

Tempe Police Department

AzPOST Statement of Personal History Face Sheet

Submitted forms must be securely attached to each other. **Print all documents single-sided.** Loose forms may not be accepted at any phase of the process.

This completed form and the completed and notarized AzPOST PH Authorization for Release of Information must be submitted at the physical agility test.

Prior to testing, you must **complete the AzPOST personal history form at [my.AZPOST](#) (if you have not done so already).** Be sure to **share your personal history form with Tempe PD.** Please follow these instructions.

- A. Read this form and complete it fully. Read the AzPOST PH Authorization for Release of Information, complete it fully and have it notarized. Refer to page ii for additional instructions and requirements.
- B. All forms must be typed or printed in **black ink.**
- C. **Do not** leave any question unanswered. If the question does not apply, you must type or print **"DNA"** in the space provided. All questions must be answered before forms are submitted. Incomplete forms may not be accepted at any phase of the process.
- D. Information will be verified during a background investigation. Any misstatements or omissions of material facts will cause your disqualification from this process. It is a criminal offense to falsify documents submitted during the application and testing process.
- E. In addition to completing this form, you must attach a recent photo of yourself filling but no larger than the space provided below. The photograph should be taken from the front with face exposure.

***** Failure to comply with any of these instructions may result in your disqualification from the hiring process. *****

Your signature certifies you read and understand all instructions.

Applicant's Signature

Test Date (mm/yyyy)

Applicant's Printed Name

Applicant's Date of Birth (mm/dd/yyyy)

Applicant's Email Address

Applicant's Best Contact Phone Number

**YOUR PHOTO
MUST BE SECURELY
ATTACHED HERE AND
MUST FIT IN THIS BOX. DO
NOT PAPERCLIP PHOTOS.**

i. LIST ALL STATES YOU HAVE LIVED (Include states where you have attended school): Use the Continuation Sheet if Necessary	

You **must** submit this completed form, the completed AzPOST PH Authorization for Release of Information and the items listed below upon arrival at the physical agility test.

***** Failure to comply with any of these instructions may result in your disqualification from the hiring process. *****

- Proof of Citizenship **MUST** be one of the following:
 - A **COPY** of your birth certificate showing birth in the United States.
 - Original will be accepted but not returned.
 - A **COPY** of your United States passport.
 - Original **will not** be accepted.
 - A **COPY** of your United States Certificate of Naturalization.
 - Original will be accepted but not returned.

- High School and/or College Diploma **MUST** be one or both of the following:
 - A **COPY** of your high school diploma, GED or final transcripts.
 - Original will be accepted but not returned.
 - A **COPY** of your college diploma or final transcripts.
 - Original will be accepted but not returned.

- Completed the AzPOST personal history form at my.AZPOST** (if you have not done so already). Be sure to **share your personal history form with Tempe PD.**

_____ Your FormID

Complete this face sheet and complete and notarize the AzPOST PH Authorization for Release of Information. Ensure:

- Your photograph is attached as indicated.
- All questions are answered; including “DNA” if the answer does not apply to you.
- All signatures completed as indicated.
- Member 4 copy of your DD 214 included (if applicable).

***** Due to the number of applicants, proof of citizenship, high school or college diploma or equivalent and notarized signatures will be confirmed at the time of check-in. If later review of required materials reveals the packet is incomplete, you may be disqualified from the hiring process. *****

Name: _____
SSN #: _____



Arizona Peace Officer Standards and Training Board AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____, **DO HEREBY AUTHORIZE** any and all persons,
(print name)

employers, partnerships, corporations and all civilian and government entities, military agencies, law enforcement agencies, private, and city, county, state and federal entities to release, furnish and exchange any and all available information relating to me for the purpose of determining my suitability to be appointed and certified as a peace officer. This includes, but is not limited to, all information related to my employment, performance, disciplinary history, character, integrity, reputation, conduct, behavior and fitness for duty.

This authorizes release to the **ARIZONA PEACE OFFICER STANDARDS AND TRAINING BOARD** and the _____ Tempe Police Department _____.
(print agency name)

This release is in addition to, and not intended to curtail or diminish the authorization and immunity provided by statute. **I DO HEREBY RELEASE** from any and all liability, all persons or entities disclosing information pursuant to this release.

SIGNATURE OF APPLICANT:

DATE:

Sworn and Subscribed to Before Me This: _____ Day of _____, 20_____

BY:

STATE OF:

COUNTY OF:

SIGNATURE OF NOTARY PUBLIC:



BACKGROUND INVESTIGATION INFORMATION

Position Offered: Police Department Employee or Volunteer Hire Date: TBD

Name: Date of Birth:

SS#: Driver's License #: State:

Current Address:

Other Names Used: (1) (2)

FAIR CREDIT REPORTING ACT DISCLOSURE & AUTHORIZATION

The City of Tempe, when considering applications for certain positions, making a decision to offer employment for certain positions, and making other employment-related decisions directly affecting you, may wish to obtain and use a "consumer report" about you from a "consumer reporting agency." These terms are defined in the Fair Credit Reporting Act (FCRA), which applies to you. As an applicant for employment or employee of the City of Tempe, you are a "consumer" with rights under the FCRA.

A "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others.

A "consumer report" is any written, oral, or other communication of information by a "consumer reporting agency" bearing on a customer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or collected for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes.

If the City of Tempe obtains a "consumer report" about you, and if the City of Tempe considers any information in the "consumer report" when making an employment-related decision that directly and adversely affects you, you will be provided with a copy of the "consumer report" before the decision is made final by the City of Tempe. You are also free to contact the Federal Trade Commission about your rights under the FCRA, as a "consumer" with regard to "consumer reports" and "consumer reporting agencies."

By signing below, I, _____, hereby authorize the City of Tempe to obtain "consumer reports" about me from a "consumer reporting agency" and to consider the "consumer reports" when making decisions regarding my employment at the City of Tempe. I understand I have rights under the Fair Credit Reporting Act, including the rights discussed above. I hereby give the City of Tempe permission to conduct a thorough background investigation (including checking with the appropriate state and federal agencies) and to forward any and all information obtained to Tempe Police Department. I understand this information will be used for the specific purpose of evaluating my qualifications for employment/fitness for duty and that new and/or continued employment with the City of Tempe may be contingent upon the satisfactory completion of this background investigation. My signature below acknowledges my understanding and agreement with the above.

Signature

Date