

INSTRUCTIONS TO APPLICANT

1. Each applicant is hereby advised that the content of the Personal History Statement and other required forms are held strictly confidential. Information is not disseminated to any person except when essential to the conduct of proper official police business.
2. **All forms must be typed or printed in black ink.**
3. All questions must be answered completely and accurately. **The omission or falsification of any material fact is cause for the disqualification or dismissal of the applicant.** Every answer will be verified during the polygraph examination. All questions that require a “yes” or “no” response must be checked in the space provided. If a category or question does not apply place N/A (not applicable) in the designated area, do not leave any spaces blank. If additional space is needed, entry should be continued on a separate sheet(s) of paper. Each answer should be numbered to correspond with the number of the question.
4. Make photocopies of all documents requested and return them with your background packet.
5. **Sign and have the Full Disclosure Authorization and Arrest Questionnaire forms notarized.**
6. All addresses **must** be complete including **zip codes**.
7. Please indicate if we can or cannot contact your current employer for a reference.
8. Please include explanations of any questionable issues.
9. Please include a Xerox copy of your Social Security Card and Driver’s License.

Make sure you notify your list of references that during your background investigation the Police Department will contact them.

ALWAYS KEEP A COPY FOR YOUR RECORDS!

*******RETURN ALL INFORMATION TO *******
A/Lt. Heather Hurlock
Arlington County Police Department
Auxiliary Police Unit
1425 North Courthouse Road
Arlington, Virginia 22201
703-228-4057 (Ph.)

DO NOT ENCLOSE DOCUMENTS THAT HAVE NOT BEEN REQUESTED!