

## **INSTRUCTIONS TO THE APPLICANT:**

The following documents are to be returned with your completed Personal History Statement Forms:

1. Birth Certificate
2. High School Diploma, or GED Certificate and Scores, College Transcripts, if any.
3. Military Papers, DD214 with special additional information section attached.
4. Tennessee Driver's License (photocopy)
5. Have available, if offered position, naturalization papers or Alien registration card
6. Copy of College Degrees
7. Certificates of any courses attended
8. First Aid and CPR cards (if any)
9. Social Security Card (photocopy)
10. Photo ID (not DL photo)

All the above **must** be attached to application before it will be given consideration.

## WAIVER FOR RELEASE OF INFORMATION

I authorize you to release to the City of Spring Hill, any and all information that you may have concerning me in the course of my employment with the Spring Hill Police Department. This release extends to any and all information that you have about me, whether public, personal, confidential, or privileged in nature.

This release shall extend to any governmental licensing or law enforcement agencies, agencies of the government of the United States of America, and agencies of the State of Tennessee (herein collectively referred to as "agencies"). In addition, I authorize you to release any and all medical records you may have on me.

I understand that I will not receive and am not entitled to know the contents of confidential reports received from you and any other agency. I further understand these reports are privileged.

I hereby release, discharge, exonerate your, your organization, any agency, their agents and representatives, and any person furnishing information, from any and all liability of every nature and kind arising out of the furnishing and inspecting of such documents, record, and other information. This release shall be binding on my legal representatives, heirs and assigns as well.

Disclosure of information obtained by this release is subject to compulsion by court order.

This release is valid for one year, except that information derived by this authorization may be maintained by the Spring Hill Police Department indefinitely and would be subject to discovery pursuant to State law. A photocopy of this release shall have the same force and effect as the original.

**SIGNED:** \_\_\_\_\_

**TYPE OR PRINT NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Personally appeared before me, \_\_\_\_\_, who  
acknowledged that he/she executed the within  
instrument for the purposes therein contained.

Witnessed my hand, at office, this \_\_\_\_\_ day of  
\_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires:

# Spring Hill Police Department

## PERSONAL HISTORY STATEMENT

OFFICE USE ONLY:

PHYSICAL AGILITY  
WRITTEN TEST  
ORAL INTERVIEW  
CERTIFICATION  
VETERAN  
TOTAL SCORE

Home Phone \_\_\_\_\_

Post Certified? Yes No

Work Phone \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Other Names (Maiden, Nicknames, etc.) \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Drivers License Number \_\_\_\_\_ State Issued \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Has your license ever been suspended or revoked? **YES** **NO**

If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you a U.S. Citizen? **YES** **NO**  
(if no, you must attach a naturalized certificate number along with date, place and court.)

Are you: \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Divorced \_\_\_\_\_ Widowed

Spouse's Name (including maiden) \_\_\_\_\_

Have you ever served in the Armed Forces? **YES** **NO**

Branch of Service \_\_\_\_\_ Dates Served \_\_\_\_\_

While serving, were you convicted of an offense by summary, special or general court martial? **YES** **NO**

If yes, give date: \_\_\_\_\_ Place: \_\_\_\_\_ Type of court martial \_\_\_\_\_

State each charge and action taken: \_\_\_\_\_

\_\_\_\_\_

Are you presently a member of the U.S. Reserves or National Guard? **YES** **NO**

If yes, give unit: \_\_\_\_\_ Organization: \_\_\_\_\_ Location: \_\_\_\_\_

Have you ever been diagnosed or treated for a mental/emotional disorder and/or prescribed medication for any mental or emotional disorder?

**YES** **NO**

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever used habit-forming drugs? **YES** **NO**

If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever used cocaine, marijuana, or any other illegal drug? **YES** **NO**

If yes, explain (also list date last used and type): \_\_\_\_\_

Are you currently on any prescribed medication? **YES** **NO**

If yes, please list \_\_\_\_\_

List all residences you have had in the last 10 years: (present - past)

STREET ADDRESS	CITY	STATE	ZIP	DATES	
				From	To

Have you ever resigned or quit after being told by your employer he intended to discharge you for any reason? **YES** **NO**  
 If yes, explain fully:

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List your work history for the past 10 years (start with your most recent employment):

EMPLOYER	ADDRESS	PHONE	POSITION	EMPLOYMENT DATES	START/END WAGES

Have you ever received disciplinary action while in any position? **YES** **NO**  
 If yes, explain in full:

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List by name, address, and phone (home/business) numbers, people you have socialized with most frequently in the last 10 years. Include parents, guardians, stepparents, foster parents, parents-in-law, siblings.

NAME	ADDRESS	PHONE NUMBER	RELATIONSHIP

**Conviction and Litigation:**

Have you ever been arrested?

**YES**

**NO**

If yes, explain fully:

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Have you ever been convicted of a felony or misdemeanor?

**YES**

**NO**

If yes, explain fully:

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Have you ever been convicted of a traffic offense in this state or elsewhere?

**YES**

**NO**

If yes, give

details: \_\_\_\_\_

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Have you or your spouse ever been involved in any civil court action? **YES** **NO**  
 If yes, explain: \_\_\_\_\_

Have you ever been finger-printed? (Other than arrest that did not result in conviction): **YES** **NO**  
 If \_\_\_\_\_ yes, \_\_\_\_\_ what \_\_\_\_\_ circumstances?

**Education History**

<b>Elementary School</b>	<b>Address</b>	<b>City, State</b>	<b>Phone</b>

<b>Junior High School</b>	<b>Address</b>	<b>City, State</b>	<b>Phone</b>

<b>High School</b>	<b>Address</b>	<b>City, State</b>	<b>Phone</b>

<b>College/University</b>	<b>Address</b>	<b>Major/Minor</b>	<b>Credits</b>	<b>Degree</b>	<b>Dates Attended</b>

List other school or training (trade, vocational, business, or military). Give name, address, subject dates attended, and attach any certificates received:

Name of School	Address	Subject(s) Studied	Dates Attended

## FINANCIAL STATUS

### Resources

Income from any other source, other than your principal occupation?

**YES**

**NO**

How often? \_\_\_\_\_

Source? \_\_\_\_\_

Do you have a bank account?

**YES**

**NO**

Name of Bank \_\_\_\_\_ Savings \_\_\_\_\_ Checking \_\_\_\_\_

Name of Bank \_\_\_\_\_ Savings \_\_\_\_\_ Checking \_\_\_\_\_

**Obligations**

Give names and addresses of the individuals, companies or others to whom you are indebted and the extent of the debt. (Including any loans on which you are co-maker.) LIST ALL GARNISHMENTS PAST AND PRESENT AND INDICATE PRESENT STATUS:

<b>CREDITOR</b>	<b>ADDRESS</b>	<b>TYPE OF DEBT</b>	<b>AMOUNT</b>

List all past and present memberships in organizations by name, address, and phone number:

<b>Organization Name</b>	<b>Address</b>	<b>Phone Number</b>	<b>Position Held, if any</b>

Are you now or have you ever been a member of any subversive organization?

**YES**

**NO**

If yes, give name of organization \_\_\_\_\_

What foreign languages do you know, and describe the level of proficiency in speaking, understanding, reading and writing?

\_\_\_\_\_

What foreign countries have you traveled in?

<b>Country</b>	<b>Dates</b>	<b>Reason for Travel</b>

**SPECIAL QUALIFICATIONS AND SKILLS:**

Indicate type of special license such as pilot, radio operator, etc., showing license authority, where the license was first issued and date current license expires: (excluding vehicle operator's license)

License	Date Issued	Date Expires

Special skills you possess and machines and equipment you can use (Example- short wave radio, typewriter, personal computers, comptometer, key punch, turret lathe, transcribing machine, scientific or professional devices).

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Are there any incidents in your life not mentioned herein which may reflect upon your suitability to perform the duties which you may be called upon to take or which might require further explanation? **YES** **NO**

If yes, give details:

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Have you ever applied for any other governmental agency? **YES** **NO**

If yes, give details:

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**ATTACH  
PHOTO  
HERE**

**If any omission or false statements are found during my  
background investigation, I understand my application will  
no longer be considered.**

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**SIGNATURE OF APPLICANT**

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**DATE**