

General Instructions  
**Please read the following instructions carefully.**

- All information on the personal history statement must be completed in black ink.
- All information on the personal history statement must be completed in your own handwriting.
- If you have questions about the personal history statement please contact the Professional Standards Unit by email at [policerecruiting@roanokecountyva.gov](mailto:policerecruiting@roanokecountyva.gov) or by phone (540) 777-8680.
- 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 responses to any questions will disqualify you from the process.
- The personal history statement will be due on your test date.
- Questions that require a “yes” or “no” response shall be indicated as such in the space provided. If a category or question does not apply to you place N/A (not applicable) in the designated area.
- If additional space is needed for any item, the answer should be continued on page 15. Each answer should be numbered to correspond with the appropriate question.
- You are required to sign and date all pages. Read page 16 carefully prior to signing that page.

## **Specific Instructions**

### **Page 2 Instructions and additional documentation**

All documents pertaining to you must be provided. Transcripts must be delivered in a sealed envelope by mail from the institution. All other documents must be notarized and delivered to the police department.

Please check the box on the application that applies to you. For example, high school transcripts you should check the box beside "copy requested." If you have never been married you would check the box for N/A beside "marriage certificate."

### **Page 3 Personal Data**

Please complete all applicable information. Please include all addresses where you have lived in the past ten years. This includes college when you may have been living in dorms, or a location off campus where you may not have received mail.

### **Page 4 Personal Data Continued**

Please list all immediate relatives to include parents, siblings, step-parents, step or half siblings, aunts and uncles. Do not leave anyone out. Even if you do not have contact with them put down as much information as you know and can find out.

For example, if you have an uncle named Joe Smith but do not know his current address list "Joe Smith," then either his last known address or "address unknown" and his last known phone number or "unknown." If your background investigator is able to obtain the information by asking one of your relatives or by a simple "google" your application will be returned. Take your time and be thorough.

### **Page 5 Personal Data Continued**

Include all applications made to federal, state and local public safety employers. If you have made an application please fill in when, the name of the agency, what position you applied for and the status of your application. List the status as active, inactive, not hired, or withdrawn.

For example: 09/25/09---Roanoke County Police Department---Police Officer---Active

### **Page 6 Financial Data**

A credit history will be ran as part of your comprehensive background investigation. Please fill in all debts, monthly payments, current balances, and loan holder information.

List all information pertaining to accounts placed in collections, and adjudicated bankruptcies.

List any child support or alimony you pay or that is paid to you. List your spouse's income and any additional income. If you work a second job the income would be included here.

### **Page 7 Military Data**

Fill in information regarding military service both past and present. Remember to bring a certified copy of your military record or DD214.

### **Page 8 and 9 Employment History**

Include all jobs worked starting with your most recent employer. Please be thorough and list dates of employment, business name, phone number, address of the employer, position, salary, supervisor name, and reason for leaving. "Personal" is not an acceptable response as to why you left the job.

If a company is no longer in business indicate such in the address section. If you do not take the time to research and your background investigator can "google" the business to find the requested information, your application will be returned. Take the time to accurately and thoroughly fill out all requested fields.

### **Page 10 Arrest Record and Criminal History**

Section I: List all detentions, arrests and convictions for criminal charges (felony or misdemeanor), either as an adult or juvenile. Detention means you were stopped and questioned by the police. Arrest means you were charged with a crime. Conviction means you were charged with a crime and found to be guilty or the matter was taken under advisement.

Section II: List all activities you have participated in since the age of 18 you knew or now know to be a crime. This includes activities that no other person may be aware you committed or that you were never "caught" doing.

Section III: Read the description of possession on the form. If you had a physical contact with or control over an area where the drug was located this constitutes a possession of the drug. For example, if you never smoked marijuana, but had a bag of marijuana in your vehicle glove box in high school, this would still be considered possession of the drug.

### **Page 11 Driving History**

Section I: List all tickets summons or citations issued regardless of the disposition, excluding parking tickets. You can access Virginia Court Case Information online and look up active and inactive charges by entering your name and the Court of Jurisdiction where the summons was issued.

### **Page 12 References**

In the first section list 4 people who have known you for at least five years who are not related to you by blood or marriage and not listed on the employment history. For example, a teacher, close friend, coach, or member of the community. In the second section list four people who currently know you well and can attest to your character.

### **Page 13 Miscellaneous**

Section J: The pay range is \$39,221 for police officer. Please place this in the block that states you do know the pay range.

We have three shifts: Daylight, Evening, and Midnight. You will be required to work many holidays and weekends.

Answer the two essay questions at the bottom of the page in your own words.

### **Page 14 Essential Job Functions**

Read and initial beside each job function that you feel you can perform after receiving proper training.

### **Page 15 Additional Information**

Anything that does not fit in the previously provided space should be listed in this section. Indicate the section and page number that the information is a continuation of. If you ask yourself if the information should be included, it needs to be.

### **Page 16 Signature Page**

Read the disclaimer at the top of the page. It is critical that you do not sign this page until you are in front of a notary or police department personnel.

### **Conclusion**

Recheck your personal history statement to make sure all fields are completed.

Do you have all your items from page 2 notarized or requested?

Did you sign and date the bottom of every page?

Did you sign the final page in front of a Notary Public?

Did you complete the form honestly and truthfully and completely?

If you have a question contact the Professional Standards Unit at

[policerecruiting@roanokecountyva.gov](mailto:policerecruiting@roanokecountyva.gov) or

(540) 777-8680.

The Roanoke County Police Department will select qualified individuals without regard to age, race, sex, religion, creed, national origin, or disability.