



Institute for Law Enforcement &  
Protective Services Excellence

# PERSONAL HISTORY STATEMENT FOR TEXAS APPOINTMENT

Name:

Date Issued:

Complete and Return By:



## SECTION 1: PERSONAL HISTORY STATEMENT INSTRUCTIONS

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. Ensure that you have initialed at the bottom of **EACH PAGE.**
7. An accurate and complete form will help expedite the process. **OMISSIONS OR FALSIFICATIONS will result in DISQUALIFICATION.**
8. You are responsible for furnishing any changes and/or updating your personal history statement, such as address changes or telephone changes in writing.
9. Any candidate submitting an incomplete personal history statement **WILL NOT BE CONSIDERED FOR ACCEPTANCE.** Your personal history **WILL BE EVALUATED ON COMPLETENESS AND NEATNESS.**

10. All documents requested must be submitted with the personal history statement (photocopies are acceptable in most cases).

Completed Personal History Statement

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 or an honorable discharge from the  
armed forces of the United States after at least twenty-four months of active service

Sealed original certified copy of your college transcript (no photo copy)

Photocopy of your college diploma

Copy of your DD-214 and/or other military discharge documents (if applicable)

Original certified copy of your Naturalization papers, if applicable (no photo copy)

Copy of current proof of automobile liability insurance

[Texas Department of Public Safety Driver Record \(Type AR\)](#)

11. If you have any questions, please contact TEEX; (979) 845-6677

12. When submitting the completed documents, please place them in a sealed envelope  
marked Personal and Confidential with your name

## SECTION 2: 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 or jailer in Texas.

I am a citizen of the United States of America.

*Initials*

I have earned a high school diploma or a GED.

*Initials*

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.

*Initials*

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.

*Initials*

I have never received a dishonorable discharge from military service.

*Initials*

### DISQUALIFICATION

There are very few automatic bases 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.

**SECTION 3: APPLICANT IDENTIFICATION**

Information provided in this section is used for identification purposes only.

Last Name:

First Name:

Middle Name:

Maiden Name (if applicable):

Date of Birth:

SSN:

Driver's License #:

Home Phone #:

Cell:

Work (Ext.):

Street Address:

City:

State:

Zip:

Mailing Address (if different than above):

City:

State:

Zip:

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

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

Are you a U.S. citizen by birth?

Yes

No

Are you a Naturalized citizen?

Yes

No

Height:

Weight:

Eye Color:

Hair Color:

Scars, tattoos, and/or other distinguishing marks (description and location):







































































