

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION D.L.#: _____ STATE: _____ DATE _____

NAME _____ SOCIAL SECURITY NUMBER _____
LAST FIRST MIDDLE

PRESENT ADDRESS _____
STREET CITY STATE ZIP

PERMANENT ADDRESS _____
STREET CITY STATE ZIP

PHONE NO. *cell #* ARE YOU 18 YEARS OR OLDER? Yes No

Email:
 ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes No

EMPLOYMENT DESIRED
 POSITION _____ DATE YOU CAN START _____ SALARY DESIRED _____

ARE YOU EMPLOYED NOW? _____ IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER? _____

EVER APPLIED TO THIS COMPANY BEFORE? _____ WHERE? _____ WHEN? _____

REFERRED BY _____

EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				

GENERAL
 SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK _____

SPECIAL SKILLS _____

ACTIVITIES: (CIVIC, ATHLETIC, ETC.)
 EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.

U.S. MILITARY OR NAVAL SERVICE _____ RANK _____ PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES _____

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

FORMER EMPLOYERS (LIST BELOW LAST THREE EMPLOYERS, STARTING WITH LAST ONE FIRST).

DATE MONTH AND YEAR	NAME AND ADDRESS OF EMPLOYER	SALARY	POSITION	REASON FOR LEAVING
FROM				
TO				
FROM				
TO				
FROM				
TO				
FROM				
TO				

WHICH OF THESE JOBS DID YOU LIKE BEST?

WHAT DID YOU LIKE MOST ABOUT THIS JOB?

REFERENCES: GIVE THE NAMES OF THREE PERSONS NOT RELATED TO YOU, WHOM YOU HAVE KNOWN AT LEAST ONE YEAR.

	NAME	ADDRESS	BUSINESS	YEARS ACQUAINTED
1				
2				
3				

THE FOLLOWING STATEMENT APPLIES IN: MARYLAND & MASSACHUSETTS. (Fill in name of state)
 IT IS UNLAWFUL IN THE STATE OF _____ TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A
 CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE
 SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

Signature of Applicant _____

IN CASE OF EMERGENCY NOTIFY

NAME

ADDRESS

PHONE NO.

"I CERTIFY THAT ALL THE INFORMATION SUBMITTED BY ME ON THIS APPLICATION IS TRUE AND COMPLETE, AND I UNDERSTAND THAT IF ANY FALSE INFORMATION, OMISSIONS, OR MISREPRESENTATIONS ARE DISCOVERED, MY APPLICATION MAY BE REJECTED AND, IF I AM EMPLOYED, MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME.
 IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE COMPANY'S RULES AND REGULATIONS, AND I AGREE THAT MY EMPLOYMENT AND COMPENSATION CAN BE TERMINATED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME, AT EITHER MY OR THE COMPANY'S OPTION. I ALSO UNDERSTAND AND AGREE THAT THE TERMS AND CONDITIONS OF MY EMPLOYMENT MAY BE CHANGED, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE, AT ANY TIME BY THE COMPANY. I UNDERSTAND THAT NO COMPANY REPRESENTATIVE, OTHER THAN IT'S PRESIDENT, AND THEN ONLY WHEN IN WRITING AND SIGNED BY THE PRESIDENT, HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR EMPLOYMENT FOR ANY SPECIFIC PERIOD OF TIME, OR TO MAKE ANY AGREEMENT CONTRARY TO THE FOREGOING."

DATE

SIGNATURE

DO NOT WRITE BELOW THIS LINE

INTERVIEWED BY

DATE

REMARKS:

NEATNESS

ABILITY

HIRED: Yes No

POSITION

DEPT.

SALARY/WAGE

DATE REPORTING TO WORK

APPROVED: 1.

2.

3.

EMPLOYMENT MANAGER

DEPT. HEAD

GENERAL MANAGER

This form has been designed to strictly comply with State and Federal fair employment practice laws prohibiting employment discrimination. This Application for Employment Form is sold for general use throughout the United States. TOPS assumes no responsibility for the inclusion in said form of any questions which, when asked by the Employer of the Job Applicant, may violate State and/or Federal Law.

CORYELL COUNTY SHERIFF'S OFFICE

SHERIFF JOHNNY BURKS

**510 LEON STREET
GATESVILLE, TEXAS 76528
(254-865-7201)**

INFORMATION PACKET
GENERAL STATEMENT OF QUALIFICATIONS

The Coryell County Sheriff's Office is an equal opportunity employer. It is the policy of this Sheriff's Office to fill vacant job positions with the most qualified persons available. Persons selected for employment must meet all applicable legal and administrative guidelines in the organization headed by the Sheriff and that they continue their employment at his pleasure.

Depending on the position you may find additional qualifications necessary to be considered. Listed below are the general qualifications for employment: (You must certify that each of these statements is true and correct)

I am at least 18 years of age

I am legally eligible to work in the United States

I am a high school graduate, have a GED or high school equivalence

I am able to work shift work

I have a valid Texas Drivers License that is not currently suspended and has not been suspended in the last twelve (12) months

I have basic automotive insurance as required by law

I have no criminal charges pending

I am not on probation for any criminal charge

I have not been convicted of a misdemeanor offense above a Class C misdemeanor within the last five (5) years.

I have never been convicted of a felony

I have never been involved in any way with the manufacture, delivery, selling or purchase of any controlled substance or illegal drug.

I have not used (experimented, tried, etc.) marijuana in the last two (2) years, and have not used (experimented, tried, etc.) any other controlled substance or illegal drug

I have signed and dated the "Authority for Release of Information and Waiver Form"

Note: The application process will include a written test, interview, oral review board, background investigation and drug test.

I certify that all of the above statements are true and correct.

Signature of Applicant

Date

The following is the procedures for filling vacant positions:

PROCEDURES:

A. Applications

1. Persons desiring to apply for the employment with the Sheriff's Office obtain an information packet from the Administrative Secretary. The packet is accompanied by a statement of minimum qualifications which the applicant is instructed to review to determine his/her eligibility for consideration.
2. Applicants that return the information packet to the Administrative Secretary will then be notified a date and time for testing.
 - a. Persons reporting late for testing may not be accepted, but are informed that they may be rescheduled.

B. Applicability of Procedures

1. The following screening procedures do not apply for selecting applicants for all positions. Applicable procedures for each position are identified in the Operations Manual.

C. Written Test

1. Applicants are required to pass a comprehension and vocabulary test. Successful applicants continue processing and those failing the test are informed that they may reapply the following month.

D. Physical Fitness Test

1. Applicants for positions requiring licensing as a peace officer or jailer may undergo a physical fitness test.

E. Personal History Form

1. Applicants passing the test are given a personal history form and application to complete and return within a specific amount of time.

F. Background Investigation

1. When the personal history form and application is returned, it is screened for legibility and completeness and if acceptable it is forwarded to the Chief Deputy or a designee appointed by the Chief Deputy for a background investigation.
2. Applicants, other than those rejected because of compelling negative evidence, are instructed to appear before an Oral Review Board.

G. Oral Review Board

1. Oral Review Boards consist of persons appointed by the Sheriff.
2. The Chief Deputy will preside over any and all personnel selection processes.
3. The Board produces an eligibility list of applicants in order of preference. The Sheriff or Chief Deputy and/or his designee will interview applicants from the eligibility list. The

Sheriff or Chief Deputy and/or his designee may follow the order of preference or may not follow the order of preference.

H. Eligibility List

1. Each eligibility list remains in effect for six months, but a person may be removed from the list or moved in their ranking.

I. Psychological and Physical Examination

1. Persons selected from the eligibility list for hire are instructed to report to the Administrative Secretary before hire for their physical examination and drug testing. They are also required to report to the Office contracted Psychologist for a psychiatric exam as required by TCLEOSE.

J. Notification of Results

1. The Administrative Secretary mails notice to applicants who complete the screening process informing them they are to be hired, if they are acceptable, but on the waiting (eligibility) list, or if they are not acceptable. Applicants acceptable but not hired are informed they will be eligible for hiring for a period of six months. If not hired within the six-month period, applicants are given the opportunity to be interviewed by the Review Board a second time. It is the responsibility of the applicant to notify the Administrative Secretary within 30-days before or after their expiration date on the list if they wish to reactivate their eligibility. Reapplication and testing is not required, however, an updated background investigation is conducted.

K. Special Provisions for Re-Hire and Transfers

1. Those who leave the Office and return within one year having already taken entry exams (Reading Comprehension, Writing Skills, and Physical Fitness tests) undergo complete updated background investigation.
 - a. It is the responsibility of the Chief Deputy to interview prior supervisors for recommendations on reinstatement. The Chief Deputy then recommends or denies hiring of the applicant.
2. Those who leave the Office and return within one year who have never taken entry exams are required to:
 - a. Pass all entry exams
 - b. Complete an updated background investigation.
 - c. It is the responsibility of the Chief Deputy to interview prior supervisors for recommendations on reinstatement. The Chief Deputy then recommends or denies hiring of the applicant.
3. Those who leave the Office and return after one year having already taken entry exams are required to:
 - a. Complete an updated background investigation.
 - b. Appear before Review Board for placement on eligibility list.
4. Those who leave the Office and return after one year having never taken an entry exam must complete all regular entry processes.

- Exceptions to this procedure may occur as determined by the Sheriff.
5. Applicants of any particular position are allowed to interview before an Oral review Board only twice. Applicants denied placement on the eligibility list after two (2) consecutive interviews might not be considered again for two (2) years.
 6. Previous employees are eligible for reinstatement only once during Sheriff's tenure.

*** Employees who are terminated or who resign in lieu of termination are not eligible for rehire. This directive may be waived only by the Sheriff. ***

Benefits

Family Medical Leave	Vacation
Military Leave	Paid Holidays
Overtime/Compensatory Time	Insurance Packages
Retirement System	

You are responsible for obtaining correct names, addresses, and phone numbers for your application. If information cannot be verified due to incorrect/missing information, your application may be disqualified.

List all past employers (even if self-employed) and account for any time unemployed since age of 18. If there is insufficient space on the form, attach extra sheet(s) and reference the relevant section.

Be sure to include all relevant names, dates, supervisor's names, and state clearly why you left each place of employment.

OPTIONAL ATTACHMENTS TO APPLICATION

Resumes, Certificates, reference letters, Copy of Military form DD-214 showing honorable discharge, if ever in military.

APPLICANTS MAY BE REJECTED FOR EMPLOYMENT AT ANY POINT IN THE PROCESS. ANY MISREPRESENTATION OR OMISSION IN THE APPLICATION OR OTHER FORMS WILL BE GROUNDS FOR REJECTION OR DISMISSAL.

If you have any questions, contact the Administrative Secretary or Chief Deputy at (254) 865-7201.

Mailing Address

Coryell County Sheriff's Office
 510 Leon Street
 Gatesville, Texas
 ATTN: Administrative Secretary

The Coryell County Sheriff's Office is always looking for hard working, qualified individuals to apply.

Coryell County is an Equal Opportunity Employer

Coryell County Sheriff's Office

Applicant Information Narrative

Applicant Name: _____
(Please Print)

Date: _____

Thank you for your interest in working for the Coryell County Sheriff's Office. On the bottom portion of this sheet, please write why you would like to work for the Coryell County Sheriff's Office. If you need more writing space, you may continue on another sheet.

Applicant Signature and Date

Thank you again for your interest. Please return this sheet and any addition sheets with your application.

**Sheriff Johnny Burks
Coryell County, Texas**

CORYELL COUNTY SHERIFF'S OFFICE

SHERIFF JOHNNY BURKS

**510 Leon Street
Gatesville, Texas 76528
254-865-7201**

AUTHORITY FOR RELEASE OF INFORMATION AND WAIVER

I hereby authorize the Coryell County Sheriff's Office to investigate my background relating to my reputation, education, employment, financial, credit status, physical and mental health. This information will be used to assist the Coryell County Sheriff's Office in determining my qualifications and fitness for employment.

I hereby release anyone who provides such information from any liability or damage which may result from furnishing the information requested above. Further, I hereby expressly waive and release any special right of access I may have under any statute of the common law to the information furnished about me to the Coryell County Sheriff's Office.

There are no willful misrepresentations, omissions, or falsifications in my application and answers to questions. I am fully aware that any such misrepresentations, omissions, or falsifications may be grounds for immediate rejections or termination of employment.

Printed Name

Signature

Date

DEPUTY SHERIFF

Description:

Enforces federal, state, and local laws by serving legal documents, patrolling, apprehending suspects, serving civil process, responding to service calls. May assist in detention and transport. Performs investigations and searches, write reports and testimony in court. Administers educational programs in various community-oriented programs. Assist in crowd control and traffic direction. Responds to calls for assistance, disasters, manhunts and other duties as he/she may be assigned.

Requirements:

Must be twenty-one (21) years of age. Must have a level of education equivalent to four years of high school. Must hold and maintain a basic peace officers certificate issued by the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE). Must successfully pass a background investigation and be of sound mind and good character. Must possess a working knowledge of the Texas and US Constitution, Texas Penal Code, Texas Code of Criminal Procedures and other statutes that he/she is called upon to enforce. Must possess and maintain a valid Texas Operator's Driver's License with an acceptable driving record. Must be able to work shift work and establish and maintain effective working relationships with other county employees and the general public.

Minimum Starting Salary - \$30,000.00 per year

CORRECTIONS OFFICER (COUNTY JAILER)

Description:

Under general supervision, this position is accountable for providing supervision and control of inmates during their booking, preliminary holdover, identification, confinement, recreation, release, and all other aspects of incarceration within the secure facility of the Coryell County Jail.

Requirements:

Ability to understand and follow written laws, regulations and policies, as well as verbal procedural tasks and instructions. Must be able to efficiently organize and process work, establish and maintain effective working relationships with other employees, law enforcement personnel and the general public. May require prolonged sitting, standing, walking and regular ascent/descent of stairs. Will work eight hour shifts and must be able to work shift work. Perform related duties as required. Must have the ability to obtain a certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) County Jailer Certification.

Must be eighteen (18) years of age. Must have a level of education equivalent to four years of high school.

Minimum Starting Salary - \$25,000.00 per year

COMMUNICATION OFFICER / DISPATCHER

Description:

Dispatches emergency calls by contacting units and relaying calls, providing fire, ambulance and law enforcement assistance, monitoring officers' status and radio frequencies, monitoring traffic stops for officer safety, broadcasting state and nationwide teletypes, providing back-up units, responsible for answering 9-1-1 phone, be efficient in computer operations. Must be able to relay information accurately and with clarity in stressful and tense situations. Answers non-emergency calls by assisting citizens and law enforcement with needed services, receiving calls for service, problem solving and routing calls to the appropriate department or agency. Performs related duties by checking and entering stolen items, receiving and routing administrative messages, confirming and entering warrants, maintain wrecker logs, checking criminal histories, maintaining and updating protective orders. Perform related duties as required.

Requirements:

Work requires knowledge necessary to understand basic operational, technical, or office processes. Must have a level of knowledge equivalent to four years of high school or equivalency. No experience required. Must possess and maintain a valid Texas Operator's Driver's License with an acceptable driving record and have the ability to obtain a TLETS certification.

Must be eighteen (18) years of age.

Minimum Starting Salary - \$25,000.00