**THE UNIVERSITY OF TEXAS**

**SYSTEM POLICE**



**Background Investigation Report**

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| APPLICANT : *First, MI, Last* | INVESTIGATOR: *Rank/title, First, last* |
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| **INSTITUTION:** |
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| **BACKGROUND INVESTIGATOR(S)** | | |
| **Name** | Signature | Date |
|  |  | /    / |
| **Phone:** |
| **Email:** |
|  |  | /    / |
| **Phone:** |
| **Email:** |

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| **Reviewer(s)** | | |
| **Name** | Signature | Date |
|  |  | /    / |
| **Phone:** |
| **Email:** |
|  |  | /    / |
| **Phone:** |
| **Email:** |

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| **DOES THE APPLICANT MEET MINIMUM STANDARDS?** |
| If this applicant is rejected, is he/she eligible for reconsideration at a later date?  Yes  No When**?** **/** **/** |

# GENERAL REPUTATION

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| **Investigator Instructions: APPLICANT’S GENERAL REPUTATION** |
| * *Describe the applicant’s general reputation for the position sought.* * *For categories that require explanation, use complete sentences and thorough detail. The typing form fields will expand to accommodate the needs of the user.* * *An answer must be submitted for all categories listed below.* * *Clarify the positive qualifications the applicant possesses such as*   + *Degrees such as Bachelors and Masters*   + *High Awards*   + *Above Average Evaluations from past employers*   + *Comments from some of their references* * *Clarify the negative qualifications the applicant possesses such as* |
| * + *Drug use*   + *Terminations*   + *Significant traffic issues*   + *Serious undetected acts* |

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| **GENERAL REPUTATION** |
| **What is the general reputation of the applicant?** |
| **What positive qualities do people say the applicant brings to policing?** |
| **What negative qualities does the applicant possess?** |
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# APPLICANT INFORMATION

|  |  |  |  |  |  |
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| **NAME OF APPLICANT:** | | | | | |
| **First Name** | Middle Name | | Last Name | Suffix | |
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| **Not Applicable** | **MAIDEN NAME:** | | |
| **First Name** | | Middle Name | Last Name |
|  | |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT INFORMATION:** | | | | | | | | | | | | |
| **Date of Birth:**   /    / | | | | Place of Birth: | | City: | | | State: | | | Country: |
| **Driver’s License**  **Information:** | | State:  Number: | | | | | Social Security Number:        -     - | | | | | |
| **Height:** | | Weight: | | | | | Hair Color: | | | Eye Color: | | |
| **Current Street Address:** | | | | | | | | | | | | |
| **City:** | | | State: | | | | | ZIP: | | | County: | |
| **Mailing Address, if different than above:** | | | | | | | | | | | | |
| **Phone Number(s):** | Cell Phone  (   )     - | | | | Other Phone  (   )     - | | Email Address: | | | | | |

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| **PROFESSIONAL CERTIFICATION INFORMATION:** | |
| **PID#:** | TYPE OF CERTIFICATION:  Police Officer  Telecommunicator |
| **Temporary Telecommunicator**  **Jailer**  **Temporary Jailer** | |
| **Proficiency Rating:**  **License** **Basic**  **Intermediate**  **Advanced**  **Master** | |
| **Additional Certificates:**  **Instructor** **Firearms Instructor**  **Mental Health Officer  DRE**  **Bike  SFST Instructor  Other?** | |
| **Does applicant have a private investigator license for the State of Texas?  Yes  No**  **If yes, has the applicant been advised that it is listed as an unauthorized off duty employment option listed in UT System Policy #405 and they must forfeit this practice?  Yes  No** | |

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| **Not Applicable** | **Basic Licensure Academy** |
| **From**    / | Academy Name: |
| **To**    / | City State  Academy Location: |
| **Did they graduate the academy?** | Yes  No |
| **Name of Academy Coordinator?** |  |
| **Did they receive any awards, such as: top cadet, physical fitness, academic, top gun?**  Yes  No If yes, explain: | |
| **Did they receive any counseling, written reprimands, formal complaints, or asked to quit or resign?**  Yes  No If yes, explain: | |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | |
| **Additional Information:** | |

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| **NOTES or Addition Information:** *the typing field expands to accommodate the needs of the user.* |
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# LAW ENFORCEMENT APPLICATIONS

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| **Investigator Instructions: LAW ENFORCEMENT APPLICATIONS** |
| * *List all law enforcement applications submitted by the applicant in the past 15 years.* * *If the applicant was hired, you do not need to list it (should be in work history section).* * *This includes applications for: jailer, constable, deputy, parks and wildlife warden/ranger, telecommunicator, dispatch or call taking, and security guard positions if it was with a law enforcement agency.* * *Include any internships they applied for, that were with a law enforcement agency.* * *All agencies must be listed regardless of the outcome or current status (unless hired).* * *Check all boxes that apply for each agency.* * *If more boxes are needed, “highlight” the box and “Copy” and “Paste” it below the last box provided.* |

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| --- | --- | --- |
| **Not Applicable** | **LAW ENFORCEMENT APPLICATION #1** | |
| **Date Applied:**     / | Agency Name: | |
| City State  Agency Location: | |
| **Agency Contact:** | Phone: (   )     -      Fax: (   )     - | |
| **Title Applied For:** | Police Cadet  Police Officer  Telecommunicator  Deputy  Jailer    Security Guard  Intern  Other Explain: | |
| **Status of Application:** | Hired  Withdrawn  On List  Not Selected  Disqualified | |
| **If disqualified, what part did they fail?** | Written Exam  Physical Agility Test  Application Packet  Interview/Board  Polygraph  Psychological  Background  Other? | |
| **Background completed by agency?  Yes  No** | | Results? |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | |
| **Additional Information:** | | |

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| --- | --- | --- |
| **Not Applicable** | **LAW ENFORCEMENT APPLICATION #2** | |
| **Date Applied:**     / | Agency Name: | |
| City State  Agency Location: | |
| **Agency Contact:** | Phone: (   )     -      Fax: (   )     - | |
| **Title Applied For:** | Police Cadet  Police Officer  Telecommunicator  Deputy  Jailer    Security Guard  Intern  Other Explain: | |
| **Status of Application:** | Hired  Withdrawn  On List  Not Selected  Disqualified | |
| **If disqualified, what part did they fail?** | Written Exam  Physical Agility Test  Application Packet  Interview/Board  Polygraph  Psychological  Background  Other? | |
| **Background completed by agency?  Yes  No** | | Results? |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | |
| **Additional Information:** | | |

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| **Not Applicable** | **LAW ENFORCEMENT APPLICATION #3** | |
| **Date Applied:**     / | Agency Name: | |
| City State  Agency Location: | |
| **Agency Contact:** | Phone: (   )     -      Fax: (   )     - | |
| **Title Applied For:** | Police Cadet  Police Officer  Telecommunicator  Deputy  Jailer    Security Guard  Intern  Other Explain: | |
| **Status of Application:** | Hired  Withdrawn  On List  Not Selected  Disqualified | |
| **If disqualified, what part did they fail?** | Written Exam  Physical Agility Test  Application Packet  Interview/Board  Polygraph  Psychological  Background  Other? | |
| **Background completed by agency?  Yes  No** | | Results? |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | |
| **Additional Information:** | | |

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| **Not Applicable** | **LAW ENFORCEMENT APPLICATION #4** | |
| **Date Applied:**     / | Agency Name: | |
| City State  Agency Location: | |
| **Agency Contact:** | Phone: (   )     -      Fax: (   )     - | |
| **Title Applied For:** | Police Cadet  Police Officer  Telecommunicator  Deputy  Jailer    Security Guard  Intern  Other Explain: | |
| **Status of Application:** | Hired  Withdrawn  On List  Not Selected  Disqualified | |
| **If disqualified, what part did they fail?** | Written Exam  Physical Agility Test  Application Packet  Interview/Board  Polygraph  Psychological  Background  Other? | |
| **Background completed by agency?  Yes  No** | | Results? |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | |
| **Additional Information:** | | |

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| **Not Applicable** | **LAW ENFORCEMENT APPLICATION #5** | |
| **Date Applied:**     / | Agency Name: | |
| City State  Agency Location: | |
| **Agency Contact:** | Phone: (   )     -      Fax: (   )     - | |
| **Title Applied For:** | Police Cadet  Police Officer  Telecommunicator  Deputy  Jailer    Security Guard  Intern  Other Explain: | |
| **Status of Application:** | Hired  Withdrawn  On List  Not Selected  Disqualified | |
| **If disqualified, what part did they fail?** | Written Exam  Physical Agility Test  Application Packet  Interview/Board  Polygraph  Psychological  Background  Other? | |
| **Background completed by agency?  Yes  No** | | Results? |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | |
| **Additional Information:** | | |

# MARITAL, SERIOUS RELATIONSHIP, AND FAMILY HISTORY

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| **Investigator Instructions: MARITAL, SERIOUS RELATIONSHIPS FAMILY HISTORY** |
| * *List all the applicant’s marriages, serious relationships and/or divorces.* * *If the applicant has a child with someone, they are considered a serious relationship.* * *Interview all current and past serious relationship partners.* * *If more boxes are needed, “highlight” the box and “Copy” and “Paste” it below the last box provided.* |

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| --- | --- | --- | --- |
| **Not Applicable** | **CURRENT SPOUSE/ SERIOUS RELATIONSHIP** | | |
| **Name:** | | Address: | |
| **Date of Birth:**    /    / | |
| **Phone:** (   )     **-** | | Email: | |
| **Dates of the relationship:**    /      to    / | | | Date of Divorce/Separation:  N/A    / |
| **List Children(s) names and DOB from the Relationship:**  **Not Applicable** | | | |
| **Reason(s) for the Divorce/Separation (Explain):**  N/A | | | |
| **Results of Interview with Spouse / Ex-member of Relationship:** (If yes to any below, explain in additional information section)  Any indication of alcohol or drug abuse? Yes  No  Any indication of domestic violence? Yes  No  Any indication of child abuse or neglect? Yes  No  N/A  Is there, or has there ever been a restraining or protective order in effect with this individual? Yes  No | | | |
| Applicant’s normal temperament at home?  How does applicant deal with stress? | | | |
| **Additional Information:** | | | |

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| --- | --- | --- | --- |
| **Not Applicable** | **PAST SPOUSE/ SERIOUS RELATIONSHIP** | | |
| **Name:** | | Address: | |
| **Date of Birth:**    /    / | |
| **If deceased, date of death:**    /    / | |
| **Phone:** (   )     **-** | | Email: | |
| **Dates of the relationship:**    /      to    / | | | Date of Divorce/Separation:  N/A    / |
| **List Children(s) names and DOB from the Relationship:  Not Applicable** | | | |
| **Reason(s) for the Divorce/Separation (Explain):**  N/A | | | |
| **Results of Interview with Spouse / Ex-member of Relationship:** (If yes to any below, explain in additional information section)  Any indication of alcohol or drug abuse? Yes  No  Any indication of domestic violence? Yes  No  Any indication of child abuse or neglect? Yes  No  N/A  Is there, or has there ever been a restraining or protective order in effect with this individual? Yes  No | | | |
| Applicant’s normal temperament at home?  How does applicant deal with stress? | | | |
| **Additional Information:** | | | |

# FRIENDS, ASSOCIATES, RELATIVES & FAMILY RELATIONS

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| **Investigator Instructions: APPLICANT’S FRIENDS, ASSOCIATES, RELATIVES & FAMILY RELATIONS** |
| * *Describe the applicant’s friends, associates, relatives & family.* * *For categories that require explanation, use complete sentences and thorough detail. The typing form fields will expand to accommodate the needs of the user.* * *An answer must be submitted for all categories listed below. If the category is “Not Applicable” to the applicant, note that fact as the answer to the category.* |

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| **FRIENDS, ASSOCIATES, RELATIVE & FAMILY RELATIONS** |
| **What is the general reputation of the applicant’s friends, associates, and family relations?** |
| **Does the applicant have any friends, associates, and relatives who repeatedly break the law?** |
| **If so, to what extent is the applicant’s association with such persons?** |
| **Was the applicant aware of the criminal behavior of friends?** |

# CONTACTS

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| **Investigator Instructions: CONTACTS** |
| * *List the persons that you contacted that provided or corroborated the information in this document.* |

|  |  |
| --- | --- |
| **Contact #1** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

|  |  |
| --- | --- |
| **Contact #2** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

|  |  |
| --- | --- |
| **Contact #3** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

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| --- | --- |
| **Contact #4** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

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| --- | --- |
| **Contact #5** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

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| **Contact #6** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

|  |  |
| --- | --- |
| **Contact #7** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

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| --- | --- |
| **Contact #8** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

|  |  |
| --- | --- |
| **Contact #9** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

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| **Contact #10** | **Name:** |
| **Relationship to Applicant:**    **How long have they known this person?** | **Email :** |
| **Phone:** (   )     - |

# EDUCATION HISTORY

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| **Investigator Instructions: EDUCATION HISTORY** |
| * *List the high school from which the applicant graduated.* * *List all colleges, universities and trade schools attended since high school. Insert additional entries as needed.* |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **HIGH SCHOOL** | |
| **From:**    /      **To:**    / | Name of High School: | |
| **High School Location:** | City State | |
| **GPA:** | Did you graduate? Yes  No | Graduation Date:    /       N/A |
| **Awards:** | | |
| **Academic Probation, Suspensions or Expulsions:** | | |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **HIGH SCHOOL #2** | |
| **From:**    /      **To:**    / | Name of High School: | |
| **High School Location:** | City State | |
| **GPA:** | Did you graduate? Yes  No | Graduation Date:    /       N/A |
| **Awards:** | | |
| **Academic Probation, Suspensions or Expulsions:** | | |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **General Education Development/ General Equivalency Diploma (G.E.D)** | |
| **Date G.E.D was awarded:**    / | |  |
| **State that issued G.E.D:** | | G.E.D Certificate Number: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Not Applicable** | | **COLLEGE/UNIVERSITY** | | |
| **From:**    /      **To:**    / | | Name of College or University: | | |
| **College or University Location:** | | City State | | |
| **Course of Study?** | | | Total Credit Hours: | |
| **Type of Degree?**  **College Credit**  **Certificate**  **Associates**  **Bachelors**  **Master**  **Doctorate** | | | | |
| **GPA:** | Did you graduate? Yes  No | |  | Graduation Date:    /       N/A |
| **Awards:** | | | | |
| **Academic Probation, Suspensions or Expulsions:** | | | | |

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| --- | --- | --- | --- | --- |
| **Not Applicable** | | **COLLEGE/UNIVERSITY #2** | | |
| **From:**    /      **To:**    / | | Name of College or University: | | |
| **College or University Location:** | | City State | | |
| **Course of Study?** | | | Total Credit Hours: | |
| **Type of Degree?**  **College Credit**  **Certificate**  **Associates**  **Bachelors**  **Master**  **Doctorate** | | | | |
| **GPA:** | Did you graduate? Yes  No | |  | Graduation Date:    /       N/A |
| **Awards:** | | | | |
| **Academic Probation, Suspensions or Expulsions:** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Not Applicable** | | **TRADE/VOCATIONAL SCHOOL** | | |
| **From:**    /      **To:**    / | | Name of Trade/Vocational School: | | |
| **Trade School Location:** | | City State | | |
| **GPA:** | Did you graduate? Yes  No | |  | Graduation Date:    /       N/A |
| **Awards:** | | | | |
| **Academic Probation, Suspensions or Expulsions:** | | | | |

# WORK HISTORY

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| **Investigator Instructions: WORK HISTORY** |
| * *List employment information for all jobs held within the last 15 years from the date the packet is provided to the applicant. Insert additional entries as needed.* * *Include all full time, part time, temporary, self-employment and volunteer positions.* * *For categories that require explanation, use complete sentences and thorough detail. The typing fields expand to accommodate the needs of the user.* * *Answer must be submitted for all categories listed below. If the category is “Not Applicable” to the applicant, note that fact as the answer to the category.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Not Applicable** | **WORK LOCATION #1** | | |
| **Company Name:** | | | Employed from:    /      to    / |
| **Applicant’s Title:** | |  | |
| **Performance Level:** | | Above Average  Average  Below Average | |
| **Applicant’s eligibility for rehire:**  Yes  No  Unable to verify  Other? (Explain in Additional Information) | | | |
| **Awards and recognition received by applicant:** | | | |
| **Work related issues?** (terminations, discipline, tardiness, absenteeism, behavior or emotional problems, work relationship issues)  Yes  No If yes, explain: | | | |
| **Any discrepancies in why applicant left:**  Yes  No If yes, explain: | | | |
| **Name of supervisor(s) that you spoke with?**        **Results of interview with supervisor:** | | | |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | | |
| **Additional Information:** | | | |

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| --- | --- | --- | --- |
| **Not Applicable** | **WORK LOCATION #2** | | |
| **Company Name:** | | | Employed from:    /      to    / |
| **Applicant’s Title:** | |  | |
| **Performance Level:** | | Above Average  Average  Below Average | |
| **Applicant’s eligibility for rehire:**  Yes  No  Unable to verify  Other? (Explain in Additional Information) | | | |
| **Awards and recognition received by applicant:** | | | |
| **Work related issues?** (terminations, discipline, tardiness, absenteeism, behavior or emotional problems, work relationship issues)  Yes  No If yes, explain: | | | |
| **Any discrepancies in why applicant left:**  Yes  No If yes, explain: | | | |
| **Name of supervisor(s) that you spoke with?**        **Results of interview with supervisor:** | | | |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | | |
| **Additional Information:** | | | |

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| --- | --- | --- | --- |
| **Not Applicable** | **WORK LOCATION #3** | | |
| **Company Name:** | | | Employed from:    /      to    / |
| **Applicant’s Title:** | |  | |
| **Performance Level:** | | Above Average  Average  Below Average | |
| **Applicant’s eligibility for rehire:**  Yes  No  Unable to verify  Other? (Explain in Additional Information) | | | |
| **Awards and recognition received by applicant:** | | | |
| **Work related issues?** (terminations, discipline, tardiness, absenteeism, behavior or emotional problems, work relationship issues)  Yes  No If yes, explain: | | | |
| **Any discrepancies in why applicant left:**  Yes  No If yes, explain: | | | |
| **Name of supervisor(s) that you spoke with?**        **Results of interview with supervisor:** | | | |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | | |
| **Additional Information:** | | | |

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| --- | --- | --- | --- |
| **Not Applicable** | **WORK LOCATION #4** | | |
| **Company Name:** | | | Employed from:    /      to    / |
| **Applicant’s Title:** | |  | |
| **Performance Level:** | | Above Average  Average  Below Average | |
| **Applicant’s eligibility for rehire:**  Yes  No  Unable to verify  Other? (Explain in Additional Information) | | | |
| **Awards and recognition received by applicant:** | | | |
| **Work related issues?** (terminations, discipline, tardiness, absenteeism, behavior or emotional problems, work relationship issues)  Yes  No If yes, explain: | | | |
| **Any discrepancies in why applicant left:**  Yes  No If yes, explain: | | | |
| **Name of supervisor(s) that you spoke with?**        **Results of interview with supervisor:** | | | |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | | |
| **Additional Information:** | | | |

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| --- | --- | --- | --- |
| **Not Applicable** | **WORK LOCATION #5** | | |
| **Company Name:** | | | Employed from:    /      to    / |
| **Applicant’s Title:** | |  | |
| **Performance Level:** | | Above Average  Average  Below Average | |
| **Applicant’s eligibility for rehire:**  Yes  No  Unable to verify  Other? (Explain in Additional Information) | | | |
| **Awards and recognition received by applicant:** | | | |
| **Work related issues?** (terminations, discipline, tardiness, absenteeism, behavior or emotional problems, work relationship issues)  Yes  No If yes, explain: | | | |
| **Any discrepancies in why applicant left:**  Yes  No If yes, explain: | | | |
| **Name of supervisor(s) that you spoke with?**        **Results of interview with supervisor:** | | | |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | | |
| **Additional Information:** | | | |

# UNEMPLOYMENT RECORD

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| **Investigator Instructions: UNEMPLOYMENT RECORD** |
| * *List all periods of unemployment over the last 15 years that were in excess of 30 days.* * *If the applicant was attending school full time, do not list that time as unemployment.* * *Double check the dates listed in the work history section for gaps in the employment record.* * *If the applicant did not have any periods of unemployment, check the “Not Applicable” box below.* * *Insert additional entries as needed.* |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **UNEMPLOYMENT PERIOD #1** | |
| **Dates of Unemployment:**    /      to    / | | Applicant began seeking employment again on:    / |
| **What did the applicant do during the period of unemployment?** *(Temporary or contract work, Unemployment Insurance, etc.) Explain:* | | |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **UNEMPLOYMENT PERIOD #2** | |
| **Dates of Unemployment:**    /      to    / | | Applicant began seeking employment again on:    / |
| **What did the applicant do during the period of unemployment?** *(Temporary or contract work, Unemployment Insurance, etc.) Explain:* | | |

# MILITARY RECORD

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| --- |
| **Investigator Instructions: MILITARY RECORD** |
| * *Summarize the information from the applicant’s military paperwork. If the applicant was not in the military, check the “Not Applicable” box below.* * *Investigator should call and speak with last supervisor of last military unit applicant was assigned to.* * *Investigator should contact the Military Police or CID division at each base where the applicant was assigned (document in criminal history checks, also).* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Not Applicable** | **APPLICANT’S MILITARY HISTORY** | | | |
| **Branch(s) of Military applicant serve(d) in:** | | | ARMY  AIR FORCE  NAVY  MARINES  COAST GUARD  NATIONAL GUARD  RESERVES | |
| **Induction Date:**    /    / | | Discharge Date:    /    / | | Type of Discharge:  Entry Level  Honorable  General  OTH (Other than Honorable) |
| **Highest rank attained:** | | | | Rank at discharge: |
| **Has applicant ever received a reduction in rank?**  Yes  NoIf yes, give dates and reason for reduction in rank: | | | | |
| **Has applicant ever been the subject of any judicial or non-judicial disciplinary action, such as: court martial, captain’s mast, office hours, company punishment?**  Yes  NoIf yes, explain: | | | | |
| **Has applicant ever been denied a security clearance, or had a clearance revoked, suspended or downgraded, either military or any other federal, state, or municipal clearance?**  Yes  NoIf yes, explain: | | | | |
| **Special Training / Skills they obtained:** | | | | |
| **Noteworthy Awards and Medals they received:** | | | | |
| **Were you able to verify all information the applicant provided?  Yes  No Results:** | | | | |
| **Name of supervisor(s) that you spoke with?**        **Results of interview with supervisor:** | | | | |
| **Additional Information:** | | | | |

# FINANCIAL HISTORY

|  |
| --- |
| **Investigator Instructions: APPLICANT’S FINANCIAL HISTORY** |
| * *List the requested financial information for the applicant and applicant’s significant other.* * *If the various categories of financial history do not apply, check the “Not Applicable” box below.* |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT’S CURRENT INCOME AND EXPENDITURES** | | | | | | |
| **Applicant’s Monthly Take Home Amount of Income (Salary and Other):** | | | | | | $     . |
| **Source(s) of Income:** | | | | | | |
| **Monthly Take Home Amount of Income (Salary and Other) for Spouse/Serious Relationship Partner:** | | | | | | $     . |
| **Source(s) of Income:** | | | | | | |
| **Total Monthly Expenditures:** $     **.** | | | | | Credit Score: | |
|  | Housing: | | $     . | | | |
|  | Utilities: | | $     . | | | |
|  | Credit Card(s): | | $     . | | | |
|  | Childcare: | | $     . | | | |
|  | Cable/Internet: | | $     . | | | |
|  | Cell Phone: | | $     . | | | |
|  | Student Loan(s): | | $     . | | | |
|  | Vehicle(s): | | $     . | | | |
|  | Vehicle Insurance: | | $     . | | | |
|  | Food: | | $     . | | | |
|  | Entertainment: | | $     . | | | |
|  | Other (list): | |  | | | |
|  | |  | | $     . | | |
|  | |  | | $     . | | |
|  | |  | | $     . | | |

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| --- | --- | --- | --- |
| **Not Applicable** | **PAST-DUE ACCOUNTS** | | |
| **Company Name:** | Is this account currently past due? | Number of Days Late: | Currently on a payment plan? |
|  | Yes  No |  | Yes  No |
|  | Yes  No |  | Yes  No |
|  | Yes  No |  | Yes  No |
|  | Yes  No |  | Yes  No |
|  | Yes  No |  | Yes  No |
| **Reason for the past-due accounts?** | | | |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **BANKRUPTCIES** | |
| **TYPE:** | DATE: | REASON FOR FILING BANKCRUPTCY: |
|  | /    / |  |
|  | /    / |  |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **REPOSSESSIONS** | |
| **TYPE:** | DATE: | REASON FOR REPOSSESSIONS: |
|  | /    / |  |
|  | /    / |  |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **INSUFFICIENT FUNDS CHECK RETURNED** | |
| **TYPE:** | DATE: | REASON FOR INSUFFICIENT FUNDS CHECK RETURNED: |
|  | /    / |  |
|  | /    / |  |

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| --- | --- |
| **Not Applicable** | **Other financial issues the applicant admitted on Personal History Statement? How was this verified?** |
|  | |

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| --- | --- |
| **Not Applicable** | **What Steps has the applicant taken to reverse his or her negative financial history and additionally, what is he or she doing to prevent getting into financial trouble again in the future? Explain:** *(Credit Counseling? etc.)* |
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| **NOTES or Additional Information:** *the typing field expands to accommodate the needs of the user.* |
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# CRIMINAL AND TRAFFIC HISTORY

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| **Investigator Instructions: APPLICANT’S CRIMINAL AND TRAFFIC HISTORY** |
| * *List and explain all undetected acts, detentions, and arrests (both custodial and non-custodial) of the applicant since age 15.* * *For the past 5 years, list all traffic citations and accidents where the applicant was the driver and found at fault.* * *Do not include parking tickets or verbal warnings.* |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **Criminal Incident #1** | |
| **Date:**    / | If there was an investigating Law Enforcement Agency, list who investigated: | N/A |
| **Charge / Nature of Event:** |  | Disposition:  N/A |
| **Applicant’s Explanation:** |  | |
| **How was the event discovered and verified?** |  | |
| **Additional Information:** |  | |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **Criminal Incident #2** | |
| **Date:**    / | If there was an investigating Law Enforcement Agency, list who investigated: | N/A |
| **Charge / Nature of Event:** |  | Disposition:  N/A |
| **Applicant’s Explanation:** |  | |
| **How was the event discovered and verified?** |  | |
| **Additional Information:** |  | |

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| --- | --- | --- |
| **Not Applicable** | **Criminal Incident #3** | |
| **Date:**    / | If there was an investigating Law Enforcement Agency, list who investigated: | N/A |
| **Charge / Nature of Event:** |  | Disposition:  N/A |
| **Applicant’s Explanation:** |  | |
| **How was the event discovered and verified?** |  | |
| **Additional Information:** |  | |

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| --- | --- | --- |
| **Not Applicable** | **Criminal Incident #4** | |
| **Date:**    / | If there was an investigating Law Enforcement Agency, list who investigated: | N/A |
| **Charge / Nature of Event:** |  | Disposition:  N/A |
| **Applicant’s Explanation:** |  | |
| **How was the event discovered and verified?** |  | |
| **Additional Information:** |  | |

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| --- | --- | --- | --- |
| **Not Applicable** | **Traffic Incident #1** | | |
| **Date:**    / | Law Enforcement Agency that investigated:  N/A | | |
| **Type of Traffic Event:** | Traffic Accident  Ticket/Written Warning; what were they cited for? | | |
| **Disposition of Citation:** | Not Guilty  Paid Fine  Defensive Driving School  Dismissed  Other? | | |
| **Traffic accident, were they found at fault:** | Yes  No  Unknown | | |
| **Applicant’s Explanation:** |  | | |
| **How was the event discovered?** | Applicant Self-Disclosed  Background Investigation | How was the event verified?  (check all that apply) | Driving Record  Records Check  Unable to Verify |
| **Additional Information:** | | | |

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| --- | --- | --- | --- |
| **Not Applicable** | **Traffic Incident #2** | | |
| **Date:**    / | Law Enforcement Agency that investigated:  N/A | | |
| **Type of Traffic Event:** | Traffic Accident  Ticket/Written Warning; what were they cited for? | | |
| **Disposition of Citation:** | Not Guilty  Paid Fine  Defensive Driving School  Dismissed  Other? | | |
| **Traffic accident, were they found at fault:** | Yes  No  Unknown | | |
| **Applicant’s Explanation:** |  | | |
| **How was the event discovered?** | Applicant Self-Disclosed  Background Investigation | How was the event verified?  (check all that apply) | Driving Record  Records Check  Unable to Verify |
| **Additional Information:** | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Not Applicable** | **Traffic Incident #3** | | |
| **Date:**    / | Law Enforcement Agency that investigated:  N/A | | |
| **Type of Traffic Event:** | Traffic Accident  Ticket/Written Warning; what were they cited for? | | |
| **Disposition of Citation:** | Not Guilty  Paid Fine  Defensive Driving School  Dismissed  Other? | | |
| **Traffic accident, were they found at fault:** | Yes  No  Unknown | | |
| **Applicant’s Explanation:** |  | | |
| **How was the event discovered?** | Applicant Self-Disclosed  Background Investigation | How was the event verified?  (check all that apply) | Driving Record  Records Check  Unable to Verify |
| Additional Information: | | | |

# CRIMINAL AND TRAFFIC HISTORY CHECKS

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| --- | --- | --- |
| **CRIMINAL & TRAFFIC HISTORY CHECKS – *Sources to Consider*** | | |
| * *List all sources checked to verify the applicant’s criminal and traffic history record.* * *You should be checking local police departments and Sheriff’s offices for involvement.* | | |
| * *TCIC/NCIC* * *University / Campus Police* * *Municipal Police* * *County Police* | * *State Agencies* * *Military Police* * *Child Protective Services* * *Fire Department / Arson Unit* | * *Accurint/TDEX* * *Academy Applicant attended* * *Court Records* |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #1** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #2** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #3** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #4** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #5** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #6** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #7** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #8** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #9** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CRIMINAL AND TRAFFIC HISTORY CHECK SOURCE #10** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |
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| **Additional Information:** *the typing field expands to accommodate the needs of the user.* |
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# CIVIL LITIGATION HISTORY

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| **Investigator Instructions: CIVIL LITIGATION HISTORY** |
| * *List and explain all civil litigation involving the applicant for past 15 years. This includes all forms of civil litigation from divorce to tort claims.* * *List all sources checked to verify the applicant’s civil litigation history.* * *If the boxes do not apply, check the “Not Applicable” box below.* |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | | **CIVIL LITIGATION EVENT #1** |
| **Date:**    /    / | | Nature of Event: |
| **Disposition:** |  | |
| **Involved Parties:** | | |
| **How was this discovered / verified?** | | |
| **Applicant’s Explanation:** | | |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | | **CIVIL LITIGATION EVENT #2** |
| **Date:**    /    / | | Nature of Event: |
| **Disposition:** |  | |
| **Involved Parties:** | | |
| **How was this discovered / verified?** | | |
| **Applicant’s Explanation:** | | |

# CIVIL LITIGATION CHECKS

|  |  |  |  |
| --- | --- | --- | --- |
| **CIVIL LITIGATION – *Sources to Consider*** | | | |
| * ***County Courts*** | * *District Courts* | * *Accurint.com* | * *Credit Report* |

|  |  |
| --- | --- |
| **CIVIL LITIGATION CHECK SOURCE #1** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

|  |  |
| --- | --- |
| **CIVIL LITIGATION CHECK SOURCE # 2** | |
| **Name of Source:** | |
| **Date of Check:    /    /** | Results: |

# HISTORY OF NARCOTICS AND CONTROLLED SUBSTANCES

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| **Investigator Instructions: APPLICANT’S USE OF NARCOTICS AND CONTROLLED SUBSTANCES** |
| * *Describe the applicant’s use of narcotics and controlled substances for the position sought.* * *If the boxes do not apply, check the “Not Applicable” box below.* |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **Narcotic/Controlled Substance #1** | |
| **Type of Drug/ Narcotic/ Controlled Substance:** | |  |
| **Date(s) of occurrence:** | |  |
| **Last time used, possessed, sold, manufactured, or purchased:** | |  |
| **Applicant’s explanation concerning typical circumstances surrounding usage:** | |  |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **Narcotic/Controlled Substance #2** | |
| **Type of Drug/ Narcotic/ Controlled Substance:** | |  |
| **Date(s) of occurrence:** | |  |
| **Last time used, possessed, sold, manufactured, or purchased:** | |  |
| **Applicant’s explanation concerning typical circumstances surrounding usage:** | |  |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **Narcotic/Controlled Substance #3** | |
| **Type of Drug/ Narcotic/ Controlled Substance:** | |  |
| **Date(s) of occurrence:** | |  |
| **Last time used, possessed, sold, manufactured, or purchased:** | |  |
| **Applicant’s explanation concerning typical circumstances surrounding usage:** | |  |

# HISTORY OF ALCOHOL USE

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| --- |
| **Investigator Instructions: APPLICANT’S HISTORY OF ALCOHOL USE** |
| * *Describe the applicant’s use of alcohol for the position sought.* * *If the boxes do not apply, check the “Not Applicable” box below.* |

|  |  |  |
| --- | --- | --- |
| **Not Applicable** | **HISTORY OF ALCOHOL USE** |  |
| **Type of alcoholic beverage they consume:**  **Beer**  **Wine**  **Liquor/ Mixed Drinks** | | |
| **Typical Circumstances surrounding use:** | | |
| **Has there been any evidence found of a drinking problem?  Yes  No** | | |

# MEMBERSHIPS IN GROUPS, ASSOCIATIONS OR CLUBS

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| --- |
| **Investigator Instructions: APPLICANT’S MEMBERSHIPS IN GROUPS ASSOCIATIONS OR CLUBS** |
| * *Describe the applicant’s membership in any groups, associations or clubs.* * *If the boxes do not apply, check the “Not Applicable” box below.* |

|  |  |
| --- | --- |
| **Not Applicable** | **NAME OF ORGANIZATION #1** |
| **What is the general purpose of the organization?** | |
| **How active is the applicant in the organization?** | |
| **Applicant’s reasons or motives for joining?** | |
| **Applicant’s participation and engagement within the organization?** | |

|  |  |
| --- | --- |
| **Not Applicable** | **NAME OF ORGANIZATION #2** |
| **What is the general purpose of the organization?** | |
| **How active is the applicant in the organization?** | |
| **Applicant’s reasons or motives for joining?** | |
| **Applicant’s participation and engagement within the organization?** | |

# SOCIAL MEDIA

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| **Investigator Instructions: APPLICANT’S SOCIAL MEDIA USE** |
| * *Describe the applicant’s social media use* * *Investigators should view each social media site the applicant listed in a public viewing format* * *Investigators should complete a generic name and location check on a web search such as Google, Bing, Internet Explorer* |

|  |
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| **APPLICANT’S SOCIAL MEDIA ACTIVITY** |
| **Does the applicant have social networking, instant messaging, blogs or other internet-based profiles?**  Yes  No |
| **Did Background Investigator search for and view each of those social network sites in a “public-viewing” format?**  Yes  No  **Results of social media sites?** |
| **Did Background Investigator search for applicant on a general web search by name?**  Yes  No  **(Google, Bing, Images, news articles, blogs, comments posted on websites, etc.):**  **Results of web search of the applicant?** |

|  |
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| **PSYCHOLOGICAL EXAM RESULTS** |
| **Was the applicant found to have satisfactory psychological and emotional health to perform the duties, accept the responsibilities and meet the qualifications established by the appointing agency?**  Yes  No |

|  |
| --- |
| **POLYGRAPH EXAM RESULTS** |
| **Did the applicant make any additional pre-exam or post exam admissions, not originally disclosed?**  Yes  No  **Did investigator include these in the DP6?**  Yes  No  N/A  **Was the applicant found to be truthful and free from omissions in their application?**  Yes  No |

# PERSONAL AND EMOTIONAL HISTORY

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| --- |
| **Investigator Instructions: APPLICANT’S PERSONALITY AND EMOTIONAL HISTORY** |
| * *Describe the applicant’s personality suitability and emotional fitness for the position sought.* * *The information provided should be information that you obtained through the background investigation.* * *This includes comments and statements provided from past supervisors, co-workers, family members, and references.* * *Be sure to include who stated the comments and relationship to that person. An example would be: “Jane Smith, CEO at First Retail Job, stated the following, “John was an excellent employee. He was always on time for work and provided top notch customer service. He was selected at the employee of the month in 2015.”* |

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| --- |
| **PERSONALITY TRAITS**: *(Use examples to describe the applicant’s personality traits. Use complete sentences and thorough detail.)* |
| **Dependability:** |
| **Initiative:** |
| **Interpersonal Skills:** |
| **Integrity:** |
| **Self-Control:** |
| **Situational Reasoning:** |

|  |
| --- |
| **HISTORY OF EMOTIONAL PROBLEMS** |
| **Any incident where the applicant showed a lack of emotional control, mental health concerns, or other issues relevant to employment:  Yes  No If yes, explain details:** |