



**SOUTH TEXAS COLLEGE
FIRE ACADEMY**

APPLICANT

PERSONAL HISTORY STATEMENT

NAME _____

DATE ISSUED _____

COMPLETED AND RETURNED BY _____

Personal History Statement Instructions

Employees are exposed to confidential and sensitive information. A thorough background investigation is required to properly evaluate the stability of applicants for entrance into the fire academy. Although it is an achievement to reach the background phase of the application process, this is still a competitive process and does not, in any way, guarantee selection.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. **It is essential that the information is accurate in all respects so please read all instructions carefully before proceeding.** The Personal History Statement will be used as a basis for a background investigation that will determine your eligibility for becoming a fire cadet.

1. Your application must be printed legibly in **BLACK INK** by the applicant or typed. Answer all questions truthfully and accurately.
2. If a question is not applicable to you, enter **N/A** in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is accurate and in proper sequence before you begin.
4. You are responsible for obtaining correct and full addresses. If you are not sure of an address, personally verify before making that entry on this history statement. Errors will not be viewed favorably. **ALL ADDRESSES MUST BE COMPLETE WITH ZIP CODES.**
5. If you need additional space for your answers, attach an additional sheet or sheets as needed. Be sure to indicate which question number and page this refers to.
6. An accurate and complete form will help expedite your investigation. **Omissions or falsifications** will result in **disqualification**.
7. You are responsible for furnishing any changes and/or updating your application as needed, such as address changes and telephone changes in writing.
8. Any candidate submitting an incomplete application **WILL NOT BE CONSIDERED FOR THE ACADEMY.** Your application **will be evaluated on completeness and neatness.**
9. **All documents requested must be submitted with the application** (photocopies are acceptable in most cases).
 - Copy of your Social Security card.
 - **Original certified** copy of your birth certificate. (No photo copy)
 - Copy of your valid Texas driver license or a copy of another State's driver license. Applicant must possess a valid Texas driver license prior to entrance into the academy.
 - **Certified Copy** of your High School transcript or original GED certificate.
 - **Sealed original certified** copy of your college transcript. (No photo copy)
 - Copy of current proof of automobile liability insurance.
10. If you have any questions, please contact Instructor Victor Fonseca or Instructor Rogelio Rubio.
11. When submitting the completed documents, please place them in a sealed envelope marked Personal and Confidential.

Applicant Qualification Section

Before you begin to fill out this personal history statement, please ensure that you meet the following requirements. You must meet **all** five of these requirements to qualify for licensure as a firefighter in Texas.

Initial: _____ I am a citizen of the United States of America

_____ I have earned a high school diploma or GED.

_____ I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony.

_____ During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.

_____ I have never had a military court martial that resulted in a dishonorable or bad conduct discharge.

DISQUALIFICATION

There are very few automatic basis for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information.

This personal history statement is a governmental document. Be truthful, as there are criminal consequences for lying on a governmental document.

What Academy are you interested in attending? (check all that apply)

Full Time Academy (M-F 8AM – 5PM)

Part Time Academy (M-F 6PM – 10PM)

Applicant Identification

Information in this section is used for identification purposes only.

Last Name	First	Middle	Maiden
Street Address		Apt. No.	
City		State & Zip Code	
Mailing Address (if different from residence)		State & Zip Code	
Home Telephone No.	Work Telephone No.	Cellular No.	
Date of Birth	Social Security No.	Driver's License No. & State	

Have you ever been known or gone by any other name (excluding nick-names)? If yes, give details.

Place of Birth (City, County, State, Country) _____

Are you a U.S. Citizen by Birth? _____ Are you a Naturalized Citizen? _____

Height _____ Weight _____ Eye Color _____ Hair Color _____

Scars, Tattoos (description and location) or other distinguishing marks _____

Do you have a social networking, instant messaging, or other internet-based profile(s)? If yes, provide

screen name(s), service provider(s). _____

List ALL E-Mail Addresses _____