



Job Title:	Police Dispatcher	Wage/Hour Status:	Nonexempt
Reports to:	Dispatch Supervisor	Pay Grade:	Auxiliary 5
Dept. /School:	MISD Police	Date Revised:	11/11/2016

Primary Purpose:

Manage the daily operation of the dispatch office to ensure safe and efficient operations of the Police Department. Respond to telephone and two-way radio information to make on the spot decisions and adjustments.

Qualifications:

Education/Certification:

High school diploma or GED
Valid Texas driver's license
TCOLE Telecommunicators Certification/License, preferred

Special Knowledge/Skills:

Type/computer 35 wpm
Effective customer service skills
Legible handwriting
Ability to receive and give verbal instructions effectively
Ability to pass alcohol and drug test
Proficient map reading skills
Have general knowledge of the area
Able to work all shifts, weekends and holidays (24/7 operation)
Able to speak Spanish,preferred

Experience:

Minimum of two years experience as a dispatcher, preferred.

Major Responsibilities/Duties

Communications

1. Process and prioritize incoming calls for police.
2. Evaluate information received and dispatch/assign Police/District personnel.
3. Coordinate the response effort in the event of an emergency or accident.
4. Operate TLETS,TCIC/NCIC systems.
5. Handle walk-up customers at window; includes making MISD employee badges, issuing staff/student parking permits, process lost badge/access card reports, accept appeals and take payments for parking citations.
6. Maintain good public relations with students, parents, staff and community,

- professionally and courteously.
7. Interpret both written and verbal communications.
 8. Monitor District cameras and access control systems.
 9. Monitor and respond to fire and security alarms.
 10. Answer questions and provide information over the telephone.

Reports and Records

11. Maintain log book and records to facilitate writing, copying and distribution of change notices to police personnel and schools.
12. Balance money each shift and prepare deposits when necessary.
13. Maintain pertinent documentation.
14. Enter, Update and retrieve information from a variety of computer systems.
15. Process case files and arrest folders.
16. Prepare various reports as required by the state, district, or department.
17. All other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Computer, telephone; two-way radio, fax machine, copier and calculator

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Office work; moderate walking, standing, climbing, carrying, stooping and sitting.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.



MANSFIELD ISD POLICE DEPARTMENT

APPLICANT

PERSONAL HISTORY STATEMENT

NAME: _____

DATE SUBMITTED: _____

I am applying for:

- Peace Officer PID#** _____
- Telecommunicator PID#** _____
- Civilian Employment**

Mansfield ISD Police Department
1522 N. Walnut Creek Dr. Mansfield, Texas 76063
Main Number (817) 299-6000
Fax (817) 473-5749

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 **BLACK INK** by the applicant or typed. 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 an additional sheet or 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** (photocopies are acceptable in most cases).
 - ∗ Copy of your Social Security card.
 - ∗ **Original certified** copy of your birth certificate. (No photo copy)
 - ∗ Copy of your valid Texas driver license or a copy of another State's driver license. Applicant must possess a valid Texas driver license prior to being offered employment.
 - ∗ Copy of your High School diploma or GED certificate.
 - ∗ **Sealed original certified** copy of your college transcript. (No photo copy)
 - ∗ Photocopy of your college diploma.
 - ∗ 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)
 - ∗ Copy of current proof of automobile liability insurance.
10. If you have any questions, please contact your assigned background investigator
11. When submitting the completed documents, please place them in a sealed envelope marked Personal and Confidential to your assigned background investigator.

Applicant Qualification Section

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 in Texas.

Initial: _____ I am a citizen of the United States of America.

_____ I have earned a high school diploma or a GED.

_____ 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 bad conduct discharge.

DISQUALIFICATION

There are very few automatic basis 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.

APPLICANT IDENTIFICATION

INFORMATION PROVIDED IN THIS SECTION IS USED FOR IDENTIFICATION PURPOSES ONLY.

Last Name	First	Middle	Maiden
Street Address		Apt. No.	
City		State & Zip Code	
Mailing Address (if different from residence)		State & Zip Code	
Home Telephone No.	Work Telephone No.	Cellular No.	
Date of Birth	Social Security No.	Pager No.	
		Drivers License No. & State	

Have you ever been known or gone by any other name (excluding nick-names)? If yes, give details.

Place of Birth (City, County, State, Country)_____

Are you a U.S. Citizen by Birth? _____ Are you a Naturalized Citizen? _____

Height _____ Weight _____ Eye Color _____ Hair Color _____

Scars, Tattoos (description and location) or other distinguishing marks _____

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 _____

MARITAL & FAMILY HISTORY

Single _____ Married _____ Engaged _____ Co-habiting _____

Spouse's/Co-habitant's name (include maiden name) _____

Address _____

Date of Birth _____ Date of Marriage _____

Employer(s) _____

Employer & Address _____

Home Telephone No. _____ Work Telephone No. _____

Roommate(s)(do not include parents or cohabitants) _____

Date(s) of birth _____

If you have been separated, divorced, or widowed, provide details below:

Date of Marriage _____
 City & State _____
 Separated _____ Date _____
 Divorced _____ Date _____
 Widowed _____ Date _____
 Annulled _____ Date _____
 Court or State issued _____
 Ex-spouse's Name _____
 Date of Birth _____
 Telephone No. _____

Date of Marriage _____
 City & State _____
 Separated _____ Date _____
 Divorced _____ Date _____
 Widowed _____ Date _____
 Annulled _____ Date _____
 Court or State issued _____
 Ex-spouse's Name _____
 Date of Birth _____
 Telephone No. _____

Identify children related to you or your spouse (Natural, Step-Children, Adopted, or Foster Children)

Relation	Name	Date of Birth	Address

Identify relatives in the following order: Father, Mother (include maiden name), step-parents (if any), brothers and sisters.

Relationship	Name	Complete Address	Phone Number	DOB

RESIDENCES

Identify all residences where you have lived in the last 10 years, **beginning with the most recent, including your present address.** List date by month/year. **Include military assignments. (No TDY's)**

From	To	Address	City	State & Zip code

PERSONAL REFERENCES

List five (5) persons who know you well enough to provide current information about you. Do not list relatives, former or present employers, or supervisors.

Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

Name _____ Years known _____

Address _____

Home Telephone _____ Alternate Telephone _____

Nature of Relationship _____

Identify below any employees of the Mansfield Independent School District with whom you are acquainted:

_____	_____
_____	_____
_____	_____
_____	_____

TRAFFIC RECORD

Identify all vehicles that you currently own or operate:

Year	Make	Model	Color	License Plate No.	Owner

Please list your current automobile insurance carrier: _____ Expires: _____

Have you ever possessed a driver's license issued by any state other than Texas? Yes _____ No _____
 If yes, give details below:

Driver's License No. _____ State _____ Date issued _____

Driver's License No. _____ State _____ Date issued _____

Have you **ever** had your driver's license suspended or revoked? Yes ___ No ___ If yes, give reason, date, and length of suspension: _____

Identify all motor vehicle accidents you have been involved in during the last 10 years.

Date	Location	Police Report: Yes/No
Cause of Accident (e.g., ran red light, failed to control speed)		
Date	Location	Police Report: Yes /No
Cause of Accident (e.g., ran red light, failed to control speed)		

Identify all traffic citations you have received within the last 10 years, excluding parking tickets:

Month/Year	Violation	City & State	Disposition (e.g., defensive driving, dismissed)

ARRESTS, DETENTIONS, AND LITIGATION

Have you **ever** been arrested or detained by law enforcement?

Yes _____ No _____ If yes, complete the following table:

Agency	Offense	Date	Location	Outcome

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 measures to protect oneself.) (Texas Family Code Section 71.004) If yes, explain: _____

Have you **ever** assaulted another person since the age of seventeen (17)? (“Assault” means to cause bodily injury to another, threaten another with imminent bodily injury, or to cause physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.) (Texas Penal Code Section 22.01) If yes, explain: _____

Have you **ever** been considered or named a suspect in a criminal investigation or criminal offense? If yes, explain: _____

Have you **ever** been a party to a civil suit or action? If yes, explain: _____

Have you **ever** been involved in any incident (do not include vehicular accidents) in which a police report was made or law enforcement was called? If yes, explain: _____

Other than crimes that would have been sealed by juvenile records, have you ever committed – or assisted another person in the commission of – a felony crime, serious misdemeanor, or a crime involving moral turpitude that went undetected or unreported to law enforcement? If yes, explain: _____

Do you anticipate being sued or named in any type of lawsuit or proceeding? Yes _____ No _____

FAMILY AND RELATIVES' ARRESTS

Have members of your immediate family or close relatives have ever been arrested?

Yes _____ No _____ If yes, complete the following table:

Name/Relationship	Charge/Offense	Outcome	Year	Agency

FINANCIAL HISTORY

Your current net monthly income _____ Spouse's current net monthly income _____

Source	Amount	Frequency
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any accounts with a financial institution? Yes ___ No ___

Name(s) of financial institution(s) _____

Type(s) of account(s) _____

Identify any person or entity to whom you are indebted, and the extent of your indebtedness. Include mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts or payments.

Name of Creditor (e.g., Sears, Citi financial)	Type of Debt (e.g., student loan, automobile)	Monthly Payment	Approx Balance

CREDIT INFORMATION

Have you **ever** filed bankruptcy personally or on behalf of a business? Yes _____ No _____

If "Yes" to above, indicate type _____

Have you **ever** had any personal or real property repossessed or foreclosed? Yes _____ No _____

Have you **ever** failed to pay Federal, state, or other taxes? Yes _____ No _____

Have you **ever** failed to file a tax return, when required by law? Yes _____ No _____

Have you **ever** had a lien placed against your property for failing to pay taxes or other debts? Yes _____ No _____

Have you **ever** had a judgment entered against you? Yes _____ No _____

Have you **ever** defaulted on any type of loan? Yes _____ No _____

Have you **ever** had bills or debts turned over to a collection agency? Yes _____ No _____

Have you **ever** had any credit account suspended, charged off, or cancelled for failure to pay? Yes _____ No _____

Have you **ever** written a check that was later returned for Non-Sufficient Funds (NSF)? Yes _____ No _____

Have you **ever** been delinquent on court-imposed alimony or child support payments? Yes _____ No _____

Have you **ever** been disciplined regarding the use of a travel/credit card provided by an employer? Yes _____ No _____

Are you currently more than sixty (60) days delinquent on any debts? Yes _____ No _____

Have you **ever** applied for unemployment compensation? Yes _____ No _____ When? _____

Have you **ever** received unemployment compensation? Yes _____ No _____ When? _____

Identify any person or entity to which you are **more than 30 days late** in paying. Include mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts or payments.

Name of Creditor (e.g., Sears, Citi financial)	Type of Debt (e.g., student loan, automobile)	Number of Days Late	Reason

EMPLOYMENT HISTORY

Beginning with your present or most recent job, list all employment since the age of seventeen (17). Include full-time, part-time, temporary, seasonal, military assignments, or unpaid internships, plus all periods of unemployment.

If you are currently employed, may we contact your present employer? Yes ___ No ___

1. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ___ Yes ___ No

If yes, provide dates and explain: _____

2. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____Yes ____No

If yes, provide dates and explain: _____

3. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

4. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____Yes ____No

If yes, provide dates and explain: _____

5. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

6. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

7. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____Yes ____No

If yes, provide dates and explain: _____

8. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____Yes ____No

If yes, provide dates and explain: _____

EDUCATIONAL HISTORY

High School(s) attended	Address	Dates attended From-To	Graduated Yes/No

Do you have a G.E.D. Certificate? _____

Were you **ever** expelled from school? If yes, give details: _____

Identify all colleges, universities, or technical schools you have attended:

Name	City & State	Dates attended	Hours completed	Major	Degree & Date

MILITARY OBLIGATION

Have you ever served in the U.S. Armed Forces or State Military Forces? Yes _____ No _____

Served from _____ to _____ Highest Rank held _____
Date Date

Branch of Service _____ Unit _____

Job Title(s) (e.g., Rifleman, Security) _____

Type of discharge _____ Last Duty Station: _____

Are you actively serving in a Reserve Unit (including State Military Forces)? Yes _____ No _____

Serving from _____ to _____ Current Rank held _____
Date Date

Branch of Service _____ Unit _____

Job Title(s) (e.g., Rifleman, Security) _____

Have you **ever** been subject to court martial or any other disciplinary proceeding under the Uniform Code of Military Justice? (Include non-judicial, Captain's mast, etc.) If "Yes," provide date(s), charge(s), military court(s) or authority(ies), and outcome(s).

SPECIAL QUALIFICATIONS & SKILLS

Identify any special licenses you hold (e.g., pilot, radio operator): _____

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

Language	Understanding	Speaking	Reading	Writing

Do you have any experience with firearms? Yes _____ No _____

MEMBERSHIP IN ORGANIZATIONS (PAST AND 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 of force or violence to discourage others from exercising their rights under the U.S. Constitution or right granted by law. Yes _____ No _____

PERSONAL DECLARATIONS

Do you consume alcoholic beverages? Yes _____ No _____ If "Yes", how often? _____

Have you **ever** used marijuana or hashish? Yes _____ No _____ If yes, when last used? _____

Have you **ever** used any illegal drug (including a performance-enhancing steroid) not prescribed by a physician?

Yes _____ No _____ If yes how often _____ When last used _____

Provide explanation: _____

Have you **ever** sold or furnished controlled substances or prescription drugs to anyone? Yes _____ No _____

If yes, give details: _____

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 a police officer?

If yes, explain:

Have you **ever** been employed by or applied with any other law enforcement agency? Yes _____ No _____

If yes, please identify to the best of your knowledge:

Agency Name & Address	Date Applied or Hired	Result

Identify any additional information you think should be considered in your application for the position you are seeking, and/or any further explanation of answers to previous questions:

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to the above questions. I fully understand that any misrepresentation, omission, or falsification may deem me permanently unsuitable, or if hired, may lead to the termination my employment.

Signature of applicant

Date

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 _____, _____

SEAL

Signature of Notary
My Commission Expires: _____

ADVISEMENT OF WORKING CONDITIONS

This document must be signed in the presence of a Notary Public

I, _____ understand that if I am employed by the Mansfield ISD Police Department, I will be employed under the following conditions:

I understand that all employees of the Mansfield ISD Police Department hold their position at the will and pleasure of the Mansfield Independent School District and such positions may be terminated or otherwise adversely affected with or without cause, when in the opinion of the Mansfield ISD Superintendent (or designee), such action is in the best interest of the School District.

I understand that I will not be allowed to use any type of tobacco product while on duty and I will not be able to use any tobacco product, while on or off duty, if I am on any property that is owned, managed, and/or controlled by the Mansfield Independent School District.

I further understand that my hours of duty, my duty assignments(s), my days of duty, and my job description may change without prior notice.

State of Texas, County of Tarrant

Before me, the undersigned authority, on this day personally appeared the person whose signature is affixed upon the line designated "Applicant", and upon his/her oath states that he/she is an applicant for employment with the Mansfield ISD Police and that he/she has executed the foregoing document voluntarily and knowingly for the purpose therein set out.

X _____

Applicant Signature

Sworn to and subscribed before me on the _____ day of _____ year _____.

Notary Public in and for the State of Texas, County of Tarrant

My commission expires: _____

AGREEMENT OF CONFIDENTIALITY

This document must be signed in the presence of a Notary Public.

I, _____ having filed an application for employment with the Mansfield ISD Police Department, hereby acknowledge that I understand that in conjunction with the processing of said application, a very thorough and comprehensive background investigation will be conducted in order to determine my qualifications for acceptance by the Mansfield ISD Police.

I further understand that the said investigation will be confidential in its nature and the said investigation will be designed to thoroughly and completely explore my personal background.

I also understand that certain information will be obtained during confidential interviews with persons with whom I have been associated. Therefore, I understand that the information obtained pursuant to said investigation will be kept in confidence and will be utilized only by authorized staff members of the Mansfield ISD in ascertaining my suitability for employment by the Mansfield ISD Police Department.

I further acknowledge that the contents of the background investigation cannot and will not be divulged to me, even upon rejection of my application.

I have read and understand the foregoing and hereby agree to comply with the provisions thereof as they may affect me. I further agree to release the Mansfield Independent School District, its employees, officers, agents, servants, and/or attorneys from any liabilities, damages, and all claims or causes of action of any kind which may arise from my filing this application for employment with the Mansfield ISD Police Department.

State of Texas, County of Tarrant

Before me, the undersigned authority, on this day personally appeared the person whose signature is affixed upon the line designated "Applicant", and upon his/her oath states that he/she is an applicant for employment with the Mansfield ISD Police and that he/she has executed the foregoing document voluntarily and knowingly for the purpose therein set out.

X _____

Applicant Signature

Sworn to and subscribed before me on the _____ day of _____ year _____.

_____ Notary Public in and for the State of Texas, County of Tarrant

My commission expires: _____

DECLARATION OF AUTHENTICITY

This document must be signed in the presence of a Notary Public.

I, _____ affirm that I have completed the foregoing document named “Personal History Statement” for employment consideration by the Mansfield ISD Police Department. I certify that I have read and fully understand the “Personal History Statement” in it’s entirety and that the contents, all answers I have given, and the statements I have made herein are true and correct.

I understand that any willful misrepresentation of fact or deliberate falsification of any answer or statement made by me herein will subject me to disqualification, disciplinary action (including termination) after employment, and/or possible criminal prosecution under Article 37.02 and/or 37.10 of the Texas Penal Code or other State or Federal Penal statutes.

I further understand that this application becomes the property of the Mansfield Independent School District and it will not be returned.

State of Texas, County of Tarrant

Before me, the undersigned authority, on this day personally appeared the person whose signature is affixed upon the line designated “Applicant”, and upon his/her oath states that he/she is an applicant for employment with the Mansfield ISD Police and that he/she has executed the foregoing document voluntarily and knowingly for the purpose therein set out.

X _____

Applicant Signature

Sworn to and subscribed before me on the _____ day of _____ year _____.

Notary Public in and for the State of Texas, County of Tarrant

My commission expires: _____

Authorization for the Release of Personal Information

This document must be signed in the presence of a Notary Public

I _____ do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Mansfield ISD Police Department, whether the said records are public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed, employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, the results of any internal affairs investigations and the records of recollections of attorneys at law, or of other counsel whether representing me or another person in any case, either criminal or civil in which I presently have, or had interest.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon release authorization will be considered in determining my suitability for employment by the Mansfield ISD Police department. I also certify any person(s) who may furnish such information; and I do hereby release, indemnify and hold harmless any individual furnishing such personal information to the Mansfield ISD Police Department and/or the Mansfield Independent School District, its employees, officers, agents, servants, and/or attorneys of and from any and all claims and causes of action of any kind.

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.

State of Texas, County of Tarrant

Before me, the undersigned authority, on this day personally appeared the person whose signature is affixed upon the line designated "Applicant", and upon his/her oath states that he/she is an applicant for employment with the Mansfield ISD Police and that he/she has executed the foregoing document voluntarily and knowingly for the purpose therein set out.

X _____

Applicant Signature

Sworn to and subscribed before me on the _____ day of _____ year _____.

_____ Notary Public in and for the State of Texas, County of Tarrant

My commission expires: _____