

PERSONAL HISTORY QUESTIONNAIRE (PHQ) COVER SHEET AND INSTRUCTIONS

ACADEMY TELEPHONE NUMBER: (540) 853-2649 ACADEMY FAX: (540) 853-1114

Staff: Lieutenant, Academy Director

Sergeant, Assistant Academy Director

Background Investigator: 540-853-5441
Background Investigator: 540-853-5438
Range Master: 540-853-2649
Recruiter: 540-853-2649
Wellness Coordinator: 540-853-6406
Training & Recruiting Coordinator: 540-853-5476

Instructions for Filling Out the Application: PLEASE READ THIS INFORMATION CAREFULLY

- It is imperative that you have your application filled out NEATLY, COMPLETELY & PROPERLY.
- Please make sure there are no time periods which are undocumented.
- <u>DO NOT</u> sign the "Authorization for Release of Information" until you are in the presence of a Notary Public.
- **DO NOT** put any military service in the employment section. Your military or reserve service goes in the military section only.
- P.H.Q. is due back within TWO weeks of the Human Resources testing date.
- Use all ELEVEN reference spots, giving the full address and email address for each reference.
- You must provide all your Former and Present Employer information including full address, phone number, time you worked at that employer, reason for leaving, etc.
- In any section of the P.H.Q., if you need more space, type the information on another sheet of paper (using the same format as in the P.H.Q.) and attach it to the back of the P.H.Q. application.
- Failure to fill out the P.H.Q. properly and/or failure to turn in the proper documents will delay the employment process.

PLEASE FURNISH <u>COPIES</u> (WE WILL NOT ACCEPT ORIGINAL DOCUMENTS) OF THE FOLLOWING DOCUMENTS WITH YOUR P.H.Q. OR AS SOON AS POSSIBLE AFTER TURNING IN YOUR P.H.Q.:

3 COPIES	BIRTH CERTIFICATE	(USE FULL SIZE SHEET OF PAPER FOR EACH)
3 COPIES	SOCIAL SECURITY CARD	(USE FULL SIZE SHEET OF PAPER FOR EACH)
3 COPIES	DRIVERS PERMIT	(USE FULL SIZE SHEET OF PAPER FOR EACH)
1 COPY	MILITARY DD-214	(IF APPLICABLE)
1 COPY	MARRIAGE LICENSE	(IF APPLICABLE)
1 COPY	DIVORCE DECREE	(IF APPLICABLE)
1 COPY	HIGH SCHOOL DIPLOMA	OR G.E.D. CERTIFICATE
1 COPY	COLLEGE DIPLOMA	(IF APPLICABLE)
1 COPY	OFFICIAL TRANSCRIPTS F	FROM EACH SCHOOL YOU ATTENDED
	(HIGH SCHOOL & COLLEC	GE)

CALL THE HIGH SCHOOL AND ALL COLLEGES YOU ATTENDED AND HAVE YOUR TRANSCRIPTS MAILED

TO: Roanoke Police Academy
Attn: Background Investigator
5401 - B Barns Ave NW
Roanoke, VA 24019

*Hand carried transcripts WILL NOT be accepted unless they are sealed from the school with the school seal.

*Order your transcripts A.S.A.P. because this process can take 2 - 4 weeks.

PHYSICAL AGILITY TEST

*If you successfully pass the written test, the physical agility test will be administered immediately afterwards. *Please be sure to bring comfortable, athletic attire to complete the physical agility test.

PHYSICAL AGILITY TEST INCLUDES:

Shuttle Run (Time Limit of 24.4 Seconds)
Obstacle Course (Time Limit of 1 Minute & 30 Seconds)

*For details of the physical agility test please see: police packet attachment.

AUTHORIZATION FOR RELEASE OF INFORMATION AGREEMENT

A 11.c =41					
Applicant's nan	ne:				_
Address:					
	City		State	I	Zip Code
Date of Birth:			Social Security Number:		
FO WHOM IT MAY Coneeds to thoroughly in applied. It is in the pudepartment.	vestigate my employn blic's interest that all r	plicant for the posit nent background ar elevant information	tion of Police Officer with nd personal history to eva concerning my personal	luate my qualifications and employment histo	Department. The department to hold the position for which bry be disclosed to the above
rour files pertaining to authorize a review of a Roanoke Police Department for full and from the total authorize the following the following the following the following the following the following the files of the	my employment reco and full disclosure of a rtment, whether said ee access to the bac provide pertinent data my specific intent to pr ase of any and all publ ilitary service records ords, any driving records	ords and I hereby di all records, or any p records are of publi kground and histo a forthe Roanoke P rovide access to pe ic and private inform s, educational records, any information	rect you to release such in part thereof, concerning ic, private or confidential ry of my personal life, for olice Department to consersonal information, how mation that you may have tods, my financial status contained in investigato	nformation upon requimyself, by and to any nature. The intent of the rethe specific purposider in determining my ever personal or confections are concerning me, my to my criminal history republics, efficiency ratin	f to obtain any information in est of the bearer. I do hereby duly authorized agent of the is authorization is to give my e of pursuing a background suitability for employment in idential it may appear to be. vork record, my background ecords, including any arrest gs, complaints or grievances me or another person in any
nvestigations and dis hereby release you, ncluding any liability o officers, employees, o may at any time resu nformation, or any att	cipline, including any your organization, and r damages pursuant to r related personnel, but to me, my heirs, fempt to comply with it	r files which are de d all others from lia o any state or feder oth individually and amily, or associate t, I direct you to rele	emed to be confidential bility or damages that ma ral laws. I hereby release d collectively, from any a es because of complian	, and/or sealed. ay result from furnishir you, as the custodian nd all liability for dama ce with this authoriza on request of the duly	g the information requested, of such records, including its iges of whatever kind, which tion and request to release accredited representative of e contrary.
he City of Roanoke, \	/irginia, its agents and	d employees harm		ims and liability assoc	employment, I agree to hold iated with my application for olice Department.
	those rights with the				o access and to disclosure of anoke Police Department in
	copy of this release fo iting of my signature.		an original thereof, ever	though the said phot	ocopy or FAX copy does not
Given under my h	and this	day of		,20	
Signature of Appli	cant:(THIS FORM	I MUST BE SIGN	ED IN THE PRESENCI	OF A NOTARY PU	BLIC)
NOTARY PUBLIC	•				•
State of		, City or Co	ounty of		
This day					
personally appea	red before me ar	nd acknowledg	ed his/her signatur	e to the above st	atement.
My commission	expires on the _	day of		,	
Notary Public			Date:		

PERSONAL HISTORY QUESTIONNAIRE ROANOKE POLICE DEPARTMENT

DATE:

Po	esition Applied for: <u>POLICE OFFICER</u>
Ple	structions: This record will be used as a basis for a detailed investigation of your background. ease answer all questions in <u>vour own handwriting or print</u> using pen and ink. Identify any ditional statements by question number. If a question is not applicable write N/A.
1.	Your legal name 2. Age:
	If known by other names, list them:
4.	Your present address Street Name & Number City State Zip Code
5.	Home Telephone: () 6. Business Telephone: ()
7.	Date of Birth: 8. Place of Birth:
	City or Town County State
	U.S. Citizen Yes No Native Naturalized
10	. If naturalized, date of naturalization Place Court Mo. Day Year
	Certificate Number
11	Social Security Number:
	. Height Ft In. 13. Weight: 14. Sex: Male Female
	. Color of Eyes: 16. Color of Hair:
	. Martial Status Single Married Widowed Divorced Estranged
	. Date of Present Marriage:
19	. Spouse's full name (Maiden Name if Applicable)
	Spouse's Social Security Number: Date of Birth:
20	. Were you married before present marriage? Yes No
21	. If estranged, list present address of wife or husband:
	Street Name & Number City State Zip Code
22	. If divorced, name of court City of
	State of Where divorce was obtained.
23	. If widowed - What was the cause of wife or husband's death?

lame of Child	Date of Birth	Address

24. Do you have children? ____ Yes ____ No

25. List below full names of all immediate relatives such as father, mother, sisters, brothers, stepsisters, stepbrothers. If deceased, give date of death in address space and mark deceased. Give mother's maiden name as her middle name.

Name of Relative	Relationship	Date of Birth	Address

26. List each grammar school, junior/middle and high school, trade or night school attended to receive your high school diploma or G.E.D. *Start with the most recent one attended and work back*.

	1	Date of Att	endance I	Gradi	uation
Name of School	City & State	From	То	Yes	No
	-				

27. Higher Education:

						Attendance		
	Name of School		City & St	ate	From	То	Yes	No
o you	u have any computer skills?	Yes	No	lf yes, pleas	e explair	1		
	e list the names of all <i>school-re</i> you have participated or been						lar acti	vitie
11011	you have participated or been	a mombe	i. maioato	arry loaders	inp roice	, ii aiiy.		
		Me	mbership	Member	shin			
	Name of Organization	IVIC	From	To	Silip	Leader	ship Ro	ole
		I		-1	I			
st ar	ny languages other than Englis	h which v	ou can unde	erstand or s	neak [.]			
ot ai	ry ranguages outer than Englis		ou our una	orotaria or o				
		MII ITA	RY STAT	us				
		<u> </u>	uti OiAi	<u>55</u>				_
	LÉ I		:111		-4:- 1/4	0		L
	If you have <u>not</u> so		•	•				
	(Do Not List Military Servi	ce in the	Employme	nt Section	of this A	Applicat	ion.)	
	,							
	Branch of Service	Milita	ry Service I	Number	High	nest Rar	nk Helo	ı
		Milita	ry Service I	Number	High	nest Rar	nk Helo	j
		Milita	ry Service I	Number	High	nest Rar	nk Helo	1
		Milita	ry Service I	Number	High	nest Rar	nk Helo	j

33.	What type of discharge did you receive?							
34.	Total months active duty?							
	List name of any military reserve unit or National Guard that you are a member of at present:							
	Address:							
	Name of Commanding Officer:							
35.	What special training did you receive in the armed services that would be relevant to this position:							
36.	Did you have any arrest and conviction under the Uniform Code of Military Justice (UCMJ)? If so, when and for what offense?							
37.	Did you receive any disciplinary actions under UCMJ? If so, when and for what offense?							
38.	Were you ever court-martialed while in the military service? Yes No f yes, state reason:							
39.	What is your reserve obligation?							
40.	Selective service status: Give city and state where you registered for the draft.							
	City State Zip Code							
	FINANCIAL STATUS							
41.	What is your present salary? MonthlyAnnually							
42.	Do you have any supplementary income other than your present salary? Yes No							
	f yes, give name of company, agency or person and amounts paid monthly:							
40								
43.	What is your wife or husband's salary and for whom do they work? Include address of the employer Employer:							
	Address: Street Name & Number City State Zip Cod							
44.	Do you <u>own</u> or are you <u>buving vourhome?</u> Yes NoIf yes, give the following information							
	Mortgage Holder:							
	Address:							
	Jnpaid Balance: Monthly Payment:							
	- · · · 							

Mortgage Holder:			_	
Address:				
Unpaid Balance:				
46. Do you own an automobile? Yes	No If yes,	complete the de	scription below lis	ting all vehicles
Make and Model:		Year:	Color:	
Amount of Monthly Payment:		Unpaid Baland	ce:	
Financed by:				
Address:				
Street Name & Number		City	State	Zip Code
Make and Model:		Year:	Color:	
Amount of Monthly Payment:		Unpaid Baland	ce:	
Financed by:				
Address: Street Name & Number				
Street Name & Number		City	State	Zip Code
47. Do you own a trailer (camping or house)?	Yes	No		
Make and Model:		Year:	Color:	
Amount of Monthly Payment:				
Financed by:				
Address:				
Street Name & Number		City	State	Zip Code
48. Do you have a <u>checking account</u> ?	Yes No	How many:		
List name of bank(s), if yes.				
Bank:	Address:			
Bank:				
49. How long have you had a checking acco				
50.5	. N			
50. Do you have a <u>savings account</u> ?	res No	How many:		
List name of bank(s), if yes.				
Bank:				
Bank:	Address: _			
51. Do you own securities or stocks?	Yes No	Check appropri	iate range.	
Under \$500 \$5,000	0 to \$10,000			
\$500 to \$1,000 Over \$				
\$1,000 to \$5,000 Contri		tual Funds		

3. Do you rent?	Yes No If yes,	give monthly payments:			
4. Monthly Utilities –	list cost of each.				
A. Telephone	B. Water	C. Lights _		D. Heat _	
5. List below all firms	which you have or hav	e had charge accounts	: :		
Firm Name	Type of Business	City and State	Balance Amount	Account Open	Account Closed
1					
	ne insurance company t	•	wner's policy	with:	
7. Do you have life ins	surance on your life? _company, address and a	YesNo		with:	
7. Do you have life ins If so, give name of o	surance on your life? _	YesNo mount of coverage: ne hands of a collection	agency?	Yes	No
7. Do you have life ins If so, give name of o 3. Have you ever had If yes, explain: 9. Have you or your v	surance on your life? _ company, address and a	Yes No mount of coverage: ne hands of a collection your pay attached?	agency?	Yes	No
7. Do you have life insolf so, give name of one of the so, give name of	surance on your life?company, address and a	Yes No mount of coverage: ne hands of a collection your pay attached? sued for any reason?	agency? Yes	Yes _ No	No

		ever been a part in a c	ivil action? Yes _	No
		ARREST REC	ORD	
ve you ever er received		ic citation or summons	s? Yes No	If yes, list all you
Date	Charge	Enforcement Agency	City and State	Disposition
ide from info	ormation on Item 6	5, have you ever been	arrested, confined or	detained for investi
-		_	adult? Yes · citations) Yes	
Date	Charge	Enforcement Agency	City and State	Disposition

Has your spouse been arrested or fingerprinted? Yes No If yes, explain:
Have you ever been the operator of a motor vehicle involved in an accident which resulted in injury or death to a passenger or pedestrian, or property damage of more than \$50? Yes No f yes, explain in detail and disposition of case:
Can you operate an automobile? Yes No Number of years driving experience
Do you have in your possession a valid Virginia Operator's or Chauffeur's license? Yes No
f yes, complete item below:
License Number Date Issued: Expiration Date:
Do you have in your possession an operator's or chauffeur's license from another state?YesNo f yes, complete item below:
_icense Number Date Issued:
Expiration Date: State:
Has your operator's/chauffeur's license or your privilege to operate a motor vehicle ever beer suspended or revoked in the state of Virginia or any other state? Yes No f yes, explain:

EMPLOYMENT RECORD

73. List <u>all employment</u>, <u>including part time</u>. Start with **present** or last employer and go backwards. <u>Do not list your Active or Reserve Military Service in this section.</u>

Pates of Employment: From To Telephone# ()						
Employer						
Address						
Street Name & Number	City	State	Zip Code			
Salary Job Title & Duties:						
Name of Immediate Supervisor:	Title:					
Reason for Leaving:						
Did you give a notice before leaving? Yes	No (Amount	of Notice)				
B. Dates of Employment: From To	Dates of Employment: From To Telephone# ()					
Employer						
Address						
Street Name & Number	City	State	Zip Code			
Salary Job Title & Duties:						
Name of Immediate Supervisor:	Title:					
Reason for Leaving:						
Did you give a notice before leaving? Yes	No (Amount	of Notice)				
C. Dates of Employment: From To	Telephone#	()				
Employer						
Address Street Name & Number	City	State	Zip Code			
Salary Job Title & Duties:	<u>.</u>		·			
<u> </u>						
Name of Immediate Supervisor:	Title:					
Reason for Leaving:						
Did you give a notice before leaving? Yes						

D. Dates of Employment: From To _	Dates of Employment: From To Telephone# ()					
Employer						
Address						
Street Name & Number	City	State	Zip Code			
Salary Job Title & Dutie	es:					
Name of Immediate Supervisor:	Ti	tle:				
Reason for Leaving:						
Did you give a notice before leaving? Yes						
E. Dates of Employment: From To _	Dates of Employment: From To Telephone# ()					
Employer						
Address						
Street Name & Number	City	State	Zip Code			
Salary Job Title & Dutie	es:					
Name of Immediate Supervisor:	Ti	tle:				
Reason for Leaving:						
Did you give a notice before leaving? Yes						
F. Dates of Employment: FromTo _	Telephon	e#()				
Employer						
AddressStreet Name & Number	City	State	Zip Code			
Salary Job Title & Dutie	es:					
Name of Immediate Supervisor:	Ti	tle:				
Reason for Leaving:						
Did you give a notice before leaving? Yes						

PERSONAL HISTORY INFORMATION

74. H	ave you ever p	ossessed or	used any amo	unt of the follow	wing illegal dr	ugs?	Yes	No
	Marijuana ˌ	LSD	Cocaine	Crack Coca	aine Sp	eed/Crank	Ec:	stasy
	Mushrooms	s Peyo	te PCP _	Steroids _	Heroin	_ Other:_		
75. If	yes, when was	the last time	?		How many	times?		
76. H	ave you ever s	old any amo	unt of illegal dr	ugs?	What and w	vhen?		
77. D	o you presently	/ use any for	m of illegal dru	ıgs? Ye	s No			
78. D	o you drink alc	oholic bever	ages?Y	'es No				
	ave you ever d ot prescribed to				drugs or taki	ng a preso	cription m	edication
80. If	yes, when was	the last time	?		How many	times?		
81. Li	st all former ad	ldresses and	dates that you	ı resided at ea	ch former add	dress.		
	From	То	Com	plete Street A	ddress, City	, State, Zi	p Code	
Į.								

82. List (5) neighbor's names and addresses that presently live near you or have lived near you. This can be neighbors also from when you were younger, who could give you a character reference. (DO NOT REPEAT THE NAMES IN #82 & #83.)

Complete Street Address, City, State, Zip Code	Phone Number + Area Code Email Address
	Complete Street Address, City, State, Zip Code

83. List below (6) six persons other than relatives or past employment supervisors who know you well enough to give information as to your character and reputation.

Name	Complete Street Address, City, State, Zip Code	Phone Number + Area Code Email Address
If not listed in the shove re-	ferences, do vou know any law enforces	ment officers? Who and what
	ferences, do you know any law enforce	ment officers? Who and what

	Agency / City & State	Date	Disposition
Agency:			
City / Sta	te:		
Agency:			
City / Sta	te:		
Agency:			
City / Sta	te:		
Agency:			
City / Sta	te:		
Agency:			
City / Sta	te:		
•	plied at another police agency, is the replication been fired or discharged from any jo		· • — —

90. If married, does your spouse approve of you selecting a career as a POLICE OFFICER? Explain

91. List the names of all social, fraternal and professional organizations of which you are or have been a member. Indicate offices held, if any.

Name of Organization	Membership From	Membership To	Office Held

In the space below write on the subject Why I want to enter the field of law enforcement . This will be evaluated primarily for legibility of writing, sentence structure, spelling and grammatical usage.

CERTIFICATE

I hereby certify that all statements made in this application and any attachments are true and complete as far as I can determine. I understand that any misstatement of materials facts may subject me to disqualification or dismissal.

In addition, I authorize all employers and other listed parties in this application to provide information relative to my employment as requested by the City of Roanoke, Virginia, releasing all parties concerned from damages or liability.

Dated:	Printed Name:
	Signature:

Revised: 5/15/2020