

**READ THESE INSTRUCTIONS FIRST!**

**OFFICE OF THE SHERIFF  
PERSONAL HISTORY PACKET**

This form is part of the initial phase of the employment process. It is imperative that all questions are answered in detail. All information is **CONFIDENTIAL**. This document will be used to verify your personal background. Any **FALSE, MISLEADING, INCOMPLETE, or UNTRUTHFUL** response to any questions will disqualify you from the process.

Questions that require a "yes" or "no" response shall be checked in the space provided. If a category or question does not apply, place *N/A* (not applicable) in the designated area. If additional space is needed for any item, the answer should be continued on page 13. Each answer should be numbered to correspond with the appropriate question.

***This form must be typed or printed in black ink, completed by the applicant and each question answered accurately. You are required to sign and date all pages. Read page 14 carefully prior to signing that page.***

**Position applying for:**

Detention Deputy: \_\_\_\_\_ Booking Deputy: \_\_\_\_\_ Clerical: \_\_\_\_\_ Other: \_\_\_\_\_

BANNOCK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.  
VETERAN'S PREFERENCE GIVEN PURSUANT TO IDAHO CODE.

POST OFFICE BOX 4666  
POCATELLO, IDAHO  
83205-4666



TELEPHONE  
236-7111

**Tony T. Manu**  
Sheriff

**Mike Dahlquist**  
Chief Deputy

## **IMPORTANT NOTICE TO APPLICANT**

The hiring process at the Bannock County Sheriff's Office is a very time consuming process. Due to the nature of the law enforcement profession and the requirements for certification by the Idaho Peace Officer Standards and Training Council we must ensure all applicants meet an established set of standards in regards to citizenship, education, ethics, character; criminal, military and traffic record; mental and physical fitness. All applicants should understand that you are applying for a professional position in which there will be a high number of qualified applicants competing for a limited number of positions. It is the goal of the Bannock County Sheriff's Office to hire the best qualified, mature, credible, and professional staff members we can.

With that in mind, we will only hire applicants that successfully meet these standards and can successfully pass a background investigation and a polygraph examination.



### **YOU ARE *NOT* ELIGIBLE FOR HIRE IF YOU HAVE:** **(There are minor differences for clerical positions):**

- Been a member of a criminal gang.
- If you are currently the "Respondent" in a Protective Order.
- Been discharged from the military with less than "Honorable" or "General" discharge.
- Received five (5) or more moving violations such as reckless driving, speed contest, suspect of a pursuit, etc. within three (3) years preceding the application.
- Been convicted of a misdemeanor sex crime or crime of deceit less than five (5) years preceding the application.

***"Working to make a difference."***

- Been convicted of a misdemeanor driving under the influence of alcohol and/or drugs, or any other misdemeanor, less than two (2) years preceding the application. Been convicted of a second offense misdemeanor driving under the influence of alcohol and/or drugs with five (5) years.
- Been convicted of a felony as an adult.
- Committed any act while employed as a peace officer, including military police, involving lying, falsification of any official report or document, or theft.
- Committed any criminal act against children including but not limited to: molesting or annoying, child abduction, child abuse, lewd and lascivious acts, or indecent exposure.
- Committed, as an adult, any act of domestic violence as defined by law.
- Sold or distributed drugs.
- Abused any prescription medication or other medication within three (3) years.
- Used or possessed, marijuana within one (1) year preceding the application.
- Used or possessed any other controlled substances within five (5) years preceding the application.
- Used or possessed an illegal drug while employed in any law enforcement capacity, including military police, and/or public safety.
- Manufactured or cultivated, as an adult, a drug or illegal substance.
- If you are related to any current Bannock County Commissioner.
- If you are related to the Bannock County Sheriff or Chief Deputy.

*"Working to make a difference. "*

**Office of the Sheriff  
Bannock County, Idaho  
Personal History Statement**

Deputy Part Time \_\_\_\_\_

Deputy Full Time \_\_\_\_\_

<b>PERSONAL DATA</b>			
1. Name (Print): First, Middle, Last			Maiden Name:
2. List any other name(s) you have used if different from above: (include all nicknames)			
Have you ever legally changed you name? ( )NO ( )YES If YES, what was/were your former name(s)?			
Court Jurisdiction: _____ Date: _____			
3. Present Address: (Number, Street, Apt. Number, City State, Zip Code)			Telephone Number: Home: ( ) Work: ( )
4. Social Security Number: / /	Date of Birth:	Hair Color:	Eye Color:
5. Place of Naturalization: (if applicable) City and State: Date of Naturalization: Naturalization and Certificate Number:			
6. Father's Name		7. Mother's Name:	
Address:		Address:	
Phone - Home:	Work:	Phone - Home:	Work:
Father's Occupation:		Mother's Occupation:	
8. If you were raised by someone other than your natural parents, provide the following information: Name: Relationship: Address: Telephone Number: Home: Work:			
9. If either parent is remarried, advise the name and address of stepparents: A. B.			
10. Are you related to a county employee? To whom are you related? How are you related?			
<b>Applicant's Signature</b> _____ <b>Date</b> _____			

**10.** List the names, ages and addresses of your brothers, half-brothers, stepbrothers, sisters, half-sisters, stepsisters. **Additional information on page \_\_\_\_\_.**

	Name	Date of Birth	Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**11.** What is your present marital status? ( ) Single ( ) Married ( ) Divorced ( ) Widowed

Spouse: (Include maiden name, if applicable)

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

**12.** How many times have you been married? \_\_\_\_\_ Number of time divorced? \_\_\_\_\_ Widowed? \_\_\_\_\_

	Name of ex-spouse	Address	Date of Divorce	Jurisdiction
1.				
2.				
3.				

**13.** Do you have any children and/or dependents? ( ) NO ( ) YES If YES, provide:

	Name	Date of Birth	Address, if other than yours	Relationship
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**14.** Have you ever possessed, tried, experimented with, or sold any illegally used any illegal drug or illegally used prescription medication? ( ) NO ( ) YES If YES, provide that information: (Method=possessed, tried, experimented, sold)

15. Drug Name	Number Of Times	Method	Last Time Used	Drug Name	Number Of Times	Method	Last Time Used
1. Marijuana				12. Barbiturates			
2. Hash				13. Morphine			
3. Cocaine				14. Methamphetamine			
4. Crack				15. Mescaline			
5. LSD				16. Codeine			
6. PCP				17. Ice			
7. Acid				18. Designer Drugs			
8. Mushrooms				19. Steroids			
9. Peyote				20. Inhalants (nitrous oxide, glue, gasoline, etc.			
10. Opium				21. Other, list on page 11			
11. Heroin							

**16.** Are you currently, or have you ever been, a member of or affiliated with any communist or subversive organization, or any political party or organization which advocates the overthrow of the United States government? ( ) NO ( ) YES  
If Yes, please explain:

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**17.** Are you currently, or have you ever been a member of or supported the basic tenets and beliefs of any group, association or organization which advocates aggression or violence toward any person or group of persons because of race, religion, or ethnic origin? ( ) NO ( ) YES If YES, explain:

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**18.** Have you ever applied for employment with our agency or any other law enforcement agency? Include Federal, State, Local or any other Public Safety employer. ( ) NO ( ) YES If YES, list:

Date	Agency	Position	Status
1.			
2.			
3.			
4.			

**19.** If denied by any of the agencies listed above, please explain why in the additional space provided on page 11.

**20.** Have you ever been requested to take a polygraph examination? ( ) NO ( ) YES If YES, reason and where administered:

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Additional Information on page \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## EDUCATION

**21.** Name of High School graduated from or last attended: \_\_\_\_\_  
 Address: \_\_\_\_\_

Year Graduated: \_\_\_\_\_ | If you did not graduate, highest grade completed: \_\_\_\_\_  
 If G.E.D., give date and State of issuance: \_\_\_\_\_

22. Colleges, Universities, other schools attended:	Address	Dates Attended	Dates Attended
1.			
2.			
3.			

**23.** Have you ever attended a police or public safety academy? ( ) NO ( ) YES If YES, provide:

Name of Academy, address	List Certifications Received	Dates Attended
1.		
2.		

## FINANCIAL DATA

**24.** List all debts, including home mortgages, car notes, all open credit card accounts, personal loans:

Type of Account	Monthly Payment	Present Balance	To Whom owed: Name and Full Address
1.			
2.			
3.			
4.			
5.			
6.			

**25.** Have your wages ever been garnished? ( ) NO ( ) YES If YES, why? \_\_\_\_\_

**26.** Have your tax returns ever been withheld? ( ) NO ( ) YES If YES, why? \_\_\_\_\_

**27.** Have you ever filed for bankruptcy or been adjudicated bankrupt? ( ) NO ( ) YES If YES, DATE \_\_\_ / \_\_\_ / \_\_\_\_  
 Location Court Jurisdiction \_\_\_\_\_ Court Jurisdiction \_\_\_\_\_  
 Amount of indebtedness \$ \_\_\_\_\_ Explain circumstances of bankruptcy: \_\_\_\_\_

Additional Information on page \_\_\_\_\_

**28.** Have you ever been a plaintiff or defendant in a civil action? ( ) NO ( ) YES If YES, give details, such as date, place, court, amount of each judgment and final disposition: \_\_\_\_\_

28. Have you ever been a plaintiff or defendant in a civil action? ( )NO ( )YES If YES, give details, such as date, place, court, amount of each judgment and final disposition: \_\_\_\_\_

**29.** Do you pay alimony or child support? ( ) NO ( ) YES  
 If YES, list to whom those payments are made: \_\_\_\_\_  
 In the amount of \$ \_\_\_\_\_ per month, total per year \$ \_\_\_\_\_  
 Details: \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## MILITARY DATA

**30.** Have you ever been a member of any branch of the Armed Forces? ( ) NO ( ) YES

If YES, give the branch name? \_\_\_\_\_ Service Number: \_\_\_\_\_

Date entered \_\_\_\_\_ Date discharged or pending discharge \_\_\_\_\_ Highest Rank obtained \_\_\_\_\_

Rank when Discharged \_\_\_\_\_ Number of Enlistments \_\_\_\_\_ Primary Duties \_\_\_\_\_

Type of Discharge: ( ) Honorable ( ) General ( ) Dishonorable ( ) Uncharacterized

**31.** Are you a member of any military reserve unit or National Guard? ( ) NO ( ) YES

If YES, give branch name: \_\_\_\_\_

Serial Number: \_\_\_\_\_ Rank: \_\_\_\_\_ ( ) Active ( ) Inactive

**32.** Have you ever been a member of any military service other than the United States? ( ) NO ( ) YES

If YES, what country: \_\_\_\_\_ Identification Number \_\_\_\_\_

Length of service: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

**33.** During your military service as outlined above:

A.) Were you ever disciplined, or did you ever receive a summary or deck court martial, Article 15? ( ) NO ( ) YES

B.) Did you ever appear before any command personnel for disciplinary reasons? ( ) NO ( ) YES

If YES, provide:

Date	Charges	Disposition
1.		
2.		
3.		

Additional Information on page \_\_\_\_\_

C.) Were you ever the subject of any criminal investigation or arrested by military authorities concerning any alleged misconduct? ( ) NO ( ) YES If YES, list:

Date	Location	Allegation(s) / Disposition(s)
1.		
2.		
3.		

**34.** Have you ever been turned down, denied entry or rejected by any branch of the Armed Forces for any reason? ( ) NO ( ) YES If YES, explain:

Date	Branch	Reason
1.		
2.		

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## EMPLOYMENT HISTORY

**35.** Start with your current employer and in reverse chronological order, list your entire work history. Include any periods of unemployment, volunteer work, military service, and part-time work. Additional Information page \_\_\_\_

Dates of Employment	City/State of Employment	Full Name, Address, ZIP Code and Phone Number of Employer	Position, salary and supervisor	Reason for leaving (Be Specific)
From:	City:			
Present:	State:			
From:	City:			
To:	State:			
From:	City:			
To:	State:			
From:	City:			
To:	State:			
From:	City:			
To:	State:			
From:	City:			
To:	State:			
From:	City:			
To:	State:			
From:	City:			
To:	State:			
From:	City:			
To:	State:			
From:	City:			
To:	State:			

**36.** Have you ever been fired or forced to resign from any position? ( ) NO ( ) YES  
 If YES, give date of each discharge or forced resignation, the place of employment and an explanation:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## ARREST RECORD

**37.** Have you ever been charged, investigated, detained or arrested for any criminal offense as a Juvenile or Adult? Include records that have been expunged. Additional information on page \_\_\_\_\_

( ) NO ( ) YES If YES, please describe:

Date	Jurisdiction	Charge(s)	Disposition
1.			
2.			
3.			
4.			
5.			

## MOTOR VEHICLE DRIVING HISTORY

**38.** In what state are you currently licensed to drive? \_\_\_\_\_ Permit Number: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

Are there any restrictions or special conditions attached with your operator's license? ( ) NO ( ) YES

If YES, explain: \_\_\_\_\_

List any other state(s) in which you have been licensed to operate a motor vehicle, include Permit Number: \_\_\_\_\_

**39.** List all tickets, summonses, citations that you have received regardless of the disposition. (i.e .. Found not guilty, dismissed, nolle prosequi or no contest plea, etc. (exclude parking tickets). Additional Information page \_\_\_\_\_  
Give a chronological listing, starting with the most recent offense and indicate the following:

Date	Jurisdiction	Charge(s)	Disposition
1.			
2.			
3.			
4.			
5.			
6.			

**40.** Has your privileges to drive ever been suspended or revoked? ( ) NO ( ) YES  
If Yes, give date(s), place(s), and reason(s):

\_\_\_\_\_  
\_\_\_\_\_

**39.** Have you ever attended a driver improvement course? ( ) NO ( ) YES If YES, provide information:

Date	Location	Reason
1.		
2.		
3.		

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## RESIDENTIAL HISTORY

**43.** List all your residences. Provide the names and addresses of the two nearest neighbors, even if not acquainted. Also list current and former roommates, landlords, realty companies, etc., associated with each location.

***If additional space is required, make a copy of this page before filling out.***

Dates	Complete Address	Neighbors/ Roommates/ Landlord/ Realty Co. (Full Name, Full Address, Include Zip Codes and Phone #s)
From:		1.
Present:		2.
From:		1.
To:		2.
From:		1.
To:		2.
From:		1.
To:		2.
From:		1.
To:		2.
From:		1.
To:		2.
From:		1.
To:		2.
From:		1.
To:		2.
From:		1.
To:		2.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_





I understand that all of the information contained herein is CONFIDENTIAL, and will only be used to verify my personal history. FALSE, MISLEADING, INACCURATE or INCOMPLETE answers will disqualify me for employment.

Sign this page in the presence of a Notary Public

I hereby certify that all information in the Personal History Statement is accurate and true to the best of my knowledge.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_ Notary Public

\_\_\_\_\_ My commission expires

**Applicant, please note:**

You **MUST** furnish copies of the following documents upon submission of your Personal History Statement:

1. Birth certificate or other proof of United States citizenship
2. High school diploma or equivalent certificate, PLUS high school transcripts
3. Social Security Card
4. Driver's License & Driver Transcripts if Out-of-State

You **MUST** sign and return the following original documents upon submission of your Personal History Statement:

5. Signed Informed Consent Form
6. Signed Notification and Authorization for Employment Credit Report
7. Signed & Notarized Authorization of Release of Information Form

Also include one **photograph** of yourself (passport type, size 2X2)

If applicable, furnish copies of:

8. Military discharge (DD214) Member 1 and 4 forms
9. Name change documentation from court
10. Marriage certificate
11. Divorce decree(s) or legal separation papers
12. Certified copies of college or university transcript(s)

## Authorization for Release of Personal Information

I, \_\_\_\_\_, DOB: \_\_\_\_\_  
 (Print name in full)

SSN: \_\_\_\_\_, do hereby authorize full disclosure of any and all records, or any part thereof, whether said records are of a public, private, or confidential nature, concerning myself to the Bannock County Sheriff's Office pursuant to my application for employment with this agency. I emphasize that I give my full consent for a thorough background investigation to gather any pertinent data and information about my background, and history of my personal and professional life, no matter how personal or confidential it may appear to be, for the specific purpose of providing the Bannock County Sheriff's Office full and complete access to any information that background investigators may need to consider in determining my suitability, qualifications, and fitness for law enforcement employment. I understand that records and information typically gathered include: historical data regarding previous residences including contact with current and former neighbors; educational records including GPAs, transcripts, and degrees earned; financial records including credit reports, records of deposit, withdrawal, and balances of checking, savings, and credit accounts, and tax records; medical and psychiatric treatment records of hospitals, clinics, the Veteran's Administration, or private practitioners; employment or pre-employment records including background reports, performance evaluations, complaints or grievances filed by or against me, contact with current and former co-workers and supervisors, polygraph tests, and salary records; records of complaints of a civil nature made by or against me; criminal history and traffic record information; and any other record, recollection of an individual, or information whatsoever, that may assist the Bannock County Sheriff's Office in their pre-employment background investigation.

I also understand and agree that all information received by the Bannock County Sheriff's Office in connection with this background investigation is confidential and shall not be disclosed to me, but may be disclosed to another law enforcement agency. Further, I hereby release you, your organization or others, from any and all liability or damage which may result from furnishing the information requested. A photo or digital copy of his release will be as valid as the original document, even though it does not contain an original writing of my signature.

Signature	Date	Notary Public Signature
		Commission Expires

Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, in \_\_\_\_\_

**NOTIFICATION AND AUTHORIZATION**  
**FOR EMPLOYMENT CREDIT REPORT**

I, \_\_\_\_\_, authorize the Bannock County Sheriff's Office to obtain a credit report on me through the credit reporting agency(s) of its choice. If employed, I further authorize the Credit Bureau to check my credit record, as needed, on a continuing basis as it relates to my employment.

If an adverse employment decision is made due totally or partially to the information on the credit report, I can receive a copy of the credit report, a summary of my rights under the Fair Credit Reporting Act and the source of the credit report so that I may contact them, if I wish.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**



## **INFORMED CONSENT**

I, \_\_\_\_\_, AS A CANDIDATE TO WORK WITH THE  
INFORMATION OF THE BANNOCK COUNTY OFFICE OF THE SHERIFF, UNDERSTAND THAT ALL  
PERSONAL INFORMATION FOR THE POSITION IS CONFIDENTIAL AND WILL BE SEEN ONLY BY THOSE  
PEOPLE DIRECTLY INVOLVED IN MY RECRUITMENT.

I ALSO UNDERSTAND THAT SOME OR ALL OF THIS INFORMATION, AS WELL AS INFORMATION  
PERTAINING TO EMPLOYMENT; APPRAISAL RATING; ACCIDENT & ILLNESS RECORDS; AND OTHER  
INFORMATION ABOUT MY EMPLOYMENT RECORD MAY BE USED FOR PURPOSES OF AUTHORIZATION  
ACCESS TO SHERIFF'S OFFICE INFORMATION ASSETS FOR ADMINISTRATIVE PURPOSES.

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SIGNATURE

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DATE

PATROL/DETENTION OFFICER PHYSICAL READINESS TEST

PATROL/DETENTION PHYSICAL READINESS TEST SCORING

Each of the five PRT events measures a different component of physical fitness, each of which is a determinant of an officer's readiness to perform essential job tasks. To pass the PRT, a participant must score a minimum of 10 points on *each* of the five PRT events. Performance below the level required for 10 points in any event is substandard and results in failure of the PRT. Twenty points is the maximum possible for each event, a total of 100 being the highest possible PRT score.

<u>Fitness Category</u>	<u>POINTS</u>	<u>Vert. Jump (inches)</u>	<u>1-Minute Sit-ups (reps.)</u>	<u>Pushups (reps.)</u>	<u>300 Meter (seconds)</u>	<u>1.5 Mile (min:sec)</u>
Excellent	20	21.5 +	55 +	62 +	48.0-	9:57-
	19	20.5 - 21.0	51 - 54	56 - 61	48.1 - 51.0	9:58 - 10:50
	18	19.5 - 20.0	47 - 50	50 - 55	51.1 - 54.0	10:51 - 11:43
Good	17	18.5 - 19.0	43 - 46	44 - 49	54.1 - 57.0	11:44 - 12:36
	16	17.5 - 18.0	39 - 42	38 - 43	57.1 - 59.0	12:37 - 13:29
Average	15	16.5 - 17.0	35 - 38	32 - 37	59.1 - 62.0	13:30 - 14:20
	14	16.0	31 - 34	30 - 31	62.1 - 65.0	14:21 - 14:56
	13	15.5	27 - 30	28 - 29	65.1 - 68.0	14:57 - 15:32
Below Average	12	15.0	23 - 26	26 - 27	68.1 - 71.0	15:33 - 16:08
	11	14.5	19 - 22	23 - 25	71.1 - 74.0	16:09 - 16:43
Minimum Acceptable	10	14.0	15 - 18	21 - 22	74.1 - 77.0	16:44-17:17
Substandard	0	< 14.0	< 15	< 21	> 77.0	> 17:17