

BLAINE COUNTY SHERIFF'S DEPARTMENT

Hailey, Idaho



J. WALT FEMLING, Sheriff

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Hailey, Idaho 83333

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PERSONAL HISTORY QUESTIONNAIRE

To be eligible for employment you must successfully pass a background investigation and meet established standards set by the Blaine County Sheriff's Office and the Idaho Peace Officers Training Academy (POST). The Personal History Questionnaire is required to begin this process. Please complete and return this form promptly. Notarization is required on the Personal Inquiry Waiver.

Your answers will be verified through a detailed interview assessment, background investigation, and polygraph examination. Detailed answers to the yes or no questions should only be written on the comment page.

It is to your advantage to **BE ABSOLUTELY TRUTHFUL** in answering all questions. Any falsification or omission of information will result in disqualification of your application.

APPLICANT GENERAL INFORMATION

NAME (LAST, FIRST, MIDDLE)		POSITION(S) APPLIED FOR: <input type="checkbox"/> DETENTION <input type="checkbox"/> DISPATCH <input type="checkbox"/> PATROL <input type="checkbox"/> OTHER: _____	
MAILING ADDRESS – BOX NO., CITY, STATE, ZIP		SOCIAL SECURITY NO. STATE ISSUED	
PHYSICAL ADDRESS - STREET, CITY, STATE, ZIP		DRIVER'S LICENSE NO. STATE ISSUED	
E-MAIL ADDRESS			
WORK PHONE#	HOME PHONE#	CELL PHONE#	
ARE YOU 21 YEARS OF AGE OR OLDER? <input type="checkbox"/> YES <input type="checkbox"/> NO			
ARE YOU A CITIZEN OF THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
DO YOU HAVE A HIGH SCHOOL DIPLOMA OR GED <input type="checkbox"/> YES <input type="checkbox"/> NO?			

HIRING STANDARDS AND MINIMUM QUALIFICATIONS

Commissioned Deputy: Be 21 years of age, in excellent physical condition, a U.S. citizen, possess or be able to possess a valid Idaho State driver's license, and have a high school diploma or equivalency.

Non-Commissioned Deputy: Must have a high school diploma or equivalency and meet the following minimum age requirements:

Dispatcher:	19 years of age
Records Clerk:	18 years of age
Drivers License Clerk:	18 years of age

Criminal History

NO convictions or commission of a felony as an adult; case-by-case review of juvenile felony convictions. General misdemeanor convictions are reviewed on a case-by-case basis; however **NO** convictions for domestic battery, child abuse, stalking or voyeuristic type of convictions. Any criminal probation must already have been served.

NO D.U.I. convictions in the past 3 years. This policy will also include Withheld Judgments as convictions.

NO drivers license suspensions in the past 3 years for violations relating to D.U.I., chemical test refusal or points assessed due to moving traffic violations, if driving is an essential function of the job.

Drug Usage

Failure to disclose past drug usage regardless of meeting these standards will automatically disqualify you for employment.

NO "soft" illegal drug use in the **past 3 years** - marijuana, illegal use of prescription drugs, etc.

NO "hard" illegal drug use in the **past 5 years** - methamphetamines, LSD, cocaine, heroin, etc.

Military

NO dishonorable discharges from any U.S. military force.

Bankruptcy

It shall be the policy of the Sheriff's Office to not hire applicants who are either presently undergoing action in bankruptcy court in any state on either a personal or business level, or applicants planning to file a bankruptcy in any state on either a personal or business level. After filing a bankruptcy, a period of at least one (1) year must pass before an applicant can apply for a position with the Sheriff's Office, and they must have demonstrated fiscal responsibility since that time.

APPLICANT ACKNOWLEDGEMENT

BY MY SIGNATURE BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE STANDARDS LISTED ABOVE, AND THAT A WRITTEN SKILLS TEST, TYPING TEST, BACKGROUND INTERVIEW AND INVESTIGATION, ORAL BOARDS, PSYCHOLOGICAL SCREENING, AND A POLYGRAPH EXAMINATION MAY BE CONDUCTED PRIOR TO EMPLOYMENT TO VERIFY MY COMPLIANCE WITH EACH STANDARD.

SIGNATURE OF APPLICANT _____

DATE _____

(Signature Required)

PERSONAL HISTORY

Instructions: Answer the following questions regardless of whether the incident may have been sealed, expunged, or dismissed. If the answer to any of the questions below is yes, explain in detail on the Comment Page provided on page 6.

DO NOT WRITE EXPLANATION ON THIS PAGE.

1. As a juvenile or as an adult have you ever committed an offense where you could have been/or were arrested? If yes, give date the offense was committed, what the offense was and disposition of charge.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Have you ever petitioned any court to seal or expunge a criminal or juvenile record?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you ever been involved in or arrested for any crime of unlawful sexual conduct, stalking or employing physical or domestic violence of any kind?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Have you ever been the subject of an investigation dealing with the theft of something not belonging to you? If yes, what was taken, what was the value and when did this occur?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Have you ever purchased any item(s) that you knew or suspected was stolen? If yes, list item, quantity, value and date of purchase.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you ever had a criminal warrant or a traffic warrant issued for your arrest? If yes, give the date the warrant was issued and date cleared.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Do you reside or associate with anyone (family or friends) who is or has been involved in, charged with or convicted of a misdemeanor or felony? If yes, please list details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have you ever been placed on probation or parole? If yes, when, and where.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you ever failed a polygraph examination? If yes, when, where, why, and dates.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Have you ever falsified an insurance claim, income tax return or collected unemployment / welfare benefits that you were not entitled to?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Have you ever fraudulently misused a credit card or forged a check?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
12. Have you ever or are you currently involved in a civil lawsuit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
13. Has there ever been any situation in which you have been involved which may be incompatible with the discharge of the duties of a certified officer. This would include any activity which may impair your independence of judgment or action in the performance of the duties of a peace officer. If yes, explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
14. Has your driver's license ever been suspended, revoked, placed on probation or have you ever received a warning notice from the state who issued your license?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
15. Have you ever been refused a driver's license by any state? If yes, give the state, date and the circumstances.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
16. Have you ever possessed any drugs, narcotics or other controlled substances other than those prescribed by a doctor or other licensed medical practitioner?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
17. Have you ever illegally purchased, sold or otherwise distributed any drugs, narcotics or other controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

18. Have you ever been involved in the cultivation of marijuana or the manufacturing of any drugs, narcotics or other controlled substances?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
19. Have you ever knowingly stored or transported illegal drugs, narcotics or other controlled substances for yourself or another person?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
20. Have you ever tried, ingested, experimented or used illegal drugs? This includes as a juvenile or even one (1) experimental use. (Please note answering affirmative to this question does not automatically exclude you from employment. See hiring standards on pp. 14) If yes, explain, what types, how often and date of last occurrence.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
21. Do you drink alcohol? If yes, how much and how frequent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
22. Have you ever had a drug or alcohol related accident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
23. Have you ever been convicted or pled guilty to driving while under the influence of alcohol or drugs, or to lesser charges following a D.U. I. arrest? If yes, list the date of the arrest, the law enforcement agency involved, and the final disposition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
24. Have you or your spouse: Ever defaulted on any loan, debt or obligation in the past five years? Ever had your wages attached or garnished? Ever been refused credit? Ever had any collection or repossession action taken against you? Ever filed a petition for bankruptcy? When? Ever had a check bounce or returned for insufficient funds? If yes to any, please explain circumstances on the comment page.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
25. Have you ever been involved in any domestic violence? If yes, explain on pp.11.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
26. Do you have any issues or problems losing your temper or with anger management?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
27. Do you have any issues or problems with honesty, reliability, integrity or moral character?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
28. Have you ever perjured yourself in a court of law?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
29. Would you object to taking a polygraph screening?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
30. Would you object to taking a written skills test?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
31. Would you object to taking a psychological assessment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
32. Have you purposely omitted any information from your employment application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p>HAVE YOU EVER BEEN CHARGED WITH A CRIME?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY</p> <p>CHARGE(S) _____</p> <p>DATE _____ LOCATION _____</p> <p>IF MORE SPACE IS NEEDED USE COMMENT PAGE</p>	<p>HAVE YOU EVER BEEN CONVICTED OF A CRIME?</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY</p> <p>CHARGE(S) _____</p> <p>DATE _____ LOCATION _____</p> <p>IF MORE SPACE IS NEEDED USE COMMENT PAGE</p>
<p>NOTE: A CONVICTION MAY NOT NECESSARILY DISQUALIFY YOU FROM EMPLOYMENT. THE CIRCUMSTANCES AND FACTS SURROUNDING THE OCCURRENCE(S) AND THE DEGREE OF RELEVANCE TO THE JOB YOU ARE APPLYING FOR WILL BE TAKEN INTO CONSIDERATION.</p>	

EMPLOYMENT HISTORY

If the answer to any of the questions below is yes, please explain in detail on the Comment Page provided on page 6. DO NOT WRITE EXPLANATION ON THIS PAGE.

1. Have you ever worked for any law enforcement agency in any capacity? If yes, list agency name, dates, job title and status.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Are you currently or have you in the past been POST certified? If yes, list the type of certificate, agency name, state, highest level attained and date awarded.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Have you ever served in the U.S. Military? If yes, list dates, branch of service, type of discharge and highest rank held.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Has any supervisor ever reprimanded you for being late or absent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Has any supervisor ever reprimanded you for misconduct or not doing your job properly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Have you ever been terminated during the probationary period from any employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. Have you ever been suspended, fired, or asked to resign from any employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Have you ever quit a job without giving proper notice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Have you ever been rejected for employment for any reason by any law enforcement agency? If yes, list which agency and why on the comment page.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Would contacting your current employer during the background investigation present a problem for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
11. Are you unable to lift one hundred (100) pounds?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

LANDLORD / NEIGHBOR REFERENCES

Please provide **physical addresses and contact information** for at least three (3) landlords or neighbors for where you have lived for at least the last five (5) years. If additional space is needed use the comment page (pp. 6)

Mr. ___ Ms. ___ Name _____	Years Known _____
Physical Address _____	Relationship _____
City _____ State _____	Work Phone _____ Home Phone _____
Mr. ___ Ms. ___ Name _____	Years Known _____
Physical Address _____	Relationship _____
City _____ State _____	Work Phone _____ Home Phone _____
Mr. ___ Ms. ___ Name _____	Years Known _____
Physical Address _____	Relationship _____
City _____ State _____	Work Phone _____ Home Phone _____

**PERSONAL INQUIRY WAIVER
BLAINE COUNTY SHERIFF'S OFFICE
AUTHORIZATION TO RELEASE INFORMATION**

NOTE: THIS FORM MUST BE SIGNED AND NOTARIZED

To whom it may concern:

I respectfully request and authorize you to furnish the Blaine County Sheriff's Office with any and all information that you may have concerning me, my employment and education records, my reputation, and my financial and credit status. Please include any and all medical, physical, and mental records, including all information of a confidential or privileged nature, and photocopies of same, if possible. Your cooperation in this reply will be used to assist the sheriff's office in determining my qualification and fitness for the position I am seeking with the Blaine County Sheriff's Office.

I hereby release you, your organization, and others from any liability or damage which may result from furnishing the information requested.

SIGNATURE OF APPLICANT _____ **DATE** _____
(Signature Required)

MILITARY RECORDS RELEASE:

I hereby authorize the release of my military service records (Including Medical, Physical, and mental records and reports) To the Blaine County Sheriff's Office.

SIGNATURE OF APPLICANT _____ **DATE** _____
(Signature Required If Applies)

SUBSCRIBED AND SWORN BEFORE ME ON THE _____ DAY OF _____, 20____

(Seal)

Notary Public for the State of Idaho
Resides in _____
Notary Expires _____
(NOTARIZATION REQUIRED)

A photocopy of this request shall be for all intent and purposes, as valid as the original. The original is on file at the Blaine County Sheriff's Office

Statement of Understanding

By signing this document, I am acknowledging I have answered the above questions honestly and accurately. I understand and acknowledge that any discovered falsification, omission, or misrepresentation may result in disqualification from the Blaine County Sheriff's Office hiring process.

Print Name _____

Signature _____ **Date** _____

Mail or Deliver the Completed Personal History Form to:

**The Blaine County Sheriff's Office
Attention: Holly Carter
1650 Aviation Drive
Hailey, Idaho 83333
Phone: (208) 788-5536**