

PERSONAL HISTORY STATEMENT

The following is an example of the Personal History Statement (PHS) that applicants are required to complete at the beginning of the background investigation process. It is suggested that applicants begin compiling the needed information as soon as possible, as there will be a limited amount of time allotted for completion.

Applicants are responsible for obtaining correct, current addresses, including zip codes and email addresses (where requested). If you are not sure of an address, you must be resourceful and do your best to locate it.

Make sure to read instructions thoroughly and carefully . Your attention to detail is very important throughout this process and will be considered part of the overall evaluation.

This is only an example for reference – Do not complete the example packet. Once you are notified to begin the background process and complete your PHS, you will be instructed to use our secure online system. Paper copies will not be accepted.

