



**WATERLOO REGIONAL POLICE SERVICE**  
**HUMAN RESOURCES BRANCH**  
 P.O. Box 3070  
 Cambridge, Ontario  
 N3H 5M1

# HUMAN RESOURCES PERSONAL HISTORY FORM

POLICE  
USE ONLY

Approved

Not Approved

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

Signature: \_\_\_\_\_

**SECURITY CHECK FOR POSITION OF:** \_\_\_\_\_

## **PLEASE READ CAREFULLY PRIOR TO COMPLETING THIS FORM**

1. An essential component in the Waterloo Regional Police Service selection process is a background check. A security check will be completed on the applicant, members of their immediate family and other parties named. Information gathered will be used to assess the applicant's suitability for the position applied to. Upon receipt of the Personal History Form, a credit history may be requested.
2. All questions must be answered, and complete information provided, i.e. dates of birth.
3. All information given will be treated in a confidential manner.
4. All information supplied is subject to verification by investigation.
5. Complete this form by printing in ink. Neatness and legibility are of utmost importance.
6. If extra space is required, attach extra pages indicating the area the additional information relates to.

### **SECTION "A"**

### **Candidate's Information**

Candidate's Surname:		Given Name:		/Middle
Address:			Apt./Unit:	
City:		Province:	Postal Code:	
Date of Birth: Y/M/D	Home Phone No.: ( )		Driver's Licence No.:	

### **SECTION "B"**

*If at any time you have used a surname or given name other than the one listed above, list change(s).*

Surname(s) changed from	(Date-Y/M/D)	Given Name(s) changed from:	(Date-Y/M/D)
Surname(s) changed from	(Date-Y/M/D)	Given Name(s) changed from:	(Date-Y/M/D)

### **SECTION "C"**

*If Married or Common-law give full name of spouse and spouse's parents. (Indicate if deceased.)*

Spouse's Surname:		Given Name(s): - in full		
Maiden Name:		Date of Birth: Y/M/D		
Address:			Apt./Unit:	
City:		Province:	Postal Code:	
Father-in law's Surname:		Given Name(s): - in full		
		Date of Birth: Y/M/D		
Address:			Apt./Unit:	
City:		Province:	Postal Code:	

**SECTION "C"**

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Mother-in-law's Surname:	Given Name(s): – in full	
Maiden Name:	Date of Birth: Y/M/D	
Address:	Apt./Unit:	
City:	Province:	Postal Code:

**SECTION "D"***List all former spouses and common-law spouses. (Indicate if deceased.)*

Spouse's Surname:	Given Name(s) changed from:	
Maiden Name:	Date of Birth: Y/M/D	
Address:	Apt./Unit:	
City:	Province:	Postal Code:

Spouse's Surname:	Given Name(s): - in full	
Maiden Name:	Date of Birth: Y/M/D	
Address:	Apt./Unit:	
City:	Province:	Postal Code:

**SECTION "E"***List all immediate family members over age 12. (Indicate if deceased.)  
Includes children, father, mother, step-parents, brother, sister, step-brother and step-sister.*

Surname:	Given Name(s): - in full	
Maiden Name:	Date of Birth: Y/M/D	Relationship:
Address:	Apt./Unit:	
City:	Province:	Postal Code:

Surname:	Given Name(s): - in full	
Maiden Name:	Date of Birth: Y/M/D	Relationship:
Address:	Apt./Unit:	
City:	Province:	Postal Code:

Surname:	Given Name(s): - in full	
Maiden Name:	Date of Birth: Y/M/D	Relationship:
Address:	Apt./Unit:	
City:	Province:	Postal Code:

Surname:	Given Name(s): - in full	
Maiden Name:	Date of Birth: Y/M/D	Relationship:
Address:	Apt./Unit:	
City:	Province:	Postal Code:

**SECTION "F"**

List all previous addresses, including temporary residences, from age 12.\* (Current to oldest address) Page 3

Address:		Apt./Unit:
City:	Province:	Postal Code:
Date From: Y/M/D		To: Y/M/D
Address:		Apt./Unit:
City:	Province:	Postal Code:
Date From: Y/M/D		To: Y/M/D
Address:		Apt./Unit:
City:	Province:	Postal Code:
Date From: Y/M/D		To: Y/M/D
Address:		Apt./Unit:
City:	Province:	Postal Code:
Date From: Y/M/D		To: Y/M/D
Address:		Apt./Unit:
City:	Province:	Postal Code:
Date From: Y/M/D		To: Y/M/D
Address:		Apt./Unit:
City:	Province:	Postal Code:
Date From: Y/M/D		To: Y/M/D
Address:		Apt./Unit:
City:	Province:	Postal Code:
Date From: Y/M/D		To: Y/M/D
Address:		Apt./Unit:
City:	Province:	Postal Code:
Date From: Y/M/D		To: Y/M/D
Address:		Apt./Unit:
City:	Province:	Postal Code:
Date From: Y/M/D		To: Y/M/D

*\*Please photocopy if additional pages required.*

**SECTION "G"***Answer the following questions*

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Have you ever made application for employment to this police service?  Yes  NoIf Yes, give dates and positions applied for: \_\_\_\_\_  
\_\_\_\_\_**SECTION "H"***If you are or have been a member of the Armed Forces, complete this SECTION.*Are you currently a member of the armed services?  Yes  NoDescribe your type of release from the armed forces.  Honourable  Dishonourable

List address of last or current military base served at.

Address:

Apt./Unit:

City:

Prov./State:

Country:

Postal Code:

**SECTION "I"***If a member of your family is employed by the Waterloo Regional Police Service, provide details:*

Surname:

Given Name(s) - in full

Relationship:

Position with WRPS:

Address:

Apt./Unit:

City:

Province:

Postal Code:

**PLEASE READ CAREFULLY PRIOR TO SIGNING:**

Personal Information relating to the recruitment and selection process is collected under the authority of the Police Services Act. Information collected will be used to determine suitability for employment or volunteer work, as applicable. I authorize the Waterloo Regional Police Service to collect personal information about me including academic records/background, pre-employment testing results and assessments, aptitude test(s) results, work history (including references and disciplinary records), medical assessments, financial records, character statements, criminal record data, negative police contacts, RCMP criminal records data relating to charges and/or convictions for any criminal offences or convictions and granted pardons for any sexual offences and non-pardoned criminal records from sources other than me. All information is subject to verification and confirmation with corresponding documents as may be required.

I authorize the release of this information to the Waterloo Regional Police Service by the person(s) or organization(s) who possess it. Information collected in relation to parties named in this document will be used only to evaluate security clearance status. All information is the property of the Waterloo Regional Police Service and will not be subject to disclosure to me or my representative. Questions about the collection of personal information should be directed to the Human Resources Director.

I hereby declare that the forgoing information is true and complete to the best of my knowledge. I acknowledge this information is to be used for the purpose of assessing my suitability for employment or a volunteer position with the Waterloo Regional Police Service. I understand that a false statement can disqualify me from employment, volunteer work, or result in my dismissal if I am employed or engaged in volunteer work with the Waterloo Regional Police Service.

**SUBMIT****RESET**Dated this \_\_\_\_\_ day of \_\_\_\_\_ )  
 )  
 )  
 )\_\_\_\_\_  
Signature of Applicant