

# NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION

# PERSONAL HISTORY STATEMENT

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

**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 beginning his/her background investigation. This form should only be completed by applicants for a Commissioncertified position.

# NORTH CAROLINA CRIMINAL JUSTICE EDUCATION AND TRAINING STANDARDS COMMISSION PERSONAL HISTORY STATEMENT

nee	STRUCTIONS: Using t ad extra space, add addit icate by entering N/A in	ional pages and identify					
	<b>TE:</b> All statements are stification. Truthful statem	5	•			· ·	from
	r	THIS FORM MUST BE	E NOTARIZ	ED UPON CO	MPLETION.		
DIS	<b>TE:</b> The Social Security SCLOSURE IS VOLUN dication materials and materials	TARY. However, failure	to provide t	his information			
Ag	ency:		Month	1:	Day:	Year:	
Pos	sition(s) applied for:	Police Officer	Corrections (	Officer			
		Probation/Parole Off				vanila Court Coursel	
DF	L			uverme justice c		venne Court Counselo	)I
	Name:			2 Social Secu	rity Number		
1.		Middle Last		2. 5001al 5001	inty Number.		
	Maiden Name:						
	Other Previous Last N	ames:					
	Nicknames or Aliases:						
	Has your name ever lega If yes, submit document	ally changed?	] Yes h to this forn	n. No			
3.	Present Mailing						
	Address:	Street & Number	City	County	State	Zip Code	
	Permanent Mailing						
	Address:	Street & Number	City	County	State	Zip Code	
	(Include Area Code)	Home			Work		
	Cell Phone:		Email	Address:			
4.	Date of Birth:		5. Plac	ce of Birth:			
5.	Citizenship: U.S. Be	orn U.S. Natural	ized	Other – Sj	pecify		
6.	Do you possess a valid d	river's license from the st	tate of North	Carolina?	Yes N	lo	
	Driver's License Nur	ıber:		Year Issue	ed:		
7.	Do you now possess, or	have you ever possessed	a driver's lice	ense issued by a	ny state other that	an North Carolina?	

If yes, give state and number:

Applicant Name	:	Ager	cy Applied:			
	iver's license ever suspended or revo	oked?	Yes 🗌 No	0		
-	river's license ever restored?	Yes	No No			
10. a. Ethnicity b. Race (che	Data solicited in this box will be us (check one): Hispanic or Latino ck all that apply): American Indian or Alaska Native Asian Black or African American			n or Other	Pacific Islan	
11. Sex:	Male Female Ot	her		Pr	efer not to s	ay
Yes [ EDUCATIONA 13. Indicate belo Indicate the t	w the schools you have attended. (In type of High School you attended:	iclude incompl	ete courses)	-		
Name Address (City		No. Full Yrs Work Completed	When Attended	Graduated (Yes/No)	Degree Awarded	Major Field
High Schools or Equivalent						
Universities or Colleges						

Applicant Name:		Agency App	lied:	
• • _	•	you passed the General l and where did you com	Educational Development (GED plete the GED?	) Test?
15. Have you ever attended, in	•	asic Law Enforcement and where did the progr	0 0	
-	e employing agency as		conducting of a background inve or employment as a criminal just Divorced Widowed	Ç
17. Name of Spouse: Name of Former Spouse(				
18. List all of your children.	, including any adopte	d or stepchildren.		

Name	Birth Date	Relationship	Address	Phone Number
(1).				
(2).				
(3).				
(4).				
(5).				
(6).				

## FAMILY HISTORY

19. Are you related by blood or marriage to any person(s) now employed by this agency? Yes No If yes, give name(s) and details:

20. Is any member(s) of your immediate family now in prison or on either probation or parole? Yes No

If yes, give name(s) and details:

#### RESIDENCES

21. List every city/county in which you have lived, with present address at top:

<b>From</b> Mo/Yr		o/Yr	Address of Residence	City County State

#### FINANCIAL

22. What income other than salary do you have at present?

23. List all businesses you currently own or have financial interest in (do not list any stocks and bonds):

24. Are you now supporting all children born to you, adopted by you and stepchildren? If not, give details:

25. Are there persons, other than your spouse and listed children, who are presently dependent upon you for support? If yes, give name and details: Yes No N/A

26. Have you ever been sued with a civil judgment being rendered against you? Please note this includes repossessions, evictions, executions, failure to pay child support, etc. (Do not include divorce)
Yes No Not sure (explain) If yes, give details:

27.	What is the total amount of all your debts at present?	\$

28. What is the average monthly total of all of your bills, payments, and current living expenses? \$\_\_\_\_\_

29. List credit references, including creditors to which you make monthly payments:

A.		Amount Owing \$	
	Name of Business	-	
	Street Address	City and State	
В.		Amount Owing \$	
	Name of Business		
	Street Address	City and State	
C		Amount Owing \$	
	Name of Business		
	Street Address	City and State	
D		Amount Owing \$	
	Name of Business	-	
	Street Address	City and State	
Е.		Amount Owing \$	
	Name of Business		
	Street Address	City and State	
F.		Amount Owing \$	
	Name of Business		
	Street Address	City and State	

## WORK HISTORY

30. Have you ever had a conditional offer of employment rescinded for any reason from any employment where the position required certification or licensing of any sort?

Yes No

If yes, list agency name and give details:

31. Have you ever held a position in any capacity which required certification or licensure from any Commission, Board, or Agency established to certify or license that position? (Note: List any such Commission, Board, or Agency, whether in or out of North Carolina.)

31a.	If yes, was such certification or license ev	ver surrendered,	suspended,	revoked or	any sanctio	ons
	taken against it by the issuing authority?	Yes	🗌 No			

31b. If such certification or license was ever surrendered, suspended, revoked, or any sanctions taken against it by the issuing authority, please list the agency's name taking the action against the certification or license, date of the action, reason for the action, and the period of time for the suspension, revocation, or sanction.

Applicant Name:	A	gency Applied:		
32. Have you ever been discharged, reposition because of criminal or persona		es violations?	-	from any
33. Do you object to wearing a unifor	m? 🗌 Yes	No No		
34. Do you object to working nights?	Yes	🗌 No		
35. Do you object to working rotating	shifts? 🗌 Yes	🗌 No		
36. Do you object to occasionally be meetings, acquiring training and o		-		attending
37. List <b>ALL</b> jobs, positions or apportime, paid or not paid employmer recent job first. List a <b>Reason fo</b> and temporary part-time jobs. If the period of unemployment.	nt, active or inactive <b>r Leaving</b> for each	e reserve, and i job. Include mi	nternships. Put your presentitary service in proper time	nt or most e sequence
a. Title of present or last position _				
Employer Address and Phone Nu				
	Name		Phone Number	

Street		City	State	Zip Code	
Date Employed:	Sta	rting Salary: _	Last	Salary:	
Date Separated:	Nar	ne/Title of Su	pervisor:		
Full Time	Yrs	Mos	Part Time	YrsM	los
If part time, number of hours worked per week			No. employees	supervised by you	

#### **Duties:**

#### **Reason for leaving:**

b. Title of present or last position _	Title of present or last position								
Employer Address and Phone Nu	Employer Address and Phone Number:								
	Name	Pho	ne Number						
Street	City	State	Zip Code						
Date Employed:	_ Starting Salary:	Last Sa	lary:						
Date Separated: Name/Title of Supervisor:									
Full Time Yr	s Mos	Part Time	Yrs Mos						
If part time, number of hours wor	ked per week No. employees supervi		pervised by you						
Duties:									
Paagan far laaving									
<b>Reason for leaving:</b>									

pplicant Name:	A	gency Applied:	
c. Title of present or last position			
Employer Address and Phone N			
	Name	Phe	one Number
Street	City	State	Zip Code
Date Employed:	Starting Salary:	Last Sa	alary:
Date Separated:	Name/Title of Su	pervisor:	
Full Time Y	Yrs Mos	Part Time	YrsMos
If part time, number of hours we	orked per week	No. employees su	pervised by you
Duties:			
<b>Reason for leaving:</b>			
g,			
d. Title of present or last position			
Employer Address and Phone N	umber:		
	Name	Phe	one Number
Street	City	State	Zip Code
Street Date Employed:	2		1
	Starting Salary:	Last Sa	alary:
Date Employed:	Starting Salary: Name/Title of Suj	Last Sa	alary:

#### **Duties:**

#### **Reason for leaving:**

e. Title of present or last position			
Employer Address and Phone Nur	nber:		
	Name		one Number
Street	City	State	Zip Code
Date Employed:	Starting Salary:	Last Sa	alary:
Date Separated:	Name/Title of Sup	ervisor:	
Full Time Yrs	Mos	Part Time	YrsMos
If part time, number of hours work	ked per week	No. employees su	pervised by you
Duties:			
Reason for leaving:			

App	licant Name:		A	gency Applied:	
f.	Title of present or last po	sition			
	Employer Address and Ph	one Number:			
			Name	Ph	none Number
	Street		City	State	Zip Code
	Date Employed:	Starti	ng Salary: _	Last S	Salary:
	Date Separated:	Name	/Title of Su	pervisor:	
	Full Time	Yrs	Mos	Part Time	Yrs Mos
	If part time, number of ho	urs worked per	week	No. employees s	upervised by you
	Duties:				
_	Reason for leaving:				

g. Explain periods of unemployment of three (3) months or more.

Agency Applied: \_\_\_\_\_

#### MILITARY SERVICE

38. Were you ever in the U.S. Military Service or any other military organization?

Were you ever denied entrance into the military? Yes No If yes, why?

39. What was the highest rank that you held?

40. What was the last rank that you held?

41. What was the date and location of your first enlistment or commission? Date:\_\_\_\_\_

42. List each tour of active duty where a DD-214 was issued:

Branch	Unit (Company or Ship)	Location	From Mo./Yr.	To Mo./Yr.

#### 43. List all duty stations:

Branch	Unit (Company or Ship)	Location	From Mo./Yr.	To Mo./Yr.

44. Have you ever received any of the following types of discharge:

Type of Discharge	Yes	No
Uncharacterized		
Honorable		
General (under honorable conditions)		
Under other than honorable conditions		
Bad Conduct Charge		
Dishonorable Discharge		
Dismissal		

45. Were you ever court-martialed, tried on charges, or the subject of a summary court, deck court, nonjudicial punishment, captain's mast, company punishment, article 15, **and/or any other disciplinary action** while a member of the military, national guard or reserve unit?

Yes No If yes, explain what occurred and what type of punishment you received:

46. List all medals and decorations awarded you during your military service:

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

#### **USE OF DRUGS**

**NOTE:** In questions 48 and 49, the word '<u>used' means "one time or more, including experimentation.</u>" If any answer is yes, give full and complete details. (Attach extra sheets if necessary.)

48. Have you ever used, to include tasting, any drugs illegal under North Carolina or Federal law, including but not limited to, marijuana, steroids, opiates, pills, heroin, cocaine, crack, LSD, designer or synthetic drugs, etc., to include even one-time use or experimentation?

Yes No

I don't know (explain below)

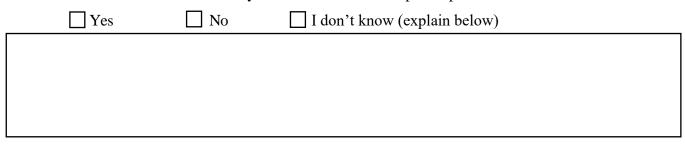
If yes, what were the circumstances, drugs used, and when did the usage last occur?

When was the last time?

49. Have you ever used prescription drugs other than under the supervision of, or as prescribed by, a physician? ☐ Yes ☐ No ☐ I don't know (explain below)

If yes, what were the circumstances, drug(s) used, and when did the usage last occur?

50. Have you ever purchased, possessed, manufactured, grown, delivered or sold any amount of illegal drugs or controlled substances for which you did not have a valid prescription?



#### CRIMINAL OFFENSE RECORD AND DISCIPLINARY ACTIONS

**NOTE:** 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 must list any and all criminal charges regardless of the date of offense and the disposition (to include dismissals, not guilty, nol pros, PJC, or any other disposition where you entered a plea of guilty). Juvenile charges or arrests should also be listed.

Include all offenses other than minor traffic offenses. Specifically include DWI, DUI, driving while under the influence of drugs, driving while license permanently revoked, speeding to elude arrest, or duty to stop in event of accident. Attached to this form is an additional list of North Carolina traffic offenses which must be listed.

You must include any and all offenses and convictions regardless of whether or not the offenses/convictions were expunged. If you list a charge(s), please attach certified and true copies of warrant(s) and judgment(s) for each offense, even if documentation and charges have previously been reported to this agency.

51. Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? (The term "charged" as used in this question includes being issued a criminal citation or summons).

No-Applicant's Initials

Yes, please list below

		T	ype	Disposition Offense (if different	Date of	Disposition		Prob	ation
	Offense Charged	Misd	Felony	Disposition Offense (if different from original offense)	Offense	Date	County/State	Yes	No
1									
2									
3									
4									
5									

(ATTACH EXTRA SHEETS, IF NECESSARY)

51A. Have you ever had a criminal offense or criminal conviction expunged?

No - Applicant's Initials

Yes, please list below

		Ту	pe	Disposition Offense (if different from original	Date of	Disposition	Date		Prob	ation
	Offense Expunged/Sealed	Misd	Felony	offense)	Offense	Date	Expunged	County/State	Yes	No
1										
2										
3										
4										
5										

(ATTACH EXTRA SHEETS, IF NECESSARY)

Under federal law you may be disqualified, on a personal or general basis, to receive or possess a firearm

under certain conditions. To determine whether federal restrictions may be applicable, please answer for each

of the following if you:

- (a) currently are under Indictment or Information in any court for a crime punishable by imprisonment for a term exceeding one year.
- (b) have been convicted in any court of a crime punishable by imprisonment for a term exceeding one year. If you have such a conviction, please note in your answer whether the conviction has been pardoned, expunged, or set aside, or whether you have had your civil rights restored.
- (c) are a fugitive from justice.
- (d) are an unlawful user of, or addicted to, marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance.
- (e) have been adjudicated mentally defective or have been involuntarily committed to a mental institution.
- (f) have been discharged from the Armed Forces under dishonorable conditions.
- (g) are illegally in the United States.
- (h) have renounced your citizenship, having previously been a citizen of the United States.
- (i) are subject to a court order that restrains you from harassing, stalking, or threatening an intimate partner or child.
- (j) have been convicted in any court of a misdemeanor crime of domestic violence.

**NOTE**: If you answer positively to any of the above and have any reason why you think a federal bar would not apply, please provide the legal or factual basis in your answer. A positive answer to any of the above does not by itself mean you are disqualified to possess a firearm. If you provide a positive answer, the Commission will look carefully at the circumstances to see how the law applies.

If any of the above (a through h) apply, please note below and submit an explanation on a separate sheet of paper which accompanies this form. Your signature on the attestation found on page 17 of this document indicates you have read this section and understand each of the disqualifiers.

52	Unvo vou	over had	a Domostia	Violonco	Drotaction	Order issued	against	20119
52.	Trave you	ever nau	a Domestic	VIOLENCE	FIOLECHOI	Oldel Issued	agamsi	you:

Include both ex-parte Domestic Violence Protective Orders and those entered subsequent to a hearing.) $\Box$ Yes $\Box$ No
Date of Issuance:
County of Issuance:
Name of Plaintiff:
Date of expiration:

Applicant Name:	Agency Applied:
attempted use of physical Yes No If so, did you commit the person with whom you we	of a misdemeanor under federal or state law which has, as an element, the use or force or threatened use of a deadly weapon? I don't know (explain below) e act(s) against a current or former spouse, parent, or guardian or against a ere or are cohabiting with or a person similarly situated to a spouse, parent, or omestic Violence Offense)?
Offense Charged:	
Law Enforcement Agency	
Date:	
Disposition	

#### REFERENCES

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

Name	Address	Telephone
A.		
В.		
C.		
D.		

#### **STATE OF:**

<b>NORTH CAROLINA</b>	Other:	_

COUNTY OF \_\_\_\_\_

I hereby certify that each and every statement made on this form is true and complete and 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 NC Criminal Justice Education and Training Standards Commission any additional information which occurs after the signing of this document.

This the	day of	, 20	
			(Applicant Signature in Full)
			(Applicant Print Name in Full)
Subscribed a	and sworn before me,		
this the	day of	, 20	
Notar	ry Public (Official Seal)		
My Commis	sion Expires:	, 20	

#### EXCERPT FROM CLASS B MISDEMEANOR MANUAL OF TRAFFIC OFFENSES WHICH ARE NOT MINOR

20-28	Driving while license permanently revoked (20-28(b)[(b) Repealed]	10/1/94 -11/12/96	1
20-28(d)(3)	Driving while license permanently revoked (3 <sup>rd</sup> offense)	5/31/02-Present	1
20-30(5)	Fictitious name or address in any application for a driver's license or learner's permit (20-35)	5/31/02-Present	2
20-37.7(e)	Special identification card (fraud or misrepresentation in application of or use thereof)	01/01/06-Present	2
20-37.8	Fraudulent use of a fictitious name for a special identification card (20-37.8(b)) [NOTE: violations of 20-37.8(b) became felonious eff. 12/1/99]	10/1/94-12/1/99	2
20-37.8	Fraudulent use of a fictitious name for a special identification card (20-37.8(c))	5/31/02-Present	2
20-63(g)	Registration of plates furnished by the Division, etc. (alteration, disguise, or concealment of numbers)	01/01/06-Present	2
20-71.4	Failure to disclose damage to a vehicle	01/01/06-Present	2
20-102.1	False report of theft or conversion of a motor vehicle	10/1/94-Present	2
20-111(5)	Fictitious name or address in application for registration	10/1/94-Present	1
20-130.1	Use of red or blue lights on vehicles prohibited (20-130.1(e))	10/1/94-Present	1
20-136.2	Air bag installation	01/01/06-Present	1
20-137.2	Operation of vehicles resembling law-enforcement vehicles (20-137.2(b))	10/1/94-Present	1
20-138.1	Driving while impaired (punishment level 1; 20-179(g) or 2 (20-179(h))	10/1/94-5/31/02	М
20-138.1(d)	Driving while impaired (punishment level 1; 20-179(g) or 2 (20-179(h))	5/31/02-Present	М
20-138.2	Impaired driving in commercial vehicle (20-138.2(e))	10/1/94-Present	М
20-141(j)	At least 15 mph over; trying to elude arrest [NOTE: Repealed paragraph (j) eff. 12/1/97; recodified under 20-141.5(a)]	10/1/94-12/1/97	1
20-141.3(a) & (c)	Unlawful racing on streets and highways	11/12/96-Present	1
20-141.5(a)	Speeding to elude arrest	11/17/99-Present	1
20-157(h)	Duty to Move Over	01/01/06-Present	1
20-166(b)	Duty to stop in event of accident or collision	10/1/94-Present	1
20-166(c)	Duty to stop in event of accident or collision	10/1/94-Present	1
20-166(c1)	Duty to stop in event of accident or collision	10/1/94-Present	1
20-183.8(b1)	Inspection violation by Inspector	3/1/11-Present	3
20-279.31(b)(1)	Other violation; penalties (gives information required in a report of a reportable accident, knowing/having reason to believe information is false)	01/01/06-Present	1
20-279.31(b)(2)	Other violations; penalties (forges or without authority signs any evidence of proof of financial responsibility)	01/01/06-Present	1
20-279.31(b)(3)	Other violations; penalties (forges/offers for filing any evidence of proof of financial responsibility, knowing/having reason to believe that evidence is forged/signed without authority)	01/01/06-Present	1
20-313.1	Making false certification or giving false information	01/01/06-Present	1
20-371	Regulation of professional house moving [increased punishment from Class 3 to Class 1 misdemeanor]	3/1/11-Present	1

\*Note that violations of 20-138.1 Driving While Impaired (punishment levels 3, 4 & 5) are considered Class A Misdemeanor and should also be listed in response to number 49.