

Instructions for SAPD Personal History Statement and Required Documents

All applicants are required to submit the Personal History Statement (PHS), attachments, **and** all required documents in person prior to proceeding to the next phase. **You must wear proper business attire and present yourself in a professional manner.** Allow ample time for an interview to be conducted which will immediately follow the submission of your application. Required Documents are addressed in Attachment 1.

All documents will be signed and notarized at the Applicant Processing Detail offices for all applicants who appear in person.

Only those applicants who live more than 100 miles away from San Antonio, Texas (non-local) will be allowed to mail in their documentation. For application purposes, the Applicant Processing Detail will make the final determination about the distance from San Antonio. Local applicants currently serving in the military, who are TDY more than 100 miles away, may also mail in their documents.

All non-local or military applicants mailing their documents are required to have their documents notarized at their own expense.

The PHS and all Required Documents must be submitted together at the same time. No exceptions will be made. If you submit your documentation and are missing one or more required documents or if your PHS is determined to be incomplete, your application will be rejected. This document requires several days to complete, if done properly.

In addition to the instructions on the pages of the PHS, applicants are required to adhere to the following:

Read all instructions at the top of page 1 of the PHS before you begin. This document must be completed in your own handwriting.

In addition to those instructions on page 1 of the PHS, applicants must also follow these directions:

- When in doubt about listing something, it is always better to list it than to leave it out.
- Do not read into any question.
- The entries you make in these documents are those that apply at the time of submission (addresses, employment, education, citizenship).
- Leaving any item blank or writing “unknown” or “N/A” when the information can be easily obtained may result in rejection of your application.
- All “yes/no” questions require a written “yes” or “no” response. A response of “yes” will almost always require more information.
- Do not add pages or place the PHS in a portfolio, folder, binder, etc.
- If you still have questions after thoroughly reading these instructions, call the Applicant Processing Detail offices at (210) 207-7565.
- Any items that do not apply to you must be filled in with “N/A”.

Applicant Identification (Page 2 of PHS)

This first page is self-explanatory. **All** information on this page is **required**.

Please note that there are two boxes for addresses. This is for those applicants who receive mail at an address other than their current residence address. Do not list a P.O. Box in the residence street address box.

Vehicle Information (Page 3 of PHS)

All vehicle information is required, including motorcycles. This includes license plate numbers. (Use the back of the page if more space is required)

Driver’s Licenses (Page 3 of PHS)

If an applicant cannot recall their driver’s license number from outside Texas, then applicants must list the state that issued the license and write “unable to locate” for the number.

Accidents (Page 3 of PHS)

Accident information will include all accidents that occurred since the applicant started driving.

“Investigating Agency” refers to the police agency who investigated the accident. If it was not reported, write “None”.

Traffic Citations (Page 3 of PHS)

“List all traffic citations you have ever received, starting with the most recent.”

- In this section, applicants are required to list all citations they can recall. It is not recommended that applicants list a fewer number when they know they were issued more.
- There is NO single place applicants can go to obtain information about all citations in all jurisdictions. The applicant’s memory serves as the best source for this information.
- A driving record ordered from the state where the applicant is licensed should not be relied upon to successfully complete this section.
- State driving records are often incomplete and may not reflect older citations, citations for equipment violations or those that were dismissed or deferred.
- It is strongly recommended that applicants complete this section based on their own memory and not ask anyone for help to research this information. It can be done.
- Exact dates are not mandatory. A month and year is sufficient.
- Suggestion for ticket recall: On a separate paper, applicants should start by making a list of cities/counties where they were stopped by law enforcement agencies and then list the violations for which they were issued tickets. Reviewing maps online and retracing routes of travel may help the applicant recall this information.
- Always indicate which agency issued the citation. One way to recall the agency is to recall where the court was located or where payment was sent.

Marital and Family History (Page 4 of PHS)

- Enter a check mark or X to indicate your current marital/cohabitating status.
- All information is required for spouse, cohabitants, significant others, and roommates to include dates of birth and phone numbers.
- Applicants who have no contact with a former spouse are still required to list dates of birth, maiden name (if any) and last known address or phone number.
- Some applicants will even list the address of the parents of the former spouse as a starting point if they cannot provide recent address information. This is acceptable only if all attempts have been exhausted.
- For listing children related to the applicant or spouse, applicants should also include those who have become adults or are no longer financially supported.

Marital and Family History (Continued on Page 5 of PHS)

- “DOB” stands for “date of birth” and is required information for family members.
- If a family member is deceased, applicants will write “Deceased” in the address portion, but all other information is required.
- For past addresses, apartment numbers are not required, but should be written if the applicant can recall.
- Current or former names of an apartment complex are not to be used for an address. Street addresses should be used.
- Those applicants who currently serve or have served in the military are required to list all PCS addresses. TDY addresses are not required.
- If an applicant currently lives or has lived on a military base, the applicant is required to list the city closest to the base (i.e. Fort Bliss, TX (El Paso, TX))

Educational History (Page 6 of PHS)

- Applicants are required to list addresses for any and all high schools attended.

Military Service (Page 6 of PHS)

- If you are currently on active duty in the military, give expected date of separation or date terminal leave begins.
- Applicants are required to reveal any and all incidents resulting in disciplinary action while in the military, no matter how minor or embarrassing.
- All incidents resulting in non-judicial punishment should also be listed.
- The Applicant Processing Detail has regular contact with US Army CID, US Air Force OSI, and US Navy NCIS units to verify an applicant’s disciplinary records.

Financial History (Page 7 of PHS)

- The gross income blanks are for **monthly** income.
- Bank address is the address of the bank's main office and not a local branch.
- **Note:** Some applicants overlook the bottom section. If applicants have any bills that are paid on a monthly basis, these need to be listed here. Applicants should refer to the list on page 7 of the PHS for some examples.

Personal References (Page 8 of PHS)

- All applicants will need five (5) personal references. No exceptions.
- Applicants are required to list persons whom they have known for at least two (2) years. No exceptions.
- It has been found that **personal friends** are most useful as personal references.
- Many applicants mistakenly choose persons much older than themselves as personal references, merely because of their age. We will require additional references in those cases.
- It is not recommended to use friends of an applicant's parents as references. **Applicants should choose their own friends.**
- A position or title held by a person does not necessarily make them a good personal reference for our purposes (high school coach, attorney, politician, professor, law enforcement officer, pastor, etc).
- Parents of significant others should not be listed as personal references.
- Former significant others should not be listed as personal references.
- Most people currently have email addresses. It is required that applicants obtain this information from personal references.
- If applicants have difficulty contacting a personal reference, they should find another friend to use.
- **Do not list "N/A" as a date of birth.** Dates of birth are required for all personal references. No exceptions. It is required that applicants obtain this information from personal references.
- If a potential personal reference refuses to provide an applicant with required information, they cannot be listed as a reference.
- Co-workers and former co-workers are acceptable as personal references, if they know the applicant well and have known them for at least two years.
- Married couples will count as one reference.
- If applicants know any active (non-retired) SAPD officers, they are required to list the names and badge numbers of no more than six (6) in the section at the bottom of the page.

Employment History (Page 9 of PHS)

- It is strongly recommended that applicants not "whitewash" or edit their true work history.
- Complete addresses are required for all former and current employers.
- If a business has closed or been renamed, applicants are required to note this, but addresses are still required.
- For each employment listed, applicants are required to circle the outcome: Terminated, Asked to Resign, Laid-Off, Resigned, No Call/No Show, Discharged (Military).
- It is recommended that applicants provide brief, candid and truthful answers rather than resort to standard responses seen in the private sector (Responses such as "Better opportunities" or "I did not agree with the direction the company was going" **will not suffice**.) Be very specific.
- Applicants are also required to be honest about the reason for leaving an employer. If it was to avoid termination, applicants must indicate this.
- If an applicant was accused of misconduct, applicants must be specific in listing the type of conduct including but not limited to: drug use, theft, sexual harassment, assaults, threats, etc.
- Applicants must also be very specific when listing other reasons.
- Military and former military members are required to list each PCS assignment in their military career.

Arrests, Detentions and Litigation (Page 12 of PHS)

- If an applicant has had any contact with a law enforcement agency at any time in their lifetime, it must be listed here.
- All "yes/no" questions require a written "yes" or "no" response. A response of "yes" will almost always require more information.
- Most applicants understand what being placed under arrest means. If the applicant, a member of their household, or a family member has been arrested by law enforcement officers (including military) and charged with a crime, the name of that person, the offense, date of arrest, the agency (department name) and relationship to applicant are to be listed in the spaces provided.
- Those applicants who have had their arrests expunged or juvenile records sealed are still required to indicate that they were arrested and/or charged.

- Occasionally, tickets for non-traffic offenses are issued instead of booking into jail. Minor offenses of this type such as, but not limited to disorderly conduct, littering, minor consuming alcohol, or minor in possession of alcohol, are considered arrests and need to be listed.
- More often, persons are not arrested but are merely detained by law enforcement officers who are trying to determine if a crime occurred. Applicants should think of detentions as “almost being arrested.”
- In cases where people are detained:
 - o they are not free to leave
 - o if juveniles, they may be held until their parents are called to the scene
 - o they are asked to provide their name, address and/or date of birth
 - o they may be checked for outstanding warrants
 - o they are often questioned about their activities
 - o they may have been passengers in a vehicle that was stopped by police
 - o they may be searched
 - o they may receive a “pat-down” or frisk
 - o they may be asked for identification
 - o their property may be seized
 - o their vehicles may be searched
 - o they may be placed in handcuffs temporarily or placed in the backseat of a patrol vehicle
 - o they may be transported to another location or a police facility
 - o they may be photographed
 - o they may undergo a field sobriety test
- In other cases, persons are merely questioned by law enforcement officers for other investigative reasons (the person was a witness, etc.)
- If an applicant is not sure if they were arrested or detained, they should list the incident anyway.
- Applicants will follow these instructions when completing the sections regarding arrests, detentions, and questioning of themselves, their family members or household members.
 - o “Name of Individual”: write the name of the person who was arrested, detained or questioned.
 - o Place a check mark or “x” in one of the boxes under the following headings:
A (arrested), D (detained), Q (questioned.)
 - o “Reason/Type of offense”: list the reason for the detention, questioning or the offense (crime) for which the person was arrested.
 - o “Date”: indicate the month/year when the incident occurred.
 - o “Police Agency”: list the name of the law enforcement agency that was involved (city police, sheriff’s deputies, constables, state police/trooper, school district police, military police, game warden, FBI, ATF, US Marshal’s Service.)
 - o “Relationship”: list the relationship to applicant.

This example is provided as a guide:

Name of Individual	A	D	Q	Reason/Type of Offense	Date	Police Agency	Relationship
John Doe		X		Assault	May ‘99	US Army MP	Self
James Doe	X			Minor in Possession	March ‘09	San Antonio PD	Brother
Jane Doe			X	Had information about a robbery	Dec ‘03	New York PD	Sister

- Questions regarding family violence and assaults against others should be answered with a written “yes” or “no”. Do not respond to the question with “N/A”.
- Examples of being considered or named a suspect include: if an applicant was charged with a crime but never arrested, interviewed as a suspect by law enforcement officers/investigators, or was otherwise notified in person, by mail or by phone by anyone that the applicant is/was a suspect.
- List if you have ever been placed on probation or given community service, regardless of whether the charges were dismissed or dropped.

Arrests, Detentions, and Litigation (Continued on Page 13 of PHS)

- For all other incidents where the applicant had any sort of contact with law enforcement that do not fall under any previous category, answer this first question accordingly.
- For example: The applicant called the police to file a police report.
The applicant called the police for any other reason.
Someone else called the police about the applicant.

Personal Declarations (Page 13 of PHS)

“Have you ever intentionally or knowingly used, experimented with, or tried any of the following drugs or substances?”

- These questions pertain to actual usage of drugs, not merely being present when drugs were used or possessed by others.
- Questions regarding the use of the listed drugs or substances should be answered with a written “yes” or “no”.
- For each substance listed, there are several spaces to the right that need to be filled in, regardless of the answer.
- In recalling dates of last drug use, it is often helpful for applicants to recall events in their lives around the time when they last used drugs (Super Bowl Sunday, high school graduation, discharge from the military, birthday celebration, holiday celebration, etc.) This “bookmarking” technique can help provide a more exact age and date (month/year).
- For all blanks that are not filled in, applicants must write N/A.
- If applicants find the drugs they used are not listed on page 13 of the PHS, they are required to list it following the question regarding narcotics or designer drugs.

“Do you now or have you ever used any prescription drug that was not prescribed to you by a physician?”

- In the event that an applicant obtained and used prescription drugs not prescribed to them, they would list the drug and are required to detail the purpose for which it was used.
- Some of the common prescription drugs are listed as examples and applicants are instructed not to limit their response to the ones on the list.

Personal Declarations (Continued on Page 14 of PHS)

- In answering the last question dealing with crimes applicants have committed for which they were not caught, applicants need to consider that this may take several days to recall this information.
- This question covers the applicant’s entire life.
- Any and all crimes committed by applicants should be listed, no matter how minor or embarrassing the offense may be.
- If an applicant listed drug usage on page 12, these incidents would have to be listed here also.
- Applicants should list their age at the time the crime was committed.

Application Information (Page 15 of PHS)

- Addresses of police agencies are widely available using Internet resources.
- For “Result of application”, applicants must specify the exact reason if they were not selected for hire by an agency.
- In listing disciplinary actions, those that have been removed from an applicant’s personnel file would still have to be listed on this page.

Sworn Statement (Page 16 of PHS)

- Local applicants and those who submit this PHS and Required Documents in person will not sign this document until they are directed to do so by Applicant Processing Detail investigators.
- Non-local applicants (more than 100 miles away) who are submitting the PHS and Required Documents by mail must have this document notarized at their own expense prior to mailing.

Attachment 1 – Required Documents

Submit PHS and all Required Documents together. Failure to do this will result in the rejection of the application. The only exception to this requirement is if transcripts for either high school or college have been ordered. In this circumstance, proof of the request is sufficient for application.

1. Applicants mailing in their application may submit a photocopy of this document and present original identification when appearing for appointments.
2. Birth certificates issued by the hospital are not official documents and are not accepted. Many of these have baby footprints on the back. Do not send these or copies of these. Some applicants may have to order an official birth certificate if they do not already have one. The City of San Antonio has partnered with www.vitalchek.com for this purpose. There is a charge.
3. Certificate of Naturalization is required for all applicants who were not born a United States Citizen.
4. Check the lower right-hand corner of the Form DD-214 for the words either “Member 4” or “Service 2”. This is the copy that is required for submission. Character of Service must be displayed on the DD-214.
5. A transcript from each high school an applicant attended is required. For example, if an applicant attended two high schools, then two separate transcripts are required in sealed envelopes. If an applicant attended a high school and later obtained a GED, a transcript is still required, along with a copy of the GED test results.

6. A letter from the high school you attended is required only if a copy of the diploma cannot be obtained.
7. A transcript from each college/university an applicant attended is required. For example, if an applicant attended two colleges/universities, then two separate transcripts are required in sealed envelopes.
8. All pages of the signed divorce decree(s) are required. The last pages should include the signature of the judge presiding over the case. Warning: Many copies provided by attorneys to their clients do not have a judge's signature, causing applicants to obtain one that does.
9. The most recent bank statement mailed to the applicant is acceptable. Applicants who do not receive a hardcopy statement are required to obtain a statement from their financial institution. No internet printouts are accepted.
10. Applicants who have never had any credit accounts are still required to submit a current credit report. Addresses and phone numbers of creditors should be printed as part of the credit report and not written by the applicant. Credit scores are not required. Many credit reports from car dealerships, apartment complexes, mortgage lenders or bank loan departments are not acceptable due to the limited information they provide.

Attachment 2 – Affidavit (Statement of Truthfulness)

- Applicants will print their full name on the first blank line.
- Applicants must read and understand the statement they will have to sign.
- Local applicants and those who submit the PHS and Required Documents in person will not sign this document until they are directed to do so by the Applicant Processing Detail investigators.
- Non-local applicants (more than 100 miles away) who are submitting the PHS and Required Documents by mail must have this document notarized at their own expense prior to mailing.

Attachment 3 – Release of Information and Waiver of Liability

- Applicants will print their full name on the first blank line (last name first).
- Applicants will complete the address, city/state/zip code, Social Security Number, Date of Birth and Phone Number sections.
- Local Applicants and those who submit the PHS and Required Documents in person will not sign this document until they are directed to do so by Applicant Processing Detail investigators.
- Non-local applicants (more than 100 miles away) who are submitting the PHS and Required Documents by mail must have this document notarized at their own expense prior to mailing.

Attachment 4 – Applicant Qualification Inquiry

- As per Federal law, the San Antonio Police Department requires all applicants to answer questions 1 and 2 on this form.
- Applicants who answer yes to question 1 (who have been convicted of a family violence offense), are required to provide more information in section 2.
- Applicants will only enter their name on the line marked, "Name (print only)".
- Local Applicants and those who submit the PHS and Required Documents in person will not sign this document until they are directed to do so by Applicant Processing Detail investigators.
- Non-local applicants (more than 100 miles away) who are submitting the PHS and Required Documents by mail must have this document notarized at their own expense prior to mailing.

Submit PHS and all Required Documents together. Failure to do this will result in the rejection of the application.

“There is one absolute. Never lie. The only commodity a police officer has to sell to the agency or community is the individual integrity of the person wearing the badge. If you will lie to me to get a job, then you would lie under oath to get a conviction.”
- from “*So You Want to Be A Police Officer*” by Tony Wright, CopJobs Magazine, January 2000



City of San Antonio Police Department



Applicant Processing Detail

APPLICATION FOR THE POSITION OF: POLICE CADET - 0602

PERSONAL HISTORY STATEMENT

NAME OF APPLICANT: _____
Last Name (Suffix – Sr, Jr, III, etc), First Name, Middle Name, (Maiden Name)

DATE COMPLETED: _____

The Personal History Statement (PHS) is your application. All information provided in this Personal History Statement is **strictly confidential** and will be used to expedite your background investigation.

Be sure to utilize the attached instruction sheet for detailed explanations on what information is required for each section of the Personal History Statement. Incomplete applications will be rejected.

Submission of Application

Applicants residing within a 100 mile radius of San Antonio:

Applications must be submitted in person wearing **proper business attire** to the Applicant Processing Detail located at 555 Academic Ct., Suite 130, San Antonio, Texas. Applications will be accepted Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding city holidays.

The following documents are required:

- Personal History Statement (unsigned)
- All required documents listed in Attachment 1
- Attachments 2, 3, and 4 (unsigned)

An interview will be conducted upon submission of the application, which may take up to two hours.

Failure to submit the required documents at the time of submission will result in the **rejection of your application**.

Applicants residing outside a 100 mile radius of San Antonio:

(If you are unsure as to your distance from San Antonio, consult a map)

Applicants outside a 100 mile radius have the option of submitting their application by mail to the following address:

SAPD APPLICANT PROCESSING
555 ACADEMIC CT., SUITE 130
SAN ANTONIO, TX 78204

The following documents are required:

- Personal History Statement (must be signed and notarized)
- All required documents listed in Attachment 1
- Attachments 2, 3, and 4 (must be signed and notarized)

Once the application is accepted, the applicant will be notified of the next step in the process.

INSTRUCTIONS: Answer each question completely and accurately on this form. Information must be in your own handwriting and printed in ink. If a question does not apply to you, write N/A. If the space provided is insufficient, turn to the back of that page and continue. You are responsible for providing zip codes for all addresses and area codes for all telephone numbers. The statements made herein are subject to verification to determine your qualification for employment. If any portion of this document is left blank, you can be deemed unsuitable for compliance with processing requirements. Do not misstate or omit any facts. Knowingly giving false or misleading statements or information will render you permanently unsuitable per civil service rule IX (H) (11).

You must notify Applicant Processing staff, in writing, of any changes regarding information you have provided in this document. This includes any changes after submission of this form through appointment to the San Antonio Police Academy.

APPLICANT IDENTIFICATION – Federal and state laws prohibit discrimination because of race, religion, color, age, gender, national origin, ancestry, belief, or disability. The information provided in this section will not be used to discriminate against you in violation of federal or state law.

<u>Last Name</u> (Suffix: Sr, Jr., III, etc.)	<u>First</u>	<u>Middle</u>	<u>Maiden</u>
<u>Residence Street Address (No P.O. Boxes)</u>		<u>Apartment Number</u>	
<u>City</u>		<u>State & Zip Code</u>	
<u>Mailing Address (if different from residence)</u>		<u>State & Zip Code</u>	
<u>Home Telephone Number</u> ()	<u>Cellular Telephone Number</u> ()	<u>Work Telephone Number</u> ()	
<u>Primary Email Address: (You will be contacted by the email listed here)</u>		<u>All Other Email Addresses:</u>	
<u>Date of Birth</u> (Month – Day – Year)	<u>Social Security Number</u>	<u>Driver's License (Issuing State & Number)</u>	

Have you **ever** been known or gone by any other name (excluding nick-names)? Yes or No _____

If yes, give details: _____

Place of Birth (City, County, State or other Country) _____

Are you a U.S. Citizen? Yes or No _____ If yes, circle one: By birth Naturalized

Age _____ Ethnicity _____ Gender _____

Height _____ Weight _____ Eye Color _____ Hair Color _____

Scars, Tattoos (**description of each tattoo** and **location on body**) or other distinguishing marks: _____

TRAFFIC RECORD

List **all** vehicles that you currently own or operate:

Year	Make	Model	Color	License Plate No. & State	Personal Vehicle Yes / No

List your current Automobile Insurance Co. & Policy Number _____

Have you **ever** possessed a driver's license issued by any state other than Texas? Yes or No _____

If yes, give details below:

Driver's License No. _____ State _____ Date issued _____ Status - Active / Surrendered

Driver's License No. _____ State _____ Date issued _____ Status - Active / Surrendered

Has your license **ever** been suspended or revoked? Yes or No _____ If yes, give reason, date and length of

suspension _____

Have you **ever** been involved in a motor vehicle accident **as a driver**? Yes or No _____ If yes, give details below:

Date	Location Investigating Agency:	Police Report: Yes / No Case number:
Cause of Accident (ran red light, following too closely, etc.)		
Date	Location Investigating Agency:	Police Report: Yes / No Case Number:
Cause of Accident (ran red light, following too closely, etc.)		

List **all** traffic citations you have **ever** received, starting with the most recent. (*Do not list parking & warning tickets.*)

Month/Year	Violation	City, State & Issuing Agency	Disposition (Def. driving, dismissed, paid fine etc.)

MARITAL & FAMILY HISTORY

Are you Single _____ Married _____ → Date of Marriage _____ Engaged _____ Co-Habiting _____

Spouse / Co-Habitant / name (include maiden name) _____

If separated, Spouse / Co-Habitant Address & Telephone No. _____

Spouse / Co-Habitant Date of Birth _____ Email Address _____

Spouse / Co-Habitant Employer Name & Address _____

Home Telephone No. _____ Cellular Telephone No. _____ Work Telephone No. _____

Boyfriend, Girlfriend, Significant other, and/or Roommate(s) (List the relationship to you. Do not include parents or co-habitant)

Name _____ Date of Birth _____ Employer _____

Relationship _____ Cellular Telephone No. () _____ Email Address _____

Name _____ Date of Birth _____ Employer _____

Relationship _____ Cellular Telephone No. () _____ Email Address _____

Name _____ Date of Birth _____ Employer _____

Relationship _____ Cellular Telephone No. () _____ Email Address _____

Is there any other person(s) dependent upon you for financial support? Yes or No _____

If yes, who? _____ Relationship _____

If you have been separated, divorced or widowed, fill-in details below:

Date of Marriage _____
 City & State _____
 Separated _____
 Divorced _____
 Widowed _____
 Annulled _____

Date of Marriage _____
 City & State _____
 Separated _____
 Divorced _____
 Widowed _____
 Annulled _____

Ex-spouse's Name _____
 Date of Birth _____
 Telephone No. () _____
 Email _____
 Address _____
 City, State, ZIP _____

Ex-spouse's Name _____
 Date of Birth _____
 Telephone No. () _____
 Email _____
 Address _____
 City, State, ZIP _____

List all children related to you or your spouse (Natural, Stepchildren, Adopted & Foster children)

Relationship	Name	Date of Birth	Address, City, State & ZIP Code	Supported by whom?

EDUCATIONAL HISTORY

High School(s) attended	Address, City, State & ZIP Code	Dates attended From - To	Graduated Yes / No

Do you have a G.E.D. Certificate? Yes or No _____ Completion Date _____

Were you **ever** expelled or suspended from any school you ever attended? Yes or No _____ If yes, give details _____

List below **all** Colleges or Universities you have attended or are currently attending.

Name of College or University	City, State & ZIP Code	Dates Attended	Hours attempted	Hours complete	Major	Degree & Date

MILITARY SERVICE

Are you **currently** serving active duty in the U.S. Armed Forces? Yes or No _____ Expected separation date: _____

Have you **ever** served on active duty in the U.S. Armed Forces? Yes or No _____

Branch of Service _____ Highest Rank held _____ Type of Discharge _____

If Type of Discharge was *Uncharacterized* or *Entry-Level*, give detailed reason for discharge: _____

Served From _____ To _____ Job Title (Rifleman, Security, Cook, etc.) _____
Date Date

Are you currently serving in the National Guard? Yes or No _____ From _____ To _____

Are you actively serving in a Reserve Unit? Yes or No _____ From _____ To _____

Unit _____ Highest Rank held _____

Address _____ Telephone No. () _____

Job Title (Rifleman, Security Forces, Cook, Linguist, etc.) _____

Have you ever been disciplined or investigated for any misconduct or offense while in the Military? (Include Court Martial, Captain's Mast, Article 15's, Company Punishment, etc). Yes or No _____ If yes, give details below.

PERSONAL REFERENCES List five (5) persons who know you well enough to provide current information about you and how you know them. Do not list relatives, significant others, present or former spouse, relatives of spouse or ex-spouse, present or former employers, supervisors, or San Antonio Police Officers.

Name _____ **Years** known _____ DOB _____ Sex _____
 Address _____ City _____ State _____ ZIP _____
 Home Phone # _____ Mobile Phone # _____ Work Phone # _____
 Email Address _____ How do you know this reference? _____

Name _____ **Years** known _____ DOB _____ Sex _____
 Address _____ City _____ State _____ ZIP _____
 Home Phone # _____ Mobile Phone # _____ Work Phone # _____
 Email Address _____ How do you know this reference? _____

Name _____ **Years** known _____ DOB _____ Sex _____
 Address _____ City _____ State _____ ZIP _____
 Home Phone # _____ Mobile Phone # _____ Work Phone # _____
 Email Address _____ How do you know this reference? _____

Name _____ **Years** known _____ DOB _____ Sex _____
 Address _____ City _____ State _____ ZIP _____
 Home Phone # _____ Mobile Phone # _____ Work Phone # _____
 Email Address _____ How do you know this reference? _____

Name _____ **Years** known _____ DOB _____ Sex _____
 Address _____ City _____ State _____ ZIP _____
 Home Phone # _____ Mobile Phone # _____ Work Phone # _____
 Email Address _____ How do you know this reference? _____

List no more than six (6) sworn San Antonio Police Officers, who know you well, can identify you by name or with whom you are acquainted and can write a report about your character, qualifications and whether they recommend you.

<u>Name</u>	<u>/</u>	<u>Badge Number</u>	<u>Name</u>	<u>/</u>	<u>Badge Number</u>
_____	/	_____	_____	/	_____
_____	/	_____	_____	/	_____
_____	/	_____	_____	/	_____

EMPLOYMENT HISTORY – Beginning with your present or most recent job, list **all** employments since seventeen (17) years of age. Include part-time, temporary or seasonal employment, military assignments, including all periods of unemployment. Circle reason for leaving. **If currently employed, we will contact your present employer.**

*Have you **ever** applied for or received unemployment compensation? Yes or No _____ If yes, when? _____
Dates of Employment

Employer _____ Website _____ From _____ To _____
Address _____ City _____ State _____ ZIP _____
Telephone No _____ Shift Hrs. _____ Days Off _____
Job Title _____ Duties _____ Salary \$ _____
Supervisor _____ Co-worker _____

Reason for Leaving (If not still currently employed) _____
Circle one: Terminated Asked to resign Laid-off Resigned No call/no show Discharged (military)

Employer _____ Website _____ From _____ To _____
Address _____ City _____ State _____ ZIP _____
Telephone No _____ Fax No _____ Job Title _____
Duties _____
Supervisor _____ Co-worker _____

Reason for Leaving (be specific) _____
Circle one: Terminated Asked to resign Laid-off Resigned No call/no show Discharged (military)

Employer _____ Website _____ From _____ To _____
Address _____ City _____ State _____ ZIP _____
Telephone No _____ Fax No _____ Job Title _____
Duties _____
Supervisor _____ Co-worker _____

Reason for Leaving (be specific) _____
Circle one: Terminated Asked to resign Laid-off Resigned No call/no show Discharged (military)

Employer _____ Website _____ From _____ To _____
Address _____ City _____ State _____ ZIP _____
Telephone No _____ Fax No _____ Job Title _____
Duties _____
Supervisor _____ Co-worker _____

Reason for Leaving (be specific) _____
Circle one: Terminated Asked to resign Laid-off Resigned No call/no show Discharged (military)

Employer _____ Website _____ From _____ To _____
Address _____ City _____ State _____ ZIP _____
Telephone No _____ Fax No _____ Job Title _____
Duties _____
Supervisor _____ Co-worker _____
Reason for Leaving (be specific) _____
Circle one: Terminated Asked to resign Laid-off Resigned No call/no show Discharged (military)

Employer _____ Website _____ From _____ To _____
Address _____ City _____ State _____ ZIP _____
Telephone No _____ Fax No _____ Job Title _____
Duties _____
Supervisor _____ Co-worker _____
Reason for Leaving (be specific) _____
Circle one: Terminated Asked to resign Laid-off Resigned No call/no show Discharged (military)

Employer _____ Website _____ From _____ To _____
Address _____ City _____ State _____ ZIP _____
Telephone No _____ Fax No _____ Job Title _____
Duties _____
Supervisor _____ Co-worker _____
Reason for Leaving (be specific) _____
Circle one: Terminated Asked to resign Laid-off Resigned No call/no show Discharged (military)

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Duties _____
Supervisor _____ Co-worker _____
Reason for Leaving (be specific) _____
Circle one: Terminated Asked to resign Laid-off Resigned No call/no show Discharged (military)

Employer _____ Website _____ From _____ To _____
Address _____ City _____ State _____ ZIP _____
Telephone No _____ Fax No _____ Job Title _____
Duties _____
Supervisor _____ Co-worker _____
Reason for Leaving (be specific) _____
Circle one: Terminated Asked to resign Laid-off Resigned No call/no show Discharged (military)

ARRESTS, DETENTIONS, AND LITIGATION

The following questions pertain to the above subjects as a juvenile or adult:

Have you **ever** been arrested, detained or questioned by any police, security or law enforcement agency? Yes or No _____

Has **anyone** in your immediate family **ever** been arrested, detained or questioned by any police, security or law enforcement agency? Yes or No _____

Has **anyone** in your household **ever** been arrested, detained or questioned by any police, security or law enforcement agency? Yes or No _____

If you answered “**yes**” to **any** question above, provide the following information for each:
(Refer to instruction sheet for a detailed explanation on how to complete this section)

Name of individual	A	D	Q	Reason/Type of offense	Date	Police Agency	Relationship

Have you **ever** committed an act of family violence? (Family violence means an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measure to protect oneself.) (Texas Family Code Section 71.01) Yes or No _____

If yes, explain: _____

Have you **ever** physically or sexually assaulted another person or been involved in any altercation, disturbance, fight, etc., with another person (including, but not limited to a friend, girlfriend/boyfriend, significant other, relative, etc.) at any time? **(Whether the police were called or not)** Yes or No _____

If yes, explain: _____

Have you **ever** been considered or named a suspect in a criminal investigation or criminal offense (including while serving in the Military)? Yes or No _____

If yes, explain: _____

Have you **ever** been placed on probation or given community service for any criminal offense other than a traffic citation? Yes or No _____ If yes, explain _____

ARRESTS, DETENTIONS, AND LITIGATION (Continued from page 12)

Have you **ever** been a party (sued someone or been sued) to a civil lawsuit or action? Yes or No _____ If yes, explain _____

Do you anticipate being sued or named in **any** type of lawsuit or civil proceeding? Yes or No _____ If yes, explain _____

Have you **ever** been involved in **any** incident (*do not include traffic accidents*) in which a police report was made or the police, military police, any other law enforcement agency or security guards were called (including while serving in the Military)? Yes or No _____ If yes, explain _____

PERSONAL DECLARATIONS

Do you consume alcoholic beverages? Yes or No _____

Have you **ever** intentionally or knowingly used, experimented with, or tried any of the following drugs or substances?

Answer Yes or No, on each line below:

		<u>Age / Month & Year</u>
Marijuana	_____	When last used? _____ / _____
Hashish	_____	When last used? _____ / _____
K2/Spice	_____	When last used? _____ / _____
Steroids (not prescribed)	_____	When last used? _____ / _____
Inhalants (spray paint, glue, etc)	_____	When last used? _____ / _____
Ecstasy ("XTC" or "X")	_____	When last used? _____ / _____
Methamphetamines (Speed)	_____	When last used? _____ / _____
LSD / acid	_____	When last used? _____ / _____
Heroin	_____	When last used? _____ / _____
Cocaine	_____	When last used? _____ / _____
Crack	_____	When last used? _____ / _____
PCP	_____	When last used? _____ / _____
Psilocybin (Mushrooms)	_____	When last used? _____ / _____
Quaaludes	_____	When last used? _____ / _____
Tranquilizers	_____	When last used? _____ / _____
Salvia	_____	When last used? _____ / _____

Name any other narcotic(s) or designer drug(s) you have used: _____

Do you now or have you **ever** used **any** prescription drug that was not prescribed to you by a physician? Yes or No _____
(Prescription drugs including, **but not limited to:** *Adderall, Vyvanse, amphetamines, barbiturates, codeine, hydrocodone, Percocet, Prozac, Ritalin, Valium, Xanax*)

If yes, give details: _____

Have you **ever** sold, furnished or transported drugs or narcotics to anyone? Yes or No _____ If yes, give details: _____

Do you have **any** personal beliefs that would prevent you from fully performing the duties of a police officer, including working on weekends, evening or night shifts? Yes or No _____ If yes, explain _____

If it became necessary for you to use deadly force in the course of your duties as a police officer would there be **any** reason to prevent you from doing so? Yes or No _____ If yes, explain _____

PERSONAL DECLARATIONS (Continued from page 13)

Have you **ever** been a member (or documented as a member) of any street / criminal gang? Yes or No _____

If yes, what gang? _____

Do you know **any** street / criminal gang members? Yes or No _____

If yes, who? _____

List all crimes you've **EVER** committed for which you were not caught by the police. Including but not limited to: drug use and/or possession, thefts from stores, work, the internet, friends or family, sex crimes, assault, forgery, counterfeiting, arson, burglary, unlawfully carrying a weapon, vandalism, or any other offense you feel may be criminal. (Include age at time of offense and / or the month & year of occurrence) List **anything** that may be important for the San Antonio Police Department to know before administering a polygraph examination.

SPECIAL QUALIFICATIONS & SKILLS

List **any** special licenses you hold (Concealed Handgun, Pilot, Radio operator, etc.) _____

Do you have any experience with firearms? Yes or No _____

If you are fluent in a foreign language, indicate in each block below, your fluency (Excellent, Good, Fair.)

Language	Understanding	Speaking	Reading	Writing
1.				
2.				

MEMBERSHIP IN ORGANIZATIONS (PAST AND/OR PRESENT)

Name & Address	Type (Social, Fraternal, Professional)	From	To
1.			
2.			

Have you **ever** previously applied with the San Antonio Police or Fire Department? Yes or No _____

Have you **ever** applied with or been employed by **any** law enforcement agency or fire department? Yes or No _____

If either question was answered yes, list each law enforcement agency or fire department, including previous applications with the San Antonio Police Department, if applicable. **(Must have address and website for all agencies.)**

Agency Name, Address, City, State & ZIP Code and Website	Date(s) Applied or Hired	Result of each application

If **ever** employed as a law enforcement officer, jailer, security guard, etc., list **any** internal or external investigations or disciplinary actions (including, but not limited to: terminations, suspensions, reprimands, counselings, etc): _____

List any additional information you want considered in your application for the position you are seeking.

PHYSICAL AND MENTAL CONDITION - Federal and state laws prohibit discrimination because of race, religion, color, age, gender, national origin, ancestry, belief, or disability. **The information provided in this section will not be used to discriminate against you in violation of federal or state law.**

The following question is optional:

Do you need reasonable accommodation for a disability in order to complete your processing for the position of Police Cadet or perform the essential functions of the position for which you are applying? **(Circle) Yes / No**

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and responses to the questions contained in this document. I fully understand that any such misrepresentation, omission, or falsification will render me permanently unsuitable for employment per civil service rule IX (H) (11), or if hired, will terminate my employment.

DO NOT SIGN →
Until in the presence
of a Notary Public.

Signature of applicant

Date

Before me personally appeared _____ who stated this document and its intent was explained to him/her that he/she has full knowledge of its purpose and that he/she executed this instrument of his/her free will and accord.

Sworn to and subscribed before me on this _____ day of _____, _____

Signature Notary Public

Attachment 1



REQUIRED DOCUMENTS

1. A state issued identification, state issued driver license, US passport, or military ID (Applicants mailing in their application may submit a photocopy of this document)
2. Certified copy of your official birth certificate.
3. Certificate of Naturalization (if applicable)
4. Copy of your DD-214: Member 4 or Service 2 copy (if current or prior military).
5. Certified copy of your official high school transcript(s) in sealed envelope(s) or GED test results.
6. Copy of your high school diploma or GED certificate. If you are unable to provide a copy of your high school diploma, a letter from your high school indicating the date that you graduated is required.
7. Certified copy of your college transcript(s) in sealed envelope(s).
8. Copy of your divorce decree(s) signed by judge (if applicable).
9. Copy of your most recent bank statement for all bank accounts. (No internet printouts)
10. Copy of your credit report, not more than 30 days old, which shows list of creditors and how we may contact them.

(SARMA/Premier Credit, located at: 555 East Ramsey, San Antonio, TX 78216
(210) 244-4575. - www.sarma.com)

(It is not a requirement you obtain the report from here, but their reports provide the most useful information for processing your credit history)

All of these documents must be submitted with your Application. The only exception to this requirement is if transcripts for either high school or college have been ordered from the institution. In this circumstance, proof of the request is sufficient for application.

Refer to pages 5 and 6 of Instructions for SAPD Personal History Statement and Required Documents for questions regarding the required documents.



Attachment 2

AFFIDAVIT



I, _____, hereby certify all information provided by me to the San Antonio Police Department Applicant Processing personnel, or any individual or agency acting in behalf of the San Antonio Police Department or the City of San Antonio during the processing of my application for employment is true, correct, and made in good faith. I understand that if I make any false statement of fact, or if I am deceptive by statement or omission in the information I provide orally, or in writing, in any interview, form, or questionnaire I complete in connection with my application for employment, including my Preliminary Questionnaire, Personal History Statement, Polygraph Questionnaire, any interview with an Applicant Processing Investigator, or any other person connected with the receipt, processing, or acceptance of my application for employment, this will be grounds for my disqualification or termination after employment.

DO NOT SIGN →
Until in the presence
of a Notary Public.

 Signature of applicant

 Date

SWORN TO AND SUBSCRIBED BEFORE ME on this the _____ day of _____, _____

 Notary Public in and for the State of Texas

Attachment 3



RELEASE OF INFORMATION AND WAIVER OF LIABILITY

CITY OF SAN ANTONIO
COUNTY OF BEXAR

KNOW ALL MEN BY THESE PRESENTS:

I, _____ do hereby authorize a review of and full disclosure of all
Last Name, Suffix (Sr, Jr, III), First Name, Middle Name (Maiden Name)
records concerning myself to any duly authorized agent of the San Antonio Police Department, whether the said records are of a public, private, or confidential nature.

THIS AUTHORIZATION IS NOT TO INCLUDE ANY MEDICAL HISTORY OR WORKERS' COMPENSATION CLAIMS.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; law enforcement agencies; any court of law; employer's employment and pre-employment records, including, but not limited to, applications, background reports, disciplinary actions and records, information on lawsuits related to employment or disciplinary action, efficiency ratings, performance evaluations, complaints or grievances filed by or against me; any records from financial institutions, creditors, or collection agencies; records of the Social Security Administration pertaining to names and addresses of employers, and dates of employment, and the records and recollections of attorneys at law or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, excluding any medical malpractice cases or workers' compensation claims.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the San Antonio Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held legally accountable for giving this information in any way; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

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.

Signature (including maiden name)

Social Security Number

Address

Date of Birth

City/State/Zip Code

()

Phone

Sworn to and subscribed before me on this the _____ day of _____, _____

Signature Notary Public



Attachment 5



POLICE DEPARTMENT EMPLOYEE REFERRAL

Police Department employees are encouraged to refer interested individuals to apply with the San Antonio Police Department. You may have received a business card, an information card, or other direction providing you with information on how to apply. We would like to recognize the police department employee who made the referral. Please provide their information below.

Police Department Employee Name (print only)

Section of Assignment