



OCSD BACKGROUNDS

320 N. FLOWER ST. (4TH FLOOR)

SANTA ANA, CA 92703

714-834-5311 / BACKGROUNDS@OCSD.ORG

Visit OCSD.ORG

The following instructions are to assist you in accurately completing your Personal History Statement.

1. When filling out the Personal History Statement (PHS) for the Peace Officer position, read and follow all of the provided instructions that are provided in the PHS. Part of your background investigation includes your ability to follow directions. Make sure the PHS is accurate and completely filled out. When you print it out, you will sign the first and last page, also initial every page on the bottom right hand corner.

The Personal History Statement can be found on the Orange County Sheriff's Department website at www.ocsd.org. In the top left corner, click on **Join OCSD**. Click on **Personal History Statements for New Applicants** link. Click on **Peace Officer Personal History Statement link**. It is highly recommended that you save a copy of this form to your computer, disc, or CD. The form cannot be electronically transmitted. **Personal History Statement must be typed and printed single sided. Please use Microsoft Word ONLY.**

Waiver must be **NOTARIZED. (Authorization to Release Information Form)**

*Can be notarized at AAA, USPS, Bank, Federal Credit Union and/or Post Office.

-Section 2 (Relatives and References)

When choosing your **personal** references you can use supervisors and/or co-workers. However, these same people can **NOT** be used again in your employment references. A personal reference can only be used once in the PHS.

All maiden names are to be placed inside parenthesis (maiden name).

-Section 3 (Education)

If you received a GED or an Equivalency Exam, the original transcript/certificate has to be received in an unopened and sealed envelope.

-Section 4 (Residence)

Make sure you list every person you have lived with at each residence. Their first and last names are required.

-Section 5 (Experience and Employment) Include supervisor/co-workers home address, phone number, and email address on last page of personal history statement.

Make sure you include every job you have worked at, even if the company is no longer in business or open. Note on the application that the business is now closed. If a specific store is no longer open, but the business is still in operation (e.g. Best Buy), then provide the address for the Human Resource (HR) Department. Note on the application that the address provided is for the HR department.

Supervisor/co-workers names and addresses need to be accurate. Make every attempt **not** to use the business address for your supervisors and co-workers' addresses. A lot of times businesses refuse to forward mail to their employees. Every effort needs to be made to provide accurate home addresses.

If a supervisor/co-worker refuses to provide their home address, then find out if the employee can receive mail at work. If the company will not forward the mail to the employee, then **as a last resort** you may use their e-mail address.

Document the dates you worked as close to the exact date as possible. If you are uncertain of the specific date you began and ended working, then at least provide the month and year. (You may want to contact the HR department so you can provide the most accurate information).

If additional space is needed you can re-open the PHS application and use pages 11 through 14, as needed or use a word document. Place these additional pages in the correct chronological order with the remaining employment information. (The PHS instructions tell you to use page 30 for all additional information, however, it is preferred that you use the structured forms to complete the employment section).

2. The list of documents needed for the background interview.

You have to provide all original documents and one (1) set of copies for the following documents:

Birth Certificate / Naturalization Papers / Resident Card
Automobile Insurance
Dissolution of Marriage
Bankruptcy documents to include the discharge documents
High School Diploma
College Diploma
Selective Service / Draft Registration
DD-214 Military Form(s)
Most recent performance evaluations
Proof of legal name change

You have to provide two (2) copies of your driver's license and social security card. The driver's license and social security card go on the same page. The driver's license should be placed above the social security card on the copies.

1. Birth Certificate (Original) / Naturalization Papers/Resident Card

If you were not born in the United States, you have to provide your original and copy of the Naturalization Certificate

The following are **NOT** accepted forms of citizenship:

Passports
Hospital Birth Certificates (with footprints on it)
Certified Abstracts

2. California Drivers License

3. Social Security Card

If you have to request a new card make sure you request one before your interview and bring in proof of the request.

4. Proof of Current Automobile Insurance

Make sure your insurance card/policy is current and has your name on it listing you as an insured or authorized driver. Note: Most insurance cards don't have authorized drivers listed on it. Therefore, you would need to provide the policy.

5. Dissolution of Marriage Verification (Child Custody Paperwork, if applicable)
We do NOT need Marriage Certificates.
6. Complete Bankruptcy Paperwork
Include discharge documents.
7. High School and College Diploma(s)
All high school and college transcripts have to be received in an **unopened** and **sealed** envelope.
8. Selective Service/Draft Registration
MALES ONLY (www.sss.gov) click on "Check a Registration." This on-line print out is all that is needed.
9. Veteran's Discharge and **all** DD-214 Form(s)
To obtain Military (active, discharged, retired) records, go on-line to <http://www.archives.gov/veterans/military-service-records/>, then click on "Launch the eVetRecs System." Click the appropriate responses. **You have to print the request form out, sign it, and then fax it to the appropriate number.** Request that the records be mailed to **your Background Investigator** at the following address: OCSD Backgrounds, 320 N Flower St 4th Floor, Santa Ana, CA 92703. Please make sure you print the "Signature Verification" page and bring it with you the day of your Background Appointment.
10. Your two most recent Performance Evaluations
11. California Department of Consumer's Affairs License(s)
12. Proof of Legal Name Change (does not apply towards marriages/divorces)

The entire interview process may take up to four (4) hours.

You are to park above the third floor of the parking structure. Parking is not validated.



ORANGE COUNTY SHERIFF'S DEPARTMENT
P.O. BOX 449
SANTA ANA, CALIFORNIA 92702
TELEPHONE (714) 834-5311

DON BARNES
SHERIFF-CORONER

AUTHORIZATION TO RELEASE INFORMATION

Government Code Section 1031, Subdivision (b) provides that each class of Public Officer or Employees declared by law to be Peace Officers shall "Be of good moral character, as determined by a thorough background investigation."

Government Code Section 1031.1, (a) For purposes of performing a thorough background investigation for applicants not currently employed as a peace officer, as required by subdivision (d) of Section 1031, an employer shall disclose employment information relating to a current or former employee, upon request of a law enforcement agency, if all of the following conditions are met:

- (1) The request is made in writing.
(2) The request is accompanied by a notarized authorization by the applicant releasing the employer of liability.
(3) The request and the authorization are presented to the employer by a sworn officer or other authorized representative of the employing law enforcement agency.

Responses to inquiries are protected, even if unsolicited, by the absolute privilege of Civil Code Section 47, Subdivision (2).

As an applicant for a position with the Orange County Sheriff's Department, I am required to furnish information for use in determining my qualifications, suitability and character.

In this connection, I hereby authorize any peace officer or other authorized representative of the Orange County Sheriff's Department, bearing this release, or a copy of it, within one year of this date, to obtain any information in your files pertaining to my local criminal history information (Penal Code Section 13300(b)(10), employment or educational records (Public Law 93-380), credit and financial information (Banking Privacy and Fair Credit Reporting Acts) including but not limited to, academic, achievement, attendance, athletic, personal history, performance report, background investigations, polygraph examination results, any required DOT drug / alcohol testing results, any and all internal affairs investigations and disciplinary records and be withheld pursuant to any prior agreement or court proceeding involving disciplinary matters. I further authorize you to release any photocopies requested by the Orange County Sheriff's Department. By signing this form, I acknowledge that I have received notice and have provided consent for the Orange County Sheriff's Department to use this information to conduct such a background investigation, which may include the searching of public databases, private databases, criminal justice databases, and law enforcement databases including, but not limited to, COPLINK, LINX, C-ALL, DDEX, and NDEX.

Consent is granted for the Orange County Sheriff's Department to furnish the information above to third parties in the course of fulfilling its official responsibilities. I further understand that I have waived any right or opportunity to read or review any background investigation report prepared by the Orange County Sheriff's Department.

I hereby release you, as the custodian of such records, and any school, college, university or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees or related personnel both individually and collectively, from any and all liability for damage of whatever kind, which may at any time result to me, my heirs, family and associates because of compliance with authorization and request to release information, or any attempt to comply with it.

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

The signing of this document authorizes its execution and acknowledges that I have received a copy of it.

THIS RELEASE WILL EXPIRE ONE YEAR AFTER THE DATE OF SIGNATURE.

SIGNATURE: (Full Legal Signature) ADDRESS:
(Signature to be witnessed)
PRINT NAME: CITY:
DATE: TELEPHONE:

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of

On before me, (insert name and title of the officer)

personally appeared who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature (Seal)

PERSONAL HISTORY STATEMENT – Peace Officer

POST 2-251 (Rev 2/2018)

SECTION 5: EXPERIENCE AND EMPLOYMENT

28. JOB EXPERIENCE

- List **ALL** jobs you have had, including part-time, temporary, self-employment, and volunteer. (Begin with your current or most recent.)
- If you have military experience, including reserve duty, enter your military base, assignments, or unit of assignment.
- List **ALL** periods of unemployment in **excess of 30 days**.
- *If more space is needed, continue your response on page 25.*

28.1	NAME OF CURRENT EMPLOYER OR MILITARY UNIT			FROM (MM/YYYY)	TO (MM/YYYY)	
	OCSD			3/2006	9/2020	
	ADDRESS (NUMBER / STREET / SUITE / OR BASE)			CONTACT NUMBER	EXT	
				()		
	CITY	STATE	ZIP	EMAIL		
	JOB TITLE / RANK			TYPE OF EMPLOYMENT (CHECK ALL THAT APPLY)		
				<input type="checkbox"/> FT <input type="checkbox"/> PT <input checked="" type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer		
	DUTIES / ASSIGNMENTS			REASON FOR LEAVING		
	SUPERVISOR		CONTACT NUMBER	EXT.	EMAIL	
	Michael Moreno		(714) 555-1234		michaelmoreno@ocsd.org	
NAMES OF CO-WORKERS		CONTACT NUMBER	EXT.	EMAIL		
1) Maria Medina		(714) 555-5678		Mariamedina@ocsd.org		
2) Melanie Luna		(714) 555-9876		Melanieluna@ocsd.org		
Would there be a problem if we contact your current employer?					<input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, explain:						

28.2	PERIOD OF UNEMPLOYMENT (CHECK APPLICABLE)				FROM (MM/YYYY)	TO (MM/YYYY)
	<input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input checked="" type="checkbox"/> Travel <input type="checkbox"/> Other: _____				/	/

28.3	NAME OF EMPLOYER OR MILITARY UNIT			FROM (MM/YYYY)	TO (MM/YYYY)	
				/	/	
	ADDRESS (NUMBER / STREET / SUITE / OR BASE)			CONTACT NUMBER	EXT	
				()		
	CITY	STATE	ZIP	EMAIL		
	JOB TITLE / RANK			TYPE OF EMPLOYMENT (CHECK ALL THAT APPLY)		
				<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Temp <input type="checkbox"/> Self-employed <input type="checkbox"/> Volunteer		
	DUTIES / ASSIGNMENTS			REASON FOR LEAVING		
	SUPERVISOR		CONTACT NUMBER	EXT.	EMAIL	
			()			
NAMES OF CO-WORKERS		CONTACT NUMBER	EXT.	EMAIL		
1)		()				
2)		()				

28.4	PERIOD OF UNEMPLOYMENT (CHECK APPLICABLE)				FROM (MM/YYYY)	TO (MM/YYYY)
	<input type="checkbox"/> Student <input type="checkbox"/> Between jobs <input type="checkbox"/> Leave of absence <input type="checkbox"/> Travel <input type="checkbox"/> Other: _____				/	/

PERSONAL HISTORY STATEMENT – Peace Officer

POST 2-251 (Rev 02/2018)

SUPPLEMENTAL INFORMATION

- Use this space to provide information that does not fit elsewhere on this form (e.g., additional family members, schools, residences, employers, explanations to questions, etc.). *Reference the corresponding questions and/or specific items.*
- You may print copies of this page as needed. If you are filling in this page online, text will flow to additional pages automatically.

28.1- Name of Employer (Employment dates) (Employer Address) (Title or Position)

Michael Moreno (Supervisor)

Address

Phone Number

Email Address

Maria Medina (Co-worker)

Address

Phone Number

Email Address

Melanie Luna (Co-worker)

Address

Phone Number

Email Address

28.3 Name of Employer (Employment dates) (Employer Address) (Title or Position)

First and Last Name of Supervisor (Supervisor)

Address

Phone Number

Email Address

First and Last Name (Co-worker)

Address

Phone Number

Email Address

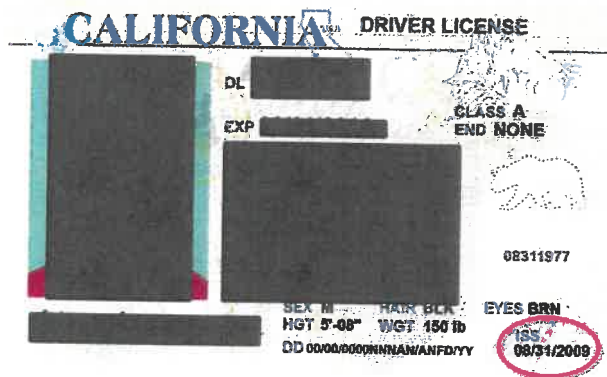
First and Last Name (Co-worker)

Address

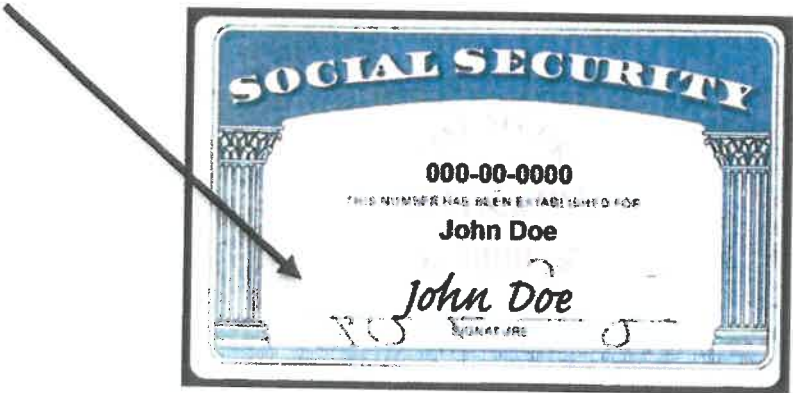
Phone Number

Email Address





Please make sure the Social Security Card is signed



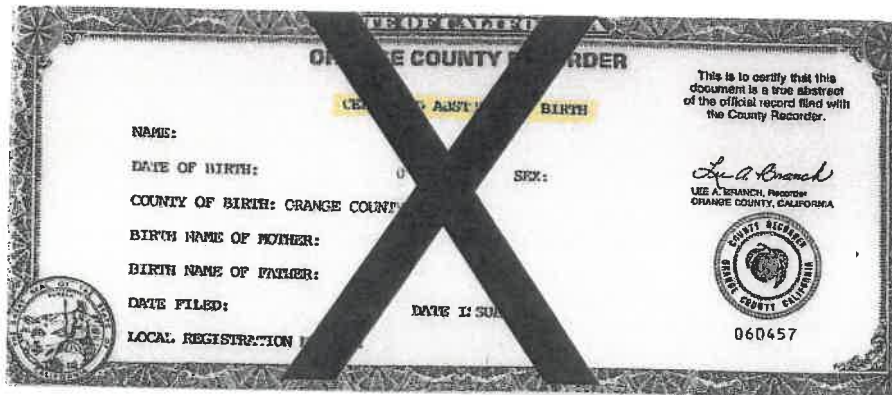
(2) COPIES

Birth Certificate (Original)
Naturalization Certificate
Samples of what is and is not accepted:

ACCEPTED



NOT ACCEPTED



DAY OF BACKGROUND INTERVIEW

PACKET 1

PACKET 2

PACKET 3

Notarized Waiver
(Authorization to Release Information Form)

Order Immediately

- *High School Transcripts (Sealed)
- *College Transcripts (Sealed)
- Military Records – ordered from:
<http://www.archives.gov/veterans/military-service-records/>

If these items are not received by the day of Background Interview, you can drop them off at a later date

ALL ORIGINALS

Driver License
Social Security Card
Current Car Insurance
Bankruptcy Papers
High School Diploma
College Diploma
Birth Cert/ Naturalization Certificate
(Certified Abstracts are NOT accepted)
All DD-214(s) (Only if you have been in the Military)
Military Evaluations/Discipline
Divorce Papers (Only if you have been divorced)
Work Evaluations (copies of copies are okay)
Police Reports (Optional)
Selective Service/Draft Registration
(www.sss.gov) Click on “Check a Registration” (On-line printout is okay)
Legal Name Change

Personal History Statement
(25 page PHS) Initial every page on the bottom right corner. The front and 2nd to last page needs to be signed and dated*

ALL COPIES

Please place in the following order:

Copy of current Auto Insurance card and/or policy statement with your name on it
(1st copy) Copy of DL & SS (Should be on same page)
Copy of Bankruptcy Papers
Copy of High School Diploma
Copy of College Diploma
Copy of Birth Cert/ Naturalization Certificate
(Certified Abstracts are NOT accepted)
(2nd copy) Copy of DL & SS (Should be on same page)
Copy of Selective Service/Draft Registration (www.sss.gov)
(On-line printout is okay)
Copy of all DD-214(s) (Only if you have been in the Military)
Copy of Military Evaluations/Discipline
Copy of Divorce Papers (Only if you have been divorced)
Copy of Work Evaluations (Last two evaluations)
Copy of Police Reports
Copy of Legal Name Change

***Make Sure your SOCIAL SECURITY card is signed.**

***Make sure your PERSONAL HISTORY STATEMENT is signed and all pages are initial on the bottom right corner.**

OPERATOR
 Signature: *Chardon*
 Date: _____

OPERATOR'S CERTIFICATE OF INSURANCE CARD
 This certificate is required by the Department of Labor, Bureau of Labor Statistics, under the Federal Employees Compensation Act, 5 U.S.C. 8101-8111.

Name and Address of Insured: _____
 City: _____
 State: _____
 Zip: _____

Policy Number: _____
 Policy Effective Date: _____
 Policy Expiration Date: _____

1-800 (84717)
 PEOPLE INFORMATION

EMPLOYEE INFORMATION - PLACE OFFICER

INSTRUCTIONS TO THE APPLICANT

- The Department requires that you complete this form and submit it to the Bureau of Labor Statistics, Bureau of Compensation, in order to be eligible for the position of Callahan when they are available.
- You must provide your own health insurance, including dental, vision, and life insurance, if you are currently employed by another employer.
- If you have been employed by another employer, you must provide a letter from that employer stating that you are eligible for re-employment.

DISQUALIFICATION

There are very few automatic bars for re-employment. Even if you are not currently employed, you may be eligible for re-employment. However, certain disqualifications may apply, such as:

- Conviction of a crime involving moral turpitude.
- Conviction of a crime involving dishonesty or breach of trust.
- Conviction of a crime involving violence.
- Conviction of a crime involving the use of a firearm.
- Conviction of a crime involving the use of a dangerous weapon.
- Conviction of a crime involving the use of a deadly weapon.
- Conviction of a crime involving the use of a firearm or dangerous weapon or deadly weapon.
- Conviction of a crime involving the use of a firearm or dangerous weapon or deadly weapon.

BOTTOM LINE: Be as complete, honest and specific as possible in your responses.

Disclosures of Financial/Political Information

In accordance with the U.S. Antitrust and Trade Practices Act and the Callahan Fair Employment and Housing Act, at this stage of the hiring process we are not permitted or required to reveal any medical or other disability-related information about candidates in response to questions on this form, or to any other party, prior to reaching a conditional offer of employment.

STATE OF CALIFORNIA
 DEPARTMENT OF INDUSTRIAL RELATIONS - PUBLIC OFFICER

INSTRUCTIONS TO THE APPLICANT

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- Conviction of a crime involving the use of a deadly weapon.
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Mark this strip to indicate that you have read the instructions.