



Introduction

Background self-report forms are used by police departments to gather information from candidates during the personnel selection process. The PCBS collects information in 16 subject areas, such as: basic identification, education, job experience, and illegal activities. The subject areas were identified based on sample background self-report forms, gathered from approximately 75 jurisdictions across the country. The table below lists the 16 subject areas, and gives brief definitions, and sample topics.

Table. Description of the PCBS Subject Areas

Subject Area	Brief Description	Sample Topics
Basic Identification Information	Names, physical characteristics, etc.	Name, date of birth, age, gender, height, weight
Military Experience	Limited information about military service	Date of military service Type of discharge
Work Experience	Work habits and relationships	Number of jobs held in last 5 years Reason for leaving last job
Education	Educational accomplishments and experiences	Highest grade completed School disciplinary record
Legal	Illegal behaviors, whether or not arrested/charged/convicted	Traffic violations, drivers' license revocations, juvenile record
Weapon Ownership and Use	Details of ownership and use of weapons	Knives/guns owned
Finances	Income and debt	Amount of income Amount of, and reasons for, debt
Hobbies/Interests	How spends free time	Gambling, hiking, sports
Group memberships	Leadership or membership in various social groups	Membership in paramilitary groups
Self-Evaluation	Self-evaluation of school and work experiences	Likes and dislikes related to school and work



Table. Description of the PCBS Subject Areas

Subject Area	Brief Description	Sample Topics
Illegal Drug Use	Types of illegal drugs tried/used	Experience with various illegal drugs
Alcohol Use	Alcohol use which may impair job performance	Intoxication at work or in public
Work-style preferences	Self-report of preferred work-style	Willingness to work outdoors, and shifts
Interpersonal Behavior	How the candidate interacts with others	Losing temper Involvement in fights
Marriage	Basic information on marriages (including children)	Number of marriages Number of children
Documents	Documents the candidate has	Military discharge, school transcripts, gun permits