

FORT BEND COUNTY SHERIFF'S OFFICE

VOLUNTEER PROGRAM APPLICATION



NAME OF APPLICANT

TELEPHONE NUMBER

Application Checklist

- ()
- _____ 1. Complete this Application Form as completely as possible
 - _____ 2. Hand Deliver the entire package to:
 - _____ 3. Copy of Drivers License or ID

You Are Not Alone (YANA) PROGRAM

1840 Richmond Parkway, Richmond, TX 77469

281-341-YANA (9262)



Fort Bend County Sheriff's Office

BACKGROUND INVESTIGATION

PERSONAL HISTORY STATEMENT

SECTION	PAGE
Instructions	3
Applicant I.D.	4
Family	5
Social	6
Military	6
Employment	6
Legal	7
Drug Usage	7,8
Release Authorization	9

"WE SERVE WITH PRIDE"

Volunteer Position Applied for: You Are Not Alone (YANA) Program

INSTRUCTIONS

READ CAREFULLY

Your Personal History Statement is subject to a complete background investigation consisting of family, personal, and employment history. Questions relating to age, height, weight and physical characteristics, when not specifically related to the job requirements are used for the purpose of identification in our background investigation and for no other purpose.

Any misstatement of fact or omission of material information reported in this Personal History Statement, or withholding new information that may affect your clearance from completing the background section for the condition of employment under contract or volunteer service within the Fort Bend County Sheriff's Office. If more space is needed to answer any question, use a separate piece of 8 1/2 X 11 lined notebook paper; be sure to number the question to which you are responding. All responses made by you will be held in the strictest confidence.

Print all answers in ink. **DO NOT TYPE.**

1. Answer every question. If the information requested does not apply to you, print "N/A" in the blank space provided.
2. If you cannot remember or do not know the requested information print "I cannot remember" or "I do not know" in the blank space. Do not use this as a scratch however, make all attempts to gather the information that you are lacking.
3. Once you have completed this personal history statement, notarize the last page and return it to your employment agency. Do not return it to any other person as it could possibly be misplaced.

Have you ever applied with the Fort Bend County Sheriff's Office or the Sheriff's Office Volunteer Program, Citizen Police Academy or any other contract position requiring a background investigation? _____ If yes, provide the following:

Date: _____ Reason why you separated from employment or program?

APPLICANT'S IDENTIFICATION

1. Name: _____
LAST FIRST MIDDLE MAIDEN
2. Your present residence: _____
3. Home Phone _____ Business Phone _____ Cellular/Pager _____ Email: _____
4. Names of the Persons whom you live with and relationship: _____

5. How long have you lived at your present address? _____
6. By what other names have you been known (nicknames, monikers, alias-refer to question #7)

7. Have you ever legally changed your name? _____ If yes, Date _____ Place _____
Court: _____ Reason: _____
8. Date of Birth: _____ Age: _____ Social Security Number _____
9. Place of Birth: City: _____ County: _____ State: _____ Country: _____
10. Are you: Single: _____ Married: _____ Divorced: _____ Separated: _____
11. Your: Height: _____ Weight: _____ Sex: _____ Do you wear glasses: _____
12. Natural Eye Color: _____ Hair: _____ Distinguishing Marks: _____

13. Current Driver License/Identification Card: _____
State Number Expiration Date
14. Are you a United States Citizen? Yes _____ No _____ Naturalized? Yes _____ No _____
Naturalization Number: _____
15. If you cannot be contacted during the day at home or at work, list a telephone number where messages can be left for you, with the name and relationship of the person to receive the messages:

16. List any languages you speak fluently:

FAMILY HISTORY or EMERGENCY CONTACT

17. PRESENT MARRIAGE (This includes common-law marriages)

Full name _____
DOB: _____ Occupation _____ Date of marriage _____
Number of children by this marriage: _____ Ages: _____
Is your spouse employed? _____ If Yes, Title _____
Name of spouse's employer: _____
Address: _____ Phone: _____

18. List all residences where you have lived for the past ten years. Attach additional sheet if necessary.

ADDRESS	FROM	TO

19. RELATIVES: List all immediate relatives living in the United States (Father, Mother, brothers, and sisters.)

NAME	RELATIONSHIP	ADDRESS	PHONE	AGE

SOCIAL HISTORY

20. List all clubs, societies and organizations of which you are or have been a member
(Include civic, religious, outlaw gang, party crew, car club, fraternity, non-school athletics)

NAME	ADDRESS	CITY AND STATE	DATES
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MILITARY RECORD

21. Have you served in the U.S. Armed Forces? Yes____No____

Date of Service: From_____To_____Branch of Service _____

Unit Designation/City and State _____

Military Service Number_____Highest rank held _____

Type of Discharge_____

EMPLOYMENT HISTORY

22. Have you ever been dismissed or asked to resign from any employment or position you have ever held?_____If yes, give the following:

Employer's Name: _____

Address:_____

Date:_____Reason(s) _____

23. Have you ever had any disciplinary action taken against you? If yes, give the following:

Employer's Name: _____

Address_____Phone Number _____

Date_____Nature of disciplinary action and reason(s):

LEGAL HISTORY

24. Have you ever been detained or arrested by a Peace Officer or summoned into court? If yes:

REASON	DATE	CITY & STATE	DISPOSITION

25. Has your driver license ever been suspended or revoked? If yes:

REASON	DATE	CITY & STATE	DISPOSITION

26. List to the best of ability all traffic citations you have received, excluding parking tickets:

Month/Year	Charge	City/State	Disposition

DRUG USAGE

27. Have you ever purchased any narcotics, illegal drugs, steroids or marijuana without a doctor's prescription for you or anyone else? This includes, but not limited to, giving someone else money to purchase any of them for you or to defray the cost, chip in, etc. If so, explain:

28. Have you ever sold or traded anything of value, OTHER THAN MONEY, to purchase any illegal drugs, or narcotics? If so, explain:

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I have reviewed this complete personal data statement and believe it to be true and correct to the best of my knowledge and recollection. I understand what willfully withholding information or making false statements concerning this statement will be basis for rejection.

I also understand that after I have turned in this personal history statement, I must inform the Sheriff's Human Resource Section immediately, of any changes or updates of information contained in this statement. Failure to do so could be basis for rejection.

I also do hereby authorize a review and full disclosure of all records concerning myself to any duty authorized agent of the Fort Bend County Sheriff's Office, whether the said records are of public, private confidential nature.

The intent of this authorization is to give my consent for a full and complete disclosure of the records of educational institutions; financial or credit institutions including records of loans, the records of commercial and retail credit agencies, credit reports and ratings, and other financial statements and records wherever filed. Employment and pre-employment records including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of any person who may have any record or recollection about me.

I certify that any person(s) who may furnish such information concerning me shall not be held liable for giving this information; and I do hereby release said persons from any and all liability which might otherwise be incurred as a result of furnishing such information.

A copy of this release form will be valid as an original thereof, even though which copy does not contain an original writing of my signature.

Name: _____ Address: _____

Signature: _____ Date: _____

Sworn and subscribed before me this _____ day _____, 20____
Notary Public, in and for Fort Bend County, Texas.

Notary Public for Richmond, Texas

My Commission Expires

(Notary Stamp)