

Rancho Viejo Police Department

3461 Carmen Avenue
Rancho Viejo, Texas 78575
Phone (956) 350-4093 Fax (956) 350-4156

Chief of Police
M. Cruz, Jr.

INSTRUCTIONS

Note: READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING.

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 employment.

1. Your personal History Statement should be printed legibly in black ink, in your handwriting. Answer all questions to the best of your ability.
2. If a question is not applicable to you, enter **N/A** in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin .
4. You are responsible for obtaining correct addresses and telephone numbers. If you are not sure of an address, check it by personal verification. Your local library may have a directory service or copies of local directories. All requested information must be supplied by you. The Police Department will not be responsible for acquiring information such as phone numbers, address, zip codes, etc...
5. If there is insufficient space on the form for you to include all information required, attach extra sheets to the Personal History Statement. Be sure to reference the relevant section and question number before continuing your answer.
6. An accurate and complete form will help expedite your investigation. On the other Hand, deliberate omissions or falsification my result in disqualification.

Rancho Viejo Police Department

PERSONAL HISTORY STATEMENT:

Information provided in this section is used for Identification Purposes.

Last Name: _____ First: _____ Middle: _____

Other Name Used: _____

Name by which you prefer to be addressed: _____

Date of Birth: _____ Age: _____

Social Security: _____ U.S. Citizen: Yes: _____ No: _____

Drivers License: _____ State: _____ Expiration: _____

Place of Birth: _____

City County State Country

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

IDENTIFYING MARKS:

Scars: _____

Tattoos: _____

POLICE APPLICANT ADDENDUM:

Are you currently TCLEOSE certified? Yes _____ No _____

Date you completed physical examination: _____

Date you completed psychological examination: _____

CURRENT POLICE OFFICER CERTIFICATION:

Basic Certification: _____

Date

Intermediate Certification: _____

Date

Advanced Certification: _____

Date

Master Certification: _____

Date

Name & Location of Police Academy Attended:

Basic Academy Training Completed: _____

Date

RANCHO VIEJO POLICE DEPARTMENT

EMPLOYMENT APPLICATION

Date of Application: _____

Name: _____

Mailing Address: _____

Social Security Number: _____ Date of Birth: _____

Telephone number, Home: _____ Other: _____

Position Applied for: _____

The Town of Rancho Viejo has adopted a Drug and Alcohol Policy to maintain a drug free work place. Any applicant for employment with the Town will be requested to submit to testing to screen for illegal drug use prior to employment. Employment will be contingent upon a negative drug test result.

Will you submit to drug testing? Yes: _____ No: _____

Have you ever been arrested for any crime other than traffic violations?

Yes: _____ No: _____ Note: If yes, Please provide details below.

PREVIOUS EMPLOYMENT:

List all employment, including military service. Begin with your present position, and work back. Attach additional sheets or resume to provide sufficient qualifying experience data.

1.) From: _____ To: _____ Annual Salary: _____

Position: _____ Telephone: _____

Firm Name: _____ Address: _____

Reason for Leaving: _____

Description of Work: _____

2.) From: _____ To: _____ Annual Salary: _____

Position: _____ Telephone: _____

Firm Name: _____ Address: _____

Reason for Leaving: _____

Description of Work: _____

Rancho Viejo Police Department

3.) From: _____ To: _____ Annual Salary: _____
Position: _____ Telephone: _____
Firm Name: _____ Address: _____
Reason for Leaving: _____
Description of Work: _____

4.) From: _____ To: _____ Annual Salary: _____
Position: _____ Telephone: _____
Firm Name: _____ Address: _____
Reason for Leaving: _____
Description of Work: _____

5.) From: _____ To: _____ Annual Salary: _____
Position: _____ Telephone: _____
Firm Name: _____ Address: _____
Reason for Leaving: _____
Description of Work: _____

6.) From: _____ To: _____ Annual Salary: _____
Position: _____ Telephone: _____
Firm Name: _____ Address: _____
Reason for Leaving: _____
Description of Work: _____

EDUCATION:

Did you graduate from High School? Yes: _____ No: _____
Date graduated: _____ or last grade completed: _____

COLLEGE, UNIVERSITY, TRADE BUSINESS:

| School name | Dates | Major areas of study | Semester hours | Degrees granted | Date graduated |
|-------------|-------|----------------------|----------------|-----------------|----------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

LIST ALL PRESENT LICENSES

| | | |
|-------------|---------------|------------------|
| Type: _____ | Number: _____ | Exp. date: _____ |
| Type: _____ | Number: _____ | Exp. date: _____ |

Specify all equipment or office machines you can operate: _____

Are you related to any member of the Board of Alderman or any person now employed with the Town? Yes: _____ No: _____

If yes please give person's name, Dept. (If applicable) any relationship to you:

Rancho Viejo Police Department

Person to contact in case of emergency:

Name: _____ Address: _____ Phone: _____

Give the name and address of three persons, other than relatives, who have knowledge of your character, experience, or ability :

Please indicate any additional experience and training you have had which in your opinion would qualify you for the position you seek.:

PERIODS OF UNEMPLOYMENT

Record any period of unemployment since graduating from High School. (A period of unemployment is any time you did not have a job)

If you were a full time college student and held only seasonal employment during school breaks just indicate your beginning and ending school dates. In the work history section however; list any job you worked while attending college, even if it was of a seasonal nature.

| From: (mo / yr) | To: (mo / yr) | Length of unemployment | Reason for unemployment |
|-------------------|-----------------|------------------------|-------------------------|
| | | | |

WORK RECORD AND BACKGROUND INFORMATION

1. Have you indicated all previous jobs in this application, both temporary and full time?

Yes: _____ No: _____

2. Have you failed to list any job because you felt you could not get a favorable recommendation?

Yes: _____ No: _____

3. Have you ever resigned from a job to keep from being fired? Yes: _____ No: _____

4. Have you ever been asked to resign from a job? Yes: _____ No: _____

5. Have you ever been fired from a job? Yes : _____ No : _____

6. What is the most serious disciplinary action you have received on the job?

7. Have you ever walked off of a job when you got mad or were under pressure?

Yes: _____ No: _____

8. Have you ever quit a job without notice? Yes: _____ No: _____

Rancho Viejo Police Department

9. Have you ever used sick leave without actually being sick? Yes: _____ No: _____

10. Have you ever been reprimanded for being late for work? Yes: _____ No: _____

How often are you late for work? _____

11. Have you ever been rejected for employment with any law enforcement agency?

Yes: _____ No: _____

If so, Please name the agency(ies) _____

12. Have you ever slept on the job? Yes: _____ No: _____

13. Have you ever consumed any alcoholic beverage on the job? Yes: _____ No: _____

14. Have you ever used any illegal drug on the job? Yes: _____ No: _____

15. Do you have any objections to us contacting any of your current or past employers?

Yes: _____ No: _____ If yes, please explain why: _____

(Investigator's notes)

Rancho Viejo Police Department

MARITAL AND FAMILY HISTORY

What is your current marital status?

Single Engaged Married Separated Divorced Widowed

If Engaged:

Name of fiancé: _____ Date of Birth: _____

Address: _____ Phone No.: _____

If Married:

Spouse name: _____ Date of Birth: _____

Maiden name: _____ Work No.: _____

If Separated:

Spouse name: _____ Date of Birth: _____

Current address: _____ Work No.: _____

Separation date: _____ Divorce petition filed? _____ Date: _____

Who filed divorce? _____ Home No.: _____

IF YOU HAVE EVER BEEN DIVORCED:

Former Spouse's name: _____ Date of Birth: _____

Current address: _____ Home No.: _____

Date decree issued: _____ Court / State issued: _____

Note: If you have more than one divorce, please list those on a separate sheet of paper and attached to this application.

IF WIDOWED:

Former spouse's name: _____ Date of Birth: _____

Date of death: _____ Cause of death: _____

Rancho Viejo Police Department

LIST ALL CHILDREN RELATED TO YOU OR YOU SPOUSE

(Natural, Step-children, Adopted or Foster)

| Child's Full Name | Date of Birth | Relationship | Home address (if different) |
|-------------------|---------------|--------------|-----------------------------|
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LIST OTHER FAMILY MEMBERS (including those related by marriage). If deceased, indicate year of death (step / natural /in- law /mother / father / brothers / sisters)

| Full name / D.O.B. | Relationship | Occupation | Address |
|--------------------|--------------|------------|---------|
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IF YOU CURRENTLY SHARE A RESIDENCE WITH ANY PERSON(S) OTHER THEN
FAMILY MEMBERS LIST BELOW: (Include friends, room- mates, Etc.)

| Full name / D.O.B. | Relationship | Occupation | How long |
|--------------------|--------------|------------|----------|
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Investigator's Notes:

Rancho Viejo Police Department

MILITARY SERVICE

Have you ever been rejected by any branch of the armed forces? Yes _____ No _____

If yes, please indicate date and explain: _____

Have you ever been a member of any branch of the U.S. Armed Forces? Yes _____ No _____

Branch of service: _____ Highest rank attained: _____

Date inducted: _____ Date discharged: _____

Type of discharge: _____

Special school / training: _____

While in the military service were you ever arrested for any offense which resulted in a trial by
Deck Court or Summary, Special or General Court Martial? Yes _____ No _____

If yes indicate date, place, law enforcement authority, type of court, or court martial, charge, and
action taken for each incident: _____

Are you currently a member of a U.S. Reserve or National or State Guard organization?

Yes _____ No _____

Branch of service: _____

STATUS :

[☐] Active [☐] Inactive [☐] Standby

Investigator's Notes:

Rancho Viejo Police Department

DRIVING RECORD

How many traffic citations have you received since you began driving? _____

How many moving traffic citations have you received in the past (3) years? _____

Have you ever had your driver's license or privilege to drive suspended in this or any other state?

Yes _____ No _____ If yes please explain: _____

Have you ever had your driver's license placed on probation for any reason? Yes _____ No _____

If yes, please explain: _____

Do you have or have you had a driver's license in any other state besides Texas?

Yes _____ No _____ If yes, indicate issuing state: _____

Have you ever been denied a driver's license for any reason? Yes _____ No _____

If yes, Please explain: _____

Have you ever had to appear before a medical advisory board? Yes _____ No _____

If yes, Please explain: _____

Have you ever been involved in any way in an accident and then left the scene without identifying yourself? Yes _____ No _____

If yes, Please explain: _____

Have you ever been in an accident when you were driving after you had been drinking any type of alcoholic beverage? Yes _____ No _____

If yes, Please explain: _____

Have you ever struck an unattended vehicle and then left without leaving identifying information?

Yes _____ No _____

If yes, Please explain: _____

Rancho Viejo Police Department

LIST TO THE BEST OF MEMORY, ALL TRAFFIC CITATIONS YOU HAVE EVER RECEIVED FOR ANY REASON.

| Date | Violation | Issuing Agency | Disposition |
|------|-----------|----------------|-------------|
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LIST ALL ACCIDENTS IN WHICH YOU HAVE BEEN INVOLVED IN AS A DRIVER.

| Date | Location | Investigation Agency | Brief description of accident: |
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Rancho Viejo Police Department

LEGAL CONTACTS

CRIMINAL:

Have you ever been arrested by the Police? Yes _____ No _____

If yes explain: _____

Have you ever been detained (other than a traffic ticket) by the Police? Yes _____ No _____

If yes explain: _____

Have you ever been summoned into court to answer to a criminal offense or a complaint which was filed against you? Yes _____ No _____

If yes explain: _____

Have you ever been indicted by a Grand Jury? Yes _____ No _____

If yes explain: _____

Have you been with someone else when they committed a crime? Yes _____ No _____

Do you have any old unpaid parking, or fish & wildlife violations? Yes _____ No _____

If yes explain: _____

Have you ever run from the Police in a car or on foot? Yes _____ No _____

If yes explain: _____

Rancho Viejo Police Department

CIVIL:

Have you ever been involved in any type of lawsuit? Yes _____ No _____

If yes explain : _____

Have you ever been sued? Yes _____ No _____

If yes explain : _____

Have you ever sued anyone? Yes _____ No _____

If yes explain : _____

Have you ever filed bankruptcy? Yes _____ No _____

If yes explain : _____

Has anyone ever threatened to take you to court for non payment of a bill ? Yes _____ No _____

If yes explain : _____

Investigators Notes:

Rancho Viejo Police Department

RESIDENCES

LIST ALL RESIDENCES WHERE YOU LIVED DURING THE PAST TEN (10) YEARS
BEGINNING WITH YOUR PRESENT ADDRESS. LIST BY MONTH AND YEAR.
ATTACH ADDITIONAL PAGE IF NECESSARY .

| FROM (mo / yr.) | TO (mo / yr.) | Address | Neighbor's Name |
|------------------|----------------|---------|-----------------|
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HAVE YOU BEEN EVICTED FROM A RESIDENCE FOR ANY REASON? Yes ____No ____

If yes, explain & indicate dates, addresses, and reason, etc. _____

Investigators Notes :

Rancho Viejo Police Department

FINANCIAL HISTORY

Applicant :

What is your present salary or wages ? _____ (monthly / gross)

Applicant's Spouse :

What is your present salary or wages ? _____ (monthly / gross)

Spouse's employer : _____ Job title : _____

Business address : _____

Work Phone : _____ Hours / Days worked: _____

LIST ANY INCOME FROM ANY SOURCE OTHER THEN YOUR PRINCIPAL
OCCUPATION. (Exclude income from your spouse's primary occupation.)

| Source | Amount | Frequency |
|--------|--------|-----------|
| | | |
| | | |
| | | |

Do you own any real estate? _____

If yes, Value: _____ Location: _____

Do You own an automobile? Yes: _____ No: _____ If yes indicate make / model / year/ color
& license number: _____

Savings account: _____ Bank: _____

Bank address: _____ Phone: _____

Current balance: _____ When opened: _____

Checking account: _____ Bank: _____

Bank address: _____ Phone: _____

Current balance: _____ When opened: _____

Rancho Viejo Police Department

Give the name and address of the individuals, companies, or others to whom you owe money and the amount of your debt. Include rent , mortgages, vehicle payment, charge accounts, and credit cards, loans, child support payments, and any other debts, and payments. Include all debts owed by your spouse.

| Creditor's Name/Address | Debt Reason | Original Balance | Amount Due | Monthly Payment | Past Due (Yes/ No) |
|-------------------------|-------------|------------------|------------|-----------------|--------------------|
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| TOTALS: | | | | | |

Have you ever had any property repossessed? Yes: _____ No: _____
 If yes , explain : _____

Have you ever defaulted on any bill or debt ? Yes: _____ No: _____
 If yes , explain: _____

Have you ever had or do you now have any judgments against you? Yes: _____ No: _____
 If yes , explain: _____

Do you owe more money per month than you take per month? Yes: _____ No: _____
 If yes , explain: _____

Have you ever had a check bounce? Yes: _____ No: _____
 Last time? _____ Amount? _____

Rancho Viejo Police Department

HAVE YOU EVER HAD , BEEN TREATED FOR , COUNSELED FOR , OR DO YOU NOW

HAVE: (Circle the letter corresponding to any that apply)

- | | |
|----------------------------------|---|
| (a) heart attack or ailment | (s) hepatitis |
| (b) epilepsy | (t) cancer |
| (c) diabetes | (u) cyst |
| (d) asthma | (v) breathing disorder |
| (e) sinus problems | (w) mononucleosis |
| (f) dizzy spells | (x) kidney troubles |
| (g) malaria | (y) hernia, rupture |
| (h) meningitis | (z) eye trouble |
| (i) polio | (aa) foot trouble |
| (j) convulsions | (bb) nervous disorder |
| (k) AIDS | (cc) emotional trouble |
| (l) herpes | (dd) alcoholism |
| (m) blood pressure problems | (ee) drug habit |
| (n) dyslexia | (ff) alcohol abuse problems |
| (o) stomach trouble | (gg) venereal disease |
| (p) ear trouble / hearing loss | (hh) back /neck /injury or problem |
| (q) migraine problems | (ii) learning disorder |
| (r) hemorrhoids | (jj) injury or problem of the joints/ knees / elbows |

Investigators Notes :

Rancho Viejo Police Department

PERSONAL DECLARATIONS:

ALCOHOL USE:

Do you drink alcoholic beverages? Yes _____ No _____

What are your usual drinking habits? _____

Do you drink daily? Yes _____ No _____

Do you frequent clubs or bars? Yes _____ No _____

Do you become intoxicated often? Yes _____ No _____

Have you ever lost time from work because of a hangover or drinking ? Yes _____ No _____

Did you ever seek or get treatment for alcohol abuse ? Yes _____ No _____

DRUG USE :

HAVE YOU EVER USED ANY OF THE FOLLOWING :

Hashish

Amphetamines

Heroin

Speed

Peyote

Quaaludes

Cough medicine (for a high)

Inhalants (glue, paint, oxide, etc.)

Barbiturates

Cocaine

Marijuana

LSD or Acid

Tranquilizers

Designer drugs (Ecstasy , eve, etc.)

PCP

Valium

Any other drug : _____

If yes , number of times used : _____ Last time used : _____

Do you associate, live or reside with anyone who uses marijuana, drugs, or narcotics ?

Yes _____ No _____

Would you arrest a friend for drug violations if you were a police officer ? Yes _____ No _____

Have you ever sold or furnished marijuana , drugs, or narcotics to anyone ? Yes _____ No _____

Have you ever abused any prescription medication ? Yes _____ No _____

Have you ever illegally transported marijuana or other illegal drugs or narcotics? Yes _____ No _____

Rancho Viejo Police Department

Did you ever seek or get treatment for drug abuse? Yes _____ No _____

Have you ever been involved in any way, in the manufacturing, growing, or cultivation of an illegal drug? Yes _____ No _____

Have you ever lied to a doctor about symptoms in order to get a prescription, such as Valium , or a pain killer? Yes _____ No _____

Have you ever sold furnished or bought marijuana, drugs, or any controlled substance?
Yes _____ No _____

Investigators Notes :

Rancho Viejo Police Department

MISCELLANEOUS INFORMATION:

HAVE YOU EVER MADE AN APPLICATION FOR EMPLOYMENT (any position) WITH THIS OR ANY OTHER LAW ENFORCEMENT RELATED AGENCY ? IF ADDITIONAL SPACE IS NEEDED , ATTACH A SEPARATE SHEET.

| Name of Agency & Address | Application of Date | Status of application (rejected/pending, etc) |
|--------------------------|---------------------|--|
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How have you prepared yourself to be a Rancho Viejo Police Officer ?

Why is becoming a Police Officer important to You ?

Rancho Viejo Police Department

LIST YOUR PAST / PRESENT MEMBERSHIP IN GROUPS , ASSOCIATIONS , OR CLUBS :

(Jaycees, Rotary, etc...)

| Official Name of Organization | Type: social, fraternal, professional, etc.. | Office(s), Membership From/ To |
|-------------------------------|--|--------------------------------|
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HOBBIES , AND SPORTS YOU PARTICIPATE IN :

| Sport or Activity | Length of time involved | Level of Proficiency |
|-------------------|-------------------------|----------------------|
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ARE THERE ANY INCIDENTS IN YOUR LIFE NOT MENTIONED HEREIN WHICH MAY REFLECT UPON YOUR SUITABILITY TO PERFORM THE DUTIES WHICH YOU MAY BE CALLED UPON TO UNDERTAKE OR WHICH MIGHT REQUIRE FURTHER EXPLANATION?

Yes _____ No _____ If yes , please explanation :

Rancho Viejo Police Department

PLEASE ATTACH COPIES OF THE BELOW LISTED DOCUMENTS IF THEY APPLY TO YOU.

1. Birth Certificate
2. Marriage License
3. Dissolution of Marriage Papers
4. High School Transcripts and Diploma
5. College Transcript
6. DD214 / Military Discharge Papers
7. G.E.D. Certificate
8. Naturalization Papers
9. Copy of Drivers License

Rancho Viejo Police Department

PLEASE READ THE FOLLOWING STATEMENT CAREFULLY AND INDICATE YOUR UNDERSTANDING , AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED BELOW.

1. I certify that the information on this application and on any attached documents is true and correct to the best of my knowledge and I give it freely of my own will for the purpose of gaining employment with the Town of Rancho Viejo .
2. I understand that any misstatement or omission of material facts or any false information given to obtain employment, promotion, or agency benefits may result in unfavorable consideration or dismissal from employment.
3. I understand that if employed I will serve an initial probationary period in an employment-atwill status which means I may be dismissed during this period for any reason or no reason.
4. I understand that as a condition of employment , I am required to provide legal proof of identity and of U.S. Citizenship. (Example : drivers license , social security card, birth certificate, etc.)
5. I understand that this appointment will be at the discretion of the department head concerned, subject to the approval of the Town Board, and that this application is the property of the Town and will become a part of my personnel file if I am accepted for employment.
6. I understand that this application , when signed and submitted , becomes public record, and becomes subject to public inspection.
7. The Town of Rancho Viejo does not discriminate on the basis of Race, Color, National Origin , Sex, Religion, Age, and Disability in employment, or the provision of service.

Date

Signature of Applicant

Rancho Viejo Police Department
3461 Carmen Ave.
Rancho Viejo, Texas 78575

AUTHORITY FOR RELEASE OF INFORMATION

| | | | | |
|-------------------|----------------|-------------|---------|-------|
| Last Name | First Name | Middle Name | Sex | Race |
| _____ | _____ | _____ | _____ | _____ |
| Social Security # | | D.O.B. | | |
| _____ | _____ | | | |
| Place of Birth | County or City | State | Country | |
| _____ | _____ | _____ | _____ | |

I, , do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Rancho Viejo Police Department, whether the said records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, salary records, real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by or against me, wheresoever located, and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigations which may provide pertinent data for the Rancho Viejo Police Department to consider in determining my suitability for employment by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Rancho Viejo Police Department. I understand that all materials pertaining to this background investigation become the property of the Rancho Viejo Police Department and will not be returned to me.

I agree indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorneys fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

Subscribed and sworn before me this _____ day of _____, 200__

My commission expires _____, 200__

Notary: _____

Signature: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____