



ORANGE COUNTY SHERIFF'S DEPARTMENT

SHERIFF-CORONER DON BARNES

The following instructions are provided 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. In the top left corner, click on **Join OCSD**. Click on Personal History Statements for New Applicants link. Click on **New Applicant Civilian Personal History Form** link. It is highly recommended that you save a copy of this form to a disc, or CD. The form cannot be electronically transmitted. **Personal History Form must be typed and printed single sided. Please use Microsoft Word ONLY.**

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. **If you do not understand any part of the form, ask for assistance from the Background Investigation Personnel at (714) 834-5311.**

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 additional space is needed, refer to the instructions on the last page of the form. 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.

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.**

The "**Authorization to Release Information**" (**Notarized Waiver**) must be completed **prior** to the background interview.

Bring the completed form, notarized waiver, and your personal documents with you to the background interview. This interview will last approximately four hours. This is the process that starts your background investigation. 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** as well as one set of copies 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 Driver's 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)

} ON THE SAME PAGE, 2 COPIES



To obtain your selective service verification, call 1-847-688-6888 or via the Internet at www.sss.gov.