



NORTH CAROLINA

CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

CRIMINAL JUSTICE STANDARDS DIVISION
Telephone: (919) 716-6470

It is the determination of the Commission that these questions are necessary in order to fully and adequately evaluate applicants for criminal justice certification. These questions are designed to ascertain whether the applicant meets the minimum standards for certification and serve no other purpose.

PERSONAL HISTORY STATEMENT

NOTE: This form is **NOT** designed for use as an initial application for employment and must not be used for that purpose. Rather, the applicant for a **CERTIFIED** position should complete this form prior to the beginning of his/her background investigation. This form should only be completed by applicants for a Commission-certified position.

**NORTH CAROLINA
CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION**

PERSONAL HISTORY STATEMENT

INSTRUCTIONS: Legibly fill out this form **completely** and **accurately**. If you need extra space, add additional pages and identify the information by item number. If an item does not apply to you, indicate by entering N/A in the blank.

NOTE: All statements are subject to verification and any incorrect statements or omissions may bar or remove you from certification. Truthful statements to any item requested will not necessarily exclude you from consideration. **THIS FORM MUST BE NOTARIZED UPON COMPLETION.**

NOTE: The Social Security Number is used to make positive identification of applicant and/or criminal justice personnel. DISCLOSURE IS VOLUNTARY. However, failure to provide this information may result in a delay in the processing of application materials and may result in inaccurate records being assigned to you.

Position(s) applied for: _____

Location: _____ Date: _____

PERSONAL INFORMATION

1. Name _____ 2. _____
 First Middle Last Social Security Number

All Previous Names _____

Nicknames or Aliases _____

3. Present Mailing Address _____
 Street & Number City County State Zip Code

Permanent Mailing Address _____
 Street & Number City County State Zip Code

Telephone Number: Home: _____ Work: _____

Pager Number/Cell: _____ E-mail address: _____

4. Date of Birth: _____ 5. Place of Birth: _____

6. Citizenship: U. S. Born U. S. Naturalized Other-Specify _____

EDUCATION

7. If you did not graduate from high school, have you passed the General Education Development (GED) Test? No Yes

If yes, when and where did you complete the GED? _____

EMPLOYMENT

8. Have you previously submitted an application for employment with this agency?

No Yes Approximate date: _____

9. Have you ever been denied employment by a criminal justice agency? Yes No

If yes, list agency and reason given:

10. Have you ever been terminated or asked to resign from any employment? Yes No

If yes, provide details:

11. Do you object to wearing a uniform? Yes No

12. Do you object to working nights? Yes No

13. Do you object to working rotating shifts? Yes No

14. Do you object to traveling out of town for overnight stays for training or other temporary assignments? Yes No

15. Do you object to working in other counties within this district or to being assigned to perform various functions of the job? Yes No

16. Will the job you are applying for be your primary employment? Yes No

If no, list other employers: _____

FAMILY HISTORY

17. Is any member of your family now under the jurisdiction of the Juvenile Court or in the custody of the Department of Juvenile Justice and Delinquency Prevention? Yes No

If yes, give name(s) and details:

RESIDENCES

18. List your residential addresses for the past ten years starting with present address at top:

FROM: MO. YR.	TO: MO. YR.	STREET ADDRESS (Include county)	CITY/STATE (Include zip code)	LANDLORD (if applicable)

MILITARY SERVICE

19. Were you ever in the U.S. Military Service or any other military organization? Yes No

NOTE: If you answered yes to Item 19, answer questions 20-23.

20. Was your last discharge honorable? Yes No
If no, was it characterized as: bad conduct or dishonorable ?

21. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court or non-judicial punishment (Captain’s Mast, company punishment, Article 15, etc.), **or any other disciplinary action** while a member of the armed forces? Yes No

If yes, explain:

22. List any disciplinary action taken against you in the National Guard or other reserve unit:

23. If you are presently a member of the National Guard or any military reserve unit, give the unit, the location and describe your obligation:

USE OF ALCOHOL OR DRUGS

NOTE: In questions 24, 25, 26 and 27, the words drink or used mean "one time or more, including experimentation." If any answer is yes, give full and complete details.

24. Do you drink alcoholic beverages?
If yes, to what degree?

Yes No

25. Have you ever used marijuana?
If yes, what were the circumstances?

Yes No

When was the last time you used marijuana? _____

26. Have you ever used any other illegal drugs, including but not limited to: opiates, pills, heroin, cocaine, crack, LSD, Ecstasy, etc.
If yes, what were the circumstances?

Yes No

When was the last time? _____

27. Have you ever used prescription drugs **other** than under the supervision of or as prescribed by a physician?
If yes, what were the circumstances?

Yes No

When was the last time? _____

CRIMINAL OFFENSE RECORD

NOTE: In the following questions, include all offenses other than minor traffic offenses. The following are **not** minor traffic offenses and must be listed below: DWI, DUI (alcohol or drugs), failure to stop in the event of an accident, driving while license permanently revoked and speeding to elude arrest.

Answer all of the following questions completely and accurately. Any falsifications or misstatements of fact may be sufficient to disqualify you. If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life, or whether an offense remains on your record, you should answer "Yes." You should answer "No," **only** if you have never been arrested or charged, or your record was expunged by a judge's court order.

28. Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? Yes No
(The term "charged" includes being issued a citation or criminal summons.)

If yes, give details:

- A. Offense Charged: _____ Law Enforcement Agency: _____
Date: _____ Disposition of Case: _____
- B. Offense Charged: _____ Law Enforcement Agency: _____
Date: _____ Disposition of Case: _____
- C. Offense Charged: _____ Law Enforcement Agency: _____
Date: _____ Disposition of Case: _____
- D. Offense Charged: _____ Law Enforcement Agency: _____
Date: _____ Disposition of Case: _____

(Attach extra sheets, if necessary)

29. Have you ever been charged with or convicted of a felony? Yes No
If yes, give details:

30. Have you ever been placed on probation? Yes No
If yes, give details:

31. Have you ever been required to pay a fine in excess of \$100.00? Yes No
(this does not include court costs) If yes, give details:

DRIVING RECORD

32. Can you operate a motor vehicle? Yes No

33. Do you possess a valid driver's license from the State of North Carolina? Yes No
Driver's License Number _____ Year Issued _____

34. Do you possess a driver's license from any other state? Yes No
If yes, give state and License Number _____

35. Was your license ever suspended or revoked? If yes, give details: Yes No

36. Was your license ever restored? Yes No When? _____

37. Have your driving privileges ever been restricted by a court? Yes No
If yes, give details:

SPECIAL SKILLS

38. List special skills, training, areas of experience, other than those listed on the state application, which may be useful in the performance of the duties of the position for which you have applied:

REFERENCES

39. Give the names of five responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience and other qualities.

NAME	ADDRESS	TELEPHONE

STATE OF NORTH CAROLINA
COUNTY OF _____

I hereby certify that each and every statement made on this form is true and complete and I understand that any misstatement or omission of information will subject me to disqualification or dismissal. I also acknowledge that I have a continuing duty to update all information contained in this document. I will report to the employing agency and forward to the North Carolina Criminal Justice Education and Training Standards Commission any additional information about occurrences after the signing of this document.

This is the _____ day of _____, 20____
_____ (Signature in full)

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

Notary Public (Official Seal)

My Commission Expires _____, 20____