

Caldwell County Sheriff's Office

Instructions for Application

Read 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 is accurate in all respects. The Personal History Statement will be used as a basis for a background investigation that will determine your eligibility for becoming an Officer for the Caldwell County Sheriff's Office.

1. Your application must be printed in **BLACK INK** by the applicant or typed. Answer all questions truthfully, accurately and completely .
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 accurate and in proper sequence before you begin.
4. You are responsible for obtaining correct and full addresses. If you are not sure of an address, personally verify before making that entry on this history statement. Errors will not look favorable. **ALL ADDRESSES MUST BE COMPLETE WITH ZIP CODES.**
5. If you need additional space for your answers, attach an additional sheet or sheets as needed. Be sure to indicate what question number and page it refers to.
6. An accurate and complete form will help expedite your investigation. Omissions or Falsifications will result in **disqualification**.
7. You are responsible for furnishing any changes and/or updating your application as needed, such as address changes or phone changes in writing.
8. Incomplete Applications **Will Not Be Accepted** and will be placed in a no process file. You will be judged in part on neatness and completeness of this application.
9. All documents requested must be submitted with the application (photocopies are acceptable in most cases).
10. If you have any questions, please contact the Caldwell County Sheriff's Office at 1204 Reed Dr. or (512) 398-6777 EXT. 4558
11. Take your time in completing this application, as this is all we have to use in doing your background investigation.

Please show **original** high school diploma, GED, and **certified** birth certificate from the **Bureau of Vital Statistics**, as well as any certificates, letters of recommendations or discharge papers (DD-214) to the back of this application.

Date Received By Caldwell County Sheriff's Office

MINIMUM QUALIFICATIONS FOR APPLICANTS

In order for you to be considered for appointment with the Caldwell County Sheriff's Office, it is necessary that you meet the minimum qualifications set forth below. Read these carefully. If you do not meet all these qualifications, your application will be rejected.

Age Requirements

You must be at least 21 years of age to be appointed as peace officer or 18 for jailer and dispatcher positions.

Height and Weight Requirement

Weight must be proportionate to height.

Education

You must show proof of graduation from an accredited High School or acquisition of a G.E.D.. Further, proof of completion of a TCLEOSE accredited academy.

Residency

You must be a citizen of the United States and have a permanent residence in Texas prior to becoming appointed as an officer. Living 30 minutes from Caldwell County.

Physical Condition

You must be able to perform the duties as described in the job description (can be obtained at the Sheriff's Office).

Licenses

You must have a Texas Driver's License at the time of appointment. You must be currently be Licensed with TCLEOSE as a Peace Officer, Corrections Officer or Telecommunicator or be eligible for such license prior to being appointed.

Past Employment

Past employment history, number of jobs, reasons for leaving and employment references will be considered. Unfavorable records may be grounds for rejections. All cases will be evaluated.

Criminal History

Any applicant who has been charged with a crime above a class "C" misdemeanor within the past (6) months will not be considered. Applicants convicted of a crime above a class "C" within the last ten (10) years will be rejected. A felony conviction will be cause for rejection. Discovery of a bad moral character, membership in a organization advocating the overthrow of the government or of poor moral character, dishonorable discharge from the U.S. Military, mental or emotional instability, excessive traffic convictions, DWI or DUID charges, along with DWLS charges are grounds for rejection.

Pre-Employment Exam

All applicants will be required to take and pass the Caldwell County Pre-Employment Exam. The exam will be administered after you have completed and passed the application process. You will be contacted and advised when the testing date will be set and information concerning the exam. Please do not call the Sheriff's Office as this may slow the process of the application. There are several web sites you can visit which contain valuable information and sample test questions that will help you prepare you for your Pre-employment test.

www.psychometricinstitute.com www.policeprep.com and www.policetest.info.com

There are others as well if you perform an internet search for police testing.



Caldwell County Employment Application

These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." Do not leave questions blank. Be sure to sign when completed. Caldwell County is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or other legally protected status. You may make copies of this application and enter different position titles, but each copy must be signed. Resumes will not be accepted in lieu of applications. This application becomes public record and is subject to disclosure.

With few exceptions, you have the right to request and be informed about information that Caldwell County collects about you. You are entitled to receive and review the information upon request. You also have the right to ask Caldwell County to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

Name: _____
(Last) (First) (Middle) (Daytime Phone)

Address: _____
(Street) (City) (State) (Zip)

Email Address: _____

List exact title of position and location for which you wish to apply:	Closing Date:	How did you learn of job opening:
List the County department with which you wish to apply:	Do you have any friends or relatives working for the County? If so, list names and relationships:	

Full-time Part-time Temp/Project If part time, please indicate mornings, afternoons or evenings: _____

Desired salary range \$ _____ Date available for work? _____

Are you at least 18 years of age? Yes No Social Security Number: _____

Current Driver's License # (if required for position) State _____ DL# _____

Commercial Driver's License? Yes No Have you ever been employed by Caldwell County? Yes No

Are you currently employed? Yes No If presently employed, why are you considering leaving? _____

May we contact your present employer? Yes No _____

Are you able to perform the essential job functions of the job for which you are applying, with/without reasonable accommodation? Yes No

Have you ever been convicted of a felony or subjected to deferred adjudication on a felony charge? Yes No

If yes, explain in concise detail on a separate page, giving dates and nature of the offense, name and location of the court, and disposition of the case(s). A conviction may not necessarily disqualify you, but a false statement will. Note: Some departments may require additional information related to convictions of misdemeanors.

If yes, explain: _____

EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

1. Include ALL employment. Begin with your current or last position and work back to your first. Employment history should include each position held, even those with the same employer.
2. Answer all questions and completely summarize your experience including technical and managerial responsibilities for each position you have held.
3. Explain any gaps in work history: _____

4. Have you ever been discharged or asked to resign from an employer? If so, explain:

5. Why do you want to work for Caldwell County?

Position Title:				Immediate Supervisor:		Full-Time <input type="checkbox"/>			
Employer:				Supervisor's Title:		Part-Time <input type="checkbox"/>			
Mailing Address:						Temp <input type="checkbox"/>			
City/State:				Supervisor's Phone Number:		Average # of Hours Work if Part-Time:			
Employers Phone Number:				If supervisory position, number of employees that reported directly to you:					
Starting Date		Leaving Date							
Mo.	Yr.	Mo.	Yr.	\$	\$				
Specific reason for leaving:									
Summary of work performed and job responsibilities:									

Position Title:				Immediate Supervisor:		Full-Time <input type="checkbox"/>	
Employer:				Supervisor's Title:		Part-Time <input type="checkbox"/>	
Mailing Address:				Supervisor's Phone Number:		Temp <input type="checkbox"/>	
City/State:				Supervisor's Phone Number:		Average # of Hours Work if Part-Time:	
Employers Phone Number:				If supervisory position, number of employees that reported directly to you:			
Starting Date		Leaving Date					
Mo.	Yr.	Mo.	Yr.	Starting Pay	Final Pay		
				\$	\$		
Specific reason for leaving:							
Summary of work performed and job responsibilities:							

Position Title:				Immediate Supervisor:		Full-Time <input type="checkbox"/>	
Employer:				Supervisor's Title:		Part-Time <input type="checkbox"/>	
Mailing Address:				Supervisor's Phone Number:		Temp <input type="checkbox"/>	
City/State:				Supervisor's Phone Number:		Average # of Hours Work if Part-Time:	
Employers Phone Number:				If supervisory position, number of employees that reported directly to you:			
Starting Date		Leaving Date					
Mo.	Yr.	Mo.	Yr.	Starting Pay	Final Pay		
				\$	\$		
Specific reason for leaving:							
Summary of work performed and job responsibilities:							

Position Title:				Immediate Supervisor:		Full-Time <input type="checkbox"/>			
Employer:				Supervisor's Title:		Part-Time <input type="checkbox"/>			
Mailing Address:						Temp <input type="checkbox"/>			
City/State:				Supervisor's Phone Number:		Average # of Hours Work if Part-Time:			
Employers Phone Number:				If supervisory position, number of employees that reported directly to you:					
Starting Date		Leaving Date				Starting Pay		Final Pay	
Mo.	Yr.	Mo.	Yr.						
Specific reason for leaving:									
Summary of work performed and job responsibilities:									

Position Title:				Immediate Supervisor:		Full-Time <input type="checkbox"/>			
Employer:				Supervisor's Title:		Part-Time <input type="checkbox"/>			
Mailing Address:						Temp <input type="checkbox"/>			
City/State:				Supervisor's Phone Number:		Average # of Hours Work if Part-Time:			
Employers Phone Number:				If supervisory position, number of employees that reported directly to you:					
Starting Date		Leaving Date				Starting Pay		Final Pay	
Mo.	Yr.	Mo.	Yr.						
Specific reason for leaving:									
Summary of work performed and job responsibilities:									

PERSONAL AND BUSINESS REFERENCES

Please provide three persons not related to you, whom you have known for at least three years.

Name:	Occupation:
Mailing Address:	Phone Number:
City/State:	Years acquainted:

Name:	Occupation:
Mailing Address:	Phone Number:
City/State:	Years acquainted:

Name:	Occupation:
Mailing Address:	Phone Number:
City/State:	Years acquainted:

Please provide three (3) business references:

Name:	Occupation:
Mailing Address:	Phone Number:
City/State:	Worked together for what Employer:
Describe working relationship (supervisor, co-worker, subordinate):	

Name:	Occupation:
Mailing Address:	Phone Number:
City/State:	Worked together for what Employer:
Describe working relationship (supervisor, co-worker, subordinate):	

Name:	Occupation:
Mailing Address:	Phone Number:
City/State:	Worked together for what Employer:
Describe working relationship (supervisor, co-worker, subordinate):	

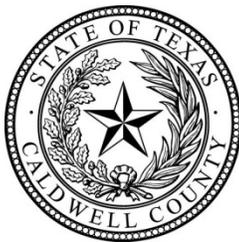
PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY
AND INDICATE YOUR UNDERSTANDING AND ACCEPTANCE BY SIGNING IN THE SPACE PROVIDED

Caldwell County is an equal opportunity employer. Caldwell County does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, or military status. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Caldwell County to hire me. If I am hired, I understand that either Caldwell County or I can terminate my employment at any time and for any reason, with or without cause and without prior notice.

1. I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information may be grounds for refusal to hire or, if hired, termination.
2. I understand that as a condition of employment, I will be required to provide legal proof of authorization to work in the U.S.
3. I hereby authorize Caldwell County to contact any/all corporations, former employers, references, military services, educational institutions, law enforcement agencies, city, state, county and federal courts to release information about my background including, but not limited to, information about employment, education, driving record, criminal record and general public records history to Caldwell County.
4. I release from all liability all persons, companies, agencies and schools supplying such information. I indemnify Caldwell County against any liability, which may result from making such requests. This release shall remain in effect for the length of my employment. I understand and I may have a right to request additional disclosures regarding the nature and scope of the investigation.

Signature _____ Date: _____

This application is valid only for 60 days from the date signed/dated above.



AUTHORIZATION FOR BACKGROUND CHECK

This is to notify you that a background check will be conducted on you for employment purposes.

By signing the release below, I hereby authorize Caldwell County to contact any/all corporations, former employers, references, military services, educational institutions, law enforcement agencies, city, state, county and federal courts to release information about my background including, but not limited to, information about employment, education, driving record, criminal record and general public records history to Caldwell County.

I release from all liability all persons, companies, agencies and schools supplying such information. I indemnify Caldwell County against any liability, which may result from making such requests. This release shall remain in effect for the length of my employment. I understand and I may have a right to request additional disclosures regarding the nature and scope of the investigation.

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release.

Unacceptable results may disqualify you from employment.

Name (please print): _____

Address: _____

Social Security Number: _____

Date of Birth: _____

Driver's License Number & State: _____

Signature

Date

Caldwell County will not discriminate against any applicant or employee based on race, creed, color, national origin, sex, gender identity, age, religion, veteran status, disability, or sexual orientation.

THIS IS AN EQUAL OPPORTUNITY EMPLOYER