OFFICE USE ONLY

BACKGROUND INTERVIEW PACKET

SET FOR: _____

DATE: _____

TIME: _____

INSTRUCTIONS

READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. **It is essential that the information be accurate in all respects**. It will be used as the basis for a background investigation that will determine your eligibility for employment.

1. Print legibly in ink and answer all questions to the best of your ability.

2. If a question is not applicable to you, enter "N/A" in the space provided.

3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.

4. **You are responsible for obtaining correct addresses. If you are not sure of an address, check it by personal verification.**

5. If there is insufficient space on the form for you to include all information required, attach extra sheets to the Personal History Statement. Be sure to reference the relevant section and question number before continuing your answer.

6. **An accurate and complete form will help expedite your background investigation**. On the other hand, deliberate omissions or falsifications my result in disqualification or dismissal.
   ** (Initial) _____

7. The content of your Personal History Statement is considered confidential and you are responsible for the control and handling of this Statement until tendered.

CONFIDENTIAL

Bexar County Community Supervision & Corrections Department

PRE-APPOINTMENT INVESTIGATION / PERSONAL HISTORY STATEMENT

APPLICANT IDENTIFICATION: Information provided in this section is used for identification purposes ONLY.

1. NAME: _____/_____/_____
   Last First Middle
2. NICKNAME(S), ALIAS(ES), MAIDEN NAME, OR OTHER NAMES BY WHICH YOU HAVE BEEN KNOWN: _____
3. ADDRESSES:
   A. Present: _____ Telephone: _____
      City & State: _____ Zip Code: _____
   B. Mailing: _____
      City & State: _____ Zip Code: _____
   C. Mailing: _____
      City & State: _____ Zip Code: _____
4. DATE OF BIRTH: _____ AGE: _____
5. PLACE OF BIRTH: _____
6. ARE YOU A U.S. CITIZEN? Yes ☐ No☐; If no, explain:_____
7. RACE: _____ 8. SEX: _____
9. HEIGHT: _____ 10. WEIGHT: _____
11. COLOR OF EYES: _____ 12. COLOR OF HAIR: _____
13. SOCIAL SECURITY NUMBER: _____
14. DRIVER'S LICENSE NUMBER: _____
    State of issue: _____ Type: _____
    Expiration: _____
15. SCARS, TATOOS OR OTHER DISTINGUISHING MARKS:

    _____

    _____

    _____

EMPLOYMENT/ EXPERIENCE: List all employment in the last 10 years beginning with your present or most recent job. Include part-time, temporary, or seasonal employment. Include all periods of unemployment, and related unpaid experiences, e.g. volunteer work, internships, etc. (For additional space, use back of these sheets, following the same format).

Current or most recent employer: _____

_____
City State Zip code Phone Number

Date Hired: _____ End Date: _____

Job Title: _____ ☐ Full Time ☐ Part Time ☐ Salary: _____

Supervisor's Name: _____

If currently employed, may we contact your supervisor? ☐ Yes ☐ No

Duties: _____

_____

Reason for leaving: _____

_____

Second most recent employer: _____

_____
City State Zip code Phone Number

Date Hired: _____ End Date: _____

Job Title: _____ ☐ Full Time ☐ Part Time ☐ Salary: _____

Supervisor's Name: _____

If currently employed, may we contact your supervisor? ☐ Yes ☐ No

Duties: _____

_____

Reason for leaving: _____

_____

Third most recent employer: _____

_____
City State Zip code Phone Number

Date Hired: _____ End Date: _____

Job Title: _____ ☐ Full Time ☐ Part Time ☐ Salary: _____

Supervisor's Name: _____

If currently employed, may we contact your supervisor? ☐ Yes ☐ No

Duties: _____

_____

Reason for leaving: _____

_____

EMPLOYMENT/EXPERIENCE (continued):

Fourth most recent employer: _____

_____
City State Zip code Phone Number

Date Hired: _____ End Date: _____

Job Title: _____ ☐ Full Time ☐ Part Time ☐ Salary: _____

Supervisor's Name: _____

If currently employed, may we contact your supervisor? ☐ Yes ☐ No

Duties: _____

_____

Reason for leaving: _____

_____

Fifth most recent employer: _____

_____
City State Zip code Phone Number

Date Hired: _____ End Date: _____

Job Title: _____ ☐ Full Time ☐ Part Time ☐ Salary: _____

Supervisor's Name: _____

If currently employed, may we contact your supervisor? ☐ Yes ☐ No

Duties: _____

_____

Reason for leaving: _____

_____

Sixth most recent employer: _____

_____
City State Zip code Phone Number

Date Hired: _____ End Date: _____

Job Title: _____ ☐ Full Time ☐ Part Time ☐ Salary: _____

Supervisor's Name: _____

If currently employed, may we contact your supervisor? ☐ Yes ☐ No

Duties: _____

_____

Reason for leaving: _____

_____

MILITARY RECORD:

1. Have you served in the U.S. Armed Forces? Yes ☐ No☐
2. Date of service: From _____ To _____

   Branch of service: _____

   Unit Designation: _____

   Military Service Number: _____

   Highest Rank Held: _____

   Type of Discharge: _____

3. Were you ever disciplined while in the Military service (include court-martial, captain's masts, company punishment, etc.)? Yes ☐ No☐

Charge	Agency	Date	Age at Time	Disposition

If you received a Discharge other than Honorable, give complete details.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

EDUCATION HISTORY:

1. Cite highest level of education attained: _____

   A. Name of education institution: _____

      Address, City, State & Zip Code: _____

   B. Cite major field of study or concentration at highest level of education achievement:

      _____

2. List ALL colleges or universities attended; dates attended; local; degrees received and when conferred; major/minor.

FROM / TO	COLLEGE/CITY-STATE	DEGREE/DATE	MAJOR/MINOR

3. High School attended: _____

   City, State & Zip Code: _____

   Year graduated: _____ If not, explain: _____

   _____

   Name any other high schools attended; when and where:

   _____

   _____

   _____

   _____

   _____

SPECIAL QUALIFICATIONS AND SKILLS:

1. List any special licenses you hold, e.g. Peace Officer Certification, LCDC, etc., showing licensing authority, original date of issue, and date of expiration.

   _____

   _____

   _____

   _____

2. If you are fluent in a foreign language, indicate in each area your degree of fluency, i.e., excellent, good, fair.

Language	Speaking	Understanding	Reading	Writing

3. List any other special skills(s) or qualification(s) you may possess.

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

ARREST, DETENTIONS, AND LITIGATIONS:

1. Have you ever been arrested, detained by police, or summoned into court as a criminal defendant? Yes ☐ No☐ ; If so, describe below.

   Offense Charged Date City/State & Arresting Agency Disposition

   _____

   _____

   _____

2. Are you currently on criminal or civil probation; or parole? Yes ☐ No☐; If yes explain:

   _____

   _____

   _____

3. Have you ever been involved as a party in a civil litigation? Yes ☐ No☐; If yes explain:

   _____

   _____

   _____

4. Have you ever been a victim/complainant of a criminal offense? Yes ☐ No☐; If yes explain:

   _____

   _____

   _____

5. Has your driver's license ever been revoked or suspended? Yes ☐ No☐

   If so, give date, location, and reasons.

   _____

   _____

6. At the present time, are any members of your immediate family under legal supervision by this agency and/or other jurisdiction? Yes ☐ No☐ If so, identify person and jurisdiction.

   _____

   _____

   _____

PERSONAL DECLARATIONS:

1. Are there any reasons or circumstances, which would prevent you from fully performing the duties of a probation officer or agent of this probation department, including working evenings, nightshifts or weekends? Yes ☐ No☐; If yes, explain:

   _____

   _____

   _____

2. Are there any incidents in your life or details not mentioned herein which may influence this department's evaluation of your suitability for employment as an officer or agent of this department? [Use this section to further explain any other question(s) previously addressed]

   _____

   _____

   _____

   _____

   _____

   _____

   _____

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   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

   _____

REFERENCES: List five persons who know you well enough to provide current information about you. Please **DO NOT list relatives or former employers**.

1. Name: _____

   Address: _____
   City State Zip

   Email Address: _____

   Phone Number: _____ Years known: _____

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2. Name: _____

   Address: _____
   City State Zip

   Email Address: _____

   Phone Number: _____ Years known: _____

---

3. Name: _____

   Address: _____
   City State Zip

   Email Address: _____

   Phone Number: _____ Years known: _____

---

4. Name: _____

   Address: _____
   City State Zip

   Email Address: _____

   Phone Number: _____ Years known: _____

---

5. Name: _____

   Address: _____
   City State Zip

   Email Address: _____

   Phone Number: _____ Years known: _____

STATEMENT

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to the questions.

I am fully aware that any such willful misrepresentations, omissions or falsifications will be grounds for immediate rejection or termination of employment.

_____

Signature of Applicant

_____

Date