkbox"/> YES <input type="checkbox"/> NO drugs and/or substances. Be as specific as possible.			
Name of substance or drug injected	Date first used	Date last used	
What was your approximate age when you first used this substance?	What was your approximate age when you last used?	Estimated use during your lifetime	
Name of substance or drug injected	Date first used	Date last used	
What was your approximate age when you first used this substance?	What was your approximate age when you last used?	Estimated use during your lifetime	

C. Have you ever operated a motor vehicle or heavy equipment while under the influence of an alcoholic beverage or controlled substance? If "Yes", explain.  YES  NO

D. Have you ever worked while under the influence of illegal drugs or alcohol? If "Yes", explain.  YES  NO

E. Have you ever been present when drugs were being illegally used? If "Yes", explain.  YES  NO

**9. FINANCIAL**

A. Have your wages ever been garnished or attached for any reason? If "Yes", complete the following:  YES  NO

Date	Name of business	Address (City, state and zip code)	\$ Amount	Briefly describe the problem and how it was resolved.

B. Have you ever failed to file or been delinquent on any federal or state income tax, property tax, or other tax? (Include the name of the agency, the amount, and a description of the problem and how it was resolved.)  YES  NO

C. Have you ever violated the terms of any court order or judgment to pay child support, spousal support, restitution, a fine for services rendered, or any other financial mandate, obligation or settlement? If "Yes", explain.  YES  NO

**FINANCIAL (continued)**

D. Have you ever failed to pay or are you currently in arrears or delinquent in payment of child support? If "Yes", explain.  YES  NO

E. Have you ever defaulted or are you delinquent in payment on any student loan? If "Yes", explain.  YES  NO

**10. MOTOR VEHICLE INFORMATION**

California State Law requires every person who owns or operates a motor vehicle be covered by motor vehicle liability insurance or deposit a bond in the amount of \$35,000 with the California Department of Motor Vehicles.

A. I own a motor vehicle  YES  NO



**MOTOR VEHICLE INFORMATION (continued)**

B. I have motor vehicle liability insurance. If "Yes", answer the following:  DNA – I don't own a car.  YES  NO

Name of Insurance Company	Mailing Address		
Name of Insurance Agent	City	State <i>California</i>	Zip Code
Telephone Number ( ) -	Policy Number:		Expiration Date:

C. I have deposited a \$35,000 bond with the California Department of Motor Vehicles.  N/A  YES  NO

D. I operate a motor vehicle owned by someone else. If "Yes", answer the following:  N/A  YES  NO

Name of the owner of the vehicle: \_\_\_\_\_

Address: \_\_\_\_\_

In what capacity do you operate this vehicle? (Business, personal, etc.) Please explain: \_\_\_\_\_

**DRIVER LICENSE(S)**

List below all motor vehicle operator licenses you have been issued. Include all other states in which you received a driver license.

State Issuing License	Date Issued	Expiration Date	License Number	Is license currently valid?
<i>California</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>California</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>California</i>				<input type="checkbox"/> YES <input type="checkbox"/> NO

E. Has your driver license ever been suspended, revoked, or placed on any form of probation? If "Yes", provide dates and explain the circumstances.  YES  NO

F. Has your driver license ever been restricted for any reason or have you received a warning notice from the State? If "Yes", explain.  YES  NO

G. Have you had a citation or ticket result in a warrant (Failure to Appear [FTA] for parking, registration, equipment, moving violation, etc.)? If "Yes", explain.  YES  NO

H. Have you ever been denied a driver license? If "Yes", explain.  YES  NO

I. Have you ever fled the scene of an accident? If "Yes", explain.  YES  NO

**MOTOR VEHICLE INFORMATION (continued)**

List all citations received within the last 7 years for any motor vehicle violation(s) in the space below.

	Place and Date of Citation		Describe specific charge at time of original citation <i>(Examples: speeding, drunk driving, etc.) Do not just give code section.</i>	If original charge was modified, give charge for which convicted <i>(Examples: drunk driving reduced to reckless driving, etc.)</i>	Disposition <i>(Guilty, not guilty, dismissed, etc.)</i>	If guilty, indicate the Length of probation and/or amount of fine
	Month and Year	City / State				
1						
2						
3						
4						
5						
6						
7						

**ACCIDENTS**Have you been the driver in a motor vehicle accident within the past 7 years? If "Yes", list details for  YES  NO each accident in the space provided below.

Date:	Location:	<input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation: <input type="checkbox"/> YES <input type="checkbox"/> NO	Police Agency:	Were you cited? <input type="checkbox"/> YES <input type="checkbox"/> NO

Date:	Location:	<input type="checkbox"/> Injury <input type="checkbox"/> Non-Injury
Police Investigation: <input type="checkbox"/> YES <input type="checkbox"/> NO	Police Agency:	Were you cited? <input type="checkbox"/> YES <input type="checkbox"/> NO



**ADDITIONAL INFORMATION (continued)**

L. Have you ever been a member of any party or organization, political or otherwise, that advocated the overthrow of the Government of the United States or the State of California by force or violence or other unlawful means? If "Yes", list the name of the organization or party of which you were a member in the space provided below.  YES  NO

M. Have you ever refused to take an oath to support the Constitution of the United States and/or the Constitution of the State of California? If "Yes", explain.  YES  NO

N. Are you willing to take an oath to support the Constitution of the United States and the Constitution of the State of California? If "No", explain.  YES  NO

**12. USE OF REASONABLE FORCE**

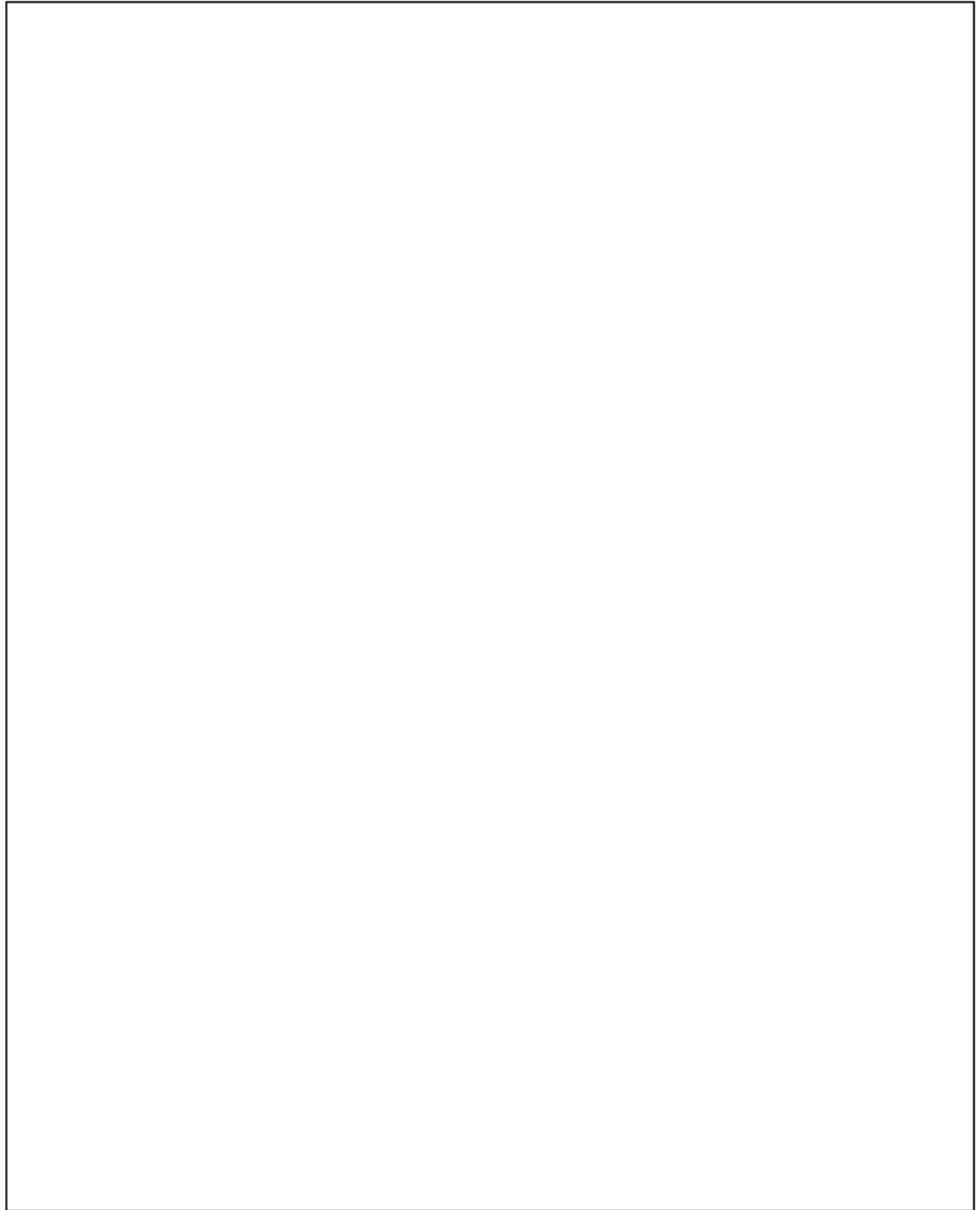
A. If the necessity arose in the course of your employment as a peace officer to shoot at a human being, would you refuse or delay to do so by reason of personal, political, religious, or other beliefs?  YES  NO

B. If the necessity arose in the course of your employment as a peace officer to inflict serious injury on another human being, would you refuse or delay to do so by reason of personal, political, religious or other beliefs?  YES  NO

**SUPPLEMENTAL PAGE**

Use this page to provide any additional information. Attach additional sheets of lined paper if necessary. Be sure to note the section, question and page number when providing additional information (for example: Legal, G, p. 15).

A large, empty rectangular box with a thin black border, occupying most of the page below the instructions. It is intended for the user to provide additional information as requested in the text above.



**PENALTY AND CERTIFICATION INFORMATION – Read & sign when completing this document.**

**PENALTY**

Any falsification, withholding, or failure to answer all questions completely and accurately, or failure to contact my Background Investigator with any new and updated information may cause forfeiture of all rights to employment with the California Department of Corrections and Rehabilitation (CDCR).

**CERTIFICATION**

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions, and that all statements and answers are true and correct. I understand it is my responsibility to contact my Background Investigator with any new or updated information (changes in employment, law enforcement contacts, arrests, addresses, etc.) and that failure to do so may result in my name being withheld from the list of eligibles.

I hereby certify under penalty of perjury that any/all documents (Birth certificate, school transcripts, military documents, etc) submitted for this peace officer position are authentic true documents. Further, that any submission of falsified/altered documents will result in forfeiture of all rights to employment with CDCR and my name being referred to the local law enforcement for criminal prosecution.

SIGNATURE OF APPLICANT (SIGN IN INK)

DATE

**READ & SIGN IN THE PRESENCE OF BACKGROUND INVESTIGATOR(S) AT THE PRE-INVESTIGATORY INTERVIEW**

**PENALTY**

Any falsification, withholding, or failure to answer all questions completely and accurately, or failure to contact my Background Investigator with any new and updated information may cause forfeiture of all rights to employment with the California Department of Corrections and Rehabilitation.

**CERTIFICATION**

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions, and that all statements and answers are true and correct and that I understand it is my responsibility to contact my Background Investigator with any new or updated information (changes in employment, arrest, etc.)

SIGNATURE OF APPLICANT (SIGN IN INK)

DATE

SIGNATURE OF INVESTIGATOR (SIGN IN INK)

DATE

**READ & SIGN IN THE PRESENCE OF BACKGROUND INVESTIGATOR(S) WHEN INTERVIEWED**

**PENALTY**

Any falsification, withholding, or failure to answer all questions completely and accurately, or failure to contact my Background Investigator with any new and updated information may cause forfeiture of all rights to employment with the California Department of Corrections and Rehabilitation.

**CERTIFICATION**

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions, and that all statements and answers are true and correct and that I understand it is my responsibility to contact my Background Investigator with any new or updated information (changes in employment, arrest, etc.)

SIGNATURE OF APPLICANT (SIGN IN INK)

DATE

SIGNATURE OF INVESTIGATOR (SIGN IN INK)

DATE



**STATE OF CALIFORNIA**

**DEPARTMENT OF CORRECTIONS AND REHABILITATION  
MILITARY RELEASE**

**AUTHORIZATION FOR RELEASE OF MILITARY AND MEDICAL INFORMATION**

**PLEASE SEND COMPLETE STATEMENT OF SERVICE**

T O  Military Personnel Records Center - GSA 9700 Page Boulevard St. Louis, Missouri 63132	DATE	SOCIAL SECURITY NUMBER
	NAME OF APPLICANT (PRINTED)	

As an applicant for a position with the California Department of Corrections and Rehabilitation, I am required to furnish information for use in determining my moral, and physical qualifications. I authorize the release of a complete statement of my military service from my military and related medical records, including any and all judicial and non-judicial punishment.

BRANCH OF SERVICE -	SERVICE NUMBER	DATE LAST SEPARATED FROM ACTIVE SERVICE
------------------------	----------------	---

PRESENT MILITARY STATUS <input type="checkbox"/> NONE <input type="checkbox"/> AIR FORCE RESERVE <input type="checkbox"/> ARMY RESERVE <input type="checkbox"/> MARINE CORPS RESERVE <input type="checkbox"/> NAVAL RESERVE	PRESENT HOME ADDRESS
--	----------------------

FURNISH INFORMATION TO (Investigator will complete this area)  <b>California Department of Corrections &amp; Rehabilitation</b>	APPLICANT FOR POSITION OF <input checked="" type="checkbox"/> PEACE OFFICER <input type="checkbox"/> CRIMINAL JUSTICE EMPLOYEE
---	--

I authorize the National Personnel Records Center, St. Louis, MO or other custodian of my military records to release to the California Department of Corrections and Rehabilitation, Background Investigation Unit, information or photocopies from my military personnel and related material records, including the following information/records: Article 15 information, letters of reprimand, or any other disciplinary actions taken and any information related to drug or alcohol abuse. This could also include an undeleted photocopy of my DD Form 214, Report of Separation.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**TO BE COMPLETED BY THE RECORDS OFFICE**

DATE OF ENTRY	DATE SEPARATED	REASON FOR SEPARATION	CHARACTER OF SERVICE

DISCIPLINARY DATE, IF ANY  
 NONE       SEE REMARKS       REPORTS ATTACHED

PHYSICAL CONDITION AT TIME OF SEPARATION  
 REPORT ON SEPARATION PHYSICAL ATTACHED

REMARKS: \_\_\_\_\_  CONTINUED ON THE REVERSE SIDE

RELEASING OFFICER	RELEASED BY (SIGNATURE)	DATE RELEASED
-------------------	-------------------------	---------------

## PAST EMPLOYMENT INQUIRIES

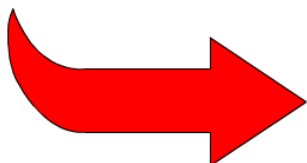
### INSTRUCTIONS FOR COMPLETING THE AUTHORIZATION TO RELEASE INFORMATION FORMS

As part of the selection process for this peace officer position, you will undergo a background investigation as required by law. This investigation includes a review of your employment history, including inquiries to previous employers and co-workers.

California Government Code Section 1031.1 specifies, in part, that:

“When performing a thorough background investigation for applicants not currently employed as peace officers, an employer shall disclose employment information relating to a current or former employee, upon the request of a law enforcement agency, if all of the following conditions are met:

- 1) The request is made in writing.
- 2) The request is accompanied by a notarized authorization by the applicant releasing the employer of liability.
- 3) The request and authorization are presented to the employer by a sworn officer or authorized representative of the employing law enforcement agency.



**READ THE FOLLOWING INSTRUCTIONS BEFORE  
COMPLETING ANY OF THE FOLLOWING FORMS**

As a result of the above, peace officer candidates are required to have two “Authorization to Release information” forms notarized prior to commencement of the background investigation. To comply with this requirement, you must complete the following steps:

- 1. Print your FULL NAME and COMPLETE ADDRESS in the space provided on the two Authorization to Release Information forms. DO NOT sign or date.**
- 2. Take this instruction sheet with the two unsigned and undated Authorization to Release Information forms to any Notary Public.**
- 3. In the presence of the Notary Public, sign and date the forms and have them notarized. The Notary Public may charge you a fee not to exceed \$10.00 for each form. This fee WILL NOT be reimbursed by the California Department of Corrections and Rehabilitation.**
- 4. After having the Authorization to Release Information forms notarized, bring them to the selection center to which you have been assigned.**

THERE MAY BE A NEED FOR MORE THAN TWO NOTARIZED AUTHORIZATION TO RELEASE INFORMATION FORMS. IF THIS OCCURS, YOU WILL BE DIRECTED BY YOUR BACKGROUND INVESTIGATOR TO PROVIDE THE ADDITIONAL FORMS.

## AUTHORIZATION TO RELEASE INFORMATION

I HEREBY DIRECT YOU TO RELEASE THE INFORMATION DESCRIBED ON THE REVERSE OF THIS FORM UPON REQUEST OF THE BEARER. THIS RELEASE IS EXECUTED WITH FULL KNOWLEDGE AND UNDERSTANDING THAT THE INFORMATION IS FOR THE OFFICIAL USE OF THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION.

A PHOTOCOPY OF THIS RELEASE FORM WILL BE VALID AS AN ORIGINAL THEREOF, EVEN THOUGH THE SAID PHOTOCOPY DOES NOT CONTAIN AN ORIGINAL WRITING OF MY SIGNATURE.

I UNDERSTAND THAT I HAVE THE RIGHT TO RECEIVE A COPY OF THIS AUTHORIZATION AND ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF IT. (ADDITIONAL INFORMATION ON REVERSE OF THIS FORM.)

SIGNATURE	DATE
FULL NAME (PLEASE PRINT)	SOCIAL SECURITY NUMBER
CURRENT ADDRESS	(IN ACCORDANCE WITH THE FEDERAL PRIVACY ACT OF 1974, DISCLOSURE OF THE S.S.N. IS VOLUNTARY. THE S.S.N. WILL BE USED ONLY FOR IDENTIFICATION PURPOSES TO ENSURE THAT THE PROPER RECORDS ARE OBTAINED.)

**NOTE TO EMPLOYERS:** California Government Code Section 1031.1 specifies, in part, that:

When performing a background investigation for applicants not currently employed as peace officers, an employer shall disclose employment information relating to a current or former employee, upon the request of a law enforcement agency, if all of the following conditions are met: 1) The request is made in writing; 2) The request is accompanied by a notarized authorization by the applicant releasing the employer of liability; 3) The request and authorization are presented to the employer by a sworn officer or authorized representative of the employing law enforcement agency.

**CDC 1902-A (REV. 09/09) – Front**

**THIS AREA RESERVED FOR NOTARY PUBLIC USE**

### CERTIFICATION OF ACKNOWLEDGEMENT

State of California

County of \_\_\_\_\_

On \_\_\_\_\_

Before me, \_\_\_\_\_  
DATE NAME, TITLE OF OFFICER – E.G. "JANE DOE, NOTARY PUBLIC"

Personally appeared \_\_\_\_\_  
NAME(S) OF SIGNER(S)

AREA FOR SEAL

Proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

\_\_\_\_\_  
SIGNATURE OF NOTARY

## AUTHORIZATION TO RELEASE INFORMATION

I HEREBY DIRECT YOU TO RELEASE THE INFORMATION DESCRIBED ON THE REVERSE OF THIS FORM UPON REQUEST OF THE BEARER. THIS RELEASE IS EXECUTED WITH FULL KNOWLEDGE AND UNDERSTANDING THAT THE INFORMATION IS FOR THE OFFICIAL USE OF THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION.

A PHOTOCOPY OF THIS RELEASE FORM WILL BE VALID AS AN ORIGINAL THEREOF, EVEN THOUGH THE SAID PHOTOCOPY DOES NOT CONTAIN AN ORIGINAL WRITING OF MY SIGNATURE.

I UNDERSTAND THAT I HAVE THE RIGHT TO RECEIVE A COPY OF THIS AUTHORIZATION AND ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF IT. (ADDITIONAL INFORMATION ON REVERSE OF THIS FORM.)

SIGNATURE	DATE
FULL NAME (PLEASE PRINT)	SOCIAL SECURITY NUMBER
CURRENT ADDRESS	(IN ACCORDANCE WITH THE FEDERAL PRIVACY ACT OF 1974, DISCLOSURE OF THE S.S.N. IS VOLUNTARY. THE S.S.N. WILL BE USED ONLY FOR IDENTIFICATION PURPOSES TO ENSURE THAT THE PROPER RECORDS ARE OBTAINED.)

**NOTE TO EMPLOYERS:** California Government Code Section 1031.1 specifies, in part, that:

When performing a background investigation for applicants not currently employed as peace officers, an employer shall disclose employment information relating to a current or former employee, upon the request of a law enforcement agency, if all of the following conditions are met: 1) The request is made in writing; 2) The request is accompanied by a notarized authorization by the applicant releasing the employer of liability; 3) The request and authorization are presented to the employer by a sworn officer or authorized representative of the employing law enforcement agency.

**CDC 1902-A (REV. 03/11) – Front**

**THIS AREA RESERVED FOR NOTARY PUBLIC USE**

### CERTIFICATION OF ACKNOWLEDGEMENT

State of California

County of \_\_\_\_\_

On \_\_\_\_\_

\_\_\_\_\_ Before me, \_\_\_\_\_  
DATE NAME, TITLE OF OFFICER – E.G. "JANE DOE, NOTARY PUBLIC"

Personally appeared \_\_\_\_\_  
NAME(S) OF SIGNER(S)

Proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

AREA FOR SEAL

\_\_\_\_\_  
SIGNATURE OF NOTARY

**TO WHOM IT MAY CONCERN:**

Having made application for employment with the California Department of Corrections and Rehabilitation and desiring it to be informed as to my previous record and character, I hereby authorize any authorized representative of the California Department of Corrections and Rehabilitation bearing this release, or a copy of it, within two years of its date, to obtain any information in your files pertaining to my employment, preemployment, military, arrest, conviction, driving, financial or education history, including but not limited to, academic achievement, attendance, athletic performance, personal history, performance reports, background investigations, polygraph examination results, any and all internal affairs investigations and disciplinary records, child support records, public assistance records, alimony records, State and Federal income tax records.

I also hereby authorize any authorized representative of the California Department of Corrections and Rehabilitation bearing this release or a copy of it, within two years of its date, to obtain any medical records or information in the files of my current or former employer(s) or any current or former physician(s), or both, if a statement of conditional job offer of employment is attached to this release.

Consent is granted for the California Department of Corrections and Rehabilitation to furnish the information described above to third parties in the course of fulfilling its official responsibilities.

I hereby release you, as the custodian of such records, and any state or federal law enforcement, criminal justice, social service or tax collection agency, 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 other related personnel both individually and collectively from any and all liability for damage 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 any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me at the address provided with my signature.

Print Form