



# CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT

## Personal History Questionnaire (PHQ)



The Cuyahoga Metropolitan Housing Authority (CMHA) Police Department will use this PHQ as a reference for completing a background investigation on you. In addition, CMHA requires applicants for Police Officer and Reserve Officer to take a voice stress examination.

By completing and submitting this Questionnaire, you understand that you will not receive, and are not entitled to, a copy of the background information or its contents, unless otherwise required by law. You further understand that the contents will be used in the process for evaluating your potential employment with the CMHA Police Department and that CMHA will not return any documents you are submitting. Nor will CMHA provide you with a copy of any of your submissions, unless otherwise required by law.

### Instructions:

1. If you are handwriting (not typing) your responses, print legibly.
2. Only you, the applicant, may fill out this Questionnaire.
3. You must answer all questions thoroughly and honestly. Adverse history such as arrests, alcohol, or drugs might not disqualify you from employment with CMHAPD.
4. **If you need additional space, refer to Section N for further instructions.**
5. If you have questions about how to complete this Questionnaire, contact the CMHA Police Department at (216) 426-7775 or [joinourteam@cmhapd.org](mailto:joinourteam@cmhapd.org).

**OMITTING, DECEIVING, OR FAILING TO DISCLOSE INFORMATION IN THIS  
PHQ MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.**

I am applying for the following position:

Police Officer  
Reserve Officer

Protection Officer  
Dispatcher

Civilian

I have read and understood the instructions for completing this form.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

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**A. PERSONAL DATA**

1. Name (First, Last, Middle): \_\_\_\_\_

2. Street Address: \_\_\_\_\_

3. City: \_\_\_\_\_ 4. State: \_\_\_\_\_ 5. ZIP: \_\_\_\_\_

6. Phone No. (primary): \_\_\_\_\_ 7. Phone No. (secondary): \_\_\_\_\_

8. SSN: \_\_\_\_\_ 9. Date of Birth: \_\_\_\_\_

10. Gender: \_\_\_\_\_ 11. Marital Status: \_\_\_\_\_

12. Driver's License No. (incl. state): \_\_\_\_\_

13. Height: \_\_\_\_\_ ft. \_\_\_\_\_ in. 14. Weight: \_\_\_\_\_ lbs. 15. Eye Color: \_\_\_\_\_ 16. Hair Color: \_\_\_\_\_

17. Race: \_\_\_\_\_ 18. Country of Citizenship: \_\_\_\_\_

19. If you are not a U.S. citizen, are you a resident alien who is eligible and has applied for U.S. citizenship?	YES	NO
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20. Have you used or been known by any name other than the one you listed in response to Question 1?	YES	NO
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20a. If yes, list all other names:

21. Have you used a social security number other than the one you listed in response to Question 8?	YES	NO
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21a. If yes, list all other numbers:

**B. RESIDENCES**

22. Starting with your most recent address, please list your previous addresses for the past 10 years. Include all school, military, and personal residences. You must account for all of the past 10 years – do not omit any timeframe. **Use Section N if you need additional space.**

22a. Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Dates at This Location (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_

22b. Street: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Dates at This Location (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_

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**22c.** Street: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Dates at This Location (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_

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### C. EMPLOYMENT HISTORY

**23.** List your employment history for the past 10 years. Begin with most recent employer and go backwards. Do not omit any employers. **Use Section N if you need additional space.**

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**23a.** Job Title: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Employer Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Dates in This Position (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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**23b.** Job Title: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Employer Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Dates in This Position (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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**23c.** Job Title: \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_  
Employer Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_  
Employer Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Dates in This Position (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_

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<b>24.</b> Have you been counseled or disciplined at work (i.e., including warnings, formal letters of counseling, reprimands, suspensions, reductions in pay, reassignments, or demotions)?	YES	NO
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**24a.** If yes, describe how often and explain the circumstances:

<b>25.</b> Have you been counseled or disciplined for tardiness?	YES	NO
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**25a.** If yes, describe how often you've been counseled/disciplined and explain the circumstances:

<b>26.</b> Have you been counseled or disciplined for improperly using sick leave?	YES	NO
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**26a.** If yes, describe how often you've been counseled/disciplined and explain the circumstances:

<b>27.</b> Have you been counseled or disciplined by an employer for failing to comply with any rules or supervisors' directives?	YES	NO
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**27a.** If yes, describe how often you've been counseled/disciplined and explain the circumstances:

<b>28.</b> Have you been the subject of a written complaint at work that resulted in discipline or retraining?	YES	NO
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**28a.** If yes, describe the complaint and the discipline/retraining:

<b>29.</b> Have you been involved in a verbal or physical altercation with a coworker, supervisor, or customer?	YES	NO
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**29a.** If yes, explain:

<b>30.</b> Have you been accused of harassment or discrimination (related to another's gender, race, ethnicity, nationality, or sexual orientation) by a coworker, supervisor, subordinate, or customer?	YES	NO
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**30a.** If yes, explain:

<b>31.</b> Have you been accused of dishonesty or falsifying records in the performance of your duties?	YES	NO
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**31a.** If yes, explain:

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<b>32.</b> Have you been suspended or issued a notice of termination?	YES	NO
---	-----	----

**32a.** If yes, explain:

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<b>33.</b> Other than while on training status, have you received any negative performance evaluations?	YES	NO
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**33a.** If yes, explain:

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<b>34.</b> Have you quit a job without giving notice?	YES	NO
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**34a.** If yes, explain:

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<b>35.</b> Have you been unemployed anytime during the past 3 years?	YES	NO
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**35a.** If yes, explain:

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<b>36.</b> Have you been involved in a scheme to defraud your employer?	YES	NO
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**36a.** If yes, explain:

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<b>37.</b> Has an investigation conducted by one or more of your employers found you to be dishonest?	YES	NO
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**37a.** If yes, explain:

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<b>38.</b> Have you or are you now making payments to any employer for merchandise you stole or lost?	YES	NO
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**38a.** If yes, explain how often:

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<b>39.</b> Have you sold or given confidential information you received through your employment to anyone for financial gain or for any other reason?	YES	NO
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**39a.** If yes, explain how often:

## D. REFERENCES

**40.** List at least 3 references (not relatives or significant others) who are responsible adults and who have known you well for at least 2 years:

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**40a.** Reference #1 Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Relationship to You: \_\_\_\_\_ How long have you known this person?: \_\_\_\_\_ years

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**40b.** Reference #2 Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Relationship to You: \_\_\_\_\_ How long have you known this person?: \_\_\_\_\_ years

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**40c.** Reference #3 Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Street: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Relationship to You: \_\_\_\_\_ How long have you known this person?: \_\_\_\_\_ years

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## E. EDUCATION AND TRAINING

**41.** List all schools you have attended (e.g., high schools, trade schools, colleges, and universities). Include your GED, if applicable. **Use Section N if you need additional space.**

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**41a.** School Name: \_\_\_\_\_ Degree/Diploma Type: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Attendance Dates (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_ Credit Hours Completed: \_\_\_\_\_  
 Did you graduate?      YES      NO

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**41b.** School Name: \_\_\_\_\_ Degree/Diploma Type: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Attendance Dates (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_ Credit Hours Completed: \_\_\_\_\_  
 Did you graduate? YES NO

**41c.** School Name: \_\_\_\_\_ Degree/Diploma Type: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_  
 Attendance Dates (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_ Credit Hours Completed: \_\_\_\_\_  
 Did you graduate? YES NO

**42.** List your memberships or participation in professional associations or organizations:

**43.** List your certifications and licenses:

**44.** Do you speak, read, or write a language other than English? YES NO  
**44a.** If yes, identify the language(s) and describe your level of proficiency:

**45.** Have you attended any basic peace officer academy, security academy, or dispatcher certification program? If yes, provide the following: YES NO

**45a.** Academy/Program Name: \_\_\_\_\_  
 Location (City, State): \_\_\_\_\_  
 Attendance Dates (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Contact Person Phone No. \_\_\_\_\_  
 Did you graduate/pass the program? YES NO

**45b.** Academy/Program Name: \_\_\_\_\_  
 Location (City, State): \_\_\_\_\_  
 Attendance Dates (MM/YYYY): \_\_\_\_\_ to \_\_\_\_\_



Contact Person: \_\_\_\_\_ Contact Person Phone No. \_\_\_\_\_

Did you graduate/pass the program? YES NO

**F. ARREST, CONVICTION, AND LEGAL HISTORY**

*This section requires you to report detentions, arrests, convictions (including expungements), and diversion programs that were not successfully completed, and in some cases, offenses that may have been pardoned. As an applicant with CMHA Police Department, you must disclose this information, unless specifically exempted by state or federal law. Use Section N if you need additional space.*

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**46.** Have you been: detained by law enforcement for an investigation; arrested; indicted; charged; or convicted of any misdemeanor or felony offense in this state or any other jurisdiction (including offenses outside the United States or in the Uniform Code of Military Justice)? ***Includes detentions as a juvenile or minor and includes expunged or sealed records.*** YES NO

**46a.** If yes, explain each incident (include a description of the charge, arresting or detention agency, disposition, and penalty, if any):

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**47.** Have you had a warrant issued for your arrest? YES NO

**47a.** If yes, identify the state(s) where they were issued and explain:

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**48.** Have you been on court-ordered probation, military protection or injunction, or protection order or violation of a court order or protection order? YES NO

**48a.** If yes, explain:

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**49.** Have you been convicted (pled guilty or no contest or had charges reduced) of any misdemeanor or felony. ***Include detentions as a juvenile or minor. Also include all situations, even if expunged or sealed.*** YES NO

**49a.** If yes, explain:

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**50.** Have you served a jail or prison term for any period of time? YES NO

**50a.** If yes, explain:

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**51.** Have you been a plaintiff or defendant in a civil lawsuit or a defendant in a criminal prosecution? If yes, provide the following details: YES NO

**51a.** Type of Matter:      Criminal                      Civil

Opposing Party: \_\_\_\_\_

Original Charge/Cause of Action: \_\_\_\_\_

Final Disposition:

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**51b.** Type of Matter:      Criminal                      Civil

Opposing Party: \_\_\_\_\_

Original Charge/Cause of Action: \_\_\_\_\_

Final Disposition:

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**51c.** Type of Matter:      Criminal                      Civil

Opposing Party: \_\_\_\_\_

Original Charge/Cause of Action: \_\_\_\_\_

Final Disposition:

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<b>52.</b> Have the police questioned you as a suspect in a crime?	YES	NO
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**52a.** If yes, explain:

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<b>53.</b> Have you bought or sold something you knew or suspected was stolen?	YES	NO
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**53a.** If yes, explain:

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<b>54.</b> Have you paid, or received payment, to participate in any sexual act?	YES	NO
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**54a.** If yes, explain:

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<b>55.</b> Have you sought out or viewed child pornography, including via the internet?	YES	NO
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**55a.** If yes, explain:

**56.** Have you written a check with the intention of cheating someone or have you cashed a check you knew was bad?

YES

NO

**56a.** If yes, explain:

*Questions 57 through 72 inquire about various criminal offenses. Mark all answers that apply to you. You must mark at least one response for each offense. Be sure to include incidents as a juvenile. If you were in the military and the offenses were under the Uniform Code of Military Justice, make sure you include these offenses.*

**57. ARSON** – Intentionally setting a fire to destroy something or cause damage

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**58. FORGERY** – Signing another person's name to a document without their permission.

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**59. EMBEZZLEMENT** – Theft of money or valuables entrusted to you.

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**60. RAPE OR ATTEMPTED RAPE** – engaging in a forcible sex act other than child molestation; includes sexual abuse.

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**61. SEXUAL CHILD ABUSE OR MOLESTATION** – engaging in sexual acts with minors (under the age of 18) or with family members

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**62. OTHER SEXUAL CRIMES – e.g., engaging in self-exposure, obscene phone calls, voyeurism or “peeping tom”, sex in a public place, bestiality**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**63. ASSAULT – knowingly or recklessly causing physical harm to another**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**64. RESISTING ARREST – resisting or interfering in the lawful arrest of a person that thereby causes physical harm to a law enforcement officer**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**65. HOMICIDE – Unlawful killing of another person**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**66. BURGLARY – illegally entering a property with the intent to commit a crime**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**67. THEFT – taking another’s property without their consent while in a position of trust**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**68. ROBBERY – committing a theft while armed or through physical harm**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**69. CRIMINAL DAMAGE (Vandalism or Graffiti) – harming another's property**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**70. CHILD ABUSE – causing physical, emotional, or cognitive harm to a child**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**71. CHILD NEGLECT – failing to act in a way that causes physical, emotional, or cognitive harm to a child**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**72. STALKING/MENACING – engaging in conduct that causes another mental distress or to believe you will cause them physical harm**

I have been accused of it.

I have been tried in court for it.

I have committed it.

I have been convicted (or pled guilty or no contest) to it.

I have been arrested for it.

I have been a victim of it.

None of the above.

**73.** Have police responded to your residence due to complaints or concerns about you, your property, others residing in your residence, or your guests?

YES

NO

**73a.** If yes, explain:

**74.** If your response to Questions 57 through 72 was something other than "none of the above," describe the details surrounding your involvement in the matter(s) and the final disposition of each:

**G. DRIVING HISTORY**

**75.** Is your driver's license valid in Ohio or your home state?

YES

NO

<b>76.</b> Do you have any restrictions on your driver's license?	YES	NO
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**76a.** If yes, explain:

<b>77.</b> Have you had a driver's license cancelled, refused, revoked, or suspended?	YES	NO
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**77a.** If yes, explain and state how many times you drove while your license was suspended or revoked:

<b>78.</b> Have you been required to attend a driver improvement school?	YES	NO
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**78a.** If yes, explain:

<b>79.</b> Have you been involved in any automobile crashes where law enforcement or a court/jury determined you were at fault?	YES	NO
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If yes, explain:

<b>79a.</b>	Date of Crash: _____	Location of Crash: _____			
	Were police called?	YES	NO	Was a citation issued to you?	YES
					NO

<b>79b.</b>	Date of Crash: _____	Location of Crash: _____			
	Were police called?	YES	NO	Was a citation issued to you?	YES
					NO

<b>79c.</b>	Date of Crash: _____	Location of Crash: _____			
	Were police called?	YES	NO	Was a citation issued to you?	YES
					NO

<b>80.</b> Have you been a driver in a crash where injuries or damage occurred, and you left the scene without reporting the incident?	YES	NO
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**80a.** If yes, explain:

<b>81.</b> Have you falsified information on a crash report or given false information during a traffic stop or crash investigation?	YES	NO
--	-----	----

**81a.** If yes, explain:

<b>82.</b> Have you engaged in reckless, aggressive, and/or violent behavior while driving (e.g., street racing, driving at high speeds, or "road rage")?	YES	NO
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**82a.** If yes, explain:

<b>83.</b> Have you had a warrant issued for your arrest for failure to: pay a fine; abide by a court order; or appear in court?	YES	NO
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**83a.** If yes, explain:

<b>84.</b> Do you currently have automobile insurance as mandated by the court?	YES	NO
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**84a.** If yes, explain:

<b>85.</b> Have you been charged with driving under the influence of alcohol or drugs (i.e., marijuana)?	YES	NO
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**85a.** Date of Charge: \_\_\_\_\_ Issuing Agency: \_\_\_\_\_  
Violation Description: \_\_\_\_\_ Outcome: \_\_\_\_\_

**85b.** Date of Charge: \_\_\_\_\_ Issuing Agency: \_\_\_\_\_  
Violation Description: \_\_\_\_\_ Outcome: \_\_\_\_\_

**85c.** Date of Charge: \_\_\_\_\_ Issuing Agency: \_\_\_\_\_  
Violation Description: \_\_\_\_\_ Outcome: \_\_\_\_\_

## H. ILLEGAL DRUGS

*For purposes of responding to the following questions, "illegal drugs" include the unauthorized or illegal use of prescription medications or over-the-counter drugs; it also includes the illegal use of any other substance for the purpose of getting "high." Use Section N if you need additional space. Your responses should include, but not be limited to, your use of any of the following:*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>» Amphetamines / Methamphetamines (Uppers, Speed, Crank, etc.)</li> <li>» Barbiturates (Downers)</li> <li>» Cocaine / Crack Cocaine</li> <li>» Designer Drugs (Ecstasy, Synthetic Heroin, etc.)</li> <li>» GHB (Date Rape Drug)</li> <li>» Hallucinogens (Peyote, LSD, Mushrooms)</li> <li>» Hashish / Hashish Oil</li> <li>» Heroin / Opium</li> </ul> | <ul style="list-style-type: none"> <li>» Marijuana (with or without a prescription)</li> <li>» Mescaline</li> <li>» Morphine</li> <li>» PCP/Angel Dust</li> <li>» Quaaludes</li> <li>» Steroids</li> <li>» Tetrahydrocannabinol (THC)</li> <li>» Glue, paint, or any substance containing, toluene</li> </ul> |
|--|---|

<b>86.</b> Within the past six months, have you used any of the drugs listed above?	YES	NO
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**86a.** If yes, give details, including a list of the drugs used, most recent date used, and circumstances:

<b>87.</b> Prior to the past six months, have you tried or used one more drugs but under limited circumstances (e.g., experimentation, at parties, concerns, special events)?	YES	NO
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**87a.** If yes, give details, including a list of the drugs used, most recent use date, and circumstances:

<b>88.</b> Have you sold, manufactured, purchased, furnished, cultivated, carried, or held for another, any drugs?	YES	NO
--	-----	----

**88a.** If yes, give details, including a list of the drugs involved, over what time period, and circumstances:

## I. MILITARY EXPERIENCE

<b>89.</b> Have you ever served in the military? If not, skip to Section J.	YES	NO
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**90.** Branch of Service: \_\_\_\_\_

<b>91.</b> Entry Date: _____	<b>92.</b> Separation Date: _____
------------------------------	-----------------------------------

**93.** Type of Discharge:

Entry Level	Honorable	General
Other than Honorable	Bad Conduct	Dishonorable

**94.** Re-Entry Code (1-4) if applicable (refer to your DD-214): \_\_\_\_\_

**95.** Which of the following services, if any, are you currently participating in?

Military Reserve (obligation end date: \_\_\_\_\_)

National Guard (obligation end date: \_\_\_\_\_)

<b>96.</b> Have you ever been the subject of any judicial or non-judicial disciplinary action (e.g., court martial, captain's mast, office hours, company punishment?)	YES	NO
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<b>97.</b> Were you ever denied a security clearance or had a clearance revoked, suspended, or downgraded?	YES	NO
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<b>98.</b> Have you ever taken military property without permission for personal use, to sell, or to give away?	YES	NO
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**99.** If you answered "YES" to any of Questions 96-98, explain (include dates and circumstances):

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## J. SOCIAL NETWORKING

<b>100.</b> Have you been a member of a social networking site of any kind? (i.e., online stores, web hosting, posting, or visiting any network under your real name, assumed name, or other moniker used in connection with the site.)	YES	NO
---	-----	----

**100a.** If yes, list each social network and ecommerce marketing site under your username and email account for each:

<b>101.</b> Have you posted any comments or pictures on a social networking site, whether yours or another person's, that may contain material considered inappropriate based on race, color, sex, religion, national origin, age, or disability?	YES	NO
---	-----	----

**101a.** If yes, explain:

<b>102.</b> Have you posted any comments, sexually explicit pictures, or pictures of conduct that may be considered publicly embarrassing on a social networking site, whether yours or another person?	YES	NO
---	-----	----

**102a.** If yes, explain:

<b>103.</b> Have you posted or viewed child pornography?	YES	NO
--	-----	----

**103a.** If yes, explain:

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<b>104.</b> Did you clean, scrub, or change your social network site in preparation for this interview or job search? and if so, what material was removed and why?	YES	NO
---	-----	----

**104a.** If yes, describe what you changed and why:

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**105.** List all email addresses you have ever used:

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## K. LAW ENFORCEMENT EXPERIENCE

<b>106.</b> Have you worked within a law enforcement entity in any capacity? If not, skip to Section L.	YES	NO
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**107.** Do you have any of the following law enforcement experience:

Sworn/Commissioned Officer	YES	NO
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Police Reserve	YES	NO
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Military Police Officer	YES	NO
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Corrections/Detention	YES	NO
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Security (Armed or Unarmed) Officer	YES	NO
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Civilian Job (title: _____)	YES	NO
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<b>108.</b> How many years of experience do you have as a sworn/commissioned officer?	_____ years
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<b>109.</b> How many law enforcement agencies have you worked for as a sworn or commissioned officer?	_____ agencies
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<b>110.</b> How many law enforcement agencies have you worked for as a civilian?	_____ agencies
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<b>111.</b> Have you had any citizen complaints filed against you?	YES	NO
--	-----	----

**111a.** If yes, explain the circumstances and state whether any were sustained or found to be true:

<b>112.</b> Have you been the subject of an Internal Affairs investigation?	YES	NO
---	-----	----

**112a.** If yes, explain:

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<b>113.</b> Have you been suspended, demoted, or dismissed from a law enforcement position?	YES	NO
---	-----	----

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**113a.** If yes, explain and list the dates:

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<b>114.</b> While employed with a law enforcement agency (in any capacity) have you consumed alcohol while on duty?	YES	NO
---	-----	----

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**114a.** If yes, explain:

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<b>115.</b> While employed with a law enforcement agency (in any capacity) have you lied or distorted the facts in a police report, duty log, or oral unsworn testimony?	YES	NO
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**115a.** If yes, explain:

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<b>116.</b> While employed with a law enforcement agency (in any capacity) have you covered up a violation for a fellow officer or fellow employee?	YES	NO
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**116a.** If yes, explain:

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<b>117.</b> Have you ever been accused of lying under oath in court testimony, in your official capacity, or in any official proceeding, including an internal affairs investigation or employment background check?	YES	NO
--	-----	----

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**117a.** If yes, explain:

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<b>118.</b> Were you terminated or forced to resign from a law enforcement position during your probation period?	YES	NO
---	-----	----

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**118a.** If yes, explain:

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<b>119.</b> Have you falsified information or failed to report departmental equipment/vehicle damage?	YES	NO
---	-----	----

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**119a.** If yes, explain:

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**120.** Have you been involved in an on-duty traffic crash? YES NO

**120a.** If yes, state how many and for which of those were you cited or deemed out of policy:

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**121.** While on duty or on work premises, have you engaged in any type of sexual activity? YES NO

**121a.** If yes, explain:

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**122.** Have you intentionally taken anything of value from a job site or crime scene that you were not authorized to take? YES NO

**122a.** If yes, describe what you took, when, and explain:

---

**123.** Have you been rejected as a job applicant for issues raised by:

A background investigation?	YES	NO
A polygraph?	YES	NO
Other?	YES	NO

**123a.** If yes, explain:

---

**124.** List all law enforcement agencies you've applied to regardless of outcome (including those where no response was received from the agency). **Use Section N if you need additional space.**

**124a.** Agency Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Applied (MM/YYYY): \_\_\_\_\_

**CHECK EACH STEP IN THE PROCESS THAT YOU COMPETED AND YOUR CURRENT STATUS FOR THIS APPLICATION:**

STEP:	Application	Written	Physical Ability	Oral	Polygraph/CVSA	Background
	Chief's Oral	Conditional Offer				
STATUS:	Hired	On Eligibility List	Withdrew	Disqualified	List Expired	
	Other (explain): _____					

---

**124b.** Agency Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Applied (MM/YYYY): \_\_\_\_\_

**CHECK EACH STEP IN THE PROCESS THAT YOU COMPETED AND YOUR CURRENT STATUS FOR THIS APPLICATION:**

STEP:	Application	Written	Physical Ability	Oral	Polygraph/CVSA	Background
	Chief's Oral	Conditional Offer				
STATUS:	Hired	On Eligibility List	Withdrew	Disqualified	List Expired	
	Other (explain):					

**124c.** Agency Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date Applied (MM/YYYY): \_\_\_\_\_

**CHECK EACH STEP IN THE PROCESS THAT YOU COMPETED AND YOUR CURRENT STATUS FOR THIS APPLICATION:**

STEP:	Application	Written	Physical Ability	Oral	Polygraph/CVSA	Background
	Chief's Oral	Conditional Offer				
STATUS:	Hired	On Eligibility List	Withdrew	Disqualified	List Expired	
	Other (explain):					

## L. GENERAL QUESTIONS

**125.** Do you enjoy inflicting pain on humans or animals? YES NO

**125a.** If yes, explain:

**126.** Have you offered anyone a bribe? YES NO

**126a.** If yes, explain:

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**127.** Are you concealing information that would prevent you from being employed by this department?

YES

NO

**127a.** If yes, explain:

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**128.** Have you had any involvement in illegal activities or committed any crimes not addressed elsewhere in this questionnaire?

YES

NO

**128a.** If yes, explain:

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**129.** Do you have any records of participating in hate crimes or insurrections?

YES

NO

**129a.** If yes, explain:

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**M. SUMMARY STATEMENT**

**130.** Other than your responses above, is there any other information you want to provide that may be relevant to your eligibility or fitness for this position? *This might include information about your character; physical and mental condition; temperance; habits; employment; education; subversive activities (including the lending of aid, comfort, and moral support to individuals, groups, or organizations that advocate the overthrow of local/state/local governments or law enforcement authorities by force and violence); family, personal or professional associations; criminal record; traffic violations; residency; etc.*

YES

NO

**130a.** If yes, explain:

**N. FURTHER EXPLANATIONS**

**131.** If you need additional space to explain or respond to any of the foregoing questions, do so below or on additional blank pages, as needed. For each explanation, be sure to identify the relevant Question number.



Before proceeding to the next page, review all your foregoing answers. Make sure you have answered them completely and truthfully. Failure to do so may result in rejection of your application.







# CUYAHOGA METROPOLITAN HOUSING AUTHORITY POLICE DEPARTMENT



## RELEASE AND ACKNOWLEDGMENT

I, \_\_\_\_\_, do hereby represent that the information in this Personal History Questionnaire is true to the best of my knowledge. I am aware that if I have knowingly made any false statements herein, I may be subject to criminal prosecution or civil action, and my false statements might be cause to revoke, refuse, or suspend employment with the Cuyahoga Metropolitan Housing Authority Police Department. I understand that: 1) under Ohio Revised Code §§ 2921.11 and 2929.11, perjury is a felony of the third degree punishable by imprisonment for up to ten years and a fine up to \$5,000, and 2) under Ohio Revised Code §§ 2921.13 and 2929.21, falsification is a misdemeanor of the first degree punishable by imprisonment for six months and a fine up to \$1,000.

Moreover, I release the Cuyahoga Metropolitan Housing Authority, the Cuyahoga Metropolitan Housing Authority Police Department (CMHAPD), and their officers, officials, agents, employees, and servants, from any and all claims, demands, liabilities, and causes of action relating to my participation in the physical agility test associated with the application process for employment with the CMHAPD. I acknowledge that to be considered for employment with the CMHAPD, I must take any required polygraph (lie detector) and/or voice stress examinations. I understand that the questions asked in the examination will be related to information in this Personal History Questionnaire, including questions related to: employment history, criminal history, theft offenses, narcotics use, alcohol abuse, sexual misconduct and honesty.

Name (Printed): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## Pre-Employment Inquiry Release

In the interest of maintaining the safety and security of our Residents, employees, and assets, the Cuyahoga Metropolitan Housing Authority ("CMHA") will order a background report on you in connection with, and for the duration of, your employment. CMHA will use any such report(s) solely for employment-related purposes. The background report may include, but is not limited to, information concerning your character, work habits, general reputation, mode of living, and credit standing together with reasons for termination from previous employers.

By your signature below, you authorize, without reservation, any present or former employer, law enforcement agencies, the military, and all other federal, state, or local agencies or courts, educational or financial institution, credit bureaus, motor vehicle records agencies, and any other person, organization, or agency with any information about or concerning you to release any and all information in their possession regarding you in connection with, and for the duration of, your employment with CMHA. Educational institutions are authorized to release your grade point average, transcripts, grades, disciplinary records, and any other relevant information.

A summary of your rights under the Fair Credit Reporting Act is also being provided to you when you sign this form, and your signature below acknowledges that you received a summary of these rights.

I have carefully read and understand this Background Check Disclosure and Authorization form. By my signature below, I authorize CMHA to order my background report, including investigative consumer reports. I understand that CMHA may rely on this authorization to order additional background reports, including investigative consumer reports, without asking me again for my authorization as allowed by law.

I also agree that a photocopy or electronic version of this authorization may be accepted with the same authority as the original. I certify that all of my personal information on this form is *true and correct* and understand that dishonesty, whenever discovered, will disqualify me from consideration for employment, or if I am hired and presently work for CMHA, that my employment may be terminated.

**Print Full Name:** \_\_\_\_\_  
First Middle Last

**Maiden/Other Names you are known by, print former names here:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (Date of Birth is required to obtain accurate records) (Month/Day/Year)

**Current Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>