

PERSONAL HISTORY STATEMENT INSTRUCTIONS

TO ALL POLICE AND POLICE SERVICE AIDE CANDIDATES

The attached “Personal History Statement” is an important document in the processing of your application to become a police officer. If this form is not completed properly and legibly, your application will not be accepted, and it will be returned to you. **It is your responsibility to read each question carefully, completely and truthfully.**

You must return the completed “Personal Integrity Questionnaire”, “Personal History Statement” and other attached forms, in person on the date you participate in the physical fitness test. This will be at the APD Academy located at 5412 2nd St. NW, Albuquerque, NM 87107. If there is a problem meeting this deadline, contact Michelle Acosta at 1-800-776-5423 or 764-3288 of the Recruiting/Selection Section to make other arrangements.

Remember that handwriting, neatness, punctuation, spelling, ability to follow written direction, etc., is evaluated as part of the selection process.

NOTE: INCOMPLETE INFORMATION IN ANY AREA OF THIS PACKET WILL RESULT IN THE PROCESSING OF YOUR APPLICATION BEING HALTED. YOU WILL NOT CONTINUE IN THE SELECTION PROCESS UNTIL THE MISSING INFORMATION IS PROVIDED.

The City of Albuquerque is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national origin or ancestry, disability, age, gender, sexual orientation, medical condition, Vietnam era, or disabled veteran status.

[REVISED 08/11]

FOLLOW THESE INSTRUCTIONS

1. NOTICE: Reimbursement of Training Costs – **Must Be Signed & Notarized**
2. Personal History Statement - **Must Be Completed & Notarized**
3. Release of liability/Polygraph - **Must Be Completed & Notarized**
4. Background History/Records Release-Waiver of Liability - **Must Be Completed & Notarized**
5. Urinalysis Test Waiver - **Must Be Completed & Notarized**
6. Credit Report Requirement Sheet - **Must Be Signed & Dated**
7. Acknowledgement of Basic Requirements Sheet - **Must Be Signed**
8. Identification Unit Candidate Information Sheet - **Must Be Filled Out**
9. A City of Albuquerque Application for Employment is enclosed. Please fill it out entirely and print legibly.
Do not forget to sign and date the back.

The following items Must accompany this Personal History Packet:

1. A **4 x 6 PHOTOGRAPH** of yourself **from the waist up**.
2. An **OFFICIAL** State/Government Agency Birth Certificate.
3. An **OFFICIAL** copy of High School Transcripts/College Transcripts.
4. An **ORIGINAL** current Credit Report of yourself.
5. A **NOTARIZED** copy of Social Security Card, Front and Back.
6. A **NOTARIZED** copy of State issued Drivers License, Front and Back
7. A **NOTARIZED** copy of Selective Service Registration, if applicable.
8. A **NOTARIZED** copy of your Military I.D., Front and Back.
9. A **NOTARIZED** copy of Military DD-214 (long form).
10. A **NOTARIZED** copy of High School Diploma or GED.

If you do not have one or more of the above documents with you for your interview when your Personal History Statement is reviewed, you must provide the Recruiting/Selection Unit interviewer with a clear understanding of why you didn't have the documents and a specific time when you will be able to provide the documents. The background investigation step in the selection process cannot be completed without these documents in your file.

Candidates who need more time to locate documents: such as birth certificates, high school diplomas, Form DD-214s, etc., should still submit in their Personal History Statement and other attached forms within the time limits. We will accept the other supporting documents at a later date, as long as you notify the Recruiting/Selection Section in **writing** and make arrangements to supply them later.

1. Print legibly. If you need additional space, use a full-size sheet of paper and leave a blank space of at least one inch at the top. Be sure to list the number of the question you are answering on the added sheet.
2. If your name has changed or if you have an alias, be sure to list these and indicate which name was used during what period of time.
3. Each time you give a person's name, give a complete name. Include complete addresses and zip codes. Also, give a telephone number where the person or business can be reached.
Incomplete information will stop your file from being processed further.
4. All phone numbers and zip codes must be current.

5. (Question #12 & #13) List all traffic violations and accidents since you have been driving. Give date of occurrence, location and the name of the police agency that took the report or had knowledge of the incident. Include verbal warnings and accidents where there was no damage/report or police involvement. Example: backing into parked car in parking lot.
6. (Question #16) Do not include layoffs from employment due to lack of available work. "Terminated or asked to resign" for purposes of this question means fired, or asked to quit instead of being fired.
7. (Question #19) Start with your present employment and work your way back. If there were periods of unemployment, be as specific with dates as possible. **Include complete addresses, zip codes and telephone numbers.**
8. (Question #57) List business and address of employment, home and work phone numbers, as well as home addresses of all your personal references. **Include complete addresses, zip codes and telephone numbers.**
9. It is **your** responsibility to make or obtain these forms. **Birth Certificates will be returned upon completion of the selection process.** This department will not be responsible for any other original documents you submit.

When you return your Personal History Statement, it will be reviewed by one of the Recruiting/Selection detectives or staff member.

If you have any problems answering the questions on any of these forms or if you do not understand the directions, call or come by the APD Recruiting Unit, 5412 2nd St. Nw, Albuquerque, NM 87107, (505) 764-3288 or 1-800-7-POLICE. You may also mail the application packet to the above address if you live out of town/state.

REMINDER: ANSWER EACH AREA OF EACH QUESTION. IF WE ASK FOR IT, WE NEED IT.

****NOTICE****

REIMBURSEMENT OF TRAINING COSTS

If the City has expended \$5,000 or more in providing job specific training to an employee who voluntarily terminates during the probationary period or within two (2) years of completing probation, the employee may be required to reimburse the City a percentage of the training costs. The percentage reimbursement will be prorated over the period of employment.

(Per City Rules and Regulations)

Applicant's Name _____
(Please Print)

Applicant's Signature _____ Date ___/___/___

Subscribed and sworn to before me this _____ day of _____,
20_____.

Notary Public My commission expires _____

**CITY OF ALBUQUERQUE
ALBUQUERQUE POLICE DEPARTMENT
PERSONAL HISTORY STATEMENT**

APPLICATION FOR POSITION OF:

POLICE CADET ____

POLICE SERVICE AIDE ____

LATERAL OFFICER ____

RESERVE OFFICER ____

_____-_____-_____
Social Security Number

_____/_____/_____
Date

GENERAL INSTRUCTIONS:

This "Personal History Statement" is an important document in the selection process. If this form is not completed properly and legibly your application cannot be processed. Use only black ink.

Hand print and or type an answer to every question. If the question does not apply to you, so indicate with "N/A." If space available is insufficient, use a separate sheet of paper and number each answer with the correct number of the question. Completeness is important.

Do not misstate or omit material facts. Your statements are subject to verification, and any attempt to deceive or falsify information or to omit pertinent information will be cause for your elimination from the selection process.

1. _____
Legal Name (Last) First Middle

2. _____
By what other name(s) have you been known (maiden, alias, nicknames)?

3. _____
Residence Address (Number, Street, Apt.#, City, State, Zip Code, Phone Number)

4. _____
Mailing Address (if different than above)

5. _____
Date of Birth Place of Birth (City, County, State)

6. Are you a U.S. citizen by birth or a naturalized citizen? _____
If naturalized, list city and state where naturalized. _____

7. _____
Sex: Age: Height: Weight: Color of Hair: Color of Eyes:

8. _____
Name of person(s) with whom you live. Relationship

9. In chronological order (Present to Past). List each and every place you have resided.

A. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company/person buying/leasing/renting from and their complete current address and phone number.

B. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company/person buying/leasing/renting from and their complete current address and phone number.

C. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company/person buying/leasing/renting from and their complete current address and phone number.

D. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company/person buying/leasing/renting from and their complete current address and phone number.

E. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company/person buying/leasing/renting from, and their complete current address and phone number.

F. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company/person buying/leasing/renting from and their complete current address and phone number.

G. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company/person buying/leasing/renting from and their complete current address and phone number.

H. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company/person buying/leasing/renting from and their complete current address and phone Number.

I. _____
MO/YR to MO/YR Address (Street, City, State & Zip Code) Phone #

Name of person lived with, relationship, and his/her current address. Phone #

Name of company/person buying/leasing/renting from and their complete current address and phone Number.

**ARRESTS, SUMMONSES, ETC.
(ANSWER ALL QUESTIONS)**

10. Were you ever arrested or taken into custody or been issued a misdemeanor citation? Yes or No _____

11. List below ALL **arrests** and **misdemeanor citations**, including juvenile arrests.

Date	Violation Actual or Charge (Specify)	Location (City, State)	Court Disposition or Sentence	Police Agency

12. List ALL traffic violations, including parking, warning, dismissed citations, Red light and speed camera citations.

Date	Violation Actual or Charge (Specify)	Location (City, State)	Court Disposition or Sentence	Police Agency

13. List ALL traffic accidents in which you were the DRIVER.

Date	Location (Street, City, State)	Police Agency

14. Were you ever a plaintiff, defendant, petitioner, or respondent in a civil proceeding (including bankruptcy)? Yes or NO _____. List ALL civil actions in which you were a party or summoned/subpoenaed.

Date	Action or Proceeding	As Plaintiff, Defendant, Petitioner, Respondent, or Witness	Court Disposition

SUBVERSIVE AFFILIATIONS

15. Are you a member or have you ever been a member of any party or organization, political or otherwise, that now (or in the past) advocates the overthrow of the government of the United States or of the State of New Mexico by force or violence or other unlawful means.

Yes or No _____ If yes, attach a separate sheet with an explanation.

EMPLOYMENT

16. Were you ever terminated/fired, given the option of resigning in lieu of termination or quit before being fired? Yes or No _____ (Give details below)

Employer	Complete Address	Date	Supervisor	Reason for Discharge

17. Were you ever subject to disciplinary action in connection with any employment? Yes or No _____

18. Have you ever previously submitted an application to the Albuquerque Police Department or any other Law-enforcement or corrections agency?

Yes or No _____ If yes, give details below. Were you ever rejected for employment by a law enforcement agency or corrections agency? Yes or No _____ Give details below.

Date Applied	Organization	Complete Address	Phone #	Application Status

26. List below every child born to you, adopted children, stepchildren, foster children, or other dependents.

Name	Date of Birth	Place of Birth	With whom, and where does child currently reside

27. Are you now supporting all children and/or dependents listed above? Yes ____ or No ____
If no, explain _____

28. Have you ever been involved in a paternity suit as a petitioner or defendant? ____ If yes, explain ____

MILITARY SERVICE

29. Have you ever served in the armed forces of the United States or any other country?
Yes ____ or No ____ (If no, go to question #36)

30. Which branch(s) of service? _____

31. List periods of continuous service under each branch of armed forces.

From _____ To _____ Branch _____ Pay Grade _____ Serial Number _____

From _____ To _____ Branch _____ Pay Grade _____ Serial Number _____

From _____ To _____ Branch _____ Pay Grade _____ Serial Number _____

From _____ To _____ Branch _____ Pay Grade _____ Serial Number _____

32. What type of DISCHARGE (honorable, dishonorable, general, medical, etc.)

33. Were you ever court marshaled, tried on charges, been the subject of a summary court, captain’s mast, company punishment, Article 15, or any other type of military discipline? Yes ____ or No ____
Number of times _____ Explanation _____

34. Reason for discharge from the military (for example, end of obligated service). _____

35. Are you currently in the National Guard, or Active Reserve? Yes _____ No _____
Branch _____ Pay Grade _____
Where are you currently stationed or where do you currently drill? _____

36. Did you register for the military draft when you turned eighteen?
Yes _____ or No _____ If no, explain _____

GENERAL

37. What college degree or professional license (s) do you possess? _____

38. Do you have a high school diploma or a GED? _____

39. List below the middle school (s), high school (s), college (s), trade or business school (s) you have attended. Do not list military school (s). Start with middle school first.

Name of School	Location	Attendance Dates	
		From Mo/Yr	To Mo/Yr

40. If you were (or are now) a member of any social, labor, or fraternal organizations, list them below.

Date	Organization	Type of Organization	Address

41. Have you ever had garnishments or assignments made on your wages, or received a letter of indebtedness? Yes _____ or No _____ If yes, explain _____

42. List ALL financial liabilities (contracts, charge accounts, etc.) involving you and if married, your spouse.

To Whom Owed	Phone	Address	Date	Orig. Amt	Balance	Monthly Payment

*** NOTE: YOU WILL BE REQUIRED TO PROVIDE A CURRENT CREDIT REPORT**

43. Are you the co-maker or co-signer on any loans? _____ If yes, explain _____

44. Have you ever been bonded? _____

Reason	Date	By Whom (Name and Complete Address)	Phone
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45. Have you ever been refused a bond? _____ If yes, explain _____

46. Do you possess:

A. Regular driver's license? _____ Number _____ State _____

B. Chauffeur's license? _____ Number _____ State _____

C. Other _____

47. Did you ever have a license issued by another state (s)? _____

Which State (s) _____ Date (s) _____

48. Was your license EVER suspended or revoked? _____ Date (s) _____

City _____ State _____ Reason _____

49. List all vehicles that you currently own.

Year	Make	Body Type	Color	License Number (State, Exp. Yr)
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50. Are all the above vehicles currently covered by liability insurance?

Yes _____ or No _____. Company _____

If no, indicate vehicle (s) and reason why uninsured. _____

51. List the name of your father, step-father, mother, step-mother's (maiden name), and sibling(s) below.

Name	Address	Phone	Relationship	Living/Deceased
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52. Have you ever been fingerprinted? Yes _____ No _____

When _____ Where _____ Purpose _____

When _____ Where _____ Purpose _____

53. Do you have any knowledge or information, in addition to that specifically asked for in the preceding questions, which is or may be relevant, directly or indirectly, in connection with an investigation of your eligibility or concerning your character, temperance, habits, employment, education, criminal record, etc.?

Yes _____ or No _____. If yes, explain _____

54. Do you know of anything that would disqualify you from the selection process or prevent you from the full discharge of your duties as a police cadet/PSA? Yes ____ No ____ If yes, explain _____

55. What prompts you to make an application to the police department? _____

56. Have you any specialized areas of interest in the police department? _____

57. REFERENCES: List the NAMES and COMPLETE ADDRESSES of **SIX** reliable people, other than relatives, past employers or supervisors, who know you well enough to provide current information about you.

1. _____

Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

2. _____

Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

3. _____

Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

4. _____

Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

5. _____

Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

6. _____

Name Home Address Phone # Home

Occupation Employer's Address Phone # Work

**ALBUQUERQUE POLICE DEPARTMENT
ACKNOWLEDGMENT OF BASIC REQUIREMENTS**

The following are the Basic Requirements for Police Officer and Police Service Aide applicants:

1. Must be 21 years of age to apply for the position of Police Cadet.
2. Must be 18 years of age for the position of Police Service Aide.
3. No Felony Convictions.
4. Must be a United States Citizen.
5. Must have a valid Drivers License.
6. For the position of Police Officer you:
 - A) Must have a high school diploma or equivalent (GED).
 - B) For the Lateral you:
Must currently be a State Certified Police Officer in non-probationary status, or you must achieve certification via the Certification by Waiver course in the State of New Mexico.

I acknowledge that I have read, understand and meet the basic requirements for the position of Police Officer/Lateral Police Officer/Police Service Aide.

_____ /_____/_____
 Applicant's Printed Name/Signature Recruiter's Signature Date



ADDITIONAL INFORMATION REFERENCE BASIC REQUIREMENTS

This applicant does not currently meet the Basic Requirements for the position of Police Officer/Police Service Aide; However, he/she understands that he/she must meet all Basic Requirements prior to start of the Academy class for which hi/she is applying.

RECRUITER COMMENTS: _____

SUPERVISOR'S COMMENTS: _____

_____ /_____/_____
 Applicant's Printed Name/Signature Supervisor's Approval Date

**ALBUQUERQUE POLICE DEPARTMENT
RECRUITING/SELECTION UNIT
URINALYSIS TEST WAIVER**

The Albuquerque Police Department has, as part of the hiring process for the Police Academy, a urinalysis test. It is designed to test for traces of drugs in a candidate's system, which would indicate recent use of drugs by the candidate. This test is not optional. You are required to submit to the test, which will be administered and analyzed by trained, qualified personnel. If the test results prove positive for illegal drugs, you will be terminated from the selection process.



I, _____, for the purpose of applying for employment with the Albuquerque Police Department and as a part of the selection process to assist the department in determining my qualification as a prospective police officer/PSA, do voluntarily and of my free will submit to a urinalysis test. I understand that results, which indicate recent use of illegal drugs on my part, will be sufficient reason for my termination from the selection process. I also understand that refusal to submit to this test will result in my termination from the selection process.

I have read and fully understand the contents of this form, and I have been given the opportunity to ask questions to my satisfaction.

_____ I agree to submit to a urinalysis test.

_____ I decline to submit to a urinalysis test.

Candidate's Signature - - - - -
Social Security Number / /
Date

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public

My commission expires _____

**ALBUQUERQUE POLICE DEPARTMENT
RECRUITING/SELECTION UNIT
IDENTIFICATION UNIT CANDIDATE INFORMATION
(Applicant must fill out this form)**

Date Fingerprinted _____

Position _____ APD # _____

Name _____ D.O.B. ____/____/____
(First, Middle, and Last Name No Initials)

Race _____ Sex _____

Address _____

City _____ State _____ Zip Code _____

Height in Inches _____ Weight _____ Color of Eyes _____

Color of Hair _____ City and State of Birth _____

Occupation _____ Soc. Sec. # _____ - _____ - _____

Identifying Characteristics: (Scars, Moles, Tattoos, Birthmarks, Etc.)

Left _____ Right _____

Left _____ Right _____

Left _____ Right _____

Father's Name _____ Address _____

City _____ State _____

Mother's Name _____ Address _____

City _____ State _____

Spouse's Name _____ Address _____

City _____ State _____

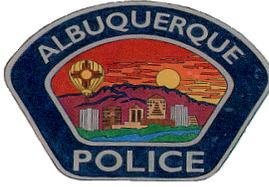
Brothers and Sisters (List at least 3 brothers or sisters with their addresses. If you do not know their complete address, list only the city and state.)

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____



**RELEASE/WAIVER OF LIABILITY
ACKNOWLEDGEMENT OF CONFIDENTIALITY**

TO: _____

FROM: _____
Applicant's Name (Please Print)

I am an applicant for a position with the Albuquerque Police Department. The department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's interest that all relevant information concerning my personal and employment history is disclosed to the Albuquerque Police Department.

I hereby authorize Albuquerque Police Department Recruiting/Selection personnel bearing this document to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request to the bearer.

I do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Recruiting/Selection Section, whether said records are of public, private or confidential nature.

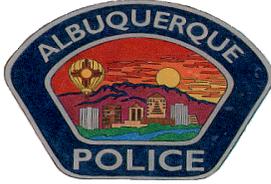
The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to my background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Albuquerque Police Department to consider in determining my suitability for employment with the department. It is my specific intent to provide access to personnel information, however, personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me; my work record; my background and reputation; my military service records; my educational records; my financial status; my criminal history record, including any arrest records; any information contained in investigation files; efficiency ratings; complaints or grievances filed by or against me; the records or recollections of attorneys at law, or any counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had, an interest; attendance records; polygraph examinations; and any internal affairs investigations and discipline; including any files which are deemed to be confidential, and/or sealed.

I request that you allow employees, including supervisors and coworkers, to be interviewed by Albuquerque Police Department Recruiting/Selection detectives regarding any aspects of my employment with you or your organization.

I hereby release you, your organization and all others from liability or damages that may result from furnishing the information requested, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with such. I direct you to release such information upon request of the duly accredited representative of the Albuquerque Police Department regardless of any agreement I may have made with you previously to the contrary. The law enforcement organization requesting the information pursuant to the release will discontinue processing my application if you refuse to disclose the information requested.

_____Applicants Initials



RELEASE/WAIVER OF LIABILITY

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For and in consideration of the Albuquerque Police Department's acceptance and processing of my application for employment, I agree to indemnify and to hold the City of Albuquerque, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Albuquerque Police Department.

I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Albuquerque Police Department in conjunction with employment procedures.

I further understand that information furnished will remain confidential and will be for the use of the Albuquerque Police Department personnel, and will not be released to me now or in the future.

I hereby acknowledge understanding and agree that all information and materials gathered by the Albuquerque Police Department, either from me or from other sources is and shall remain the sole and exclusive property of the police department, including but not limited to all test instruments, questionnaires, inquiries, acknowledgements, credit reports, and any other document which might be found in my background file.

I further understand and agree that any and all information obtained as part of this investigation of my application is considered confidential, that it will be used by Albuquerque Police Department personnel, and will not be released to anyone outside the Albuquerque Police Department. The Albuquerque Police Department reserves the right to restrict release of any and all material based on the nature and confidentiality of such material.

A photocopy or FAX copy of this release form will be valid as the original thereof, even though the said photocopy or FAX copy does not contain original writing of my signature. Should there be any question as to the validity of this release, you may contact me at the address listed on this form. I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form.

I agree to indemnify and hold harmless the City of Albuquerque, the Albuquerque Police Department and the person to whom this request is presented and his agents and employees, from and against all claims, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying or attempting to comply with this request. I acknowledge that the burden of providing my qualifications for such employment is at all times upon me.

Applicant's Name _____
(Please Print)

Social Security # _____

Applicant's Address _____

Signature _____ Date ____/____/____
(Applicant)

Subscribed and sworn to before me this _____ day of _____, 20 _____.

Notary Public My commission expires _____