



**PLEASE RETURN THE PERSONAL HISTORY STATEMENT**  
**AND ALL REQUIRED DOCUMENTATION BY:**

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**PLEASE READ CAREFULLY**

TO COMPLETE THE PERSONAL HISTORY STATEMENT GO TO TCOLE WEBSITE (<https://www.tcole.texas.gov>) AND CLICK ON FORMS AND APPLICATIONS. YOU WILL THEN SCROLL DOWN TO THE AGENCY FORMS AND COMPLETE THE PERSONAL HISTORY STATEMENT.

YOU MUST EMAIL A COPY OF THE COMPLETED PERSONAL HISTORY STATEMENT TO [employment@humblepolice.com](mailto:employment@humblepolice.com).

**PAGE 35** OF THE PERSONAL HISTORY STATEMENT **MUST** BE BROUGHT IN PERSON TO THE HUMBLE POLICE DEPARTMENT, WHERE YOU WILL SIGN AND HAVE THE DOCUMENT NOTORIZED. AT THIS TIME YOU MUST PROVIDE **COPIES** OF THE FOLLOWING DOCUMENTS OTHERWISE YOUR PACKET **WILL NOT BE PROCESSED**. ALL DOCUMENTS MUST REFLECT THE SAME NAME AND THE SAME DATE OF BIRTH SHOWN ON THE BIRTH CERTIFICATE UNLESS ACCOMPANIED BY A MARRIAGE LICENSE OR OTHER COURT DOCUMENTS INDICATING A NAME CHANGE. **THE PACKET MUST BE COMPLETED IN ITS ENTIRETY TO BE PROCESSED.**

**REQUIRED DOCUMENTS:**

1. CERTIFIED COPY OF YOUR BIRTH CERTIFICATE FROM THE BUREAU OF VITAL STATISTICS
2. COPY OF HIGH SCHOOL DIPLOMA OR GED
3. SEALED ORIGINAL CERTIFIED COPY OF COLLEGE TRANSCRIPTS/COPY OF DIPLOMAS (IF APPLICABLE)
4. ORIGINAL CERTIFIED COPY OF NATURALIZATION PAPERS (IF APPLICABLE)
5. COPY OF DD-214, FORM 4 (IF APPLICABLE)
6. MARRIAGE LICENSE (IF APPLICABLE)
7. COPY OF VALID DRIVER LICENSE. MUST HAVE CURRENT ADDRESS, CORRECT DATE OF BIRTH AND IF MARRIED MUST BE IN MARRIED NAME (IF TAKEN)
8. COPY OF SOCIAL SECURITY CARD OR RECEIPT FOR DUPLICATE REQUEST. MUST HAVE CORRECT SPELLING OF NAME AND IF MARRIED MUST HAVE MARRIED NAME
9. MAPS FOR ADDRESSES USING P.O. BOX OR ROUTES. ENCLOSE A COMPLETE MAP TO ADDRESS IF YOU USE A P.O. BOX OR RURAL ROUTE ADDRESS
10. COPY OF RECENT CREDIT REPORT, DATED WITHIN 90 DAYS
11. COPY OF MARRIAGE LICENSE (IF APPLICABLE)
12. COPY OF CURRENT PROOF OF AUTOMOBILE LIABILITY INSURANCE
13. COPIES OF ANY TCOLE CERTIFICATES & ANY TCOLE LICENSE (IF APPLICABLE)

IF YOU HAVE ANY QUESTIONS REGARDING THIS APPLICATION PROCESS YOU MAY CONTACT SERGEANT WEST AT 281-319-9701 OR EMAIL HIM AT [employment@humblepolice.com](mailto:employment@humblepolice.com).

## **HUMBLE POLICE DEPARTMENT**

### **Application Instruction Packet & Pre-employment Polygraph Questionnaire**

**\*\*\*READ THE FOLLOWING VERY CAREFULLY\*\*\***

THESE INSTRUCTIONS ARE PROVIDED AS A GUIDE TO ASSIST YOU IN PROPERLY COMPLETING YOUR PERSONAL HISTORY STATEMENT. IT IS ESSENTIAL THAT THE INFORMATION BE ACCURATE IN ALL RESPECTS. IT WILL BE USED AS THE BASIS FOR A BACKGROUND INVESTIGATION THAT WILL DETERMINE YOUR ELIGIBILITY FOR EMPLOYEMENT.

1. TO COMPLETE THE PERSONAL HISTORY STATEMENT FOLLOW THE INSTRUCTIONS OUTLINED ON **PAGE 3 AND 4.**

## PRE-EMPLOYMENT POLYGRAPH QUESTIONNAIRE

YOU WILL BE TAKING A POLYGRAPH EXAMINATION FOR THE PURPOSE OF EMPLOYEMENT WITH THE HUMBLE POLICE DEPARTMENT. THROUGHOUT THE REMAINDER OF THIS QUESTIONNAIRE YOU WILL BE ASKED TO MAKE STATEMENTS ABOUT YOUR LIFE. BASED ON THESE STATEMENTS, THE POLYGRAPH EXAMINER WILL ASK YOU A SERIES OF QUESTIONS TO DETERMINE IF YOU HAVE BEEN **COMPLETELY AND TOTALLY TRUTHFUL** IN THIS QUESTIONNAIRE.

IN ORDER FOR YOU TO AVOID PROBLEMS ON YOUR POLYGRAPH EXAMINATION, PLEASE **DO NOT** FALSIFY, MISREPRESENT, LIE ABOUT FACTS, LEAVE OUT, OMIT, NEGLECT TO MENTION OR PURPOSEFULLY WITHHOLD ANY INFORMATION ABOUT YOUR BACKGROUND, NO MATTER HOW INSIGNIFICANT YOU BELIEVE IT IS. LITTLE LIES OR MINOR OMISSIONS MAY HAVE THE SAME EFFECT ON THE POLYGRAPH RESULTS AS MORE SERIOUS LIES OR OMISSIONS. **PLEASE** BE COMPLETELY OPEN AND TRUTHFUL.

YOUR POLYGRAPH EXAMINATION WILL COVER **ONLY** THE ISSUES REVIEWED IN ADVANCE DURING YOUR PRE-TEST INTERVIEW. THERE WILL BE NO SURPRISE QUESTIONS. HOWEVER, IN EVERY AREA, YOU MUST BE SURE THAT YOU ARE COMPLETELY FRANK AND TOTALLY HONEST IN ANSWERING THE QUESTIONS.

IF YOU HAVE QUESTIONS ABOUT ANY OF THE SECTIONS OF THIS QUESTIONNAIRE, ASK THE DEPARTMENT REPRESENTATIVE/INVESTIGATOR WHO INTRODUCED YOU TO THE SAME OR THE POLYGRAPH EXAMINER. YOUR FAILURE TO ASK QUESTIONS WILL BE CONSTRUED AS AN INDICATION THAT YOU UNDERSTAND THE QUESTIONS.

ALL INFORMATION CONTAINED WITHIN THIS QUESTIONNAIRE WILL BE REVIEWED BY THE POLYGRAPH EXAMINER BEFORE THE ACTUAL EXAMINATION. YOU WILL HAVE THE OPPORTUNITY TO ASK ANY QUESTIONS AND/OR EXPLAIN ANY ISSUE OR INVOLVEMENT YOU MAY HAVE HAD IN ANY SUBJECT.

AFTER YOUR INITIAL INTERVIEW WITH THE POLYGRAPH EXAMINER, AND BEFORE THE ACTUAL POLYGRAPH EXAMINATION, THE EXAMINER WILL REVIEW EACH AND EVERY QUESTION TO BE ASKED WITH YOU TO BE SURE YOU UNDERSTAND AND CAN ANSWER THE QUESTION WITH A SIMPLE YES OR NO.