

# **LONGVIEW POLICE DEPARTMENT**

## **INSTRUCTIONS FOR PERSONAL HISTORY STATEMENT**

### **READ CAREFULLY**

#### **PERSONAL HISTORY STATEMENT:**

The Personal History Statement is your official application with the Longview Police Department. It will be evaluated as part of your application process. The first impression you make with the assessors on your interview date is made through your application. Follow the instructions carefully, you will not be provided with additional applications. However, it is acceptable to make copies of the application prior to and after filling it out. On all sections of the application you must provide complete and accurate information.

The Longview Police Department reserves the right to suspend any processing on an applicant if the Personal History Statement is not completely filled out. This application will be kept on file for two (2) years.

**Basic Requirements:** The following are the minimum requirements to be employed as a peace officer with the Longview Police Department. Please review prior to completing the application. If you have any questions you may contact the Department Training Officer Monday through Friday, from 8:00 am to 5:00 pm at (903) 239-5520 or the Department at (903) 237-1100.

#### **Requirements:**

1. Must be a United States Citizen.
2. Must have a high school diploma or a GED.
3. The ability to speak Spanish is highly desirable.
4. Minimum of 21 years of age. (No maximum age limit).
5. Possess 20/20 vision, either corrected or uncorrected in each eye. Uncorrected vision cannot exceed 20/100 in each eye, unless vision is corrected by means of contact lenses or eyeglasses, which must be worn on duty and during all enforcement activities. Must be free from dichromatic color blindness, night blindness and any other visual deficiency or limitation.
6. Possess hearing with less than 30 Db loss, either corrected or uncorrected in each ear. Uncorrected hearing cannot exceed 60 Db in each ear.
7. Not been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten (10) years.
8. No conviction for any Family Violence offense of any degree.
9. Never have been or currently on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or Class B misdemeanor within the last ten (10) years.
10. Not currently under indictment for any criminal offense.
11. Must meet the City of Longview standards for obtaining a Texas driver's license.
12. Must be of good moral character and have a stable school, work and driving record.
13. Must not have been discharged from any military service under less than honorable or uncharacterized conditions.
14. Must not have had a peace officer license denied by final order or revoked.
15. Must be capable of obtaining a license as a Peace Officer in the State of Texas.
16. Must not have pending litigation-criminal or civil including divorce (The Police Chief may approve exceptions on a case by case basis).



**LONGVIEW POLICE DEPARTMENT  
PERSONAL HISTORY  
STATEMENT**

Application for position of: \_\_\_\_\_

Date: \_\_\_\_\_

“All information supplied in connection with your application will be held in strict confidence. No information will be released without your signed Waiver of Release”

**General Instructions:**

**Type or Print** an answer to every question. If the question does not apply to you, so state with the following: N/A. If space available is insufficient, use a separate sheet of paper and precede each answer with the number of the reference block.

If hand printed use  
**Black Ink Only**

DO NOT MISSTATE OR OMIT material facts or information since statements made are subject to verification to determine your qualifications for employment.  
Certified Peace Officer    Yes                      No                      If yes, what state \_\_\_\_\_

1.	Last Name	First Name	Middle Name	Age	2.	Male	Female	
3.	Alias(s), Nickname(s), Maiden Name	Other Changes in Name		Home Phone # ( )	Business Phone # ( )	Social Security #		
4.	Present Residential Address / Name of Apt. Complex / Street or RFD / City or Post Office / State						Zip Code	
5.	Date of Birth (m, d, y.) / /	Place of Birth (City, County, and State)					Zip Code	
6.	Height	Weight	Eye Color	Hair Color	E-Mail Address			
7.	U. S. Citizen <input type="checkbox"/>	Native: Yes <input type="checkbox"/> No <input type="checkbox"/>		Naturalized Certificate No.	Date, Place, and Court			
8.	Marriage Status: (Circle where appropriate)    Married    Single    Separated    Divorced							

Information concerning marriages:

When	Where	Spouses Full Maiden Name	Date and Place of Birth

Name and present address of Spouse(s) if divorced or Separated:

Name	Address	City	Zip Code	Telephone
				( ) - .
				( ) - .
				( ) - .

# Longview Police Department Personal History Statement

Applicant Name: \_\_\_\_\_

**9. Military Status**

Have you served in the United States Armed Forces?    YES    NO    (Circle Appropriate Answer)

A. While in the military service, were you ever disciplined, arrested or court-martialed?    Yes    No    (Circle Appropriate Answer)

If yes, give date, place, law enforcement authority or type of discipline or court-marital charge and action taken for each incident.

Date	Place	Agency	Charge	Disposition

Last Duty Station and Name of Commanding Officer: \_\_\_\_\_

B. Are you presently a member of a U.S. Reserve, National, or State Guard organization?    Yes    No    (Circle One) If yes, Complete the following:

Grade and Service No.	Branch of Service
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Organization and station or unit and Location	Status: Active                  Inactive                  Standby                  (Circle Appropriate)
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Indicate Reserve obligation(s), if any. \_\_\_\_\_

**10. Education**

A. List all elementary, junior high and high schools attended

Name of School	City	Zip Code	Dates Attended	Years Completed	Graduated

B. Higher Education. List information below for all colleges or universities attended

Name and Location of College or University  Zip Code	Dates Attended		Credit Hours Received		Degree Received	Year Received
	From	To	Semester	Quarter		

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

If you are presently attending college, how many semester hours are you enrolled in? \_\_\_\_\_

At what college or university? \_\_\_\_\_

C. Have you ever been expelled or suspended from school?    Yes    No    (Circle Appropriate)

If so, explain:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



## Longview Police Department Personal History Statement

**Applicant Name:**

From Date	Business Name	Telephone #	Reason for Leaving	Job Title
To Date	Business Address		Description of Duties	
	City	State	Zip Code	Name of Supervisor
				Name of Co-Worker
From Date	Business Name	Telephone #	Reason for Leaving	Job Title
To Date	Business Address		Description of Duties	
	City	State	Zip Code	Name of Supervisor
				Name of Co-Worker
From Date	Business Name	Telephone #	Reason for Leaving	Job Title
To Date	Business Address		Description of Duties	
	City	State	Zip Code	Name of Supervisor
				Name of Co-Worker
From Date	Business Name	Telephone #	Reason for Leaving	Job Title
To Date	Business Address		Description of Duties	
	City	State	Zip Code	Name of Supervisor
				Name of Co-Worker
From Date	Business Name	Telephone #	Reason for Leaving	Job Title
To Date	Business Address		Description of Duties	
	City	State	Zip Code	Name of Supervisor
				Name of Co-Worker
From Date	Business Name	Telephone #	Reason for Leaving	Job Title
To Date	Business Address		Description of Duties	
	City	State	Zip Code	Name of Supervisor
				Name of Co-Worker
From Date	Business Name	Telephone #	Reason for Leaving	Job Title
To Date	Business Address		Description of Duties	
	City	State	Zip Code	Name of Supervisor
				Name of Co-Worker
From Date	Business Name	Telephone #	Reason for Leaving	Job Title
To Date	Business Address		Description of Duties	
	City	State	Zip Code	Name of Supervisor
				Name of Co-Worker



## Longview Police Department Personal History Statement (Cont.)

Applicant Name: \_\_\_\_\_

**14. Arrests, Detention, and Litigation:** (Show all arrest including juvenile offenses and traffic offenses)

- A. Have you ever been arrested or detained by a law enforcement agency?      Yes       No
- B. Have you ever been fingerprinted for any reason (arrest, job applicant, etc.)?      Yes       No
- C. Are you currently involved in any pending civil or criminal litigation?      Yes       No

If the answer to any of the above questions is YES, list below the date, place and full details of each incident.

D. List all traffic violations, including photo enforced citations, parking and warning tickets received in this state or elsewhere in the last three (3) years.

Date	Charge	Name of Law Enforcement Agency	City	State	Disposition (Fine, Not Guilty, etc.)

E. List all vehicle accidents in this state or elsewhere in the past three (3) years.

Date	Charge	Name of Law Enforcement Agency	City	State	Disposition (Fine, Not Guilty, etc.)

## Longview Police Department Personal History Statement (Cont.)

Applicant Name: \_\_\_\_\_

**15. Has any member of your immediate family or close relative (including in-laws), ever been convicted of a felony?**

Name	Date of Birth	Relationship	Date of Incarceration	Place	Charge	Disposition

**16. Relatives:**

List all information on the following relatives, including maiden names where applicable

NOTE: Even though a relative is deceased, give all information requested, and indicate last residence and year of death.

Full Name of Relative	Date of Birth	Home Phone	Street Address	Employer / Occupation
		Business Phone	City, State, Zip Code	
Father				
Mother				
Brothers, Step-Brothers, Half-Brothers				
Sisters, Step-Sisters, Half-Sisters				
Father-in-Law				
Mother-in-Law				
Brother-in-Law				
Sister-in-law				

## Longview Police Department Personal History Statement (Cont.)

**Applicant Name:**

Additional Relatives – Note relationship (Brother, Sister, etc.)

Full Name of Relative	Date of Birth	Home Phone	Street Address	Employer / Occupation
		Business Phone	City, State, Zip Code	

**17. References:**

A. List the following information regarding best friend.

Name	Date of Birth	Home Address	City, State, Zip Code	Business Name Occupation
Number of Years Known	Home Phone	Work Phone	Business Address	City, State, Zip

B. Personal References (Give five who are not employers or relatives) At least three who have known you personally. Personal and professional required.

1) Name	Date of Birth	Home Address	City, State, Zip Code	Business Name Occupation
Number of Years Known	Home Phone	Work Phone	Business Address	City, State, Zip
2) Name		Home Address	City, State, Zip Code	Business Name Occupation
Number of Years Known	Home Phone	Work Phone	Business Address	City, State, Zip
3) Name		Home Address	City, State, Zip Code	Business Name Occupation
Number of Years Known	Home Phone	Work Phone	Business Address	City, State, Zip
4) Name		Home Address	City, State, Zip Code	Business Name Occupation
Number of Years Known	Home Phone	Work Phone	Business Address	City, State, Zip







## Certificate

I Represent and Warrant the answers I have made to each and all of the foregoing questions are full and true to the best of my knowledge and belief. In order that the officials of the City of Longview may be fully informed as to my personal character and qualifications for employment, I refer to each of my former employers and to any other person who may have information concerning me. As this information is furnished at my express request and for my benefit, I do hereby release them from any and all liability for damage of whatsoever nature on account of furnishing such information. I acknowledge that any false statement knowingly made in answering the above questions is good cause for removal from consideration for employment or discharge during or after probation.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_



## Consumer Report Disclosure Statement

In accordance with the Federal Credit Reporting Act, as amended in September 1997, the City of Longview may request certain consumer reports for employment purposes. Depending upon the actual position requirements and the nature of the job, these reports may consist of, but are not limited to:

- Driver's License Record
- Criminal Conviction History & Wanted Information
- Credit Report
- Other: Background Investigation



## Consumer Report Authorization

I acknowledge that I have read and understand the contents of the Consumer Report Disclosure Statement, which states, "In accordance with the Federal Credit Reporting Act, as amended in September 1997, the City of Longview may request certain consumer reports for employment purposes. Depending on the actual position requirements and the nature of the job, these reports may consist of, but are not limited to a Drivers License Record, Criminal Conviction History and Wanted Information and Credit Report."

I understand that any report, which indicates a failure to meet guidelines as established by the City of Longview, may preclude my receiving employment.

In considering my tentative employment, I hereby give my consent to the City of Longview to make any requests for consumer reports as allowed by the Fair Credit Reporting Act. I release, relinquish, and remise the City of Longview, its employees, agents, and representatives, from any and all causes of action or liability which I may have or which arises out of, or as a result of, the reports herein authorized. Furthermore, I understand that my failure to execute this informed consent will result in my not being further considered for employment.

The Longview Police Department will obtain a consumer report from Trans Union Credit Information Company and possibly other credit, financial and personal information providers, to aid in determining my eligibility for employment. I understand that I will receive a copy of this consumer report if it is used wholly or in part to reject my application.

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Signature

Date

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Name: (Please Print)

**Attachment List:** Photo copies of the following documents must be attached to the application.

1. Birth Certificate
2. Current valid driver's license
3. High School Transcripts (Certified Copy)
4. College Transcripts (Certified Copy)
5. Military Form DD214 (if applicable)
6. Current vehicle insurance certificate (proof of liability insurance)
7. Texas Law Enforcement Certification (if applicable)
8. Social Security Card

**Preliminary Interview Date:**

Bring your original (or certified copy) Birth Certificate and driver's license for confirmation of applicant information. You should dress suitable for a formal job interview. You will also need gym clothes with running shoes.

**The Longview Police Department is an Equal Opportunity Employer and shall not discriminate against any employee or applicant for employment because of age, sex, national origin, religion, race, disability, or any other reason prohibited under Federal, State or local laws.**