



Missoula Police Department

PERSONAL HISTORY STATEMENT

Please read completely the Opening Statement, Instructions, and Confidentiality and Certification provision before proceeding to answer any questions.

Opening Statement

The information you provide in this Personal History Statement will be used to assist the Missoula Police Department in determining your suitability for employment as a Police Officer for the City of Missoula Police Department.

Please keep in mind the following:

1. The completion of this Personal History Statement is mandatory according to Missoula Police Department policy.
2. All statements made herein are subject to verification.
3. Deliberate inaccuracies or incomplete statements will remove you from any further consideration for employment.
4. All time periods in your background, unless otherwise specified, must be accounted for.
5. It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances surrounding it, and consideration will be given to the degree of relevance it has to employment with a law enforcement agency.

If you withhold or deliberately distort any information during the background investigation, discovery of that fact will disqualify you from further consideration. If the discovery is made after you have been hired by the Missoula Police Department, it may be grounds for immediate termination.

Applicants who advance to the background investigation phase of our hiring process will be interviewed by an investigator and given an opportunity to discuss any inconsistencies or adverse information apparent at that point in the investigation.

INSTRUCTIONS

1. Please print your responses to this questionnaire in ink. DO NOT type on this form.
2. Please complete the responses yourself. DO NOT have another person fill in the blanks for you.
3. IF YOU NEED ADDITIONAL SPACE TO ANSWER A QUESTION, SUCH AS TO PROVIDE A COMPLETE LIST OF FAMILY MEMBERS, PAST EMPLOYERS, OR PAST RESIDENCES, USE A SEPARATE SHEET OF PAPER. DO NOT LEAVE OUT INFORMATION SIMPLY BECAUSE THERE ISN'T ADEQUATE ROOM ON THE FORM. ALSO, MAKE SURE THAT ANY ANSWERS ON ADDITIONAL SHEETS ARE CLEARLY IDENTIFIED WITH YOUR NAME AND QUESTION NUMBER IN THE TOP RIGHT CORNER OF THE PAGE.
4. Include all ZIP codes with all addresses.
5. If you feel that some of the information solicited may be misleading and requires further elaboration, you may attach a brief, written explanation to the form.

CONFIDENTIALITY

The contents of this Personal History Statement are considered Confidential and will be used by the Missoula Police Department for the purpose of evaluating your suitability for employment as a Police Officer. However, if it is discovered that you are currently involved in criminal activity or have committed an undiscovered felony, the contents of this Personal History Statement as well as any other information from the background investigation will be shared with the appropriate law enforcement agency or agencies.

When completed, this Statement along with all other supporting documents should be returned to the City of Missoula Human Resources Department. If you have questions regarding this or any other aspect of the application process, contact Capt. Chris Odlin at (406)552-6337 or the Human Resources Department at (406)552-6130.

CERTIFICATION

I certify that I have read the opening statement and instructions for the Missoula Police Department Personal History Statement, and I accept the conditions of completeness, accuracy and confidentiality.

Signature of Applicant

Printed Name of Applicant

Date

PERSONAL INFORMATION

The following information is required from you for verification and contact purposes:

1. Your name (please print in ink).

Last	First	Middle
------	-------	--------

List other names you have used or been known by. Include maiden names, married or adopted names, or nicknames:

2. Your current physical address:

Number	Street	City	State	Zip
--------	--------	------	-------	-----

3. Your mailing address if different from your physical address:

Number	Street	City	State	Zip
--------	--------	------	-------	-----

4. Phone numbers at which you can be reached:

Home _____ Work _____

Page/Cell _____ Message _____

Email address _____

5. Date of Birth _____

6. Place of birth (City, County, State or Country)

You must be a U.S. citizen for this position. You must provide a certified copy of your birth certificate or copies of your naturalization papers.

7. Social Security Number: _____. In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. This information will be used for identification purposes and to ensure that proper records are obtained.

RELATIVES, REFERENCES, ACQUAINTANCES

During the course of the background investigation, persons who know you will be asked to comment upon your suitability for the position for which you have applied. Inquiries will be confined to job-relevant matters.

8. Please supply the appropriate information in the spaces below. If a category is not applicable, write in "N/A."

Father	Current Address, include e-mail, if applicable
Home Phone	
Work Phone	
Mother	Current Address, include e-mail, if applicable
Home Phone	
Work Phone	
Spouse	Current Address, include e-mail, if applicable
Home Phone	
Work Phone	
Father-in-law	Current Address, include e-mail, if applicable
Home Phone	
Work Phone	
Mother-in-law	Current Address, include e-mail, if applicable
Home Phone	
Work Phone	
OTHER	Current Address, include e-mail, if applicable
Home Phone	
Work Phone	
OTHER	Current Address, include e-mail, if applicable
Home Phone	
Work Phone	
OTHER	Current Address, include e-mail, if applicable
Home Phone	
Work Phone	

9. List as personal or professional references 3—5 individuals who have knowledge of you and your qualifications.

Name	Relationship
Current Address, include e-mail, if applicable	Phone
Name	Relationship
Current Address, include e-mail, if applicable	Phone
Name	Relationship
Current Address, include e-mail, if applicable	Phone
Name	Relationship
Current Address, include e-mail, if applicable	Phone
Name	Relationship
Current Address, include e-mail, if applicable	Phone

10. List individuals with whom you have resided within the past 10 years. Do not list information prior to your 15th birthday. **Exclude family members.** Use an additional sheet if necessary.

Name	Address, include e-mail, if applicable	Phone

RESIDENTIAL HISTORY

11. Please list all of your residences during the last 10 years. Begin with your most current residence and proceed backward. If a residence was rented, give the landlord's name, address and telephone number.

Address	From	To
Reason for Leaving	Landlord Information	
Address	From	To
Reason for Leaving	Landlord Information	
Address	From	To
Reason for Leaving	Landlord Information	
Address	From	To
Reason for Leaving	Landlord Information	
Address	From	To
Reason for Leaving	Landlord Information	
Address	From	To
Reason for Leaving	Landlord Information	
Address	From	To
Reason for Leaving	Landlord Information	
Address	From	To
Reason for Leaving	Landlord Information	

EDUCATION

12. Montana law requires peace officers to possess a high school diploma or its equivalent. Please indicate your current status in this regard by checking the appropriate box(es). **You are required to submit a COPY of your diploma/certificate AND official transcripts.**

- Possess a high school diploma.
- Passed the G.E.D. (General Educational Development) test.
- Have the following higher education degree(s):

13. Montana law requires peace officers to possess a high school diploma or its equivalent. List all the schools you have attended, beginning with high school. During the background investigation, persons who have known you in a learning environment may be contacted. A review of your school records will be made in conjunction with those contacts. Use an additional sheet of paper if necessary.

Name of School	From	To
City & State	Highest Grade/Level Completed	
Name of School	From	To
City & State	Highest Grade/Level Completed	
Name of School	From	To
City & State	Highest Grade/Level Completed	
Name of School	From	To
City & State	Highest Grade/Level Completed	

14. Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools including colleges and universities, graduate schools, business and vocational schools; any formal education beyond the high school level.)

YES **NO**

If "YES," please explain, including date, school and circumstances:

PREVIOUS EMPLOYMENT

15. Beginning with your most current employment, list all jobs you have held in the past 10 years and any job with a law enforcement or criminal justice agency. For purposes of the Personal History Statement, part-time, temporary and voluntary work should be included. Please list all periods of unemployment in chronological sequences in the spaces provided for you between employment listings.

Should you need to list additional experience/employment information, please use an additional sheet of paper, and continue in the exact same format as follows:

NAME & ADDRESS OF EMPLOYER: _____

E-Mail Address of Employer: _____

Telephone Number of Employer: _____

Dates of employment: From _____ to _____

Full-time _____ Part-time _____ Volunteer _____ Military Service _____

Title or duties: _____

Name you were known by: _____

Name of supervisor: _____

Names of co-workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Unemployed from _____ to _____

NAME & ADDRESS OF EMPLOYER: _____

E-Mail Address of Employer: _____

Telephone Number of Employer: _____

Dates of employment: From _____ to _____

Full-time _____ Part-time _____ Volunteer _____ Military Service _____

Title or duties: _____

Name you were known by: _____

Name of supervisor: _____

Names of co-workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Unemployed from _____ to _____

NAME & ADDRESS OF EMPLOYER: _____

E-Mail Address of Employer: _____

Telephone Number of Employer: _____

Dates of employment: From _____ to _____

Full-time _____ Part-time _____ Volunteer _____ Military Service _____

Title or duties: _____

Name you were known by: _____

Name of supervisor: _____

Names of co-workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Unemployed from _____ to _____

NAME & ADDRESS OF EMPLOYER: _____

E-Mail Address of Employer: _____

Telephone Number of Employer: _____

Dates of employment: From _____ to _____

Full-time _____ Part-time _____ Volunteer _____ Military Service _____

Title or duties: _____

Name you were known by: _____

Name of supervisor: _____

Names of co-workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Unemployed from _____ to _____

NAME & ADDRESS OF EMPLOYER: _____

E-Mail Address of Employer: _____

Telephone Number of Employer: _____

Dates of employment: From _____ to _____

Full-time _____ Part-time _____ Volunteer _____ Military Service _____

Title or duties: _____

Name you were known by: _____

Name of supervisor: _____

Names of co-workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Unemployed from _____ to _____

NAME & ADDRESS OF EMPLOYER: _____

E-Mail Address of Employer: _____

Telephone Number of Employer: _____

Dates of employment: From _____ to _____

Full-time _____ Part-time _____ Volunteer _____ Military Service _____

Title or duties: _____

Name you were known by: _____

Name of supervisor: _____

Names of co-workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Unemployed from _____ to _____

NAME & ADDRESS OF EMPLOYER: _____

E-Mail Address of Employer: _____

Telephone Number of Employer: _____

Dates of employment: From _____ to _____

Full-time _____ Part-time _____ Volunteer _____ Military Service _____

Title or duties: _____

Name you were known by: _____

Name of supervisor: _____

Names of co-workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Unemployed from _____ to _____

NAME & ADDRESS OF EMPLOYER: _____

E-Mail Address of Employer: _____

Telephone Number of Employer: _____

Dates of employment: From _____ to _____

Full-time _____ Part-time _____ Volunteer _____ Military Service _____

Title or duties: _____

Name you were known by: _____

Name of supervisor: _____

Names of co-workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Unemployed from _____ to _____

NAME & ADDRESS OF EMPLOYER: _____

E-Mail Address of Employer: _____

Telephone Number of Employer: _____

Dates of employment: From _____ to _____

Full-time _____ Part-time _____ Volunteer _____ Military Service _____

Title or duties: _____

Name you were known by: _____

Name of supervisor: _____

Names of co-workers: (1) _____

(2) _____

(3) _____

Reason for Leaving: _____

Unemployed from _____ to _____

16. Would any problem result if your present employer was contacted during the course of the background investigation?

YES **NO**

If "YES," when is the best time to contact this employer?

17. If you have had no previous employment, please explain here.

18. Have you ever been fired or asked to resign from any place of employment?

YES **NO**

If "YES," please give details, including when, name of employer, and why.

19. Have you ever applied, successfully or unsuccessfully, for another position with any law enforcement agency?

YES **NO**

If "YES," please provide details, including name and location of department(s), date of application, and how far you progressed through the hiring process.

20. Have you ever attended a law enforcement academy in Montana or any other state?

YES **NO**

If "YES," please provide details, including name of academy, dates of attendance, and outcome.

21. Have you ever served in the Armed Forces, National Guard, or Military Reserves?

YES **NO**

If "YES," please supply the following information:

Branch of service: _____ Service No. _____

Dates of service: From _____ to _____

Military specialty: _____

Type of discharge: _____

You are required to submit a COPY of your DD-214.

22. Have you registered with the Selective Service?

YES **NO**

If "YES," when? _____

You are required to submit a copy of your registration confirmation.

23. If you were in the Military, National Guard or Military Reserves, were you ever the subject of judicial or non-judicial disciplinary action?

YES **NO**

If "YES," please give details, including branch of service, where, when, charges, resolution, etc.

24. Past commanding officers and other military acquaintances are potential sources of relevant information pertaining to your background. Please list those individuals who know you well enough to provide accurate information about you.

Name/Title	Military Unit	Telephone

FINANCIAL

25. The management of personal finances is relevant to an individual’s qualifications for a position with a law enforcement agency. Therefore, please fill in the financial statement as follows. The amount of indebtedness, in itself, will not be used in evaluating your qualifications. However, your behavior in meeting your financial obligations will be reviewed. **You are required to submit one credit report from EACH of the 3 credit reporting bureaus, dated NO MORE THAN 30 days prior to application deadline.**

CURRENT MONTHLY INCOME		CURRENT MONTHLY EXPENSES	
Monthly Salary		Monthly Mortgage/Rent	
Spouse’s Salary		Car payment(s)	
Other Monthly Income		Other Payments	
		Estimated monthly living expenses (utilities, food, gasoline, insurance, etc.)	
Total Monthly Income		Total Monthly Expenses	
CURRENT ASSETS		CURRENT LIABILITIES	
Savings		Mortgage(s) Balance(s)	
Checking balance		Car Loan(s)	
Real estate equity		Charge accounts (total)	
Stocks & bonds		Other liabilities (describe)	
Life Ins. Cash value			
Automobile equity			
Other assets (describe)			
Total Assets		Total Liabilities	

26. Please supply the following information regarding financial institutions in which you have accounts or loans:

INSTITUTION (Bank, S&L, Loan Co.)	ACCOUNT NO.	TYPE ACCT.

27. Please supply the following information about your charge accounts, credit cards, contracts or other financial liabilities:

NAME OF COMPANY	ADDRESS, include e-mail address	TYPE OF ACCT.

28. Have you ever filed for or declared bankruptcy?

YES NO

If "YES," please give details including when, where and why.

29. Within the last seven (7) years, have any of your bills ever been turned over to a collection agency?

YES **NO**

If "YES," please give details including when, firms involved and circumstances.

30. Within the last seven (7) years, have your wages ever been garnished?

YES **NO**

If "YES," please give details including when, where and why.

31. Within the last seven (7) years, have you ever had purchased goods that have been repossessed?

YES **NO**

If "YES," please give details including when, firms involved and circumstances.

32. Have you ever been delinquent on child support, income tax, or other tax payments?

YES **NO**

If "YES," please give details including when, where and why.

34. As an adult, have you ever been placed on probation by any court?

YES **NO**

If "YES," please give details including when, where and why.

35. Are you currently under investigation for any criminal violation/activity?

YES **NO**

If "YES," please give details.

36. Are you now or have you ever been involved as a defendant in any civil court action?

YES **NO**

If "YES," please give details including when, where, name of court, and circumstances.

MOTOR VEHICLE OPERATION

37. Operation of a motor vehicle is an integral part of the position for which you have applied. An investigation of your driving history will be made through a records check. **You are required to submit a COPY of your current driver's license.** Please supply the following information:

Name as printed on Driver's License _____

Driver's License Number _____ State _____

38. Please list other states where you have been licensed to operate a motor vehicle:

State	Name in which licensed

39. Have you ever been refused a driver's license by any state?

YES **NO**

If "Yes," please explain when, where and why.

40. Has your driver's license ever been suspended, revoked, or placed on negligent operator's probation or restriction?

YES **NO**

If "YES," please give details including where, when, and under what circumstances.

41. Please list all traffic citations you have received as an adult (after reaching the age of 18). **Exclude parking citations. Use an extra sheet of paper if necessary.** The term *disposition* refers to how was the citation resolved. (paid fine, dismissed in court, deferred imposition of sentence)

Violation	Location	Date	Disposition

42. Please list all motor vehicle accidents in which you have been involved as a driver within the past seven (7) years. **Use an extra sheet if necessary.**

Date	Location	Investigating agency	Injury/non-injury

43. If there is anything you wish to discuss about your driving record which has not already been covered in the preceding sections, please explain here.

44. Please list all motor vehicles registered to you and your spouse.

Year	Make	Model	License No.	State	VIN

45. Montana law requires that owners of motor vehicles be covered by automobile liability insurance. Therefore, please list the company that insures each of the motor vehicles listed above.

Vehicle	Company	Address	Policy No.	Exp. Date

46. Have you ever been refused auto insurance for any reason other than failure to pay a premium?

YES **NO**

If "YES," please explain, including the company name, date, and reason.

GENERAL INFORMATION

47. Have you ever applied for a permit to carry a concealed firearm or other weapon?

YES **NO**

If YES," was the permit granted? **YES** **NO**

Date issued: _____

Law Enforcement Agency: _____

Reason for permit: _____

48. Are you willing to work all hours of the day, all days of the week, holidays, and overtime when assigned?

YES **NO**

49. If the necessity arose in the course of your employment as a Police Officer to use deadly force on a human being, would you have any reluctance to do so?

YES **NO**

50. Do you have anything in your background that may disqualify you from becoming a Police Officer in the State of Montana?

YES **NO**

If "YES," please explain.

51. **Please answer the following questions in your own handwriting and using no more than the lined space provided. You are not required to use all of the lined space.**

Why do you want this job? How do you think this job will benefit you?

Signature: _____ Date: _____