



APPLICANT

IF YOU HAVE TAKEN THE CIVIL SERVICE EXAM IN ANY OTHER JURISDICTION, THE FOLLOWING MUST BE ATTACHED TO YOUR PERSONAL HISTORY PACKET WHEN IT IS RETURNED:

- COPY OF DRIVER'S LICENSE
- COPY OF HIGH SCHOOL DIPLOMA OR GED
- COPY OF DIPLOMA FROM ANY OTHER EDUCATIONAL FACILITY
- COPY OF BIRTH CERTIFICATE
- COPY OF MILITARY DISCHARGE PAPERWORK (FOR PRIOR MILITARY PERSONNEL)
- COPY OF ANY CERTIFICATES THAT INVOLVE LAW ENFORCEMENT, I.E. POST CERTIFICATION

**AUTHORIZATION TO RELEASE INFORMATION
(PERSONAL INQUIRY WAIVER)**

To Whom It May Concern:

I respectfully request and authorize you to furnish the Houma Police Department copies of any and all medical records (physical, medical, mental) including reports, labs, x-rays, EKGs, and any other medical information, which you may have concerning treatment to me for any purpose and at any time. This information is to be used to assist the Houma Police Department in determining my qualifications and fitness for the position I am seeking.

I respectfully request and authorize you to furnish the Houma Police Department with any and all information you have concerning my employment, including my entire personnel file, my application for employment, the report of my pre-employment physical, reports of personal injury and medical records, and payroll records which reflect the terms of my employment (i.e. the number of days, weeks, months, etc.) and my gross earnings. This information is to be used to assist the Houma Police Department in determining my qualifications and fitness for the position I am seeking.

I respectfully request and authorize you to furnish the Houma Police Department with any and all education records, financial credit status, and background and character information. Please include all information that may be of a confidential or privileged nature. This information is to be used to assist the Houma Police Department in determining my qualifications and fitness for the position I am seeking.

I respectfully request and authorize you to furnish the Houma Police Department with copies of my military services records (including medical, physical, and mental records and reports). This information is to be used to assist the Houma Police Department in determining my qualifications and fitness for the position I am seeking.

I hereby relieve, release you and hold harmless the Houma Police Department and the individuals, agencies, and /or institutions that supplied the requested information from any liability or damage, which may result from furnishing the information, requested above. I further authorize a copy of this waiver to be used in lieu of the original.

Applicant Signature

Date

Service Number (if applicable)

Witness

Witness

PERSONAL HISTORY

POSITION APPLIED FOR: _____

A. Name _____ Date of Birth _____
Last First Middle Maiden Month Day Year

B. Race _____ Sex _____ Age _____ Social Security Number _____

C. Driver's License Number/State _____ Place of Birth _____

D. Height _____ Weight _____ Hair Color _____ Eye Color _____

E. Marital Status: _____
Single Married Widowed Separated Divorced

F. Present Home Address

Residence Number _____ Street _____ City/State _____ Zip Code _____

G. Phone Numbers

Mobile Phone _____ Home Number _____ Business Number _____

H. Landlord (if applicable)

Name _____ Address _____ Phone Number _____

I. Emergency Contact Name

Name _____ Address _____ Phone # _____ Relationship _____

J. Spouse's Name _____ Address _____
First Last Maiden Name Number Street

City/State _____ Zip _____ Telephone Number _____
Area code Number

Spouse's Date of Birth _____ Spouse's Occupation _____

Spouse's Place of Employment

Address _____ City/State _____ Phone Number _____

K. Father's Name _____ Address _____
First Last Number Street

City/State _____ Zip _____ Telephone Number _____
Area code Number

L. Mother's Name _____ Address _____
First Last Number Street

City/State _____ Zip _____ Telephone Number _____
Area code Number

HOUMA POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

M. Number of children _____ List Name(s) of Children Below:

Name	Age	Date of Birth	Address
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

N. Previous Marriages () Yes () No
If "yes" please supply name, address, and telephone number of previous spouse(s), and date(s) of previous marriages:

O. If raised by other than parents, give the following information:

Name	Relation
_____	_____
Address	Phone Number

P. List brothers and sisters:

Full Name	Address	Where Employed	Age
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Q. Have you ever resided outside the United States? () Yes () No

If "Yes", explain:

U. Are you a Citizen of the U.S.? () Yes () No

If "No", explain:

R. List your residence(s) for the past ten years:

Address _____ City/State _____

From _____ To _____

Address _____ City/State _____

From _____ To _____

Address _____ City/State _____

From _____ To _____

Address _____ City/State _____

From _____ To _____

Address _____ City/State _____

From _____ To _____

LEGAL INFORMATION

A. Have you ever been arrested or received any summons from any law enforcement agency?

Yes No

If "yes" complete the following:

Month/Year	Charge/Violation	City/State	Disposition

Month/Year	Charge/Violation	City/State	Disposition

Month/Year	Charge/Violation	City/State	Disposition

Month/Year	Charge/Violation	City/State	Disposition

B. Has your spouse or ex-spouse ever been arrested or received any summons from any law enforcement agency? Yes No

If "yes" explain

C. Have any members of your family been arrested in the last 10 years?

Yes No

If "yes" explain

Full Name	Relationship	D.O.B.	Charge	Disposition

Full Name	Relationship	D.O.B.	Charge	Disposition

Full Name	Relationship	D.O.B.	Charge	Disposition

D. Indicate below all traffic citations you have received:

Month/Year	Charge/Violation	City/State	Disposition

Month/Year	Charge/Violation	City/State	Disposition

Month/Year	Charge/Violation	City/State	Disposition

Month/Year	Charge/Violation	City/State	Disposition

E. Are you ever summoned or subpoenaed to any court of law in a civil or criminal action?

Yes No

If "yes", explain:

F. Were you ever under investigation by any law enforcement agency for any criminal offense?

Yes No

If "yes", explain:

G. Do you believe in the judicial system of the United States of America?

Yes No

If "yes", explain:

H. Do you feel that there is any reason that you would be unable to uphold and enforce the laws of this City, state, and country? Yes No

If "yes", explain

I. Do you have, or would you have, any objection to the Houma Police Department using mechanical means such as lie detector test or voice stress type equipment in determining your qualifications for a position on this department, and in using such type equipment for internal investigations? Yes No

If "yes", explain in detail:

J. Do you have any legal problems that you feel we should be aware of that have not already been covered in this form, and if so please state these in the space provided below

FINANCIAL INFORMATION

A. Have there ever been lawsuits or civil judgments ruled against you? Yes No
If "yes", explain:

B. Have you ever filed civil suits? Yes No
If "yes", explain:

C. Have you ever overdrawn your checking account? Yes No
If "yes", explain:

D. Have you ever had wages garnished? Yes No
If "yes", explain:

E. Are you currently delinquent in child support or alimony payments?
 Yes No
If "yes", explain:

F. Credit References:

Company Name: _____ Account Number: _____

Company Name: _____ Account Number: _____

Company Name: _____ Account Number: _____

Company Name: _____ Account Number: _____

Company Name: _____ Account Number: _____

If you own your home and a company holds a mortgage on it, please list it in your references.

G. Banks: List the banks with who you currently hold accounts and the type of accounts you have with them.

Name of Bank	Type of Account	Account Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

H. Have you every filed bankruptcy? () Yes () No

If "yes", explain:

EMPLOYMENT HISTORY

Begin with Present Employment. Include all Employment During the Past 10 Years

Will enquiries to your present employer compromise your employment? () Yes () No

1. Company Name: _____

Address: _____ Zip Code: _____

Telephone Number: _____ Supervisor's Name: _____

Employment Period, From: _____ To: _____

Reason for Leaving: _____

Salary Per Month: _____ Job Duties: _____

2. Company Name: _____
Address: _____ Zip Code: _____
Telephone Number: _____ Supervisor's Name: _____
Employment Period, From: _____ To: _____
Reason for Leaving:

Salary Per Month: _____ Job Duties: _____

3. Company Name: _____
Address: _____ Zip Code: _____
Telephone Number: _____ Supervisor's Name: _____
Employment Period, From: _____ To: _____
Reason for Leaving:

Salary Per Month: _____ Job Duties: _____

4. Company Name: _____
Address: _____ Zip Code: _____
Telephone Number: _____ Supervisor's Name: _____
Employment Period, From: _____ To: _____
Reason for Leaving:

Salary Per Month: _____ Job Duties: _____

5. Company Name: _____
Address: _____ Zip Code: _____
Telephone Number: _____ Supervisor's Name: _____
Employment Period, From: _____ To: _____
Reason for Leaving:

Salary Per Month: _____ Job Duties: _____

6. Company Name: _____
Address: _____ Zip Code: _____
Telephone Number: _____ Supervisor's Name: _____
Employment Period, From: _____ To: _____
Reason for Leaving:

Salary Per Month: _____ Job Duties: _____

7. Company Name: _____
Address: _____ Zip Code: _____
Telephone Number: _____ Supervisor's Name: _____
Employment Period, From: _____ To: _____
Reason for Leaving:

Salary Per Month: _____ Job Duties: _____

8. Company Name: _____
Address: _____ Zip Code: _____
Telephone Number: _____ Supervisor's Name: _____
Employment Period, From: _____ To: _____
Reason for Leaving:

Salary Per Month: _____ Job Duties: _____

9. Company Name: _____
Address: _____ Zip Code: _____
Telephone Number: _____ Supervisor's Name: _____
Employment Period, From: _____ To: _____
Reason for Leaving:

Salary Per Month: _____ Job Duties: _____

10. Company Name: _____

Address: _____ Zip Code: _____

Telephone Number: _____ Supervisor's Name: _____

Employment Period, From: _____ To: _____

Reason for Leaving:

Salary Per Month: _____ Job Duties: _____

A. Were you ever subject to any disciplinary action or disciplinary proceedings in connection with any employment? () Yes () No. If "yes" please explain below:

B. Explain any lapse of time between employment:

C. Have you ever been dismissed or terminated from employment?

() Yes () No. If "yes" please explain below:

D. Have you applied for employment with the Houma Police Department in the past?

() Yes () No. If "yes" for what position did you apply?

E. Have you ever applied for employment with another law enforcement agency (police, sheriff's department, or state police)? () Yes () No.

If "yes" give department, location, when application filed, and reason not hired:

F. Were you ever employed by another law enforcement agency, either in the state of Louisiana or outside the state?

() Yes () No. If "yes" provide the following information:

Agency: _____ State: _____

Telephone number: _____

Reason for Leaving:

EDUCATION INFORMATION

A. HIGH SCHOOLS

NAME _____

FROM _____ TO _____

NAME _____

FROM _____ TO _____

NAME _____

FROM _____ TO _____

NAME _____

FROM _____ TO _____

DATE OF GRADUATION _____

B. COLLEGE AND/OR UNIVERSITY

NAME _____

FROM _____ TO _____

NAME _____

FROM _____ TO _____

NAME _____

FROM _____ TO _____

NAME _____

FROM _____ TO _____

MAJOR _____

MINOR _____

HOURS COMPLETED _____

C. TECHNICAL SCHOOLS

NAME _____

FROM _____ TO _____

NAME _____

FROM _____ TO _____

NAME _____

FROM _____ TO _____

D. OTHER (INCLUDING G.E.D. CERTIFICATE)

E. Have you ever been suspended, expelled, or asked to withdraw from any educational institution?
() YES () NO. IF "YES"

F. List any foreign languages you speak, read or understand:

G. List any special training, skills, courses or studies including any law enforcement training:

MILITARY HISTORY

A. Branch of Service _____ From _____ To _____

B. Type of Discharge _____ If other than honorable,
explain:

C. If you were released from military service before regular tour of duty completed, but under honorable conditions, please explain the early release:

D. Service Number _____ Highest Rank Attained _____

E. List Reserve or National Guard stats

F. While enlisted in the armed forces, were you subjected to any disciplinary action(s)

Yes No

If "yes" explain:

G. Were there any medical reasons connected with your discharge from the military Service?

Yes No

If "yes" explain:

H. List the type of work you did while in the armed forces:

I. While in military service, did you receive any specialized training with vehicles, weapons, or such? Yes No

If "yes" please list:

VETERANS INFORMATION

A. What is your present selective service classification?

B. If classified "1Y", explain:

C. Have you ever filed any claim with the Veteran's Administration for any physical or mental disability? () Yes () No. If "yes" explain (include claim number and where filed)

D. Have you ever been rejected for enlistment, re-enlistment or induction into any branch of the armed forces of the United States? () Yes () No
If "yes" explain (include branch of service and dates)

E. Are you now or have you ever been a deserter from any branch of the armed forces of the United States? () Yes () No. If "yes" explain:

F. Are you presently receiving any disability benefits from the Veteran's Administration?
() Yes () No. If "yes" explain:

REFERENCES

HPD References

Give name(s) of friend(s) and/or relative(s) who are presently employed by the Houma Police Department:

Name	Rank	Relationship
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Name	Rank	Relationship
------	------	--------------

Name	Rank	Relationship
------	------	--------------

Name	Rank	Relationship
------	------	--------------

Personal References

Name	Address /Phone Number	Occupation	Years Known
------	-----------------------	------------	-------------

Name	Address /Phone Number	Occupation	Years Known
------	-----------------------	------------	-------------

Name	Address /Phone Number	Occupation	Years Known
------	-----------------------	------------	-------------

Name	Address /Phone Number	Occupation	Years Known
------	-----------------------	------------	-------------

Current and Former Neighbors of Previous Addresses

Name	Address	Telephone Number
------	---------	------------------

Name	Address	Telephone Number
------	---------	------------------

Name	Address	Telephone Number
------	---------	------------------

Name	Address	Telephone Number
------	---------	------------------

Name	Address	Telephone Number
------	---------	------------------

Landlords for the Past 5 years

Name	Address	Telephone Number
------	---------	------------------

Name	Address	Telephone Number
------	---------	------------------

Name	Address	Telephone Number
------	---------	------------------

Name	Address	Telephone Number
------	---------	------------------

Name	Address	Telephone Number
------	---------	------------------

List any neighbors you have had problems with in the past 10 years

Name	Address	Telephone Number
Name	Address	Telephone Number
Name	Address	Telephone Number

DRIVER'S LICENSE AND VEHICLE INFORMATION

A. Driver's License Information

Number	State	Class	Expiration Date
--------	-------	-------	-----------------

B. Has your driver's license ever been denied, canceled, suspended or revoked in this state or in any other state. () Yes () No

If "yes" explain:

VEHICLE INFORMATION:

Make _____ Model _____

Color _____ License Plate _____

Lien Holder _____ Amount Owed _____

Vehicle Registered To _____

Insurance Company

Name	Policy Number
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MISCELANEOUS

A. Do you have any prejudice against any particular race, color, creed or organization?

() Yes () No

If "yes" explain:

B. Is there anything in your personal life that could embarrass the Houma Police Department?

Yes No

If "yes" explain:

C. Have you every committed a crime for which you were not arrested?

Yes No

If "yes" explain:

D. Have you ever stolen anything of value?

Yes No

If "yes" explain:

E. Have you every committed the act of shoplifting? Yes No

If "yes" explain:

F. Have you ever taken anything from any place of employment? Yes No

If "yes" explain:

G. Have you ever bought or sold stolen merchandise or do you now have any stolen merchandise or property in your possession? Yes No

If "yes" explain:

H. Have you every bribed or attempted to bribe a police officer?

Yes No

If "yes" explain:

I. Have you ever tried or used marijuana?

Yes No

If "yes" explain:

J. Have you every tried or used any type of type of illegal drug other than marijuana, i.e. cocaine, heroin, LSD, or any other harmful or habit-forming drugs or chemicals Yes No

If "yes" explain:

K. Have you ever taken any narcotic substances, sedatives, stimulants, "designer drugs", or tranquilizer drugs, except as prescribed by a licensed physician? Yes No

If "yes" explain:

L. Have you ever been involved in the sale of illegal drugs, directly or indirectly?

Yes No

If "yes" explain:

M. Has your use of alcoholic beverages every resulted in the loss of a job, arrest by police, or injury to others? Yes No

If "yes" explain:

N. Have you ever been treated by a physician for drug or alcohol abuse? Yes No

If "yes" explain and give name of physician and location of treatment:

O. Have you ever belonged to or associated with anyone belonging to any organization, past or present, that would place the integrity of the Houma Police Department in question (i.e. KKK, Nazi organization, gang member, organized crime, or terrorist type organization) () Yes () No
If "yes" explain:

P. Since you have been an adult (18 years old) have you ever had any sexual involvement with someone under 17 years old? () Yes () No
If "yes" how old were they? _____ how old were you? _____

Q. Have you ever physically abused a spouse, girlfriend, boyfriend, parent, or child? () Yes () No
If "yes" explain:

U. Have you ever lied under Oath? () Yes () No
If "yes" explain:

R. Please explain in a brief paragraph why you want to become a Houma Police Officer?

QUESTIONS FOR CURRENT OR FORMER LAW ENFORCEMENT OFFICERS

If you answer “yes” to any of the following questions, please explain and provide details to include where you were employed at the time and the date of the occurrences.

1. Have you ever accepted a cash bribe or gratuity?

2. Have you ever used more force than was necessary to subdue another person or have you witnessed an excessive force situation?

3. Have you ever struck a handcuffed or restrained prisoner?

4. Have you ever stolen anything from an investigative site?

5. Have you ever used your position as a law enforcement officer for personal gain?

6. Have you ever falsified any type of official report?

7. Have you ever used your position as a law enforcement officer to take sexual advantage of anyone?

8. Have you ever told a friend, acquaintance, or relative about an investigation involving them?
