Personal History Statement Instruction Sheet

Report to:
Public Safety Division, Investigative Section
Personnel Department Building
700 E. Temple Street, Room B-22

PLEASE PRINT OUT A COPY OF THIS PAGE AND BRING IT WITH YOU TO THE INITIAL BACKGROUND

CITY OF LOS ANGELES
PERSONNEL DEPARTMENT
Partnering to Meet the Challenge

LOS ANGELES PERSONNEL DEPARTMENT

Public Safety Officer Applicants

Please indicate which agency(ies) you are applying for.

☐ POLICE OFFICER ☐ AIRPORT POLICE ☐ PORT POLICE ☐ RESERVE OFFICER

NAME: _____ SSN: _____

IMPORTANT INSTRUCTIONS:

You must complete a Personal History Statement (PHS) in its entirety and bring it with you to the initial background. Regarding PHS Question 24, "List of Housemates" (Page 9 & 10), you are NOT required to list the nature of the relationship with your housemate. Answering that portion of the question is voluntary. The PHS can be accessed via link:

http://lib.post.ca.gov/Publications/2-251-phsPeaceOfficers.doc

You must bring a **notarized** Release and Waiver with you to the initial background. The Release and Waiver can be accessed via link:

http://joinlapd.com/pdf/release_waiver.pdf

Note: Applicants must bring the following original documents with you during your Initial Background:

☐ Valid government-issued photo identification

☐ Notarized Release and Waiver

☐ Completed PHS

If you are successful to proceed to the field investigation portion of the background investigation following the Initial Background and polygraph examination, please bring the following original documents with one copy when you meet with your assigned background investigator:

☐ Certified copy of birth certificate

☐ Sealed high school or college transcripts

☐ Child Support documents

☐ Marriage and/or divorce documents

☐ Bankruptcy documents

☐ Probation agreements

☐ Proof of motor vehicle insurance for all vehicles that you operate

☐ Traffic accident reports

☐ (4) Passport size color photographs

☐ Military discharge documents DD214

☐ Training Reimbursement Acknowledgement

☐ Certificate of Naturalization or application for citizenship (if applicable)

AN EQUAL OPPORTUNITY EMPLOYER

The City does not discriminate on the basis of race, color, national origin, ancestry, religion, creed, age, sex gender identity, gender expression, marital status, sexual orientation, disability, medical condition, HIV or AIDS, or retaliation for engaging in protected activity. Applicants or employees who believe that they have been discriminated against are encouraged to contact the City's Office of Discrimination Complaint Resolution at (213) 473-9123, the U.S. Equal Employment Opportunity Commission, or the California Department of Fair Employment and Housing.