



Collin County Law Enforcement Academy

STUDENT APPLICATION

PERSONAL HISTORY STATEMENT

NAME_____

I am applying for:

- ☐ Basic Peace Officer Course (Full-time)
- ☐ Basic Peace Officer Course (Part-time)

Personal History Statement Instructions

Students are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants' eligibility for attendance.

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 acceptance as a student.

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 information and documentation. 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 application. **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.** Your application **will be evaluated on completeness and neatness.**
9. **The following documents must be submitted with the application** (photocopies are acceptable in most cases, **providing you bring the original with you.**)
 - Recent photograph. (*Must be a 2 X 2 passport photo.*)
 - Copy of your Social Security card. (*Bring original with you.*)
 - Copy of your birth certificate. (*Bring original with you.*)
 - 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 completing the course.
 - Copy of your High School diploma or GED certificate. (*Bring original with you.*)
 - Copy of your DD-214 if applicable. Must possess an honorable discharge. (*Bring original with you.*)
 - Original certified copy of your Naturalization papers, (*if applicable*). (*Bring original with you.*)
 - Copy of current proof of automobile liability insurance. (*Bring original with you.*)
10. The final page of the application must be signed and notarized.
11. If you have any questions, please contact, Jackie Carter at 972-548-6813

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** 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.

_____ I am not prohibited by state or federal law from operating a motor vehicle.

_____ I am not prohibited by state or federal law from possessing firearms or ammunition.

_____ I am 21 years of age, (or 18 years of age if the applicant has received an associate's degree or 60 semester hours of credit from an accredited college or university or has received an honorable discharge from the armed forces of the United States after at least two years of active service.)

DISQUALIFICATION

You must meet all of the minimum requirements as indicated above.

Deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions.

APPLICANT IDENTIFICATION

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

Last Name	First	Middle	Maiden
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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

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
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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).
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List ALL E-Mail Addresses (S)

Emergency Contact Information:

TRAFFIC RECORD

Driver's License No.	State
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Have you ever had your driver's license suspended or revoked?	
_____ Yes (If yes, give reason, date, and length of suspension):	_____ No

Please list your current automobile insurance carrier and policy number:

Identify all motor vehicle accidents you have been involved in during the last 3 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 3 years, excluding parking tickets:			
Month/Year	Violation	City & State	Disposition (e.g., defensive driving, dismissed)

ARRESTS, DETENTIONS, AND LITIGATION

Have you <u>ever</u> been arrested or detained by law enforcement?				
_____ Yes (if yes complete the following table):			_____ No	
Offense	Date	Location	Agency	Outcome

Have you <u>ever</u> 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)	
_____ Yes (if yes explain):	_____ No

Have you <u>ever</u> 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)	
_____ Yes (if yes explain):	_____ No

ARRESTS, DETENTIONS, AND LITIGATION Continued

Have you <u>ever</u> been considered or named a suspect in a criminal investigation or criminal offense?	
_____ Yes (<i>if yes explain</i>):	_____ No

Have you <u>ever</u> been a party to a civil suit or action?	
_____ Yes (<i>if yes explain</i>):	_____ No

Have you <u>ever</u> been involved in any incident (do not include vehicular accidents) in which a police report was made or law enforcement was called?	
_____ Yes (<i>if yes explain</i>):	_____ No

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?	
_____ Yes (<i>if yes explain</i>):	_____ No

EMPLOYMENT HISTORY

Beginning with your present or most recent job, list all employment in the past three years. Include full-time, part-time, temporary, seasonal, military assignments, or unpaid internships, plus all periods of unemployment.

Employer:		From:	To:
Address:		Telephone No:	
Your job title:	Name of Supervisor		

Employer:		From:	To:
Address:		Telephone No:	
Your job title:	Name of Supervisor		

Employer:		From:	To:
Address:		Telephone No:	
Your job title:	Name of Supervisor		

Have you ever been fired or asked to leave employment?	
Initial _____ Yes (<i>if yes explain</i>):	Initial _____ No

EDUCATIONAL HISTORY

Identify all High Schools you have attended:			
High School(s) attended	Address	Dates attended From/To	Did you graduate? Yes / No <i>Provide Documentation</i>

Do you have a G.E.D. Certificate? _____ Yes _____ No
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Identify all colleges, universities, or technical schools you have attended:					
Name	City/State	Dates attended From/To	Hours completed	Major	Degree/Date

Were you ever expelled from school?	
_____ Yes (if yes explain):	_____ No

MILITARY OBLIGATION

Have you ever served in the U.S. Armed Forces or State Military Forces?	
_____ Yes _____ No	
Branch of Service	Highest Rank Obtained:
Dates of Service: Served from/to	Type of discharge:

Are you currently actively serving in a Reserve Unit (including State Military Forces)?

_____ Yes _____ No

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.)	
_____ Yes (If yes provide date(s), charge(s), military court(s) or authority(ies), and outcome(s),):	_____ No

PERSONAL DECLARATIONS

Do you consume alcoholic beverages?	
_____ Yes (if yes explain how often):	_____ No

Have you <u>ever</u> used marijuana or hashish?	
_____ Yes (if yes explain how often and when last used):	_____ No

Have you <u>ever</u> used any illegal drug (including a performance-enhancing steroid) not prescribed by a physician?	
_____ Yes (if yes explain how often and when last used):	_____ No

Have you <u>ever</u> sold or furnished controlled substances or prescription drugs to anyone?	
_____ Yes (if yes explain):	_____ No

PERSONAL DECLARATIONS Continued

Are there any incidents in your life, or details not mentioned herein, which may influence this evaluation of your suitability for acceptance in the Basic Peace Officer Course?

_____ Yes (if yes explain):

_____ No

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, and/or any further explanation of answers to previous questions:



**COLLIN COUNTY
LAW ENFORCEMENT ACADEMY**

AUTHORITY TO RELEASE INFORMATION

I, _____, hereby request and authorize you to furnish the Collin County Law Enforcement Academy with any and all information they may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature, as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for acceptance as a student of the Collin County Law Enforcement Academy.

I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use if such information used by the academy in determining my eligibility of qualification for a position as a Law Enforcement Officer.

This authorization is for the period of time _____ through _____.

Signed this _____ day of _____, _____.

Print Name

Signature

PERSONAL HISTORY STATEMENT AFFIDAVIT

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to the questions contained within this application. I fully understand that any misrepresentation, omission, or falsification may deem me permanently unsuitable, or if accepted as a candidate for training, may lead to termination of training.

Printed name of applicant

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:

Return in person to:
Collin County Law Enforcement Academy
2200 W. University Drive, Office A114C
McKinney, Texas 75071-8001