



PERSONAL HISTORY FORM INSTRUCTIONS CIVILIAN APPLICANTS

The following instructions are furnished as a guide to assist you in filling out the Personal History Form. **This form, which you are required to fill out, must be complete and detailed in all respects.** It is the basis for your background investigation, which will be conducted to determine your qualifications for the position for which you have applied.

The Personal History form can be found on the Orange County Sheriff's Department website at www.ocsd.org. Scroll down to **Popular Links**. Click on **Personal History Statements for New Applicants** link. Click on **Civilian Employee Applicant Personal History Form** link. **It is highly recommended that you save a copy of this form to either your computer, disc, or CD.** The form cannot be electronically transmitted.

All the questions must be answered completely and accurately. Your Personal History Form should be completed neatly in black ink or typed on the computer form. **Falsification or failure to include information as directed will be considered just grounds for non-acceptance** or termination if already employed. Avoid errors by reading the directions carefully before making any entries on the form. Make sure your information is correct and in proper sequence before you begin. **You must account for all required time periods in your background for the past 5 years. If you do not understand any part of the form, ask for assistance from the Background Investigation Personnel at (714) 834-5311.**

As an applicant for a **professional staff position**, you are required to disclose **all criminal convictions** which occurred on or after your 15th birthday (even if the records are sealed):

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and its degree of relevance to the job. For example, being fired from a job or having an arrest record may not in itself be grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

If there is not sufficient space on the form for you to include all the information required, it should be placed on the blank sheet of paper following the page on which the question appears. Do not attach documents such as resumes, credit reports, Department of Motor Vehicle printouts or driver's licenses, etc. in lieu of the information requested in the Personal History Form. When the Personal History Form is completed and authorization form is notarized, please call (714) 834-5311. Explain that you are an applicant and that you would like an appointment with an Investigator.

All zip codes, addresses (including city names), telephone numbers, and other pertinent information must be included or the application cannot be processed in a timely manner. **All boxes must be filled in. If a question does not apply to you, enter "DNA" in the space provided.**

Bring the completed form, authorization to release information form, and your personal documents with you to the background interview. This interview will last approximately three hours. This is the process that starts your background investigation. The sooner you make your appointment, the sooner your background will be started. The appointment will be at the Sheriff's Department, 320 N. Flower St. 4th floor, Santa Ana, 92703. **Parking will be at your own expense, no validation.**

Please bring the following **original forms** to the appointment. The information will be verified and noted in your folder and the originals returned to you, at this time, except the official transcripts.

1. Birth Certificate (**Original or Certified Copy**) / Naturalization Papers / Resident Card
2. California Drivers License
3. Social Security Card
4. Proof of Current Automobile Liability Insurance (**Listing you as an Insured Driver**)
5. Dissolution of Marriage Verification (Child Custody Paperwork, if applicable)
6. Complete Bankruptcy Paperwork
7. High School, College Diploma and Official Transcripts (**Sealed envelopes – DO NOT open**)
8. Selective Service / Draft Registration (**Males with birth dates after January 1, 1960**)
9. Veteran's Discharge and DD-214 Form (Page four preferred) - to obtain Military records online, go to <http://www.archives.gov/veterans/military-service-records/>, then click on Launch the eVetRecs System
10. Most recent Performance Evaluations (**Last Two**)
11. California Department of Consumer Affairs License (i.e. LVN, RN, etc.)
12. Proof of Legal Name Change (Does Not Apply Towards Marriages)