**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”.

Page 1 of 6 (Instructions) (ver. 02/02/16)
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 (e.g., 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:
- they are not free to leave
- if juveniles, they may be held until their parents are called to the scene
- they are asked to provide their name, address and/or date of birth
- they may be checked for outstanding warrants
- they are often questioned about their activities
- they may have been passengers in a vehicle that was stopped by police
- they may be searched
- they may receive a “pat-down” or frisk
- they may be asked for identification
- their property may be seized
- their vehicles may be searched
- they may be placed in handcuffs temporarily or placed in the backseat of a patrol vehicle
- they may be transported to another location or a police facility
- they may be photographed
- 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.

- “Name of Individual”: write the name of the person who was arrested, detained or questioned.
- Place a check mark or “x” in one of the boxes under the following headings:
  - A (arrested), D (detained), Q (questioned.)
- “Reason/Type of offense”: list the reason for the detention, questioning or the offense (crime) for which the person was arrested.
- “Date”: indicate the month/year when the incident occurred.
- “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.)
- “Relationship”: list the relationship to applicant.

This example is provided as a guide:

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

- 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 be 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
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.

<table>
<thead>
<tr>
<th>Last Name</th>
<th>(Suffix: Sr, Jr., III, etc.)</th>
<th>First</th>
<th>Middle</th>
<th>Maiden</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Street Address (No P.O. Boxes)</td>
<td>Apartment Number</td>
<td></td>
<td></td>
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<tr>
<td>City</td>
<td>State &amp; Zip Code</td>
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|Mailing Address (if different from residence) | State & Zip Code |

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<tr>
<th>Home Telephone Number</th>
<th>Cellular Telephone Number</th>
<th>Work Telephone Number</th>
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<tr>
<th>Primary Email Address: (You will be contacted by the email listed here)</th>
<th>All Other Email Addresses:</th>
</tr>
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<thead>
<tr>
<th>Date of Birth (Month – Day – Year)</th>
<th>Social Security Number</th>
<th>Driver’s License (Issuing State &amp; Number)</th>
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</thead>
</table>

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: _____________________________________________

555 Academic Ct., Suite 130
San Antonio, Texas 78204

“An Equal Opportunity/Affirmative Action Employer” 210-207-7565
www.sapdcareers.com

Page 2 of 16 (PHS) (ver. 02/02/16)
**TRAFFIC RECORD**

List all vehicles that you currently own or operate:

<table>
<thead>
<tr>
<th>Year</th>
<th>Make</th>
<th>Model</th>
<th>Color</th>
<th>License Plate No. &amp; State</th>
<th>Personal Vehicle</th>
<th>Yes / No</th>
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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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Investigating Agency:</th>
<th>Police Report: Yes / No</th>
<th>Case number:</th>
</tr>
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Cause of Accident (ran red light, following too closely, etc.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Investigating Agency:</th>
<th>Police Report: Yes / No</th>
<th>Case Number:</th>
</tr>
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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.)

<table>
<thead>
<tr>
<th>Month/Year</th>
<th>Violation</th>
<th>City, State &amp; Issuing Agency</th>
<th>Disposition (Def. driving, dismissed, paid fine etc.)</th>
</tr>
</thead>
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</table>
### Marital & Family History

**Are you Single _____ Married ____ → Date of Marriage _________ Engaged _____ Co-Habitating _____**

**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)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of Birth</th>
<th>Employer</th>
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</thead>
<tbody>
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</table>

**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:**

<table>
<thead>
<tr>
<th>Date of Marriage</th>
<th>City &amp; State</th>
<th>Date of Marriage</th>
<th>City &amp; State</th>
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<tr>
<th>Separated</th>
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<tr>
<th>Divorced</th>
<th>Divorced</th>
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<tr>
<th>Widowed</th>
<th>Widowed</th>
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<th>Annulled</th>
<th>Annulled</th>
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</table>

**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)**

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Name</th>
<th>Date of Birth</th>
<th>Address, City, State &amp; ZIP Code</th>
<th>Supported by whom?</th>
</tr>
</thead>
<tbody>
<tr>
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List relatives in the following order: Father, Mother (include maiden name), Stepparents, Brothers and Sisters, (if any), including Step and Half-Brothers and Sisters.

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Name</th>
<th>Address, City, State &amp; ZIP Code</th>
<th>DOB</th>
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<tbody>
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</table>

Parent(s) Home Telephone No. _________ / _________ Cellular Telephone No. _________ / _________

**RESIDENCES** – List all residences where you have lived since the age of 17, **starting with the most recent**, including your present address. List date by month/year. **Include military assignments. (No TDY's)**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Address</th>
<th>City (Military base, if applicable)</th>
<th>State &amp; Zip code</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
EDUCATIONAL HISTORY

<table>
<thead>
<tr>
<th>High School(s) attended</th>
<th>Address, City, State &amp; ZIP Code</th>
<th>Dates attended From - To</th>
<th>Graduated Yes / No</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name of College or University</th>
<th>City, State &amp; ZIP Code</th>
<th>Dates Attended</th>
<th>Hours attempted</th>
<th>Hours complete</th>
<th>Major</th>
<th>Degree &amp; Date</th>
</tr>
</thead>
<tbody>
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</table>

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.) ____________

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. ____________
**FINANCIAL HISTORY**

What is your monthly gross income? $__________________  Spouse’s monthly gross income? $__________________

Do you have **any** other source of income other than your principle occupation? Yes or No_____________________

If yes, give amount and details: _____________________________________________________________

Do you have a Bank Account? Yes or No_____________________

1. Name of Bank_________________________________________ Checking Account No.________________
   Address_________________________________________________ Savings Account No.________________
   City, State, ZIP

2. Name of Bank_________________________________________ Checking Account No.________________
   Address_________________________________________________ Savings Account No.________________
   City, State, ZIP

Have you ever had accounts placed in the hands of a collection agency? Yes or No ________  If yes, explain reason(s):

____________________________________________________________________________________

____________________________________________________________________________________

When (Month & Year)?__________________  How was account settled?__________________

Give names of individuals, companies, or others to whom you are indebted, and the extent of your indebtedness. Include, rent, mortgages, vehicle payments, charge accounts, credit cards, cellular telephone contracts, loans, child support payments, and any other debts and payments.

<table>
<thead>
<tr>
<th>Name of Creditor (Visa, DirectTV, Sears, etc.)</th>
<th>Reason for Debt (Furniture, Auto, etc.)</th>
<th>Monthly Payment</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Years known</th>
<th>DOB</th>
<th>Sex</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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</tbody>
</table>

Home Phone # ____________ Mobile Phone # ____________ Work Phone # ____________

Email Address ____________________________ How do you know this reference?

<table>
<thead>
<tr>
<th>Name</th>
<th>Years known</th>
<th>DOB</th>
<th>Sex</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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</table>

Home Phone # ____________ Mobile Phone # ____________ Work Phone # ____________

Email Address ____________________________ How do you know this reference?

<table>
<thead>
<tr>
<th>Name</th>
<th>Years known</th>
<th>DOB</th>
<th>Sex</th>
<th>Address</th>
<th>City</th>
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</table>

Home Phone # ____________ Mobile Phone # ____________ Work Phone # ____________

Email Address ____________________________ How do you know this reference?

<table>
<thead>
<tr>
<th>Name</th>
<th>Years known</th>
<th>DOB</th>
<th>Sex</th>
<th>Address</th>
<th>City</th>
<th>State</th>
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</table>

Home Phone # ____________ Mobile Phone # ____________ Work Phone # ____________

Email Address ____________________________ How do you know this reference?

<table>
<thead>
<tr>
<th>Name</th>
<th>Years known</th>
<th>DOB</th>
<th>Sex</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>ZIP</th>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Badge Number</th>
<th>Name</th>
<th>Badge Number</th>
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</thead>
<tbody>
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</table>

San Antonio, Texas 78204
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? ___________

<table>
<thead>
<tr>
<th>Dates of Employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer ____________ Website ______________ From _______ To __________</td>
</tr>
<tr>
<td>Address ______________ City ___________________ State __ ZIP ___________</td>
</tr>
<tr>
<td>Telephone No ___________ Shift Hrs. ______________ Days Off ____________</td>
</tr>
<tr>
<td>Job Title ______________ Duties __________________ Salary $ ____________</td>
</tr>
</tbody>
</table>
| 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)

<table>
<thead>
<tr>
<th>Dates of Employment</th>
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<tbody>
<tr>
<td>Employer ____________ Website ______________ From _______ To __________</td>
</tr>
<tr>
<td>Address ______________ City ___________________ State __ ZIP ___________</td>
</tr>
<tr>
<td>Telephone No ___________ Fax No ______________ Job Title ______________</td>
</tr>
<tr>
<td>Duties ____________________</td>
</tr>
</tbody>
</table>
| Supervisor ______________ Co-worker ___________________

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

<table>
<thead>
<tr>
<th>Dates of Employment</th>
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</thead>
<tbody>
<tr>
<td>Employer ____________ Website ______________ From _______ To __________</td>
</tr>
<tr>
<td>Address ______________ City ___________________ State __ ZIP ___________</td>
</tr>
<tr>
<td>Telephone No ___________ Fax No ______________ Job Title ______________</td>
</tr>
<tr>
<td>Duties ____________________</td>
</tr>
</tbody>
</table>
| Supervisor ______________ Co-worker ___________________

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

<table>
<thead>
<tr>
<th>Dates of Employment</th>
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</thead>
<tbody>
<tr>
<td>Employer ____________ Website ______________ From _______ To __________</td>
</tr>
<tr>
<td>Address ______________ City ___________________ State __ ZIP ___________</td>
</tr>
<tr>
<td>Telephone No ___________ Fax No ______________ Job Title ______________</td>
</tr>
<tr>
<td>Duties ____________________</td>
</tr>
</tbody>
</table>
| 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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Page 10 of 16 (PHS) (ver. 02/02/16)
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)

<table>
<thead>
<tr>
<th>Name of individual</th>
<th>A</th>
<th>D</th>
<th>Q</th>
<th>Reason/Type of offense</th>
<th>Date</th>
<th>Police Agency</th>
<th>Relationship</th>
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</thead>
<tbody>
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</table>

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?

<table>
<thead>
<tr>
<th>Drug/Drug Category</th>
<th>Age / Month &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
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<tr>
<td>K2/Spice</td>
<td></td>
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<tr>
<td>Steroids (not prescribed)</td>
<td></td>
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<tr>
<td>Inhalants (spray paint, glue, etc)</td>
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<tr>
<td>Ecstasy (&quot;XTC&quot; or &quot;X&quot;)</td>
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<tr>
<td>Methamphetamine (Speed)</td>
<td></td>
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<tr>
<td>LSD / acid</td>
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<tr>
<td>Heroin</td>
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<tr>
<td>Cocaine</td>
<td></td>
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<tr>
<td>Crack</td>
<td></td>
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<tr>
<td>PCP</td>
<td></td>
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<tr>
<td>Psilocybin (Mushrooms)</td>
<td></td>
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<tr>
<td>Quaaludes</td>
<td></td>
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<tr>
<td>Tranquilizers</td>
<td></td>
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<tr>
<td>Salvia</td>
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</tbody>
</table>

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.

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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.)

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<tr>
<th>Language</th>
<th>Understanding</th>
<th>Speaking</th>
<th>Reading</th>
<th>Writing</th>
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MEMBERSHIP IN ORGANIZATIONS (PAST AND/OR PRESENT)

Name & Address | Type (Social, Fraternal, Professional) | From | To
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555 Academic Ct., Suite 130
San Antonio, Texas 78204

“An Equal Opportunity/Affirmative Action Employer” 210-207-7565
www.sapdcareers.com
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.)

<table>
<thead>
<tr>
<th>Agency Name, Address, City, State &amp; ZIP Code and Website</th>
<th>Date(s) Applied or Hired</th>
<th>Result of each application</th>
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</table>

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.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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San Antonio, Texas 78204    www.sapdcareers.com

Page 15 of 16 (PHS)
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

<table>
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<tr>
<th>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.</th>
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</table>

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

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<th>Signature of applicant</th>
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<th>Date</th>
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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 ____________________________, __________

<table>
<thead>
<tr>
<th>Signature Notary Public</th>
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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.
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.

______________________________
Signature of applicant

______________________________
Date

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

______________________________
Notary Public in and for the State of Texas
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 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

_____________________________________________
City/State/Zip Code

_____________________________________________
Date of Birth: ( ) Phone

Sworn to and subscribed before me on this the ______ day of ________________________, _______________

_____________________________________________
Signature Notary Public

555 Academic Ct., Suite 130
San Antonio, Texas 78204

“An Equal Opportunity/Affirmative Action Employer”  210-207-7565
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On September 30, 1996, Title 18, United States Code, Section 922(g) (9) took effect, making it illegal for anyone who has been convicted of a misdemeanor crime of domestic violence to possess any firearm or ammunition. “Misdemeanor crime of domestic violence” is generally defined as any offense, whether or not explicitly described in a statute as a crime of domestic violence, which has as its factual basis the use or attempted use of physical force or the threatened use of a deadly weapon committed by the victim’s current or former domestic partner, parent, or guardian. The term “convicted” is generally defined in the statute as excluding anyone whose conviction has been expunged or been set aside, or has received a pardon.

This provision applies to persons convicted at any time prior to or after the passage of the September 30, 1996, law. If you are affected by this statute you may not possess any firearm or ammunition.

Neither your answers nor any information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922 (g) (9). However, the answers you furnish and any information or evidence resulting therefrom may be used against you in a prosecution for knowingly and willfully providing false statements or information.

1. Have you ever been convicted of a misdemeanor crime of domestic violence within the meaning of the statute as set out above?

   Circle your answer:  
   YES         NO

2. If you answered YES to the first question, provide the following information with respect to the conviction:

   Court / Jurisdiction: ________________________________
   Docket / Case Number: ________________________________
   Statute / Charge: ________________________________
   Date sentenced: ________________________________

I hereby certify that, to the best of my knowledge and belief, all of the information provided by me is true, correct, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for adverse action and is criminally punishable pursuant to federal law, including 19 u.s.c. 1001.

Name (print only)

Signature ________________________________ Date ________________________________

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

Signature Notary Public

555 Academic Ct., Suite 130 “An Equal Opportunity/Affirmative Action Employer” 210-207-7565
San Antonio, Texas 78204 www.sapdcareers.com
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.

<table>
<thead>
<tr>
<th>Police Department Employee Name (print only)</th>
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<tbody>
<tr>
<td>Section of Assignment</td>
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