



Arizona Peace Officer Standards and Training Board



STATEMENT OF PERSONAL HISTORY AND APPLICATION FOR OPEN ENROLLMENT IN A COMMUNITY COLLEGE PROGRAM

I. TO THE APPLICANT

A.R.S. §41-1822(A)(4) states that, "Academies may admit individuals who are not appointed as peace officers **ONLY** if the individual meets the Board's minimum qualifications." This is **NOT** an application for peace officer certification.

II. A FALSE OR MISLEADING STATEMENT ON THIS FORM IS A CRIME UNDER §13-2704 AND §39-161 AND IS CAUSE TO DENY OR REVOKE PEACE OFFICER CERTIFICATION.

The existence of any of the following conditions may result in rejection from the selection process. These areas will be explored extensively during a background investigation including a polygraph examination:

- a. Illegal drug use.
- b. Participation in criminal activity or behavior.
- c. Poor Driving record.
- d. Dishonesty/providing false information.

III. PUBLIC DISCLOSURE OF INFORMATION

Your Social Security Number is required by A.R.S. §25-320 and is requested for identification and record keeping purposes. **AZ POST does not disclose Social Security Numbers in response to public record requests.**

IV. INSTRUCTIONS

Read every question carefully. Answer every question. If the question does not apply to you, write "DNA" in the answer space. **Do not leave blank answer spaces.** Please print clearly. When using the Continuation Sheet, please note the question number you are referring to. Applications that are incomplete or cannot be read will not be accepted.

I understand that if approved as a student in this program, neither my acceptance as an open enrollment participant nor my eventual graduation from this academy, can be considered a guarantee of my eligibility for certification by AZ POST as a peace officer in this state.

SIGNATURE OF APPLICANT: _____ DATE: _____

NOTE: POLICE AGENCIES - DO NOT USE THIS FORM IN YOUR HIRING PROCESS, USE FORM PH



Arizona Peace Officer Standards and Training Board



AUTHORIZATION FOR RELEASE OF INFORMATION FOR OPEN ENROLLMENT

I, _____, **DO HEREBY AUTHORIZE** any and all persons, employers, partnerships, corporations and all civilian and government entities, military agencies, law enforcement agencies, private, and city, county, state and federal entities to release, furnish and exchange, any and all available information relating to me for the purpose of determining my suitability to be appointed and certified as a peace officer.

This includes, but is not limited to, all information related to my employment, performance, disciplinary history, character, integrity, reputation, conduct, behavior and fitness for duty.

This authorizes release to the **Arizona Peace Officer Standards and Training Board** and the (community college) _____ and/or its (agents) _____.

This release is in addition to, and not intended to curtail or diminish, the authorization and immunity provided by statute. **I DO HEREBY RELEASE** from any and all liability, all persons or entities disclosing information pursuant to this release.

Signature of Applicant:

Date:

Sworn and Subscribed To Before Me This

Day of

,

By:

State of:

County of:

Signature of Notary Public:



Arizona Peace Officer Standards and Training Board



STATEMENT OF PERSONAL HISTORY AND APPLICATION FOR OPEN ENROLLMENT IN A COMMUNITY COLLEGE PROGRAM

ARIZONA ADMINISTRATIVE CODE R13-4-106: A person who seeks open enrollment shall complete and submit to the basic training academy, a personal history statement on a form prescribed by the Board before the start of a background investigation. The history statement shall contain answers to questions that aid in determining whether the person is eligible for certified status as a peace officer. The questions shall concern whether the person meets the minimum requirements for appointment, has engaged in conduct or a pattern of conduct that would jeopardize the public trust in the law enforcement profession and is of good moral character.

INSTRUCTIONS: Print or type all answers. Read every question carefully and answer every question. **DO NOT LEAVE BLANK SPACES.** If the question does not apply to you, print or type "DNA" in that answer block. Incomplete or unsigned statements cannot be processed. If additional space is required, use the Continuation Sheet. Also, use this sheet to expound on or explain your answers. All information provided is subject to verification. Information on this form may constitute a "public record or other matter" requiring public disclosure under Arizona's Public Records Law, A.R.S. §39-121 *et seq.*

| | | | |
|--|---|--|--------------------------------|
| 1. Name (Last, First, Middle): | | | |
| 2. Address: | | 3. City: | 4. State/Zip Code: |
| 5. Date of Birth (Month/Day/Year): | 6. Place of Birth (City, State): | 7. Social Security Number: | |
| 8. List any other names, DOB's or SSN's, you have used: | | | |
| 9. Current Marital Status: | | 10. Spouse's Name Before Marriage: | |
| 11. Home Telephone Number: | | 12. Work Telephone Number: | 13. Cell/Mobile Number: |
| 14. Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> PLEASE ATTACH A COPY OF BIRTH CERTIFICATE OR OTHER VERIFICATION OF CITIZENSHIP. | | | |
| 15. Do you have (Check One) <input type="checkbox"/> G.E.D. Certificate <input type="checkbox"/> High School Diploma Please attach a copy of one of the above. | | 16. When and where did you receive it? | |
| 17. MILITARY SERVICE: YES <input type="checkbox"/> NO <input type="checkbox"/> If YES attach the MEMBER - 4 copy of the DD 214 and continue with this section. If NO skip to #18. | | | |
| Branch of Service: _____ | | Date Entered: | Date Separated: |
| Honorable Discharge: YES <input type="checkbox"/> NO <input type="checkbox"/> _____ | | Were you ever arrested, cited or apprehended by military police? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES explain on the Continuation Sheet | |
| If NO list type of discharge/separation and explain on the Continuation Sheet | | Were you ever the subject of a report or investigation by military police or other investigative service (i.e., CID, NIS, OSI)? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES explain on the Continuation Sheet | |
| Are you currently a member of a U.S. Reserve or National Guard Unit? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES list current assignment: | | | |
| Did you ever receive a court martial or non-judicial punishment for a violation of the Uniform Code of Military Justice (UCMJ)? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES explain on the Continuation Sheet | | | |
| AGENCY VERIFICATION: | INITIALS: | DATE: | INITIALS: |
| U.S. Citizen (Documentation in File) | | High School Diploma/GED (Documentation in File) | |
| 21 Years of Age | | Military Service, if applicable (Documentation in File) | |

18. **PERSONAL REFERENCES:** List at least three people who have known you for over one year, excluding relatives or former employers, who can answer questions concerning your past conduct and character as it applies to your meeting the minimum standards for appointment.

| Name | Street Address, City, State, Zip Code | Home Telephone No. | Work Telephone No. | Years Known |
|------|---------------------------------------|--------------------|--------------------|-------------|
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19. **EXCLUDING FAMILY MEMBERS, LIST ALL PERSONS YOU HAVE LIVED WITH DURING THE PAST FIVE YEARS** Use the Continuation Sheet if necessary:

| Name | Street Address, City, State, Zip Code | Home Telephone No. | Relationship |
|------|---------------------------------------|--------------------|--------------|
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20. **FAMILY REFERENCES:** List all immediate relatives, (i.e., parents, siblings, spouse, ex-spouse(s), and all children). Use the Continuation Sheet if necessary:

| Name | Relationship | Age | Street Address, City, State, Zip Code | Telephone No. |
|------|--------------|-----|---------------------------------------|---------------|
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| AGENCY VERIFICATION: | INITIALS: | DATE: | INITIALS: |
| Personal References Contacted and Results Documented | | Residences and Family References Listed | |

21. **EMPLOYMENT HISTORY** Show all employment beginning with most recent employer. Use the Continuation Sheet if necessary:

| Dates of Employment | | Name and Address of Employer (Street, City, State) | Supervisor's Name and Phone Number | Job Title/Duties | Reason for Leaving |
|---------------------|----|---|---------------------------------------|------------------|--------------------|
| FROM | TO | | | | |
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22. **LIST ALL COLLEGES OR UNIVERSITIES YOU HAVE ATTENDED** Beginning with the most recent:

| School | Dates Attended | Course of Study | Degree Received or Total Credit Hours |
|--------|-------------------|-----------------|--|
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23. **RESIDENCES** List all residences during the past five years. Use the Continuation Sheet if necessary:

| FROM | TO | Street Address | City | State/County |
|------|----|----------------|------|--------------|
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| AGENCY VERIFICATION: | INITIALS: | DATE: | INITIALS: |
| Employment Verified and Results Documented | | Certificates or Degrees Documentation in File | |
| Residences Verified and Results Documented in File | | | |

24. **POLICE CONTACTS:** List all incidents in which you were cited, arrested, accused or charged with a crime other than traffic violations. Include incidents that occurred as a juvenile, any that were expunged, set aside, dismissed, referred to pre-trial diversion or pardoned. Provide a full explanation on the Continuation Sheet.

| Date | Location | Police Agency | Original Charge | Disposition / Court Action |
|------|----------|---------------|-----------------|----------------------------|
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25. **CIVIL ACTIONS** List all civil actions in which you were a party, (i.e., divorces, bankruptcy, small claims court, lawsuits etc.):

| Date | Location | Action or Proceeding | Disposition/Court Action |
|------|----------|----------------------|--------------------------|
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26. **CURRENT DRIVER'S LICENSE:**
 State: _____ Expiration Date: _____
 License Number: _____

27. **PREVIOUS DRIVER'S LICENSE INFORMATION:**
 List all states/countries where you have been licensed.

28. **HAVE YOU EVER HAD YOUR DRIVER'S LICENSE REVOKED OR SUSPENDED?** YES NO
 If YES provide a full explanation on the Continuation Sheet.

29. **MOTOR VEHICLE OPERATION** List all moving violations for which you were cited. Use the Continuation Sheet if necessary:

| Date | Location and Issuing Agency | Violation Charged | Collision Related | Court Disposition |
|------|-----------------------------|-------------------|--|-------------------|
| | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |
| | | | YES <input type="checkbox"/> NO <input type="checkbox"/> | |

| AGENCY VERIFICATION: | INITIALS: | DATE: | INITIALS: |
|--|-----------|---|-----------|
| Police Contacts Queried and Results Documented in Files | | Civil Actions Queried and Results Documented in Files | |
| Motor Vehicle Records Queried and Results Documented in File | | | |

35. Do you have prior peace officer certification/employment in any other states? YES NO

| If YES provide the following information: Name of Agency | Dates of Employment | | City | State |
|---|---------------------|----|------|-------|
| | From | To | | |
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- a. If prior certification, attach verification of most current continuing and proficiency training and firearms qualifications.
- b. Has your peace officer certification been revoked, suspended, canceled or denied for any reason? If YES provide a full explanation on the Continuation Sheet. YES NO
- c. Have you, while on duty as a peace officer and without authorization, used or been under the influence of spirituous liquor? If YES provide a full explanation on the Continuation Sheet. YES NO
- d. Have you received discipline for any improper conduct as a peace officer. If YES provide a full explanation on the Continuation Sheet. Discipline: Letter of reprimand/counseling, suspension, termination or demotion. YES NO

36. Have you applied with any other law enforcement agencies in the past three years? YES NO

| If YES provide the following information: Name of Agency | Date of Application | Was Polygraph Taken? | |
|---|---------------------|------------------------------|-----------------------------|
| | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

37. CERTIFICATION:

I hereby certify under penalty of law that the entries on this statement and the attached Continuation Sheet are true, complete and correct to the best of my knowledge and belief. These entries are made in good faith. I understand that a false or misleading statement on this form constitutes a violation of the law and is cause to deny, suspend or revoke peace officer certification.

SIGNATURE OF APPLICANT: _____ DATE: _____

| AGENCY VERIFICATION: | INITIALS: | DATE: | INITIALS: |
|---|-----------|---|-----------|
| Previous Agencies Applied To Queried and Results Documented | | Certification History Verified and Results Documented in File | |
| Training and Firearms Requirements Documentation in File | | Valid Certification Verified and Documentation in File | |
| Improper Conduct Researched and Documentation in File | | Fingerprint Card Submitted - AZ DPS | |
| Signature and Date Completed | | Fingerprint Card Submitted - FBI | |

Applicant Name: _____ Agency: _____

| AGENCY VERIFICATION OF APPLICANTS QUALIFICATIONS AND DOCUMENTATION | | Please initial |
|--|---|---------------------------------------|
| Page 1 | Code of Ethics read, signed and dated. | |
| Page 2 | Authorization for Release of Information fully completed and notarized. | |
| Page 3 | Agency Verification completed and results documented in file. | |
| Page 4 | Agency Verification completed and results documented in file. | |
| Page 5 | Agency Verification completed and results documented in file. | |
| Page 6 | Agency Verification completed and results documented in file. | |
| Page 7 | Agency Verification completed and results documented in file. | |
| Page 8 | Agency Verification completed and results documented in file. | |
| In-Person Review of AZPOST PH with Applicant to confirm information | | |
| Lateral Applicants – Prior Agency personnel file reviewed for past performance and/or prior misconduct | | |
| Applicant has applied with other agencies – inquiry completed with agency to determine status and/or disqualifiers identified. | | |
| Inconsistent information from applicant during background process, including polygraph, corrected by applicant on AZPOST PH form. | | |
| Applicant meets minimum qualifications and documentation is complete and in file. | | |
| Applicant does not meet minimum qualifications. | | Application Process Terminated |
| Reason for Disqualification: | | |
| | | |
| Medical Examination completed and in file and applicant meets standards. | | |
| Medical Examination completed and in file and applicant does not meet standards | | |
| ME and MH forms properly completed and in file. | | |
| F.B.I./D.P.S. record checks completed and in file. | | |
| F.B.I./D.P.S. record checks completed and in file and reflects arrest record. | | |
| F.B.I./D.P.S. record checks has been submitted, no return yet. | | |
| NCIC/III/ACIC/ACCH records check completed and in file and no record found. | | |
| NCIC/III/ACIC/ACCH records check completed and in file and record found. | | |
| Polygraph completed and report in file and applicant passed | | |
| Polygraph completed and report in file and applicant failed. | | |
| Applicant does not meet all requirements. | | Application Process Terminated |
| Reason for Disqualification: | | |
| | | |
| AGENCY CERTIFICATION: | | |
| <p>I hereby certify that I have reviewed this application for completeness and the required documentation in accordance with R13-4-106(C)(7) and hereby attest that this person meets minimum qualifications for appointment, has not engaged in conduct or a pattern of conduct that would jeopardize public trust in the law enforcement profession, is of good moral character and have completed this report to document that finding.</p> | | |
| NAME OF REVIEWER: _____ | | TITLE: _____ |
| SIGNATURE OF REVIEWER: _____ | | DATE: _____ |