

**– FREQUENTLY ASKED QUESTIONS –
PERSONAL HISTORY FORM**

The information listed below is presented to assist you in completing your Personal History Form (PHF) package. While not all-inclusive, the information does address the most frequently asked questions about the PHF, which follows the last page of these FAQ's. The headings and page numbers listed after each heading, correspond to the headings and page number(s) on the PHF form.

You should print this document, along with the PHF, and have it available as you complete the PHF

Important Instructions (Pages 1 and 2)

I have not been able to locate the documents I am supposed to bring. What do I do?

Please make every effort to bring the documents to the PIQ. However, if you absolutely cannot obtain them in time, bring documentation of your efforts.

I did not have time to make copies of the documents. What should I do?

Please take the time to make any requested copies. It is possible we will not be able to make copies for you on the date of your PIQ. There is a pay-to-use copy machine located in the Personnel Building lobby, but we do not guarantee it is available at all times.

Family Members (Page 4 and 5)

I have not seen or had personal contact with my dad/mom/brother/sister/other for 15 years. What should I do?

It is important that your background investigation include contact with your adult family members. Please make every effort to get contact information for all required family members. Other family members are often the best source of such information.

Marital Status (Page 5)

I am divorced and have no idea where my former spouse is living/working. What should I do?

Please make every effort to provide your investigator with contact information. Family members, including former in-laws, are often the best sources for this information. For certified copies of Los Angeles County marriage certificates, contact http://lavote.net/recorder/birth_death.htm. There are several Internet sites that might be helpful (<http://whitepages.com>, <http://yellowpages.com>, and search engines such as

Google and Yahoo may also be helpful. Final divorce decrees are also required, and they can be obtained from the county where the divorce was granted.

– FREQUENTLY ASKED QUESTIONS –
PERSONAL HISTORY FORM

Residences (Page 6 and 7)

I don't remember some of my addresses. What should I do?

I don't remember the names/contacts of my landlords. What should I do?

I don't remember some of the dates of my residency periods. What should I do?

These sources of information are vital for a complete background investigation. Family members, old tax records, and current or former employers (find old employment applications that required residence information, etc.) are your best sources. Official documents (wedding/birth/divorce) from those time periods often required residence information. Also, legal documents (police/arrest/court reports are often good sources.

Employment (Pages 8, 9, 10, and 11)

Yes. Your background investigation will be very detailed and your investigator is required to investigate your entire employment history. If you do not provide the information, your background could be delayed.

Do I really have to list every job I have had?

I don't remember all of the jobs I have held. What do I do?

Please make every effort to locate the requested information. You might use old tax records, old personal telephone records, information from friends or relatives, etc. There are also several Internet sites that might be of assistance, including the Social Security Administration (<http://www.socialsecurity.gov/online/ssa-7050.pdf>).

I don't remember all of my supervisors and co-workers. What do I do?

Please provide as much information as you can. You might consider contacting your former employers directly or referring to any paperwork (employee evaluations or write-ups) you have from that employment.

I don't remember the dates of all of my unemployment periods. What should I do?

Please refer to your old tax records or unemployment benefit documents. If you received unemployment benefits in California, you may contact <http://www.edd.ca.gov/> for assistance.

– FREQUENTLY ASKED QUESTIONS –
PERSONAL HISTORY FORM

Military Service (Page 14)

I did not register with the Selective Service System. What should I do?

If you are over the age of 25 and were required to register, please be prepared to discuss with your background investigator your failure to register.

If you are under the age of 26, please contact the Selective Service Administration at www.sss.gov/.

I served in the military, but I do not have my Form DD214 reporting my military service. What should I do?

You will be required to provide a copy of your Form DD214 (Page 4, Long Form) before your background investigation can be completed. You can learn about obtaining a free copy of your Form DD214 at www.archives.gov/veterans/military-service-records/get-service-records.

Education (Pages 14 and 15)

I do not meet the minimum education requirement. What should I do?

If you need to obtain your General Education Development certificate, you should contact The GED Testing Service at <http://www.cde.ca.gov/re/sd/>, or www.acenet.edu.

You may also satisfy the minimum education requirement if you hold a college degree from a recognized college or university. To see if your institution is certified, check with the Western States Association of Schools and Colleges at www.acswasc.org.

Motor Vehicle Operation and Insurance, and Legal (Pages 15, 16, and 17)

I don't remember all of my citations/accidents. What should I do?

You may want to contact the concerned department of motor vehicles (most states have Internet sites). Your background investigation will include checks with other states' DMV offices. For California information, contact DMV at www.dmv.ca.gov.

Do I have to list all criminal conviction information, even from when I was a juvenile?

Yes. You must provide all of the relevant information, including copies of all related documents. Most counties provide Internet access to such information. For Los Angeles County court information, you should start with www.lasuperiorcourt.org.

– FREQUENTLY ASKED QUESTIONS –
PERSONAL HISTORY FORM

Finances (Page 18)

I don't remember all of my problem credit accounts. What should I do?

The City uses the Trans Union Credit Reporting Corporation. You can obtain a copy of your credit report from Trans Union at <http://www.transunion.com/> .Under some circumstances, this copy is free of charge.

Be prepared to discuss your financial problems and provide copies of any documents related to a bankruptcy, including final discharge.

Some of my debts really belong to my former spouse what should I do?

I have a bankruptcy. Will this disqualify me from becoming a police officer?

I am in bankruptcy right now. Should I withdraw from the process?

A bankruptcy will not automatically result in a disqualification, and each candidate will be evaluated based on their own unique circumstances.

You are responsible for explaining (and proving) your current credit situation. You should be prepared to provide any supporting documentation. Please review your official credit report at <http://www.transunion.com/> .

References (Page 19)

I don't know the phone/addresses of some of my references. What should I do?

It is important that you provide this information. Family members, other friends or work associates, or employment records may be helpful. You may also want to make Internet inquiries for this information.