Kern County SHERIFF

SWORN PERSONAL HISTORY STATEMENT INSTRUCTIONS

In order to expedite your background investigation, it is necessary that you comply with the following:

1. **Personal History Statement form (PHS):** Read all instructions prior to completing the PHS. Any omission, falsification, or misrepresentation will be grounds for rejection or dismissal. Complete all forms in **black ink** and in **your own handwriting** if not completing forms using a computer. Please answer every question. If a question does not apply, write "N/A". **Do not leave questions blank.** Please write complete addresses, phone numbers, zip codes, and area codes. Failure to do so will delay your application process.

2. **Waiver Form:** Various aspects of your background will be investigated. In order to do obtain pertinent information from agencies, employers, and any criminal history; it is necessary to **notarize the waiver**. The waiver allows the Kern County Sheriff's Office to use any/all information to determine your suitability with this agency. **The waiver must be notarized. (**Depending on the position, the Kern County Sheriff's Office may notarize the waiver free of charge).

3. **Fingerprints (Live Scan):** When submitting the completed PHS you will be provided with the fingerprint (Live Scan) form. Fingerprints may be obtained/completed at KCSO Headquarters, Licensing Unit, 1350 Norris Road, Bakersfield CA, 93308; from 8:00 am to 2:00 pm Monday through Thursday. **Your fingerprints can only be taken at this location.**

4. **Military:** Complete the "Request pertaining to military records" portion if you served in the military. Complete Section I and sign your name on Section III, item 3. Leave all other questions blank. If you have not served in the military, write your name in box #1 and "N/A" at the top, and leave the form in your PHS packet.

Applicants for Civilian Positions, including Sheriff's Aide, must provide the following **original** copies for documentation:

a. Birth certificate (you may provide a copy; however, a certified copy must be verified).
b. High school diploma or G.E.D. scores.
c. All high school and college transcripts (must be in a sealed/certified envelope).
d. Military discharge documents (DD214 Copy 4, Separation Form) and/or Selective Service Registration number.
e. Driver's license, Social Security card, and proof of vehicle insurance.

Once your PHS is accepted, it becomes the property of KCSO. If you require copies of any documents, make them before turning in the application. You have been assigned a return date for your PHS and other paperwork. You must return the PHS by that date. Please save a copy of the PHS for your records. Direct all questions to the **Background Investigations Unit at (661) 391-7750**.

SWORN APPLICANT DO'S AND DON'TS

Personal History Statement (PHS)

DO's:

- Read all instructions before you begin. **If completing the forms by hand, write legibly in BLACK ink.** Reading, understanding instructions, and writing (correct spelling, grammar, and punctuation) are the first components of your background investigation.
- If handwriting, make a copy of the blank PHS for you to use as a working copy. Once all information is collected on the working copy, **neatly** transfer all information to the original form.
- If completing the PHS and Background Investigation Questionnaire (BIQ) on a computer, use the "Tab" button to move to the next question.
- Start early; leave yourself enough time to thoroughly complete the entire packet.
- Include **all** information requested (names, addresses, phone numbers, **email addresses**).
- List **all** jobs you have had in the past ten years.
- Be honest about negatives in your life (being fired, using drugs, etc.). Very few things are disqualifying in and of themselves; but lying about them is!
- Write out detailed explanations for each "Yes" answer.
- Initial the bottom of each page.
- Sign and date pages 1 and 26.
- Make a copy or save your completed PHS for your own records.

DON'Ts:

- Download or copy another PHS you completed for another agency. The KCSO PHS may be similar, but is not the same as the PHS from another agency.

Authorization to Release Information Form

DO's:

- **Legibly** print the position for which you are applying on the line in paragraph #2.
- **Legibly** print your name, phone number, and address in the appropriate places.

DON'Ts:

- Sign or date until you are in front of a Notary.
- Pay to have the forms notarized (with the exception of a few Civilian positions, the Kern County Sheriff's Office will notarize the Authorization to Release Form free of charge).

Consumer Report Advisement of Rights Form

DO's:

- Sign, date, and print your name at the bottom.

DON'Ts:

- Pay for a credit report to attach to this application. We will run your credit history and give you a copy during the background investigation. (We run a "soft" check that does not affect your credit score.)

Request Pertaining to Military Records Form

DO's:

- Those with Military experience: complete all of Section I and Number 3 and Section III.
- Those without Military experience: print your name in Number 1 of Section I and write "N/A" in large letters across the form.

Illegal Drug Use Questionnaire Form

DO's:

- Be honest and complete. Again, very little is disqualifying in and of itself; but lying about it is.

DON'Ts:

- Lie, downplay the truth, or blame someone or something else.

Background Investigation Questionnaire

DO's:

- Read all instructions before you begin. **If completing the forms by hand, write legibly in BLACK ink.** Reading, understanding instructions, and writing (correct spelling, grammar, and punctuation) are the first components of your background investigation.
- If completing the **Background Investigation Questionnaire** on a computer, use the "Tab" button to move to the next question.
- Be honest and complete.
- For every "yes" answer on the questionnaire, first indicate the question number and write a detailed explanation on the "Additional Information Worksheet" located on page 9 of your **Background Investigation Questionnaire** (answer who, what, why, when, where, and how for each situation). When in doubt, give more, rather than fewer, details.

DON'Ts:

- Refer to the same explanation for a similar question in the PHS.

FREQUENTLY ASKED QUESTIONS

Some of my past employers have gone out of business. Do I still need to list these places of employment?

- Yes. You still need to account for all of your employment. List all the information that is available.

I've lost touch with some of my family/past housemates and no longer have contact information for them. Do I still need to list them?

- Yes. If you have a phone number for them, it is your responsibility to get current contact information for them. If you do not have a phone number, list as much information as possible.

I have ordered my birth certificate, transcript, etc., however I have not yet received it. May I still turn in my completed background packet?

- Yes. We can begin the background process without those required certificates, etc., but they will still need to be produced during the background investigation.

I forgot to make a copy of the PHS for my own records. Will I be able to get a copy during my background investigation?

- No. Once you turn in your background packet, it becomes the property of the Kern County Sheriff's Office. We will not make any copies of it for you.

I have recently moved and my license address does not match the address where I currently reside. Is this a problem?

- Yes. Per California Vehicle Code §14600, you are required to notify the DMV of any address change within 10 days of moving. You can go online to the DMV website and submit your change of address via the internet, or you can go to any DMV office to make the notification.

I am not a citizen of the United States of America. Is this a problem?

- As long as you have applied for citizenship, and can furnish proof of your application, you may be hired with the Kern County Sheriff's Office. You must complete the application process and become a citizen within three years of your application for citizenship.

I previously applied with the Kern County Sheriff's Office. Do I still need to complete another background packet?

- Yes. You must complete another packet. However, if we still have certificates, transcripts, etc., on file, and there has been no change in those items, we will be able to use those.

I have a misdemeanor arrest record. Will this disqualify me?

- Not necessarily. We take into consideration the nature of the offense(s), the surrounding circumstances, and time since the occurrence(s).

I was arrested as a juvenile, but my record was expunged and my attorney told me I never have to disclose that arrest. Do I still have to disclose it?

- Yes. When you apply for a law enforcement job, you **must** disclose **all** arrests, even if they occurred when you were a juvenile and were subsequently sealed or expunged.

I am unable to turn in my packet at the assigned date and time. Can I make arrangements to return it at another time?

- Special arrangements have been made to receive all background packets at the assigned date and time to expedite the process. If you are **absolutely unable** to turn in the packet at the assigned date and time, contact one of the background investigators for whom you have been given phone numbers and make arrangements to turn in the packet at an **earlier** time.

I have had some credit issues lately. Will this disqualify me?

- Not necessarily. We take into consideration all aspects of a person's credit history. It is in your best interest to try to make payment arrangements with your creditors when possible. Keep records that show you are attempting to pay what debts you can.

What if I have more questions while I am completing my background packet?

- Go back and read the instructions. Then read the instructions again. If your questions are not answered in the instructions, you may call one of the background investigators (661)391-7500. We want you to be able to complete the packet as requested.

CAUTION: Review your completed packet before you turn it in and make a copy for your records. Make sure it is legible, and that all of the information you provided is accurate. If we cannot read it, or cannot get hold of your references with the information you provide, we cannot complete your background investigation, and you will not be hired.

BACKGROUND INVESTIGATION QUESTIONNAIRE

As an applicant for a position with this agency, you are required to complete this Background Investigation Questionnaire (BIQ). This Questionnaire supplements our Personal History Statement (PHS) and will be treated with the same confidentiality as your PHS.

Pursuant to the Americans with Disabilities Act (ADA), you are not expected, nor are you required to furnish any information in this questionnaire of a medical nature. For example, do not report any work absences which were for illnesses or worker's compensation injuries. Do not discuss or report any disabilities you may have. Do not discuss or report any information concerning illnesses you may have. That information is strictly medical in nature, and as this questionnaire is part of the pre-employment offer background suitability investigation, is not subject to disclosure during this portion of the hiring/background process.

Please read and answer all of the following questions. If using a computer to complete this section of the background investigation paperwork, use the "Tab" button to move to the next question. If you are completing this form in your own handwriting, it must be completed in **BLACK** ink.

You are admonished to answer all of the questions truthfully and completely. This includes any information contained in sealed records, expunged records, pardons, etc. that may apply.

A "Yes" answer to any question on this questionnaire will not necessarily disqualify you from consideration for this position; however, any deliberate omissions, falsifications, misstatements of material facts, untruthful responses, or discrepancies may be cause for disqualification from the hiring/background process.

Public safety agency employees must demonstrate integrity and credibility as a potential witness in a court of law. Your responses to these questions will be evaluated and considered in relationship to your entire background.

Your responses may be subject to verification by a polygraph examination.

If you answer "Yes" to any of the questions, you must provide a typed/written explanation. Use the "Additional Information" sheet at the end of this questionnaire and make sure to include the question number. If you are handwriting the form and need additional space, make copies of the "Additional Information" sheet at the end of the questionnaire before continuing.

- Throughout this questionnaire the word "ever" refers to your **entire** lifetime.
- Do not discuss this questionnaire with other applicants at any time.
- You will be given the opportunity to discuss your answers with your background investigator.
- You will not be allowed to have a copy of this document.
- This document and all portions of the Background Investigation are the property of the Kern County Sheriff's Office.

I have read and thoroughly understand the preceding instructions and admonishments:

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

	CONDUCT & LAW	**YES / NO**
1)	Have you ever been arrested or charged with a criminal act, either as an adult or a juvenile, even if the charges were dismissed, dropped, reduced, or expunged?	○ ○
2)	Have you ever been detained for a criminal investigation, named as a suspect in a police report, held on suspicion, or questioned by the police, even as a victim or witness?	○ ○
3)	Have you ever had a warrant issued for your arrest, or have you ever failed to appear in a court on a criminal matter?	○ ○
4)	Were you ever required to appear before a juvenile court for an act that would have been a crime if committed by an adult?	○ ○
5)	Have you ever received a misdemeanor citation in lieu of going to jail?	○ ○
6)	Have you ever been placed on court probation?	○ ○
7)	Are you currently on any type of probation?	○ ○
8)	Have you ever violated a condition of probation?	○ ○
9)	Have you ever carried a concealed weapon?	○ ○
10)	Have you ever applied for a permit to carry a concealed weapon?	○ ○
	Note: While answering questions 11 through 47, the following applies: Have you ever been involved in, been associated with anyone involved in, or committed any of the following acts, either as an adult or a juvenile (including incidents where the records were sealed or expunged by a court)?	**YES / NO**
11)	Arson	○ ○
12)	Assisting in the escape of a prisoner, inmate, arrestee, or detainee from police custody	○ ○
13)	Being reported as a missing person or runaway	○ ○
14)	Blackmail or extortion	○ ○
15)	Burglary	○ ○
16)	Committing Perjury	○ ○
17)	Committing Welfare fraud	○ ○
18)	Covering up a crime for someone else	○ ○
19)	Discharging a firearm at a person or at a building	○ ○
20)	Displaying a weapon in a threatening manner to another person (Brandishing)	○ ○
21)	Embezzling money or other valuables	○ ○
22)	Exposing your private parts in a manner intended to offend anyone	○ ○
23)	Exposing your private parts in a manner intended to satisfy your own, or someone else's sexual gratification?	○ ○
24)	Filing a false police report	○ ○
25)	Forgery	○ ○
26)	Having a criminal record sealed	○ ○
27)	Having a restraining order filed against you	○ ○
28)	Illegal gambling	○ ○
29)	Impersonating a peace officer	○ ○
30)	Kidnapping	○ ○
31)	Looking into windows, invading someone's privacy	○ ○

32)	Made annoying or obscene phone calls	○ ○
33)	Murder, homicide or attempted murder	○ ○
34)	Offering a bribe to a public, or police officer	○ ○
35)	Prostitution	○ ○
36)	Rape	○ ○
37)	Receiving or purchasing any stolen property	○ ○
38)	Resisting arrest	○ ○
39)	Robbery	○ ○
40)	Stealing or using a stolen credit card	○ ○
41)	Switching the price tags on any merchandise	○ ○
42)	Theft of a vehicle or vehicle parts	○ ○
43)	Theft of any kind (including shoplifting)	○ ○
44)	Theft of money or property from any employer (regardless of the value)	○ ○
45)	Using falsified or altered identification, or using the identification of another person	○ ○
46)	Vandalism	○ ○
47)	Violating a restraining order	○ ○
		YES / NO
48)	Have you ever filed a false or fraudulent claim for public assistance, medical benefits, insurance, or any other type of financial benefit or assistance?	○ ○
49)	Have you ever violated the terms of any court order or judgment to pay child support, spousal support, restitution, a fine, services rendered, or any other financial mandate, obligation, order, or settlement?	○ ○
50)	Have you ever been arrested, detained, or taken to jail while outside the United States?	○ ○
51)	Have you ever been involved in a physical fight, confrontation, or violent act?	○ ○
52)	Have you ever participated in an unlawful demonstration?	○ ○
53)	Are you currently being investigated by any law enforcement agency for any suspected illegal activity?	○ ○
54)	Have you ever been a member or associate of a hate group?	○ ○
55)	Have you ever been a member of, or associated with a street, prison, or neighborhood gang?	○ ○
56)	Have you ever lived with, or associated with, anyone who was involved in criminal activity, including drug use or gang membership?	○ ○
57)	Have you ever belonged to an organization, ever subscribed to, regularly read or distributed magazines, newspapers, newsletters or other literature, or ever accessed internet web sites that advocated beliefs about inferiority, deviance, or need for the elimination of groups on the basis of race, religion or sexual orientation?	○ ○
58)	Have you ever harassed someone on the basis of his or her sexual orientation, gender, race or ethnicity, or immigrant status (i.e. taunting, name-calling, threatening, intentionally humiliating, etc.)?	○ ○
59)	Have you ever committed any hate crimes on the basis of race, religion, immigrant status, gender, HIV/AIDS infection, or sexual orientation (i.e. destruction of property motivated by bias or prejudice, written derogatory epithets during a vandalism or burglary, written/sent/verbalized derogatory epithets to another person or group, physical assault on the basis of personal characteristics, or withheld services, provided inferior service, evaluated employees/supervisors unfairly, etc.)?	○ ○

60)	Have you ever stalked another person (i.e. willfully, maliciously and repeatedly followed or harassed another person, or seriously alarmed, annoyed, tormented, or terrorized that person, made unwanted repetitive phone calls, e-mails, faxes, letters, notes, watched someone without his/her knowledge, intentionally created fear in another person through various acts, violated a restraining order, etc.)?	○	○
61)	Are you now, or have you ever been a member of any organized association, group, or movement, which advocated/advocates the overthrow of our constitutional form of government by any means other than democratic procedures provided by our form of government?	○	○
62)	Are you now, or have you ever been a member of an organized association, group, or movement, which advocated/advocates acts of force or violence to deny other persons their Constitutional Rights by unconstitutional means?	○	○
63)	Are you now, or have you ever been associated with any individuals, including relatives, who you know, or have reason to believe, are or have been, members of any types of organizations identified above?	○	○
64)	Have you ever been the victim of assaultive behavior within an intimate relationship?	○	○
65)	Have you ever assaulted another person in an intimate relationship, or during the relationship's termination?	○	○
66)	Have you ever forced another person, including your spouse, ex-spouse, or domestic partner to have intercourse or to engage in any sexual act (oral copulation, sodomy, etc.)?	○	○
67)	Have you ever committed any acts of physical violence (i.e. slapping, hitting, beating, arm-twisting, spitting, etc.) within an intimate relationship, including both casual and long-term relationships?	○	○
68)	Have you ever neglected the care of a child or elderly person who was you responsibility (i.e. did not feed, clean, clothe, or take care of medical needs, etc.)?	○	○
69)	Have you ever mentally or emotionally abused a child (i.e. threatened, humiliated, insulted, frequently used hurtful names, intentionally tried to hurt his/her feelings/make him/her feel bad, etc.)?	○	○
70)	Have you ever physically abused a child?	○	○
71)	As an adult, have you ever had sex with a person under the age of 18?	○	○
72)	Have you ever had a sexual contact with a child (i.e. fondling, taking pornographic pictures, masturbating in a child's presence, oral sex, sexual intercourse, etc.)?	○	○
73)	Have you ever accessed web sites on the internet to view child pornography or possessed material related to child pornography?	○	○
74)	Have you ever committed an act of incest?	○	○
75)	Have you ever had any sexual contact with any animal?	○	○
76)	Have you ever tortured, maimed, abused, or killed an animal for any reason other than when engaged in lawful hunting activity?	○	○
	MILITARY	**YES**	**NO**
77)	Did you comply with the Selective Service Registration as required by law? (Note: This question only applies to male candidates)	○	○
	Note: Applicants with military experience must answer the following questions. All others skip this section.		
78)	Were you honorably discharged from the military?	○	○
79)	Were you ever AWOL (absent without leave) or UA (unauthorized absence)?	○	○
80)	Were you ever court-martialed?	○	○

81)	Were you ever in military confinement?	○ ○
82)	Were you ever reduced in pay grade or the subject of judicial punishment or non-judicial disciplinary action?	○ ○
83)	Were you ever detained, arrested, jailed, or held by police or security forces in another country for anything other than minor traffic offenses?	○ ○
84)	Were you ever denied a security clearance, or did you ever have a clearance revoked, suspended or downgraded?	○ ○
85)	Were you ever investigated for any criminal activity, or did you ever receive verbal or undocumented discipline?	○ ○
86)	Have you ever taken military property without permission for personal use, to sell, or to give away?	○ ○
	LAW ENFORCEMENT APPLICATIONS & EXPERIENCE	**YES / NO**
87)	Have you ever been disqualified, non-selected, or advised to withdraw from any law enforcement agency's application process?	○ ○
88)	Have you ever taken a polygraph examination?	○ ○
	Note: Applicants who are now, or have previously been peace officers, reserve peace officers, or military police officers must answer the following questions. All others skip this section.	
89)	As a peace officer, did you ever accept a gratuity?	○ ○
90)	As a peace officer, did you ever accept anything for overlooking a violation?	○ ○
91)	As a peace officer, did you ever make a false official report?	○ ○
92)	As a peace officer, did you ever withhold any evidence seized in the course of your official duties?	○ ○
93)	As a peace officer, did you ever observe another peace officer commit any of the above acts?	○ ○
94)	As a peace officer, were you ever the subject of an internal affairs investigation by your department?	○ ○
95)	As a peace officer, were you ever allowed to resign in lieu of termination?	○ ○
	FINANCES	**YES / NO**
96)	Have you been late on any payments in the last 12 months?	○ ○
97)	Have you ever provided false information on a credit or loan application?	○ ○
98)	Have you ever had any property, including a vehicle, repossessed?	○ ○
99)	Have any of your debts ever been turned over to a collection agency?	○ ○
100)	Have you ever filed for, or been granted bankruptcy protection?	○ ○
101)	Have you ever been delinquent on any tax payments?	○ ○
102)	Have you ever had your wages attached or garnished?	○ ○
103)	Have you been refused credit in the last year?	○ ○
104)	Have you ever been the subject of a property lien?	○ ○
	VEHICLE OPERATION	**YES / NO**
105)	Do you currently have vehicle insurance?	○ ○
106)	Have you ever driven a vehicle without insurance?	○ ○

107)	Have you ever been refused vehicle insurance for any reason?	○ ○
108)	Have you ever driven a vehicle without a valid driver's license?	○ ○
109)	Have you ever had a traffic warrant issued for your arrest?	○ ○
110)	Have you ever indicated a residential address on your insurance policy that was not your actual residence at the time?	○ ○
111)	As a driver, have you ever been involved in an accident where you left the scene without identifying yourself (hit and run)?	○ ○
112)	Have you ever been refused a driver's license in any state?	○ ○
113)	Have you ever failed to appear for a traffic citation or parking citation?	○ ○
114)	Has your driver's license ever been suspended, revoked, or placed on negligent operations probation by any state?	○ ○
115)	Have you ever applied for, or obtained a driver's license or state identification card under a fictitious name?	○ ○
	RESIDENCE	**YES / NO**
116)	Have you ever been evicted or asked to leave a residence?	○ ○
117)	Have you ever left a residence without paying your rent due?	○ ○
118)	Have you ever had problems or difficulties with any of your roommates or neighbors?	○ ○
119)	Have the police or law enforcement officers ever been to your home or any of your residences?	○ ○
120)	Have you ever, or are you currently living or associating with anyone who has been convicted of a felony, or who is on parole?	○ ○
	EMPLOYMENT	**YES / NO**
121)	Have you ever been employed under another name?	○ ○
122)	Do you receive any income from any undisclosed or illegal sources?	○ ○
123)	Have you ever been accused of, or participated in, sexual harassment or discrimination in the workplace?	○ ○
124)	Have you ever been so angry at work that you became involved in loud argument?	○ ○
125)	Has anyone ever complained about you or your work performance (verbal or written)?	○ ○
126)	Have you ever quit a job without giving proper notice?	○ ○
127)	Have you ever been terminated (fired) or asked to resign in lieu of termination from a job or position?	○ ○
128)	Have you ever had any extended work absences for any reason other than medical or earned vacation (i.e. leave of absence, suspension, laid-off, etc.)?	○ ○
129)	Have you ever been investigated by your employer or supervisor for improper conduct, illegal activities, sexual harassment, or equal employment violations?	○ ○
130)	Will any employer or supervisor (past or present) give you an unfavorable recommendation?	○ ○
131)	Has any supervisor (including military) ever disciplined you or warned you either verbally or in writing (i.e. excessive tardiness, excessive absences, poor work performance, excessive phone use, unprofessional behavior or conduct, arguing, no call/no show, etc.)?	○ ○

	ADDITIONAL BACKGROUND QUESTIONS	YES/ NO
132)	Have you ever engaged in civil disobedience?	○ ○
133)	Have you ever gambled while behind on personal debts?	○ ○
134)	Have you ever been involved in a hazing incident?	○ ○
135)	Do you possess or own any firearms, or do you keep any firearms belonging to another person in your residence? (List make, model, serial numbers, and gun type on the Additional Information page)	○ ○
136)	Have you every purchased or participated in the construction of any explosive device of any kind?	○ ○
137)	Have you ever indicated to someone else that you attempted suicide, or feigned a suicide attempt, with the intent to gain sympathy or attention?	○ ○
138)	Do you have any tattoos? (List each tattoo, provide a description and location.)	○ ○
139)	Do you have, or have you ever had, a tattoo signifying membership in, or affiliation with, a criminal enterprise, prison gang, street gang, or neighborhood group?	○ ○
140)	Are any members of your family associated with any street gang?	○ ○
141)	Have you ever corresponded with an inmate who is/was incarcerated in a city or county jail, or a state prison?	○ ○
142)	Do you have any relatives, friends, or acquaintances that are/were committed to any state or federal prison at any time?	○ ○
143)	Has anyone advised you, prepared you, or helped you answer these background questions?	○ ○

CERTIFICATION

I hereby certify that all of the answers provided and statements made in this questionnaire are true and complete to the best of my knowledge. I understand that any misstatements of material fact, omissions, incomplete answers, or inaccurate responses may subject me to disqualification or dismissal.

I understand that any changes pertinent to my background responses such as, but not limited to: receiving any traffic citations, involvement in any criminal activity, arrests, being named on a police crime report, financial problems, civil or criminal lawsuits, changes in residence or telephone numbers, illegal drug or alcohol use, changes in employment status (including termination), applications to other law enforcement agencies, or disqualification from a background investigation from another law enforcement agency, **must be reported immediately to my background investigator** (661-391-7750). I understand that failure to do so can result in my disqualification from this application/hiring/background investigation process.

PRINT NAME: _____

SIGNATURE: _____

DATE COMPLETED: _____

Additional Information Worksheet

(Include question number then explanation)

(Rev. 9/2017) **Initial this page to indicate you have provided complete and accurate information: _____**

SHERIFF'S OFFICE
COUNTY OF KERN

1350 Norris Road
Bakersfield, California 93308-2231

HOLD HARMLESS AGREEMENT

for

Pre-employment Polygraph Examination

I, _____, desire employment as a Deputy Sheriff, Detentions Deputy, Deputy Coroner or Dispatcher for the Kern County Sheriff's or Coroner's Office. I understand that the background process for this position includes the completion of a polygraph interview and examination. I do hereby freely and voluntarily agree to undergo the polygraph interview and examination for consideration of possible future employment.

I understand that the polygraph examiner may ask pertinent medical questions related to any current or past medical conditions for the purpose of assuring examination accuracy. This includes, but is not limited to, any and all relevant prescription and non-prescription medications I may take or have taken. I also understand that this medical information will remain in the confidence of the examiner and will not be passed on, in any form, to my background investigator or the Sheriff's Office for consideration in the hiring process. I understand that any such conveyance of confidential medical information would be in violation of the Americans with Disabilities Act.

I understand the polygraph examination may be stressful and includes the physical attachment of several components to my body for the purpose of monitoring physiological responses. I freely assume any and all risks associated with this examination. I also understand I am free to postpone or reschedule the examination for the purpose of consulting with my private physician.

I understand that I may terminate this examination at any time. I also understand that the entire session may be electronically recorded and the applicant / examiner confidence extends only to and not beyond the limits of the Americans with Disabilities Act and any incriminating statements that I may make during this interview and examination may be used at the discretion

of the Sheriff's Office, against me, for admission into evidence, in any related or subsequent judicial proceedings resulting from or independent of this examination.

Having said technique explained to my satisfaction, I hereby release, waive, discharge and hold harmless the County of Kern, et al., including the Kern County Sheriff's Office, its officers and agents, and the examiner administering this examination, from all claims, demands, liabilities, actions and causes of action whatsoever resulting from or arising out of this examination. It is my express intent that this Hold Harmless Agreement shall also apply to the members of my immediate family.

Signature_____

Date_____

Witness_____

Kern County SHERIFF

Consumer Report Advisement of Rights

The U.S. Fair Credit Reporting Act (FCRA) of 1996 (15 U.S. Code 1681, et seq.) and California's Consumer Credit Agencies Act (Civil Code §1785.2) require that you be notified separately of your rights before any prospective employer may use credit data as part of an employment decision. In some cases, an evaluation of your financial history is mandated by California Peace Officer Standards and Training (POST) (Administrative Manual Chapter 5, §9053e(11)(A),(B)), or by policy of your prospective employer.

You are hereby notified that the Kern County Sheriff's Office intends to use credit data as **part** of its decision making process for the position for which you have applied. The Credit Report Agency (CRA), which will furnish this data will be:

TransUnion
2 Baldwin Place, PO Box 1000
Chester, PA 19022
(800) 888-4213
http://www/transunion.com

You will automatically be furnished a copy of this report, but before any adverse actions are taken as a result of this document, you are advised of the following:

1. Access to your file is limited to persons recognized by the FCRA;
2. Your consent is required for reports that are provided to employers or that contain Medical information;
3. You can find out what in is your file, although some information, such as “risk sources” or “credit scores” may be lawfully withheld;
4. You have been informed of the name, address, and telephone number of the CRA which is furnishing this data;
5. You can dispute inaccurate information with the CRA;
6. Inaccurate information must be corrected or deleted;
7. Outdated information may not be reported (seven years for most information, ten years for bankruptcies);
8. You may choose to exclude your name from the CRA list for unsolicited credit and insurance offers;
9. You may seek damages from violators, and;
10. The complete text of this act may be found at www.ftc.gov.

CERTIFICATION: I certify that the Kern County Sheriff's Office has my consent to obtain a copy of my credit report for the purpose of my pre-employment background investigation; that I have been furnished with the name, address, and telephone number of the CRA, I have been informed that I will receive a copy of my credit report and that I have been informed in summary of my rights under the FCRA.

Signature _____ Date _____

Name _____

Revised (10/12)

KERN COUNTY SHERIFF'S OFFICE
ILLEGAL DRUG USE QUESTIONNAIRE

NAME: _____ AGE: _____ POSITION: _____

Have you **EVER**, in your entire life**, *illegally*** used, tried, experimented, or ***in any way*** illegally ingested into your body any of the below? *(Do not list drugs prescribed for you by a licensed physician)*

SUBSTANCE	YES	NO	DATE LAST USED
1. Marijuana			
2. Hashish/ Hash Oil			
3. Cocaine			
4. Crack or Rock			
5. Barbiturates, hypnotics or "downers" not prescribed			
6. Amphetamine (crosstops, whites, bennies, "uppers")			
7. Methamphetamine (speed, crank, ice, crystal)			
8. LSD or other hallucinogen (including mushrooms)			
9. PCP (angel dust, sherm, KJ)			
10. Heroin or other opiates			
11. Steroids not prescribed			
12. Prescription drug(s) not prescribed to you			

ADDITIONAL QUESTIONS ABOUT DRUG INVOLVEMENT	YES	NO
13. Is there any other illegal drug(s), narcotic or controlled substance not listed above that you have ingested?		
14. Have you ever or anyone else ever illegally injected a drug(s) into your body?		
15. Have you ever sold any illegal drug(s)?		
16. Have you ever purchased any illegal drug(s), narcotic or controlled substance other than by a doctor's prescription?		
17. Have you ever participated in the manufacture, cultivation or production of any illegal drug(s), narcotic or controlled substance?		
18. Have you ever acted as a courier by transporting any illegal drug(s), narcotic or controlled substance?		
19. Have you ever acted as the middleman, go-between, or "done a favor for a friend" by becoming involved in any illegal drug transaction?		
20. Have you ever told anyone where to purchase illegal drugs?		
21. Have you ever "held" or temporarily stored any illegal drug(s), narcotic or controlled substance?		
22. Are any illegal drugs presently in your home or car?		
23. Have you ever worked under the influence of illegal drugs?		
24. Have you ever had illegal drugs in your possession at work?		
25. Have you ever bought or sold any illegal drug(s) at work?		
26. Have you ever ingested a substance which you thought was an illegal drug and then found out it was not?		

I certify that the above answers are true and correct and that I have not deliberately falsified or omitted any information from this form.

Signed: _____ DATE: _____

Revised 03/2014

KERN COUNTY SHERIFF'S OFFICE
1350 Norris Road
Bakersfield, California 93308
(661) 391-7500

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:
Having made application for employment/security clearance with the Kern County Sheriff's Office (KCSO) and desiring it to be informed as to my previous record and character, I hereby authorize any peace officer or other authorized representative of the KCSO, bearing this release, or a copy of it, within one year of its date, to obtain any information in your files and/or copies of all records pertaining to my employment, application history for employment, credit or educational records, including but not limited to, academic achievement, attendance, athletic, personal history, performance report, background investigations, polygraph examination results, any and all internal affairs investigations and disciplinary records, military records, and criminal justice records/reports, e.g., arrests, detentions, field citations and interviews, officer's records, jail/custody booking records, traffic citations and accident reports, probation/parole reports and records, Franchise Tax Board records, child protective services records, and any other information source.

For post job offer purposes only, I also hereby authorize any peace officer or other authorized representative of the KCSO, bearing this release or a copy of it, within one year of its date, and a copy of an offer of employment, to obtain any medical records or medical information in the files of my current or former employer(s) or any current or former physician(s), or both, which may pertain to my employment as a _____, with the KCSO.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the KCSO. In the event the Applicant is hired or appointed by the KCSO, this waiver will remain in full force and effect as necessary to investigate material misstatements or fraud in securing appointment.

Consent is granted for the KCSO to furnish the information described above to third parties in the course of fulfilling its official responsibilities. I also hereby grant the KCSO the right to furnish its investigative information to my current employer, if the County of Kern currently employs me or, if I am currently employed by a law enforcement agency.

I hereby release, hold harmless and indemnify you, as the custodian of any of such records, former employer, and any school, college, university, or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including all officers, agents, employees, or other personnel thereof both individually and collectively, from any and all liability for damage, suits, actions of claims of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below.

A photocopy of this release form shall be as valid as the original thereof, even though the photocopy does not contain an original writing of my signature. I understand that I have the right to receive a copy of this authorization and acknowledge that I have received a copy of it.

SIGNATURE | DATE | SSN # (In accordance with Federal Privacy Act of 1974, disclosure of the S.S.N. is voluntary. The S.S.N. will be used only for identification purposes to ensure that proper records are obtained.)

FULL NAME (PLEASE PRINT) | TELEPHONE NUMBER

CURRENT ADDRESS, (including city, state, & zip code)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____

COUNTY OF _____

On _____before me, _____,
(Name, Title of Officer, Notary Public)

personally appeared_____. who proved to me on me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

OFFICIAL SEAL

WITNESS my hand and official seal.

Rev. 01/15

_____
Notary's Signature

KERN COUNTY SHERIFF'S OFFICE
1350 Norris Road
Bakersfield, California 93308
(661) 391-7500

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:
Having made application for employment/security clearance with the Kern County Sheriff's Office (KCSO) and desiring it to be informed as to my previous record and character, I hereby authorize any peace officer or other authorized representative of the KCSO, bearing this release, or a copy of it, within one year of its date, to obtain any information in your files and/or copies of all records pertaining to my employment, application history for employment, credit or educational records, including but not limited to, academic achievement, attendance, athletic, personal history, performance report, background investigations, polygraph examination results, any and all internal affairs investigations and disciplinary records, military records, and criminal justice records/reports, e.g., arrests, detentions, field citations and interviews, officer's records, jail/custody booking records, traffic citations and accident reports, probation/parole reports and records, Franchise Tax Board records, child protective services records, and any other information source.

For post job offer purposes only, I also hereby authorize any peace officer or other authorized representative of the KCSO, bearing this release or a copy of it, within one year of its date, and a copy of an offer of employment, to obtain any medical records or medical information in the files of my current or former employer(s) or any current or former physician(s), or both, which may pertain to my employment as a _____, with the KCSO.

I hereby direct you to release this information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the KCSO. In the event the Applicant is hired or appointed by the KCSO, this waiver will remain in full force and effect as necessary to investigate material misstatements or fraud in securing appointment.

Consent is granted for the KCSO to furnish the information described above to third parties in the course of fulfilling its official responsibilities. I also hereby grant the KCSO the right to furnish its investigative information to my current employer, if the County of Kern currently employs me or, if I am currently employed by a law enforcement agency.

I hereby release, hold harmless and indemnify you, as the custodian of any of such records, former employer, and any school, college, university, or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including all officers, agents, employees, or other personnel thereof both individually and collectively, from any and all liability for damage, suits, actions of claims of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. Should there be any questions as to the validity of this release, you may contact me as indicated below.

A photocopy of this release form shall be as valid as the original thereof, even though the photocopy does not contain an original writing of my signature. I understand that I have the right to receive a copy of this authorization and acknowledge that I have received a copy of it.

SIGNATURE | DATE | SSN # (In accordance with Federal Privacy Act of 1974, disclosure of the S.S.N. is voluntary. The S.S.N. will be used only for identification purposes to ensure that proper records are obtained.)

FULL NAME (PLEASE PRINT) | TELEPHONE NUMBER

CURRENT ADDRESS, (including city, state, & zip code)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document, to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF _____

COUNTY OF _____

On _____before me, _____,
(Name, Title of Officer, Notary Public)

personally appeared_____. who proved to me on me on the basis of satisfactory evidence, to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

OFFICIAL SEAL

WITNESS my hand and official seal.

Rev. 01/15

_____
Notary's Signature