



<b>Job Title:</b>	Police Sergeant	<b>Wage/Hour Status:</b>	Non Exempt
<b>Reports To:</b>	Chief of Police	<b>Pay Grade:</b>	Police Pay Group
<b>Dept./School:</b>	Police Department	<b>Date Revised:</b>	12/14/2016

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**Primary Purpose:**

Provide first line supervision to police field, investigative, and training operations, and personally perform field, investigative, and administrative duties. Responsible for supervision of personnel and the administrative duties for an assigned unit, in addition to performing the full range of duties of a police officer. Maintain and enforce municipal, county, and state ordinances and laws as well as policies, directives, and standards of the district.

**Qualifications:**

**Education/Certification:**

Degree preferred  
Texas Police Officer License with an Advanced Certificate issued by the Texas Commission on Law Enforcement (TCOLE)  
Valid Texas driver's license

**Special Knowledge/Skills:**

Knowledge of overall operations of a police department  
Knowledge of criminal investigation, police report writing, criminal law, and computer skills  
Training in subduing offenders, including use of firearms and handcuffs  
Bondable as required by Texas Education Code 37.081(h) Strong communication, public relations and interpersonal skills  
Ability to quickly analyze situations and adopt effective course of action  
Knowledge of writing clear and concise reports  
Demonstrate keen power of observation and memory  
Ability to work well with youth and adults

**Experience:**

Must have 3 years law enforcement experience with impeccable performance record

**Major Responsibilities and Duties:**

**Law Enforcement:**

1. Ensure enforcement of all laws including municipal ordinance, county ordinances, and state laws within board policy and the jurisdiction of the district.

2. Investigate criminal activities that occur within the jurisdiction of the district or support other agencies conducting investigation.
3. Use sound judgment and work with a minimum of supervision.
4. Gather, assemble, analyze, evaluate and use facts and evidence; deal effectively with simultaneous activities. Quickly analyze situations and adopt effective courses of action.

**Department Management:**

5. Supervise personnel and administrative duties for an assigned unit, section and/or team including the coordination of equipment, staffing and management of the section budget.
6. Assist in supervising and evaluating performance of all police officers and civilian staff in the implementation of and adherence to all departmental rules and regulations.
7. Work cooperatively with other staff to develop and implement proactive security programs, gang management plans, and other safety programs.
8. May be assigned to an administrative area or to command shift personnel during a specific watch to direct duties and activities associated with law enforcement.
9. Be aware of recent court rulings pertaining to police activity and ensure compliance of district police officers to minimize liability.

**Safety:**

10. Assist in developing procedures for the safe handling and use of firearms.
11. Administer first aid.
12. Follows procedures of criminal law with particular reference to the apprehension of juvenile's, arrest and custody of persons and juvenile's committing misdemeanors and felonies.
13. Knowledge of rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
14. Effectively communicate with and elicit information from upset and irate citizens.

**Personnel Management:**

15. Assist in the supervision and scheduling of police officers and staff assigned.
16. Make sound recommendations relative to personnel selection, placement, transfer, retention, and dismissal.

**Administration:**

17. Maintain property room for storage of weapons, contraband, etc., confiscated on and off district property.
18. Ensure that department operations are cost effective and funds are well managed.
19. Compile budgets and cost estimates based on documented department needs.
20. Recommend policies to improve the department.
21. Compile, maintain, and file all reports, records, and other documents required.
22. Other duties as assigned.

**Supervisory Responsibilities:**

Supervise police officers and civilian staff.

**Equipment Used:**

District vehicles, firearms, handcuffs, alarm systems, security equipment, personal computer, printer, calculator, copier, fax machine.

**Working Conditions:****Mental Demands/Physical Demands/Environmental Factors:**

Strenuous walking, standing, and climbing; ability to operate a motor vehicle; specific hearing and visual requirements; ability to control sudden violent or extreme physical acts of others and exhibit rapid mental and muscular coordination simultaneously. May be subject to adverse and hazardous working conditions, including violent and armed confrontations. Work outdoors in varying climate conditions; drive in different areas of district at odd hours; on call 24 hours a day.

*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.

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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 \_\_\_\_\_

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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 \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

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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: \_\_\_\_\_

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Identify any disciplinary actions you received: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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

If yes, provide dates and explain: \_\_\_\_\_

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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: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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:

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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:

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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.

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**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 \_\_\_\_\_.

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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.

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**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.

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**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 \_\_\_\_\_.

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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.

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