



GUADALUPE COUNTY

Sheriff Joshua Ray



Address: 2617 North Guadalupe Street Seguin, Texas, 78155
Telephone Number: (830)379-1224

Guadalupe County Sheriff's Office Personal History Statement *for the Sheriff's Office, Adult Detention Center & Animal Control*

Name: _____

Complete and Return by: _____

I am applying for:

- ☐ Peace Officer PID#: _____
- ☐ County Jailer PID #: _____
- ☐ Telecommunicator PID #: _____
- ☐ Civilian Employment

Referral Source (check all that apply):

- ☐ Advertisement
- ☐ Employee
- ☐ Relative
- ☐ Government
- ☐ Private Employment Agency
- ☐ Government Employment Agency
- ☐ Other _____

Have you reviewed the job description for the position you are applying for? ☐ Yes ☐ No

If yes, are you able to perform the functions of the job as described? ☐ Yes ☐ No

Date available for work: _____ **Type of position desired?** ☐ Full Time ☐ Part Time

Which of the following are you willing to do if required? ☐ Work Nights ☐ Work Weekends ☐ Work Holidays ☐ Overtime
☐ Rotating Shifts ☐ 10 hour Shifts ☐ 12 hour Shifts

Are you a relative of any Guadalupe County elected official or employee? ☐ Yes ☐ No

If yes, describe the relationship: _____

Personal History Statement Instructions

Employees are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with the agency. Although it is an achievement to reach the background phase of the hiring process, this is still a competitive process and does not, in any way, guaranty selection.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. It is essential that the information is accurate in all respects so please read all instructions carefully before proceeding. The Personal History Statement will be used as a basis for a background investigation that will determine your eligibility for becoming an employee.

1. Your application must be printed legibly in BLUE INK by the applicant. Answer all questions truthfully and accurately.
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 accurate and in proper sequence before you begin.
4. You are responsible for obtaining correct and full addresses. If you are not sure of an address, personally verify before making that entry on this history statement. Errors will not be viewed favorably. ALL ADDRESSES MUST BE COMPLETE WITH ZIP CODES.
5. If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what question number and page this refers to.
6. An accurate and complete form will help expedite your investigation. Omissions or falsifications will result in disqualification.
7. You are responsible for furnishing any changes and/or updating your application as needed, such as address changes or telephone changes in writing.
8. Any candidate submitting an incomplete application WILL NOT BE CONSIDERED FOR EMPLOYMENT. Your application will be evaluated on completeness and neatness.

9. All documents requested must be submitted with the application

Completed Personal History Statement.

Original Social Security card. (GCSO will make copy)

Original certified copy of your birth certificate. (No photo copy)

Original valid Texas driver license. (GCSO will make copy)

Original High School diploma or GED certificate or an honorable discharge from the armed forces of the United States after at least twenty four months of active service. (GCSO will make copy)

Sealed original certified copy of your college transcript. (No photo copy)

Original college diploma. (if applicable) (GCSO will make copy)

Copy of your Peace Officer Certificate from your police academy. (Peace Officer Applicants Only)

Copy of your Texas peace officer license and all training certificates awarded to you. (Peace Officer Applicants Only)

Copy of your DD-214 if applicable. Must possess an honorable discharge.

Original certified copy of your Naturalization papers, if applicable. (No photo copy)

Original current proof of automobile liability insurance. (GCSO will make copy)

Copy of a TCOLE approved Firearms Qualifications within the last 12 months.

The Waive and Authorization of Release of Records Information Form (Attached) **MUST BE NOTORIZED**

Applications will not be considered if all required documents are not included

PLEASE NOTE: OUR OFFICE IS NOT RESPONSIBLE FOR NOTARIZING YOUR FORM.

Instructions to the Applicant

Before you begin to fill out this personal history statement, please ensure that you meet the following requirements. You must meet all five of these requirements to qualify for licensure as a peace officer, jailer or telecommunicator in Texas.

- ☐ I am a citizen of the United States of America.
- ☐ I have earned a high school diploma, a GED or an honorable discharge from the armed services of the United States after at least two years active service.
- ☐ I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony.
- ☐ During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.
- ☐ I have never had a military court martial that resulted in a dishonorable or other discharge based on misconduct which bars future military service.

DISQUALIFICATIONS

There are very few automatic bases for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

This personal history statement is a governmental document. Be truthful, as there are criminal consequences for lying on a governmental document.

NOTE TO APPLICANT

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resource Department.

IT IS MANDATORY FOR THIS APPLICATION TO BE COMPLETELY FILLED OUT. FAILURE TO COMPLETE APPLICATION WILL RESULT IN NON-CONSIDERATION.

Once you begin:

- Type or neatly print, in ink, responses to all items and questions. If a question does not apply to you, write "N/A" (not applicable) in the space provided for your response. If you cannot obtain or remember certain information, indicate so in your response.
- If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what question number and page this refers to

Be as complete, honest and specific as possible in your responses.

Disclosure of Medically Related Information

In accordance with the U.S. Americans with Disabilities Act, at this stage of the hiring process applicants are not expected or required to reveal any medical or other disability-related information about themselves in response to questions on this form, or to any other inquiry made prior to receiving a conditional offer of employment.

SECTION 1: PERSONAL

1.Last Name	First	MI	Suffix	
2. Other Names, including nicknames, you have used or been known by.				
3. Street Name	City	State	Zip	
4. Address if different from above.				
5. Phone #. Home	Cell	Work	Ext.	Fax
6. Email: Home		Business		Other
7. Birth Place (City/County/State/Country)			8. DOB	9. Social Security #
10.Driver License #		11.Physical Description (Scars, Tattoos(description and location) or other distinguishing marks)		
State:	Exp.:	HT.	WT.	Hair Color
Eye Color				
Have you ever been known or gone by any other name (excluding nick-names)? If yes, give details.				
Do you have a social networking, instant messaging, or other internet-based profile(s)? If yes, provide screen name(s), service provider(s)				
List ALL E-Mail Addresses				

12. Have you ever attended a basic licensing course? ____ Yes ____ No If yes, provide the PID you were assigned: _____			
A. Academy Name	From	To	Did you Graduate? ☐ Yes ☐ No
Location (City/State)	Name of Training Coordinator		Contact Number
B. Academy Name	From	To	Did you Graduate? ☐ Yes ☐ No
Location (City/State)	Name of Training Coordinator		Contact Number

13. Have you ever applied to any other law enforcement agency in the last ten years (City, County, State, or Federal)? _____ Yes _____ No - If yes, list ALL agencies you have applied to, starting with the most recent (give complete and accurate addresses). - All agencies MUST be listed regardless of the outcome or current status. Check all boxes that apply for each agency. - If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what question number and page this refers to.				
A. Name of Agency		Position Applied For		Date Applied
Address		City	State	Zip
Background Investigators Name (if know)	Contact Number/Ext.		Email	
Check each step in the process that you completed, and your status: Steps: ☐ Application ☐ Written ☐ Physical agility ☐ Oral ☐ Polygraph/CVSA ☐ Background ☐ Chief's Oral ☐ Conditional job offer ☐ Psychological Examination Date _____ ☐ Medical Date: _____ Status: ☐ Hired ☐ On List ☐ Withdrawn ☐ Disqualified Not Selected Other Explain:				

B. Name of Agency		Position Applied For		Date Applied
Address		City	State	Zip
Background Investigators Name (if know)	Contact Number/Ext.		Email	
Check each step in the process that you completed, and your status: Steps: ☐ Application ☐ Written ☐ Physical agility ☐ Oral ☐ Polygraph/CVSA ☐ Background ☐ Chief's Oral ☐ Conditional job offer ☐ Psychological Examination Date _____ ☐ Medical Date: _____ Status: ☐ Hired ☐ On List ☐ Withdrawn ☐ Disqualified Not Selected Other Explain:				

C. Name of Agency		Position Applied For		Date Applied
Address		City	State	Zip
Background Investigators Name (if know)	Contact Number/Ext.		Email	
Check each step in the process that you completed, and your status: Steps: ☐ Application ☐ Written ☐ Physical agility ☐ Oral ☐ Polygraph/CVSA ☐ Background ☐ Chief's Oral ☐ Conditional job offer ☐ Psychological Examination Date _____ ☐ Medical Date: _____ Status: ☐ Hired ☐ On List ☐ Withdrawn ☐ Disqualified Not Selected Other Explain:				

SECTION 2: RELATIVES AND REFERENCES

14. IMMEDIATE FAMILY

- Provide all applicable information in the spaces below.
- Mark "N/A" if a category is not applicable or if the individual is deceased.
- If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what question number and page this refers to.

☐ N/A	A. Father Name			DOB	
Home Address		City	State		Zip
Work Address		City	State		Zip
Home Phone	Cell	Work Phone		Email	

☐ N/A	B. Step-Father Name			DOB	
Home Address		City	State		Zip
Work Address		City	State		Zip
Home Phone	Cell	Work Phone		Email	

☐ N/A	C. Mother Name			DOB	
Home Address		City	State		Zip
Work Address		City	State		Zip
Home Phone	Cell	Work Phone		Email	

☐ N/A	D. Step-Mother Name			DOB	
Home Address		City	State		Zip
Work Address		City	State		Zip
Home Phone	Cell	Work Phone		Email	

☐ N/A	E. Spouse/Registered Domestic Partner Name		DOB	
Home Address		City	State	Zip
Work Address		City	State	Zip
Home Phone	Cell	Work Phone	Email	

☐ N/A	F. Father-in-Law Name		DOB	
Home Address		City	State	Zip
Work Address		City	State	Zip
Home Phone	Cell	Work Phone	Email	

☐ N/A	G. Mother-in-Law Name		DOB	
Home Address		City	State	Zip
Work Address		City	State	Zip
Home Phone	Cell	Work Phone	Email	

☐ N/A	H. Former Spouse(s) Cohabitant	1.Name	DOB	☐ Male ☐ Female
Home Address		City	State	Zip
Work Address		City	State	Zip
Home Phone	Cell	Work Phone	Email	
Year of Dissolution	Is there, or has there been a restraining or stay-away order in effect for this individual? ☐ Yes ☐ No			

☐ N/A	I. Former Spouse(s) Cohabitant	2.Name		DOB	☐ Male ☐ Female	
Home Address			City	State	Zip	
Work Address			City	State	Zip	
Home Phone		Cell	Work Phone		Email	
Year of Dissolution	Is there, or has there been a restraining or stay-away order in effect for this individual? ☐ Yes ☐ No					

☐ N/A	J. Brother and Sisters: List all living siblings, including half-siblings, foster siblings, etc.					
1. Name				DOB	☐ Male ☐ Female	
Home Address		City	State	Zip	Phone #	
Work Address		City	State	Zip	Phone #	
Cell		Email				

2. Name				DOB	☐ Male ☐ Female	
Home Address		City	State	Zip	Phone #	
Work Address		City	State	Zip	Phone #	
Cell		Email				

3. Name				DOB	☐ Male ☐ Female	
Home Address		City	State	Zip	Phone #	
Work Address		City	State	Zip	Phone #	
Cell		Email				

4. Name			DOB	☐ Male ☐ Female
Home Address	City	State	Zip	Phone #
Work Address	City	State	Zip	Phone #
Cell	Email			

5. Name			DOB	☐ Male ☐ Female
Home Address	City	State	Zip	Phone #
Work Address	City	State	Zip	Phone #
Cell	Email			

6. Name			DOB	☐ Male ☐ Female
Home Address	City	State	Zip	Phone #
Work Address	City	State	Zip	Phone #
Cell	Email			

☐ N/A	K. CHILDREN List all of your living children, including natural, adopted, step, and/or foster care. Include any other children who reside with you. Provide the name and contact information of the custodial parent or guardian, if other than you.			
1. Name		Custodial parent or guardian (if other than you)		
☐ Male ☐ Female	Address	City	State	Zip
DOB	Contact Number	Email		

2. Name		Custodial parent or guardian (if other than you)		
☐ Male ☐ Female	Address	City	State	Zip
DOB	Contact Number	Email		

3.Name		Custodial parent or guardian (if other than you)		
☐ Male ☐ Female	Address	City	State	Zip
DOB	Contact Number	Email		

4.Name		Custodial parent or guardian (if other than you)		
☐ Male ☐ Female	Address	City	State	Zip
DOB	Contact Number	Email		

5.Name		Custodial parent or guardian (if other than you)		
☐ Male ☐ Female	Address	City	State	Zip
DOB	Contact Number	Email		

6.Name		Custodial parent or guardian (if other than you)		
☐ Male ☐ Female	Address	City	State	Zip
DOB	Contact Number	Email		

15. REFERENCES				
List 7-10 people who know you well, such as social and family friends, co-workers, military acquaintances. Do not include relatives, employers or housemates, or other individuals listed elsewhere.				
A. Name	Address	City	State	Zip
Company/Work Address		City	State	Zip
Home Phone	Work Phone	Cell	Email	
How do you know this person? (friend, teacher, family, co-worker)			How long have you known this person?	

B. Name		Address		City	State	Zip
Company/Work Address				City	State	Zip
Home Phone	Work Phone	Cell	Email			
How do you know this person? (friend, teacher, family, co-worker)					How long have you known this person?	

C. Name		Address		City	State	Zip
Company/Work Address				City	State	Zip
Home Phone	Work Phone	Cell	Email			
How do you know this person? (friend, teacher, family, co-worker)					How long have you known this person?	

D. Name		Address		City	State	Zip
Company/Work Address				City	State	Zip
Home Phone	Work Phone	Cell	Email			
How do you know this person? (friend, teacher, family, co-worker)					How long have you known this person?	

E. Name		Address		City	State	Zip
Company/Work Address				City	State	Zip
Home Phone	Work Phone	Cell	Email			
How do you know this person? (friend, teacher, family, co-worker)					How long have you known this person?	

F. Name	Address		City	State	Zip
Company/Work Address			City	State	Zip
Home Phone	Work Phone	Cell	Email		
How do you know this person? (friend, teacher, family, co-worker)				How long have you known this person?	

G. Name	Address		City	State	Zip
Company/Work Address			City	State	Zip
Home Phone	Work Phone	Cell	Email		
How do you know this person? (friend, teacher, family, co-worker)				How long have you known this person?	

SECTION 3: EDUCATION

NOTE: You will be required to furnish transcripts or other proof to support all of your educational claims.					
16. Check applicable: ☐ High School Diploma ☐ GED ☐ Discharge documents from armed services with 2 years active duty					
17. List High Schools Attended or where you obtained your GED.					
A. Name			City		State
From		To		Did you graduate? ☐ Yes ☐ No	
B. Name			City		State
From		To		Did you graduate? ☐ Yes ☐ No	

18. List all colleges or universities attended:				
A. Name		City		State
From	To	Type of Degree Earner	Total Units Earned	

B. Name			City	State
From	To	Type of Degree Earner	Total Units Earned	

C. Name			City	State
From	To	Type of Degree Earner	Total Units Earned	

19. List any trade, vocational, or business schools/institutes attended.				
A. Name	From	To	Did you complete the course? ☐ Yes ☐ No	
Type of school or training		City	State	
B. Name	From	To	Did you complete the course? ☐ Yes ☐ No	
Type of school or training		City	State	
C. Name	From	To	Did you complete the course? ☐ Yes ☐ No	
Type of school or training		City	State	

SECTION 3: EDUCATION *continued*

20. Have you ever been placed on academic discipline, suspended or expelled from any high school, college/university, business or trade school? ☐ Yes ☐ No
If yes, describe in detail below. Starting with high school, list any and all disciplinary actions received in any school or educational institution. Include when the disciplinary action(s) occurred, name of school(s), and explanation of circumstances.

SECTION 4: RESIDENCE**21. LIST OF RESIDENCES**

- List all residences during the last ten years or since age 17. Provide complete addresses (including markers such as Street, Drive, Road, East, West, etc., and unit or apartment number). Do not use P.O. Boxes.
- If the residence is a military base, identify name of base in address, nearest city, state, and zip code. DO NOT LIST military barracks mates unless you shared individual quarters.
- If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what question number and page this refers to.

A. Current residence Street			City	State	Zip
From	To	If renting; property manager, rent collector or owner			Contact Number
Address of property mgr., rent collector, owner		City/State/Zip		Email	
☐ N/A	Names of those with whom you live				

B. Former Address			City	State	Zip
From	To	If renting; property manager, rent collector or owner			Contact Number
Address of property mgr., rent collector, owner		City/State/Zip		Email	
☐ N/A	Names of those with whom you live				
Reason for moving					

C. Former Address			City	State	Zip
From	To	If renting; property manager, rent collector or owner			Contact Number
Address of property mgr., rent collector, owner		City/State/Zip		Email	
☐ N/A	Names of those with whom you live				
Reason for moving					

D. Former Address			City	State	Zip
From	To	If renting; property manager, rent collector or owner		Contact Number	
Address of property mgr., rent collector, owner		City/State/Zip		Email	
☐ N/A	Names of those with whom you live				
Reason for moving					

E. Former Address			City	State	Zip
From	To	If renting; property manager, rent collector or owner		Contact Number	
Address of property mgr., rent collector, owner		City/State/Zip		Email	
☐ N/A	Names of those with whom you live				
Reason for moving					

F. Former Address			City	State	Zip
From	To	If renting; property manager, rent collector or owner		Contact Number	
Address of property mgr., rent collector, owner		City/State/Zip		Email	
☐ N/A	Names of those with whom you live				
Reason for moving					

G. Former Address			City	State	Zip
From	To	If renting; property manager, rent collector or owner		Contact Number	
Address of property mgr., rent collector, owner		City/State/Zip		Email	
☐ N/A	Names of those with whom you live				
Reason for moving					

22. Provide contact information for all housemates listed in Question 21 with whom you have resided during the past 10 years, or since the age of 17. DO NOT list anyone for whom you have already provided contact information. If you need additional space for your answers, attach additional sheets as needed. Be sure to indicate what question number and page this refers to.

A. Name		Contact Number	
Current Address Street	City	State	Zip
Nature of relationship (friend, relative, landlord, housemate only)		Email	

B. Name		Contact Number	
Current Address Street	City	State	Zip
Nature of relationship (friend, relative, landlord, housemate only)		Email	

C. Name		Contact Number	
Current Address Street	City	State	Zip
Nature of relationship (friend, relative, landlord, housemate only)		Email	

D. Name		Contact Number	
Current Address Street	City	State	Zip
Nature of relationship (friend, relative, landlord, housemate only)		Email	

E. Name		Contact Number	
Current Address Street	City	State	Zip
Nature of relationship (friend, relative, landlord, housemate only)		Email	

F. Name		Contact Number	
Current Address Street	City	State	Zip

Nature of relationship (friend, relative, landlord, housemate only)	Email
23. Have you ever been evicted or asked to leave a residence? ☐ Yes ☐ No	
24. Have you ever left a residence owing rent? ☐ Yes ☐ No	

If you answered yes to Question 23 and/or 24 explain (include when, where and circumstances).

SECTION 5: EXPERIENCE AND EMPLOYMENT

25. JOB EXPERIENCE - Have you EVER served as a Peace Officer, Jailer, or Telecommunicator in another state OR another country? ☐ Yes ☐ No If YES, list below - List ALL jobs you have had in the last ten years, including part-time, temporary, self-employment and volunteer. (Begin with your most current. If more space is needed, continue your response on page 33) - If you have military experience, including reserve duty, enter your military base, assignments, or unit of assignment. Include ALL military services. - List ALL periods of unemployment in excess of 30 days.
--

A. Name of employer or military unit			From	To
Address or Base		City	State	Zip
Supervisor	Contact Number	Ext.	Email	
Job Title		Reason for leaving		
Duties/Assignments			☐ F-T ☐ P-T ☐ Temp ☐ Self-employed ☐ Volunteer	
Names of co-workers		Co-workers Phone Number		
Would there be a problem if we contact your current employer? ☐ Yes ☐ No		If yes, explain.		

B. PERIOD OF UNEMPLOYMENT					From	To
Check applicable:						
☐ Student	☐ Between Jobs	☐ Leave of absence	☐ Travel	☐ Other		

C. Name of employer of military unit				From	To
Address or Base		City	State	Zip	
Supervisor	Contact Number	Ext.	Email		
Job Title		Reason for leaving			
Duties/Assignments			☐ F-T ☐ P-T ☐ Temp ☐ Self-employed ☐ Volunteer		
Names of co-workers		Co-workers Phone Number			

D. PERIOD OF UNEMPLOYMENT					From	To
Check applicable:						
☐ Student	☐ Between Jobs	☐ Leave of absence	☐ Travel	☐ Other		

E. Name of employer of military unit				From	To
Address or Base		City	State	Zip	
Supervisor	Contact Number	Ext.	Email		
Job Title		Reason for leaving			
Duties/Assignments			☐ F-T ☐ P-T ☐ Temp ☐ Self-employed ☐ Volunteer		
Names of co-workers		Co-workers Phone Number			

F. PERIOD OF UNEMPLOYMENT					From	To
Check applicable:						
☐ Student	☐ Between Jobs	☐ Leave of absence	☐ Travel	☐ Other		

G. Name of employer of military unit			From	To
Address or Base		City	State	Zip
Supervisor	Contact Number	Ext.	Email	
Job Title		Reason for leaving		
Duties/Assignments		☐ F-T ☐ P-T ☐ Temp ☐ Self-employed ☐ Volunteer		
Names of co-workers		Co-workers Phone Number		

H. PERIOD OF UNEMPLOYMENT			From	To
Check applicable: ☐ Student ☐ Between Jobs ☐ Leave of absence ☐ Travel ☐ Other				

I. Name of employer of military unit			From	To
Address or Base		City	State	Zip
Supervisor	Contact Number	Ext.	Email	
Job Title		Reason for leaving		
Duties/Assignments		☐ F-T ☐ P-T ☐ Temp ☐ Self-employed ☐ Volunteer		
Names of co-workers		Co-workers Phone Number		

J. PERIOD OF UNEMPLOYMENT			From	To
Check applicable: ☐ Student ☐ Between Jobs ☐ Leave of absence ☐ Travel ☐ Other				

K. Name of employer of military unit			From	To
Address or Base		City	State	Zip
Supervisor	Contact Number	Ext.	Email	
Job Title		Reason for leaving		
Duties/Assignments		☐ F-T ☐ P-T ☐ Temp ☐ Self-employed ☐ Volunteer		
Names of co-workers		Co-workers Phone Number		

L. PERIOD OF UNEMPLOYMENT	From	To
Check applicable: ☐ Student ☐ Between Jobs ☐ Leave of absence ☐ Travel ☐ Other		

M. Name of employer of military unit			From	To
Address or Base		City	State	Zip
Supervisor	Contact Number	Ext.	Email	
Job Title		Reason for leaving		
Duties/Assignments		☐ F-T ☐ P-T ☐ Temp ☐ Self-employed ☐ Volunteer		
Names of co-workers		Co-workers Phone Number		

N. PERIOD OF UNEMPLOYMENT	From	To
Check applicable: ☐ Student ☐ Between Jobs ☐ Leave of absence ☐ Travel ☐ Other		

O. Name of employer of military unit			From	To
Address or Base		City	State	Zip
Supervisor	Contact Number	Ext.	Email	
Job Title		Reason for leaving		
Duties/Assignments		☐ F-T ☐ P-T ☐ Temp ☐ Self-employed ☐ Volunteer		
Names of co-workers		Co-workers Phone Number		

P. PERIOD OF UNEMPLOYMENT			From	To
Check applicable: ☐ Student ☐ Between Jobs ☐ Leave of absence ☐ Travel ☐ Other				

Q. Name of employer of military unit			From	To
Address or Base		City	State	Zip
Supervisor	Contact Number	Ext.	Email	
Job Title		Reason for leaving		
Duties/Assignments		☐ F-T ☐ P-T ☐ Temp ☐ Self-employed ☐ Volunteer		
Names of co-workers		Co-workers Phone Number		

26. Have you ever been disciplined at work? (This includes written warnings, formal letters of reprimands, suspensions, reductions in pay, reassignments or demotions?)	☐ Yes ☐ No
27. Have you ever been fired, released from probation, or asked to resign from any place of employment?	☐ Yes ☐ No
28. Were you ever involved in a physical/verbal altercation with a supervisor, co-worker, or customer?	☐ Yes ☐ No
29. Have you ever resigned without giving two weeks-notice?	☐ Yes ☐ No
30. Have you ever resigned in lieu of termination?	☐ Yes ☐ No
31. Have you ever been accused of discrimination (such as sexual harassment, racial bias, sexual orientation harassment, etc.) by co-worker, superior, subordinate or customer?	☐ Yes ☐ No

32. Were you ever the subject of a written complaint at work?	☐ Yes ☐ No
33. Have you ever been counseled at work due to lateness or absences?	☐ Yes ☐ No
34. Did you ever receive an unsatisfactory performance review?	☐ Yes ☐ No
35. Have you ever sold, released, or given away legally confidential information?	☐ Yes ☐ No
36. Have you ever called in sick when you were neither sick nor caring for a sick family member? If yes, how many sick days have you used in the past five years which were not due to illness?	☐ Yes ☐ No

37. If you answered yes to any of Question 26-36, explain (include when, where and circumstances; indicate corresponding number):

38. Has your work performance ever been affected by your use of alcohol or drugs? ☐ Yes ☐ No	
When?	Name of Employer
39. In the past ten years, have you been warned by an employer about your drinking or drug habits and their impact on your performance? ☐ Yes ☐ No	
When?	Name of Employer

SECTION 6: MILITARY EXPERIENCE (Complete for all branches of military served. Add pages if necessary)

40. Are you required to register for the Selective Service ☐ Yes ☐ No If yes, have you registered ☐ Yes ☐ No If no explain: _____		
41. Branch of Services	Date of Service From	To:
42. Type of Discharge ☐ Entry Level ☐ Honorable ☐ General ☐ Other than Honorable Re-entry Code (1-4) if applicable; refer to your DD-214		
43. Are you currently participating in one of the following? ☐ Military Reserve ☐ National Guard	If checked, date obligation ends:	
44. Have you ever been the subject of any judicial or non-judicial disciplinary action (such as, court martial, captain's mast, office hours, company punishment)? ☐ Yes ☐ No		
45. Were you ever denied a security clearance, or had a clearance revoked, suspended or downgraded, either military or any other federal, state, or municipal clearance? ☐ Yes ☐ No		

If you answered YES to questions 44 and/or 45, Explain (Include dates and circumstances)

SPECIAL QUALIFICATOINS & SKILLS

If you know a foreign language, indicate your fluency in each (excellent, good, fair)

Language	Understanding	Speaking	Reading	Writing

COMPUTER KNOWLEDGE

Do you have a working knowledge of computer operation systems?

☐ Yes ☐ No

If so, indicate which of the following operating systems you have working knowledge of:

☐ Windows ☐ Mac

Indicate the level of experience you have for the following:

Outlook	☐ Advanced	☐ Intermediate	☐ Beginner	☐ Very Little	☐ None
Word	☐ Advanced	☐ Intermediate	☐ Beginner	☐ Very Little	☐ None
Excel	☐ Advanced	☐ Intermediate	☐ Beginner	☐ Very Little	☐ None
Access	☐ Advanced	☐ Intermediate	☐ Beginner	☐ Very Little	☐ None
PowerPoint	☐ Advanced	☐ Intermediate	☐ Beginner	☐ Very Little	☐ None
Odyssey	☐ Advanced	☐ Intermediate	☐ Beginner	☐ Very Little	☐ None
Website Design	☐ Advanced	☐ Intermediate	☐ Beginner	☐ Very Little	☐ None
Website Maintenance	☐ Advanced	☐ Intermediate	☐ Beginner	☐ Very Little	☐ None

MEMBERSHIP IN ORGANIZATIONS (PAST OR PRESENT)

Name & Address	Type (e.g., social, fraternal, professional)	From	To

Have you ever been an officer or a member of, or made a contribution to, an organization that advocates or practices the commission of acts or violence to discourage others from exercising their rights under the U.S. Constitution or right granted by law.

☐ Yes ☐ No

SECTION 7: FINANCIAL

46. INCOME AND EXPENSES

For each of the following questions fill in the amounts to the nearest dollar

A. From your employer(s), what is your take home monthly income? \$ _____

B. Do you have income other than from your salary or wages? ☐ Yes ☐ No
If yes, fill in amount \$ _____ per month Explain: _____

C. Approximately how much do you spend each month? \$ _____
Estimate your monthly living expenses, include housing, utilities, credit cards or other loan payments, food, gas and car maintenance, entertainment, etc. as well as any other obligations you may have.

47. Have you ever filed for or declared bankruptcy (Chapter 7, 11 or 13)	☐ Yes ☐ No
48. Have any of your bills ever been turned over to a collection agency?	☐ Yes ☐ No
49. Have you ever had purchased goods repossessed?	☐ Yes ☐ No
50. Have your wages ever been garnished?	☐ Yes ☐ No
51. Have you ever been delinquent on income or other tax payments?	☐ Yes ☐ No
52. Have you ever failed to file income tax or cheated/lie on an income tax form	☐ Yes ☐ No
53. Have you ever had an employment bond refused?	☐ Yes ☐ No
54. Have you ever avoided paying any lawful debt by moving away?	☐ Yes ☐ No
55. Have you ever defaulted on a loan, including a student loan?	☐ Yes ☐ No
56. Have you ever borrowed money to pay for a gambling debt? If yes, do you currently have any outstanding debts as a result of gambling	☐ Yes ☐ No
57. Have you ever spent money for illegal purposes (e.g., illegal drugs, prostitution, purchase fraudulent documents, etc.)?	☐ Yes ☐ No
58. Have you ever failed to make or been late on a court-ordered payment e.g., child support, alimony, restitution, etc.)?	☐ Yes ☐ No
59. Have you written three or more bad checks in a one-year period?	☐ Yes ☐ No
60. Are you in arrears on court ordered child support?	☐ Yes ☐ No
If you answered YES to questions 47-60, indicate question number. Explain (include, when, where, and why).	

SECTION 8: LEGAL

Disclosure of Citations, Arrest, and Convictions

This section requires you to report detentions, arrest and convictions, including diversion programs and in some cases, offenses that may have been pardoned. As a peace officer applicant, you are required to disclose this information, unless specifically exempted by state or federal law.

- ALL detentions or arrests, whether they resulted in a conviction or not
- ALL convictions
- ALL diversion programs
- ALL citations (excluding traffic tickets) May have been detained and or received Class C for disorderly conduct, prostitution, assault, etc. without actual arrest

If you need additional space for you answers, attach additional sheets as needed. Be sure to indicate what question number and page this refers to.

61. Have you EVER been detained for investigation, held on suspicion, questioned, fingerprinted, arrested, indicted, criminally charged, or convicted of any misdemeanor or felony offense in this state or in any other legal jurisdiction (including offenses punishable under the Uniform Code of Military Justice)?

☐ Yes ☐ No

If yes, explain each incident.

A. Approximate Date

Arresting or detaining agency

Charge

Disposition or Penalty

If yes, explain each incident.

B. Approximate Date

Arresting or detaining agency

Charge

Disposition or Penalty

If yes, explain each incident.

C. Approximate Date

Arresting or detaining agency

Charge

Disposition or Penalty

72. UNDETECTED ACTS-PART 1

Within the past **seven** years **OR** at any time after you were first employed in law enforcement, have you ever committed any of the following misdemeanors?

A. Annoying/obscene phone calls	☐ Yes ☐ No
B. Assault (use of force or violence upon another)	☐ Yes ☐ No
C. Assault (use of force or violence upon a family member)	☐ Yes ☐ No
D. Brandishing a weapon (any type of weapon)	☐ Yes ☐ No
E. Carrying a concealed weapon without a permit	☐ Yes ☐ No
F. Contributing to the delinquency of a minor	☐ Yes ☐ No
G. Defrauding an innkeeper (not paying for food or room at a hotel/motel)	☐ Yes ☐ No
G. Defrauding an innkeeper (not paying for food or room at a hotel/motel)	☐ Yes ☐ No
H. Driving under the influence of alcohol and/or drugs	☐ Yes ☐ No
I. Drunk in public (being so intoxicated in a public place that you're not able to care for yourself)	☐ Yes ☐ No
J. Hit and run collision (no injuries)	☐ Yes ☐ No
K. Hunting or fishing without a license	☐ Yes ☐ No
L. Illegal gambling	☐ Yes ☐ No
M. Impersonating a peace officer	☐ Yes ☐ No
N. Indecent exposure (including flashing or mooning)	☐ Yes ☐ No
O. Joyriding (using a car or other vehicle without owner's permission)	☐ Yes ☐ No

73. UNDETECTED ACTS-PART 2

At any time in your life have you **ever** committed any of the following?

A. Arson (intentionally destroying property by setting a fire)	☐ Yes ☐ No
B. Assault with a deadly weapon	☐ Yes ☐ No
C. Theft of a vehicle and/or vehicle parts	☐ Yes ☐ No
D. Burglary (entering a structure or vehicle to commit theft or other crime)	☐ Yes ☐ No
E. Child molestation (performing unlawful acts with a child)	☐ Yes ☐ No
F. Accessing, producing, or possessing child pornography	☐ Yes ☐ No
G. Injury to a child/elderly/or disabled	☐ Yes ☐ No
H. Embezzlement (theft of money or other valuables entrusted to you)	☐ Yes ☐ No
I. Felony drunk driving (involving injuries)	☐ Yes ☐ No

J. Forcible rape or other act of unlawful intercourse/sexual activity	☐ Yes ☐ No
K. Forgery (falsifying any type of document, check certificate, license, currency, etc.)	☐ Yes ☐ No
L. Hit and run (with injuries)	☐ Yes ☐ No
M. Hate crime	☐ Yes ☐ No
N. Insurance fraud	☐ Yes ☐ No
O. Theft (value of over \$500, or any firearm)	☐ Yes ☐ No
P. Murder, homicide, or attempted murder	☐ Yes ☐ No
Q. Perjury (lying under oath)	☐ Yes ☐ No
R. Possession of an explosive/destructive device	☐ Yes ☐ No
S. Robbery (theft from another person using a weapon, force, or fear)	☐ Yes ☐ No
T. Stalking	☐ Yes ☐ No
U. Blackmail or extortion	☐ Yes ☐ No
V. Any other act amounting to a felony	☐ Yes ☐ No

If you answered yes to **any** item(s) in **section 7-2-73** fully explain circumstances, including date(s), name of individuals involved and resolution. Indicate the corresponding letter (73-A etc.) for each explanation.

Questions about your current and past recreational drug use. This covers the use of **any** drug, including the unauthorized use of prescription drugs. Your answers should include, **but not limited to**, your use of any of the following drugs.

- Amphetamines/Methamphetamine Uppers, Speed, Crank, Etc.
Barbiturates (Downers)
Cocaine/Crack Cocaine
Designer Drugs (Ecstasy, Synthetic Heroin, etc.)
GHB (Date Rape Drug)
Glue
Hallucinogens (Peyote, LSD, Mushrooms)
Hashish/Hashish Oil

Heroin/Opium
Marijuana
Mescaline
Morphine
PCP/Angel Dust
Quaaludes
Steroids
Tetrahydrocannabinol (THC)

74. **Within the past three years**, have you used any non-prescribed drug(s) as indicated above or unauthorized prescription drugs?

☐ Yes ☐ No

If yes, give details, including drug(s) used and circumstances:

75. Prior to the past three years (check all that apply):

- ☐ I have never used any drug recreationally
☐ I have tried or used one or more drugs listed above, but only under limited circumstances (for example, experimentation, at parties, concerts, special events, etc.).
If checked, give details including drug(s) used, most recent date used, and circumstances.

76. Have you ever engaged in any of the activities listed below for drugs, narcotics or illegal substances, including marijuana?

☐ Sold ☐ Manufactured ☐ Purchased ☐ Furnished ☐ Cultivated ☐ Carried or held for another

Any items check above, give details including drug(s) involved, over what time period(s) and circumstances.

SECTION 9: MOTOR VEHICLE OPERATION

77. Current Driver License #	State of Issue	Expiration date	Name under which license was granted
------------------------------	----------------	-----------------	--------------------------------------

78. List other states where you have been licensed to operate a motor vehicle.		
State of Issue	Type of license	Name under which license was granted and license number

79. Have you ever been refused a driver's license by any state	☐ Yes ☐ No
If yes, explain (include when, where and circumstances):	

80. Has your driver's license ever been suspended or revoked?	☐ Yes ☐ No
If yes, explain (include when, where and circumstances):	

81. List your current liability insurance on your vehicle(s)											
A. Type of Coverage ☐ Insured ☐ Bonded ☐ Cash Deposit					Vehicle Make		Year		Vehicle License		
Insurance Company				Policy Number				Expires			
Address				City		State		Zip		Contact Number	
B. Type of Coverage ☐ Insured ☐ Bonded ☐ Cash Deposit					Vehicle Make		Year		Vehicle License		
Insurance Company				Policy Number				Expires			
Address				City		State		Zip		Contact Number	
C. Type of Coverage ☐ Insured ☐ Bonded ☐ Cash Deposit					Vehicle Make		Year		Vehicle License		
Insurance Company				Policy Number				Expires			
Address				City		State		Zip		Contact Number	
D. Type of Coverage ☐ Insured ☐ Bonded ☐ Cash Deposit					Vehicle Make		Year		Vehicle License		
Insurance Company				Policy Number				Expires			
Address				City		State		Zip		Contact Number	

82. List all traffic citations, excluding parking citations, you have received within the past seven years:	
A. Nature of Violation	Location Street, City, State, Zip
Date Violation Occurred	Action Taken ☐ Not Guilty ☐ Fined ☐ Traffic School ☐ Dismissed
B. Nature of Violation	Location Street, City, State, Zip
Date Violation Occurred	Action Taken ☐ Not Guilty ☐ Fined ☐ Traffic School ☐ Dismissed
C. Nature of Violation	Location Street, City, State, Zip
Date Violation Occurred	Action Taken ☐ Not Guilty ☐ Fined ☐ Traffic School ☐ Dismissed

D. Has a traffic citation ever resulted in a warrant or caused your driver's license to be withheld due to the following?

(Check all that apply)

☐

Failed to appear

☐

Failed to complete traffic school

☐

Failed to pay the required fine

If checked, explain circumstances:

83. Have you been involved as the driver in a motor vehicle accident within the past seven years?

☐

Yes

☐

No

If yes, give details

A. Date

Location (Street, City, State, Zip)

Police Report

☐

Yes

☐

No

Law Enforcement Agency

☐

Injury

☐

Non Injury

B. Date

Location (Street, City, State, Zip)

Police Report

☐

Yes

☐

No

Law Enforcement Agency

☐

Injury

☐

Non Injury

C. Date

Location (Street, City, State, Zip)

Police Report

☐

Yes

☐

No

Law Enforcement Agency

☐

Injury

☐

Non Injury

84. Have you ever driven a vehicle without auto insurance, as required by law?

☐

Yes

☐

No

If yes, give reason

Date

Location (Street, City, State, Zip)

85. Have you ever been refused automobile liability insurance or a bond, or had policy cancelled?

☐

Yes

☐

No

If yes, give reason

Date

Location (Street, City, State, Zip)

86. Use this space for additional information you would like to include regarding your driving record.

ADDITIONAL SPACE

- Duplicate this page as needed to include additional information that does not fit elsewhere on this form (e.g., additional family members, schools, residences, employers, explanations to questions, etc.
- Identify the corresponding question and specific item being reference

**GUADALUPE COUNTY SHERIFF'S OFFICE
SHERIFF JOSHUA RAY**

WAIVER AND AUTHORIZATION FOR RELEASE OF RECORDS

To Whom It May Concern:

I authorize you to furnish the Guadalupe County Sheriff's Office background investigator, or other duly accredited representative of the Guadalupe County Sheriff's Office conducting my background investigation, any information relating to my activities from individuals, schools, residential management agents, employers, criminal justice agencies, credit bureaus, consumer reporting agencies, collection agencies, retail businesses, military, state and federal agencies or other sources of information.

This information may include but is not limited to; my academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal history record information, financial and credit information, and military service records; information of a confidential or privileged nature may be included. Your reply will be used to assist the Sheriff's Office in determining my qualifications and fitness for the position I am seeking with the Guadalupe County Sheriff's Office. This includes individuals identified by the Guadalupe County Sheriff's Office representative, who might have information about my suitability for employment.

I further authorize you to release arrests, detentions, field citations, field interview cards, officers records, jail/custody booking records, traffic citations and traffic accident information, district attorney records, county attorney records, court records and reports, probation and parole reports and records, laboratory reports and results, and any other criminal justice records, reports, Social Media Sites or information source. This inquiry is in accordance with the applicable State Code, and local ordinances.

I have read and understand my rights under Title 5, United States Code, Section 552A, the Privacy Act of 1974, and waive those rights with the understanding that the information furnished will be used by the Guadalupe County Sheriff's Office in conjunction with the employment process. Additionally, I understand that information obtained by the Guadalupe County Sheriff's Office may be made accessible to other law enforcement agencies if a proper waiver is provided. This waiver and release applies to information covered by Title 5 as well as information not covered by that statute.

I hereby release the Guadalupe County Sheriff's Office, you, your organization, and your office's agents and employees and others from any liability or damage which may result from furnishing the information requested, including any liability pursuant to any state or local code or ordinance, or any similar laws.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for a period of two (2) years from the date signed, or upon termination of my affiliation with Guadalupe County Sheriff's Office.

Signature	Full Name (type or print)	Date Signed
Other Names Used	Social Security Number	Date of Birth
Current Address	Home Telephone Number	

SUBSCRIBED AND SWORN TO BEFORE ME ON THE _____ DAY OF _____, _____

NOTARY PUBLIC STATE OF TEXAS

SECTION 13: CERTIFICATION

93. I hereby certify that I have personally completed and initialed each page of this form and any supplemental page(s) attached, and that all statements made are true and complete to the best of my knowledge and belief. I understand that any misstatement of material fact may subject me to disqualification; or, if I have been appointed, may disqualify me from continued employment.

Signature of Applicant

_____/_____/_____
Date

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

Notary public in and for, State of _____

My commission expired ____/____/____

Printed Name of Notary

Notary Seal or Stamp

Signature of Notary

Applicant: Do not write on this page. For Office use only.

Interview Results		
Interviewer	Date	Comments

Test Results				
Tests Administered	Date	Score	Rating	Comments and Interpretation

Reference Check	
Results of Reference Check	
Employer 1	
Employer 2	
Employer 3	
Personal Reference 1	
Personal Reference 2	
Personal Reference 3	

Department Head _____ Date _____