



## **JOIN**

### **Background Investigations Information**

The Sheriff's Department uses a Personal History Statement (PHS) to learn more about its candidates for the position of Deputy Sheriff and/or Deputy Sheriff Detentions/Courts.

After successfully passing the written exam, applicants may begin completing the PHS early. **Access to the online PHS requires a password, which will be given to you in your certification/orientation notice.**

Applicants must acknowledge that completing a PHS prior to an Orientation Night is voluntary and provided to you in the hopes of streamlining the process. A completed PHS will only be accepted during a scheduled appointment with a Background Investigator after the orientation.

For more information please carefully read the first page of the Personal History Statement. If you choose not to complete a PHS prior to being invited to an Orientation Night, you will receive a PHS packet (including labels) from a Background Investigator.

## Personal History Statement Instructions

Please download and complete each of the following documents (highlighted in blue):  
(*Note:* Please make sure to save all of your documents for your own records.)

**Disclaimer:** The following .dot documents were created using Microsoft Word 2003. We recommend using Microsoft Word 2000 or higher.

1. **Personal History Statement** (Microsoft Word .dot) *Requires Signature*

2. **General Information** (Microsoft Word .dot)

### 3. Required Documents

3a. **Instructions and checklist of required documents** (.pdf)

3b. **Questionnaire About Military Service** (Microsoft Word .dot) *Requires Signature*

3c. **Transcript Request Form** (Microsoft Word .dot) *Requires Signature*

4. **Pre-employment Interview and Exam Information** (.pdf)

### 5. Mailing Labels

You are required to provide Avery #5160 mailing labels for your background investigation, which can be purchased at most office supply stores. The mailing labels are affixed to cover letters and placed into window envelopes.

[Click here for detailed mailing label instructions](#) (.pdf)

(*Note:* Please carefully read the instructions for completing the labels.)

[Click here to download pre-prepared mailing labels](#) (Microsoft Word .dot)

6. **Authorization to Release Information Form** (.pdf) *Requires Signature*