



# Tulare County Sheriff's Department

Personnel and Training

5959 S. Mooney Blvd., Visalia, CA 93277

1-800-757-9907 or 559-735-1825



Dear Applicant:

Please read the instructions before beginning. Do not write on the back of the application. Make copies if necessary. Please note that your ability to complete this form in a neat, timely and accurate fashion is a very important part of the background investigation process.

You are responsible for the accuracy of information on this form. It is your responsibility to make certain the information is complete and correct. Please note that deliberate misstatements or omission on this form will result in your application being rejected regardless of the nature or reason for the misstatements/omissions. If you have questions regarding the form you may contact our office for clarification. If a question does not apply to you, write "N/A" in the space provided for your response to show you have read and understand the question.

Complete and return the ORIGINAL Personal History Statement as soon as you can. It should be returned to the Sheriff's Personnel and Training Center or mailed to the above address. There are several pages of instructions. It is recommended that you keep the instructions and make a copy of the entire Personal History statement after you complete it.

**Required Documents:** please note that all the items covered on this list are your responsibility to obtain and submit to this agency. It may take several weeks to arrange for some of these documents, so begin working on them at once. Do not delay completing your Personal History Statement form or other application materials while waiting for these documents. Do not call the department to verify receipt of documents (use certified mail if you need a receipt). If you wish to be reimbursed for any costs of purchasing documents required on this list, you must forward a specific written request **and** ORIGINAL receipts to the address above.

The following **original documents** must be brought to personnel for inspection, certified copies will be made and the originals will be returned to you:

- California Drivers License
- County Issued** Birth Certificate (**original or certified copy from originating county only**)
- California Department of Motor Vehicles License Information Record

Photocopies must be submitted of the following:

- High School Diploma or equivalent and transcripts\* (**see below**)
- College Diploma and/or transcripts\*(**see below**)
- County issued Marriage Certificate for each marriage
- County issued final Dissolution/Annulment Order for each marriage dissolved
- DD 214 - Military Discharge (long form), along with any awards or decorations you received
- Professional Training Certificates
- Selective Service Number (men only) 1-847-688-6888 or internet <http://www.sss.gov>
- A copy of any traffic collisions reports in which you have been **named the driver** with the past 3 years
- A copy of any police reports in which you were **arrested** (non-sworn applicants supply **convicted** only)
- Social Security Card

**\*Transcripts:** MUST be mailed directly from the issuing institution or agency directly to the address listed above. These must be certified or official copies which bear a raised/original seal. They will not be returned. Photocopies may be turned in additionally to assist in continuing the process while the department awaits receipt of the official transcripts.

Notarized WAIVERS are required. Do not sign the waivers until the Notary Public tells you to do so. The Department has a Notary Public in the PERSONNEL AND TRAINING CENTER who will notarize your waiver.

When your application is assigned to a background investigator, you will be contacted. If you have a change of address, new phone number, new employer or if you accept employment elsewhere, decide to withdraw or waive, notify this office immediately.

