



Certified Non-Certified

Applicant Name _____

City of Big Spring
Human Resources Department
310 Nolan Street
Big Spring, Texas 79720
(432) 264-2346

Dear Applicant:

We appreciate your interest in employment as a Police Officer with the City of Big Spring Police Department. Those applicants who meet the minimum eligibility requirements for a Police Officer will be eligible to take the entry level written exam. Eligible applicants must take the written police examination to proceed any further in the application process. On the test date, you must present a valid photo ID in order to gain admittance into the testing site.

Please complete the attached employment application packet. Please follow all the instructions in the application packet and make sure that the application is fully completed. Please initial each page of the packet to indicate that you have read and understand each page. Pages that require notarization must be notarized BEFORE you return the application to the Human Resources office. Please return the completed packet to the Human Resource Department by the application deadline. Incomplete applications will not be accepted.

Please note that the following information is REQUIRED with your application packet:

- Photocopy of your High School diploma or General Educational Development (GED) certificate.
- **Sealed, original certified** copy of your college transcript. (No photo copy)
- Photocopy of your college diploma.
- **Original certified** copy of your birth certificate. (No photo copy)
- Photocopy of your valid Texas driver's license or of another State's driver license. Applicant must possess a valid Texas driver license prior to being offered employment.
- Photocopy of your Social Security card.
- Photocopy of your Peace Officer Certificate from your police academy.
- Photocopy of your Texas peace officer license and all training certificates awarded to you.
- Photocopy of your DD-214 Member 4 (long form), if you have been in the military. Must possess an honorable discharge.
- Photocopy of your NGB Form 22, if you have been in the National Guard.
- **Original certified** copy of your Naturalization papers, if applicable. (No photo copy.)
- Photocopy of current proof of automobile liability insurance.

Your application **will not** be accepted without the required documentation. Again, thank you for your interest in employment with the City of Big Spring Police Department.

Sincerely,

John Medina
Assistant City Manager
www.mybigspring.com

Applicant Initials _____



CITY OF BIG SPRING, TEXAS POLICE DEPARTMENT TESTING ANNOUNCEMENT

Job Class Title:	Certified/Non-Certified Police Officer
Starting Salary:	\$22.105/\$20.424 per hour
Test Date and Time:	TBA *Testing of certified officers is done on an AS NEEDED basis. Certified officers are encouraged to apply at anytime.
Testing Location:	Big Spring Police Department, 3613 West Highway 80, Big Spring, Texas
Application Deadline:	TBA

Completed applications must be filed with the Human Resources Office at 310 Nolan Street, Big Spring, Texas 79720 by the posted application deadline.

JOB SUMMARY

This position is responsible for the enforcement of federal, state, and local laws and the protection of life and property and preserving the peace.

MINIMUM QUALIFICATIONS

- Applicant must be twenty-one (21) years of age on the day you take the test to become a Texas Certified Police Officer.
- High School diploma or GED certificate.
- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Possession of a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Texas Commission of Law Enforcement to be certified as a Peace Officer.
- No illegal drug use.
- No arrest record with higher than a Class C Misdemeanor.
- Meet or exceed physical agility requirements of department.
- Demonstrate proficiency with handgun during scheduled testing with the Police Department.

WORKING CONDITIONS AND BENEFITS

A Big Spring Police Officer works forty (40) hours per week on different shifts and overtime may be required. Patrol officers work twelve hour shifts with every other weekend off. The City of Big Spring offers excellent benefits including a fully equipped take home patrol vehicle, twelve paid holidays, tuition reimbursement, medical and dental insurance, deferred compensation program, long term disability insurance, TMRS (7% 2 to 1 match), 120 hours of paid vacation, and 40 hours of paid sick leave.

Certified officers are eligible for a relocation incentive payment in the amount of \$2,400.00, payable on the day of hire. An officer hired by the Big Spring Police Department and having personally incurred expenses for tuition and fees within the twelve (12) months preceding the date of hire to attend any training school meeting Texas Commission on Law Enforcement requirements for a basic academy and received his or her certification as a result, will be eligible for reimbursement in an amount not to exceed \$1,500.00.

Applicant Initials _____

Non-certified candidates receive comprehensive training, at your full starting salary, which includes sixteen weeks at the Police Academy prior to field training at the department. Candidates are provided with a vehicle to travel to and from the Police Academy in Midland, Texas.

MAJOR DUTIES, FUNCTIONS AND RESPONSIBILITIES

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Patrols an assigned zone on foot, on bicycle, and by vehicle to detect and deter criminal activity and traffic violations.
- Enforces traffic and parking laws.
- Receives information on activity in an area and assists in plans to address problems.
- Responds to calls relayed by Communications Officers, including but not limited to domestic disputes, assaults, burglaries, traffic accidents, lost or missing persons searches, public service duties, stranded motorists, and others.
- Gathers information/probable cause to secure either arrest or search warrants as needed.
- Conducts preliminary investigations into traffic accidents and other incidents, including but not limited to interviewing victims, complainants and witnesses, gathering information and evidence, and securing crime scenes.
- Process crime scenes to recognize, collect and preserve evidence.
- Apprehends arrest, and process offenders, including fugitives; subpoenas witnesses and serves warrants.
- Provides assistance and backup support to other officers and emergency service providers as necessary.
- Assists motorists.
- Performs bailiff duties at Municipal Court.
- May provide first-aid and CPR to victims as necessary.
- Provides traffic direction as needed for special events such as parades, funerals, athletic events, and school crossings.
- Preparing for and attending court proceedings as necessary.
- Completes all required reports and forms, including accident and incident reports.
- Inspects and maintains assigned patrol car, uniform, and equipment.
- Provides relief duties for communications officers and jailers.
- May serve as Hazardous Materials Technician.
- Serves criminal and court-related paper work.
- Participating in mandatory and elective training.
- May serve as a member of the department’s SORT team.
- May serve as a field-training officer for the department.
- May serve as School Resource Officer/DARE Officer; provides DARE instruction to school children.
- May serve as relief supervisor in the absence of the Sergeant.
- May be on call after hours to respond to emergency situations.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION

- Familiar with Texas Penal Code, Texas Code of Criminal Procedure, Texas Transportation Code and Texas Family Code.
- Knowledge of relevant federal and state laws, criminal and traffic codes, juvenile law, search and seizure laws and city ordinances.
- Knowledge of City of Big Spring Police Department rules and regulations as well as City of Big Spring ordinances.
- Knowledge of City, department and safety policies and procedures.

Applicant Initials _____

- Knowledge of traffic accident investigation techniques and procedures.
- Knowledge of the geography and streets of the city.
- Knowledge of first-aid and CPR techniques.
- Knowledge of the judicial system and court procedures.
- Skill in operating computer and police software.
- Skill in operating police vehicles, police arms, and emergency equipment.
- Skill in operating radios and communications equipment.
- Skill in operating radar equipment.
- Skill in evidence packaging.
- Skill in restraining persons without causing physical harm.
- Skill in decision-making.
- Skill in report writing.
- Skill in controlled substance field-testing.
- Skill in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Patrol Sergeant assigns work in terms of general instructions. Work is reviewed for accuracy, compliance with established procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal laws, traffic laws, city ordinances, court rulings, constitutional guidelines, training manuals, city and department policies and procedures and supervisory instructions. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY

The work consists of related law enforcement duties. The varied nature of calls and the potential for emergencies contribute to the complexity of the work. Employee must display the ability to rapidly make accurate decisions in critical situations.

SCOPE AND EFFECT

The purpose of this position is to protect life, property, preserve the peace and enforce federal, state, and local laws. Successful performance helps ensure the safety and well being of citizens and contributes to the efficient and effective operation of the department.

PERSONAL CONTACTS

Contacts are typically with co-workers, other city employees, other emergency service providers, court system personnel, attorneys, judges, medical personnel, law enforcement officers from other agencies and the general public.

PURPOSE OF CONTACTS

Contacts are typically to give or exchange information, provide services, interview persons, resolve problems and negotiate or settle matters.

PHYSICAL DEMANDS

The work is typically performed while sitting, standing, walking, running, bending, crouching or stooping. The work also requires the ability to climb stairs and to work at varying heights. The employee occasionally lifts light or heavy objects, uses equipment requiring a high degree of dexterity and must be able to distinguish between shades of color

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and must have vision acuity to read and recognize objects at various distances. The employee must also use the physical force necessary to arrest and restrain persons.

WORK ENVIRONMENT

The work is performed indoors, in a vehicle and outdoors. The employee may be exposed to inclement weather, noise, dirt, dust, contagious or infectious diseases and life-threatening situations. The work requires the use of protective clothing and devices.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None

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ENTRY LEVEL PHYSICAL AGILITY TEST

Each event is timed and applicants must complete the event within the prescribed time limit in order to proceed to the next event and remain eligible for employment consideration. No applicant will be permitted to re-take any portion of the physical agility.

The Police Department Physical Agility Test will consist of the following events in the order listed:

1. **TRIGGER PULL: 15 seconds per hand** – Using a department issued weapon, the applicant will pull the trigger thru twelve (12) times with the strong hand using the index finger. Weapon will be held at shoulder point, away from the body. The exercise will then be repeated with the weak hand. Applicant may use his/her own personal weapon with prior department approval of the weapon by the department armorer.
2. **SHOTGUN LOAD: 30 seconds** – Using a department issued Remington 870 shotgun, the applicant will load the shotgun with four (4) dummy rounds and cycle all shells through the weapon while at shoulder point.
3. **220-YARD RUN: 42 seconds** – The applicant will run 220 yards over a designated course in the time allotted.
4. **165 LB DUMMY DRAG: 35 seconds** – The applicant will begin the event seated in a police vehicle with the door closed. The applicant will exit the vehicle, run 75 feet away and retrieve a dummy weighing 165 pounds. The applicant must drag the dummy back to the vehicle, completely past the front bumper of the vehicle.
5. **OBSTACLE COURSE: 80 seconds** – Applicant will drive a police vehicle to a specified location, stop and secure it. Applicant will exit the vehicle, running to and proceeding through the tires, hitting each tire. Applicant will then proceed to and through a tunnel. Upon exiting, the applicant will proceed to a set of four (4) foot bars, going over the first bar and will then zigzag between the remaining bars, not touching the bars. The applicant will proceed to the incline wall, climb it, touch the top rung, cross to the opposite side and climb down. The applicant will run to a four (4) foot wall, go over it and run past the finish line. During the obstacle course, the applicant will be expected to locate and identify verbally, three (3) items. A five (5) second penalty will be assessed for each item not located.

YOU MUST BRING TENNIS SHOES & GYM CLOTHES FOR PHYSICAL AGILITY TESTS.

Applicant Initials _____

BIG SPRING POLICE DEPARTMENT APPLICANT PACKET CHECKLIST

APPLICANT'S FULL LEGAL NAME (LAST, FIRST, MIDDLE) _____

SOCIAL SECURITY #: _____ TODAY'S DATE: _____

Initials

City of Big Spring Original Police Officer Application _____

City of Big Spring Drug & Alcohol Policy Form _____

City of Big Spring EEO Compliance Form _____

Authorization for Release of Information Agreement
(Must be signed in the presence of a Notary Public) _____

Pre-Employment Psychological Evaluation Waiver of Confidentiality _____

Willingness Questionnaire _____

Original, certified copy of your birth certificate _____

Photocopy of high school diploma or GED Certificate _____

Original, certified copies of college transcripts and/or degrees _____

Photocopy of DD214 Member 4 (military service) copy, if applicable _____

Photocopy of NGB FORM 22 (National Guard), if applicable _____

Photocopy of valid State Driver's License _____

Photocopy of Social Security Card _____

Copy of Peace Officer Academy Certification (Location) _____

Copy of Texas peace officer license and all training certificates _____

Copy of current proof of automobile liability insurance _____

Personal History Questionnaire
(To be submitted upon successful completion of testing) _____

Applicant Initials _____



City of Big Spring Police Department Application for Employment

The City of Big Spring is an Equal Opportunity Employer. Applications will be considered for all positions without regard to race, color, religion, sex, age, national origin or physical disability.

Your interest in employment with the Big Spring Police Department is appreciated. The following is information concerning the Big Spring Police Department's recruiting process and an application for employment as a Police Officer. Please read the enclosed information carefully before completing the application. You must meet the minimum qualifications and not meet any of the listed disqualifications. The completed application must be signed and notarized then returned in person or by mail to:

City of Big Spring
Human Resources Department
310 Nolan
Big Spring, TX 79720

Upon receipt, your application will be reviewed to determine if you qualify for the next step in the application process. You will be notified of this decision by mail or telephone. It is not necessary for you to contact the City of Big Spring regarding any job openings after you have completed and returned your application. If you are among the most qualified applicants for a position, a representative will contact you to schedule a date for testing.

After you have completed and returned the application, you are required to inform the Human Resources Department of any changes (address, phone number, application with other departments, etc.). Failure to do so may result in disqualification of your application.

APPLICANT INSTRUCTIONS

In order to gain a better understanding of your background and work history, we ask that you answer all questions completely and to the best of your knowledge. Use the abbreviation "NA" if a particular provision or section in the form is not applicable to you. **Incomplete applications will not be considered. The application must be handwritten, in blue ink, by the individual applying.**

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, work experience and other factors which are relevant in determining job performance. All information provided in this application will be verified through schools, former employers, licensing/certification agencies or other sources if applicable.

APPLICANT INFORMATION

Minimum Requirements

- ✓ Must be at least twenty-one (21) years of age on the date the written examination is taken.
 - ✓ Must have 20/20 vision (correctable with lenses).
 - ✓ Must have a high school diploma or GED certificate with college hours as required by Texas Commission on Law Enforcement (TCOLE).
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Applicant Initials _____

- ✓ Must have a valid and current Texas driver's license.

Disqualifications

Any of the following will disqualify an applicant from further consideration at any stage of the process:

- ⊗ Having a conviction for, being under indictment for or currently charged with any felony offense.
- ⊗ Having a conviction for or currently charged with any misdemeanor offense that would be considered as one involving moral turpitude.
- ⊗ Having a conviction for Driving under the Influence (DUI or DWI).
- ⊗ Currently being on probation for any offense.

*For all of the above, a person is convicted of an offense when a court of competent jurisdiction enters an adjudication of guilt on the offense against the person whether or not:

1. The sentence is subsequently probated and the person is discharged from probation including deferred adjudication;
2. The accusation, complaint, information or indictment against the person is dismissed and the person is dismissed and released from all penalties and disabilities resulting from the offense; or
3. The person is pardoned for the offense, unless the pardon is expressly granted for subsequent proof of innocence.

- ⊗ Inability to comply with Texas Commission on Law Enforcement (TCOLE) requirements for certification.
- ⊗ Having habitually used excessive amounts of alcoholic beverages in the past.
- ⊗ Having illegally used marijuana within three (3) years preceding the written examination. Any previous use of a powder or liquid controlled substance is prohibited.
- ⊗ Having illegally used any controlled substance or dangerous drug to the extent beyond an "experimental" level.
- ⊗ Having illegally furnished any controlled substance or dangerous drug to another person.
- ⊗ Having an excessive record of traffic convictions or negligent traffic collisions as defined in the City of Big Spring Personnel Policies and Procedures.
- ⊗ Not being of good moral character; or being known to habitually associate with those of questionable moral character.
- ⊗ Having a series of delinquent payments or not meeting financial obligations or repeated occurrences of issuing checks without sufficient funds, when there are no extenuating circumstances present to explain the situation.
- ⊗ Having been discharged from military service with a dishonorable discharge or having been convicted of any offense tried before a general court martial (discharge must meet TCOLE standards).
- ⊗ Being a member of any organization that advocates the overthrow of the government by force or violence.
- ⊗ Having been discharged from any commissioned or recruit position within a law enforcement agency for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without a final judgment having been rendered.

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- ⊗ Failing to cooperate fully and keep all scheduled appointments with staff personnel involved in the selection process.
- ⊗ Failing to provide personal information as needed or failing to submit information within fifteen (15) days of the change.
- ⊗ Refusal to submit, if requested, to a polygraph exam to resolve any conflict(s) that may arise during the background investigation.
- ⊗ Making any false statement of fact, being deceptive by statement or omission in the written application or by any means in any part of the selection process.
- ⊗ Where evidence exists to indicate that in any official matter or in any significant business transaction the applicant has made false statements, falsely sworn to statements or in any other manner falsified testimony.
- ⊗ Without being specifically enumerated in the above disqualifications, if circumstances exist that indicate the applicant is clearly unsuited for a career with the Big Spring Police Department, the application will be rejected.

The Chief of Police or his designee will make all interpretations regarding these requirements.

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POLICE DEPARTMENT APPLICANT PROCESS

The following is an outline of the hiring process. Each stage must be successfully completed before proceeding to the next step.

PRELIMINARY APPLICATION

To be considered for employment with the Big Spring Police Department a candidate must complete the preliminary application. The application must contain truthful and complete responses. "NA" or "None" must be written in each blank that does not apply. The applications must be printed.

WRITTEN EXAMINATION

Applicants will be notified by mail or telephone if they are eligible to progress to the written examination. The written examination is designed to test the relative skills and capacity of each applicant.

Applicants who pass the written examination will be required to complete the Physical Agility Test.

PERSONAL HISTORY QUESTIONNAIRE

Applicants who pass all of the above stages will be REQUIRED to submit the attached Personal History Questionnaire. This document must be completed, notarized and returned to the Police Department prior to the Oral Board Interview. Each applicant is also required to sign an Agreement Authorizing Release of Information.

BACKGROUND INVESTIGATION

A thorough background investigation is conducted to establish evidence of good moral character, a well-adjusted personality and a pattern of conduct acceptable to the Big Spring Police Department. The background investigation includes a criminal history check, driving record check, personal and employment reference checks and a credit check.

POLYGRAPH

Polygraphs are performed on all candidates to ensure truthfulness.

ORAL INTERVIEW

Applicants who successfully complete the physical agility test will be required to appear before a panel of department staff for interview. The interview will cover information learned about the applicant during the previous stages. The applicant will be asked questions designed to demonstrate certain knowledge, skills and abilities considered basic for effective performance as a police officer with the Big Spring Police Department.

Applicants who pass the above will receive a Conditional Offer of Employment and continue to the next stages.

PSYCHOLOGICAL REVIEW

Applicants who pass the oral interview will be scheduled for a psychological review. The review is designed to assess the candidate's mental and emotional fitness to function successfully as a Big Spring Police Officer.

Applicant Initials _____

MEDICAL/PHYSICAL ASSESSMENT

Upon successful completion of the drug screen (a negative result), a prospective employee will complete a Medical History and Mobility Evaluation form and will be examined by a designated physician. The physician will assess each candidate's physical condition to ensure he/she can function safely as a Big Spring Police Officer. Prospective police officers that pass the medical assessment will receive final offers of employment depending on the number of open positions.

NEW EMPLOYEE ORIENTATION/PROBATION

New employees must complete orientation on their first day of work. Police Officers must complete a probationary period of twelve (12) months. For non-certified Police Officers, this twelve (12) month period begins upon receipt of TCOLE certification.

POLICEARMS

Applicants who successfully complete the applicant process will be required to pass a course established by department guidelines with a score of eighty percent (80%).

CERTIFICATION FOR NON-CERTIFIED POLICE OFFICERS

Individuals hired as a non-certified Police Officer will be required to complete the Police Academy and pass the TCOLE exam to obtain certification as a Peace Officer in the State of Texas. The Big Spring Police Department will enroll and pay for the employee to attend the Police Academy and pay the employee's regular salary while attending the academy.

For and in consideration of the above, the employee must agree to repay the cost of Police Academy training immediately upon his or her voluntary termination of employment with the City of Big Spring Police Department, if such termination occurs within two (2) calendar years from the date the employee was hired.

After receiving the required TCOLE certification, the officer will be required to complete sixteen weeks of Field Officer Training.

Applicant Initials _____

CITY OF BIG SPRING
POLICE OFFICER WILLINGNESS QUESTIONNAIRE

FULL LEGAL NAME: _____ TODAY'S DATE: _____

Please answer yes or no to the following questions concerning the Police Officer position for which you are applying.

1. ___Are you willing to stand in the middle of a busy intersection directing traffic, wearing a helmet in 110 degree weather?
2. ___Are you willing to physically examine a dead body for signs of injury?
3. ___Are you willing to work on legal holidays i.e. Christmas Day, Thanksgiving, and July 4th?
4. ___Are you willing to work on rotating shifts with days off?
5. ___Are you willing to report for duty upon short notice or on days off, sacrificing personal plans?
6. ___Are you willing to investigate accidents in the rain, snow, sand storm, etc.?
7. ___Are you willing to arrest a friend if it is necessary?
8. ___Are you willing to spend hours writing reports while on overtime?
9. ___Are you willing to work thirteen hours in a row if necessary?
10. ___Are you willing to handle situations that involve the possibility of injury to yourself?
11. ___Are you willing to accept a court decision that runs contrary to your own wishes?
12. ___Are you willing to subject yourself to intense public scrutiny and criticism?
13. ___Are you willing to accept being told exactly what to do?
14. ___Are you willing to maintain your composure while being insulted or sworn at?
15. ___Are you willing to observe an autopsy if required?
16. ___Are you willing to notify a citizen that a member of their immediate family has just been killed?
17. ___Are you willing to investigate situations involving abused or molested children?
18. ___Are you willing to undergo four (4) months of intensive training before being able to work on your own?
19. ___Are you willing to take another human being's life if necessary and appropriate?
20. ___Are you willing to deal with suicide victims and their families?
21. ___Are you willing to search a dark building for a dangerous suspect if necessary?
22. ___Are you willing to risk your life for the safety of a citizen or fellow officer?
23. ___Are you willing to enforce laws that you do not agree with?

If you answered "NO" to any of the above questions, please reconsider applying for this position.

Applicant Initials _____



POLICE EMPLOYMENT APPLICATION

310 Nolan Street, Big Spring, Texas 79720

Phone: (432) 264-2346 Fax: (432) 264-2387

The City of Big Spring is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, color, religion, sex, age, national origin or physical disability.

Please answer all questions completely and to the best of your knowledge. Information provided is subject to verification. Incomplete applications will not be considered.

POSITION APPLYING FOR: _____	DATE: _____
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PERSONAL INFORMATION

Last Name		First		Middle	
Street Address				Social Security #	
City		State		ZIP	
Phone		Alternate Phone:		Email:	
Are you at least 21 years of age?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Are you legally eligible for employment in the United States? YES <input type="checkbox"/> NO <input type="checkbox"/>					
Do you work for or have you ever worked for the City of Big Spring before? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please give dates and positions held:					
Are you related by blood or marriage to any City Council member or employee of the City of Big Spring? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, whom?					
Name		Relationship		Department	
Name		Relationship		Department	
Have you ever been discharged from the Armed Forces under other than honorable circumstances? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please explain:					
A general or dishonorable discharge is not an absolute bar to employment. Other factors will also be considered before making a final decision.					
Have you ever been convicted of, plead guilty to, received deferred adjudication, or any form of court supervision for any criminal offense (misdemeanors and felonies) other than minor traffic violations within the last ten (10) years? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please explain:					

NOTE: Prior to employment, applicant will be investigated for prior convictions of criminal offenses. A prior conviction will not automatically disqualify an applicant for employment but will be considered only as it relates to the job under consideration.

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EMPLOYMENT DESIRED

Check all types of work that you will accept: FULL TIME PART TIME TEMPORARY
 DAYS NIGHTS SHIFTS

When are you available to begin work? _____

Have you read and do you understand the requirements of the job for which you have applied? YES NO
 Can you perform the essential functions of this job with or without a reasonable accommodation? YES NO
 All City of Big Spring employees must live within a thirty (30) commute to their workstation.
 This provision must be met by the end of the employees six (6) month probationary period.
 Does this pose a problem to you? YES NO

EDUCATION, TRAINING, AND SKILLS

Do you have a high school diploma? YES NO Date Received: _____

Diploma or GED certificate received from _____ City and State _____

COLLEGE, POST GRADUATE, TECHNICAL, OR VOCATIONAL SCHOOL:

Name	Location	Course of Study	Years Completed	Degree Received

Describe any other specialized training, apprenticeships, professional licenses:

List any other skills related to the job for which you are applying:

Do you have a valid driver's license? YES NO License # _____ State _____
 Type of License: Class A CDL Class B CDL Class C CDL Class C Standard
 Has your driver's license ever been suspended or revoked? YES NO If yes, please explain:

Applicant Initials _____

EMPLOYMENT HISTORY

Beginning with the most recent, list all employment for the past ten (10) years. ALL APPLICABLE BLANKS MUST BE COMPLETED. Resumes may not be submitted in place of employment history, but may be attached as a supplement to your application.

If any employment was under a different name, indicate name: _____

Employer		Phone	()
Position Held		Employment Dates	to
Address City, State		Salary	\$
Type of Business		Supervisor	
May we contact this employer?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Brief descriptions of duties:			
Reason for leaving:			

Employer		Phone	()
Position Held		Employment Dates	to
Address City, State		Salary	\$
Type of Business		Supervisor	
May we contact this employer?	YES <input type="checkbox"/> NO <input type="checkbox"/>		
Brief descriptions of duties:			
Reason for leaving:			

Applicant Initials _____

Employer		Phone	()	
Position Held		Employment Dates	to	
Address City, State				Salary \$
Type of Business		Supervisor		
May we contact this employer?	YES <input type="checkbox"/> NO <input type="checkbox"/>			
Brief descriptions of duties:				
Reason for leaving:				

Employer		Phone	()	
Position Held		Employment Dates	to	
Address City, State				Salary \$
Type of Business		Supervisor		
May we contact this employer?	YES <input type="checkbox"/> NO <input type="checkbox"/>			
Brief descriptions of duties:				
Reason for leaving:				

Please explain any periods of unemployment:	
Have you been discharged or asked to resign from a job within the last ten (5) years? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, please explain:	

Applicant Initials _____

PERSONAL REFERENCES

You **MUST** List three people whom you have known for at least three years – do not include relatives or former employers.

Full Name		Relationship	
Address		Phone	()
How long have you known this person?		Occupation	

Full Name		Relationship	
Address		Phone	()
How long have you known this person?		Occupation	

Full Name		Relationship	
Address		Phone	()
How long have you known this person?		Occupation	

OTHER

How did you learn of this job opening? (Check one)

Newspaper Ad Which Newspaper? _____

Workforce Commission City of Big Spring Website City Employee Walk In Other _____

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all information given on this application is true, correct, and complete to the best of my knowledge. I understand that discovery of misrepresentation or omission of facts herein will make me ineligible for employment and is cause for immediate dismissal.

I hereby authorize any corporation, former employer, educational institutions, law enforcement agencies, city, county, state, and federal courts and military services to release information about my background including, but not limited to, information about employment, education, criminal record, driving record and general reputation. I agree to furnish any additional information required to complete the background check. I release all relevant parties from all liability resulting from furnishing such information. I indemnify the City of Big Spring against any liability which may result from making such inquiries.

I also understand that employment with the City of Big Spring is contingent upon the results of an standard physical, WorkSteps physical, driver's record, criminal history/background check, drug-alcohol screen and credit check (if applicable).

I further understand that this is an application for employment and that no employment contract, whether express or implied, is being offered. I also understand that, if employed, such employment is for no fixed or definite period and is subject to change in wages, conditions, benefits and operating policies. Any employment is "at will" and may be terminated at any time, with or without notice.

Signature of Applicant

Date

Subscribed and sworn to before me, by said _____, this _____ day of _____, 20_____ to certify which witness my hand and seal of office.

Notary Public

Applicant Initials _____



PERSONAL HISTORY WAIVER 'AUTHORITY FOR RELEASE OF INFORMATION

I, do hereby authorize a review of, and full disclosure of all records concerning myself to any duly authorized agent of the City of Big Spring Police Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans. The commercial or retail credit agencies (including credit report and/or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and The U.S. Veteran's Administration, employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorney's-at-law, or of other counsel whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining any suitability for employment by the City of Big Spring Police Department. I also certify that any person(s) or entities who may furnish such information concerning me, shall not be held accountable for giving this information; and I do hereby release said person(s) or entities from any and all liability which may be incurred as a result of furnishing such information. I further understand that to the extent allowed by law, the sources and content of confidential information will not be revealed to me.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature of Applicant _____ Date _____

Name _____

(Address, City, State, Zip) _____

Phone _____ DOB _____ SSN# _____

Sworn and subscribed to before me, A Notary Public, in and for _____ County, Texas, this the

__ day of _____ 20__ My Commission Expires _____ 20__

Signature of Notary Public _____



Permission to Investigate Criminal History

I hereby certify that my permission is granted to the Big Spring Police Department, the City of Big Spring, Texas, and any agent thereof to investigate any fact concerning my background, including performing a full criminal history investigation, and do, by the execution of this document, waive any rights which I may have to confidentiality history records kept by any law enforcement agency. I am aware that should said investigation disclose any miss representations or falsifications on my application for employment with the City of Big Spring, or should there develop any adverse information in my background check, my application will be rejected and I will be disqualified from applying in the future for any position in the service of the Big Spring Police Department.

Signature of Applicant _____ Date _____

Name _____

(Address, City, State, Zip) _____

Phone _____ DOB _____ SSN# _____

Sworn and subscribed to before me, A Notary Public, in and for _____ County, Texas, this the
__ day of _____ 20 __ My Commission Expires _____ 20 _____

Signature of Notary Public _____



PERSONAL CREDIT WAIVER AUTHORITY FOR RELEASE OF INFORMATION

I do hereby authorize a review of, and full disclosure of all records concerning myself to any duly authorized agent of the City of Big Spring Police Department, whether the said records are of a public, private, or confidential nature. "

The intent of this authorization is to give my consent for full and complete disclosure of the records of financial or credit institutions, the commercial or retail credit agencies (including credit reports and/or ratings).

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining any suitability for employment by the City of Big Spring Police Department.

I also certify that any person(s) or entities who may furnish such information concerning me, shall not be held accountable for giving this information; and I do hereby release said person(s) or entities from any and all liability which may be incurred as a result of furnishing such information. I further understand that to the extent allowed by law, the sources and content of confidential information will not be revealed to me.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature of Applicant _____ Date _____

Name _____

(Address, City, State,
Zip) _____

Phone _____ DOB _____ SSN# _____

Sworn and subscribed to before me, A Notary Public, in and for _____ County, Texas, this the

___ day of _____ 20 ___ My Commission Expires _____ 20 _____

Signature of Notary Public _____



DRUG AND ALCOHOL POLICY
APPLICANT'S OVERVIEW FORM

The City of Big Spring has a commitment to a drug-free workplace as a leader in promoting a drug-free work force.

All applicants, upon a conditional offer of employment for regular full or part-time positions and temporary positions, will be required to submit a urine sample for the purpose of a drug screen. Any job applicant, who refuses to consent to a drug and alcohol test, fails to report to the collection site, or fails (tests positive) for such test will be denied employment with the City of Big Spring for a period at least two (2) full years.

If a sample is positive the applicant will be given the opportunity to report any medications that have been recently used to the Medical Review Officer (MRO).

A positive test result will be confirmed by a second test using a gas chromatography/mass spectrometry (GC/MS) test, using a portion of the same sample. The Human Resource Director will notify by telephone and in writing applicants who are disqualified on the basis of a positive test result. Applicants may appeal the disqualification by submitting a written statement to the Human Resource Department within seventy-two (72) hours from first notification of disqualification and providing the necessary funds to complete a second (2nd) test. If the second (2nd) test is negative the City will reimburse the applicant for the fees incurred.

All employees are subject to the City of Big Spring's Drug and Alcohol Policy and depending upon their position, may include drug and alcohol testing under the following conditions: post-vehicle accident, post-incident, reasonable suspicion, random and firearm discharge.

I certify that I have read the above overview of the City of Big Spring Drug and Alcohol Policy and consent to comply with all provisions of the policy.

Social Security Number

Printed Name

Signature

Date

Applicant Initials _____

**PRE-EMPLOYMENT PSYCHOLOGICAL EVALUATION
WAIVER OF CONFIDENTIALITY**

I understand that after a conditional offer of employment has been made for a Police Officer or Communications Officer with the City of Big Spring, I will be examined by a physician or qualified psychologist to confirm that I do not suffer any emotional or mental condition which might adversely affect my ability as a Police Officer or Communications Officer. Such examinations will include, but not necessarily be limited to, the Minnesota Multiple Personality Inventory (MMPI) and not less than one (1) clinical interview session with the physician or qualified psychologist.

I further understand that the results of my psychological examination will be reviewed by personnel of the City of Big Spring for determination of the suitability of my mental or emotional condition for Police Officer or Communication Officer duties with or without reasonable accommodation as defined by the American's with Disabilities Act (ADA).

Therefore, I waive any privilege of confidentiality of "physician-patient relationship," or psychotherapist-patient relationship," to the extent that the results of the examination herein described may now or at any future time be released to the City of Big Spring, its officers, agents or assigns, for the purpose of assessing my emotional and mental suitability for detention officer duties and authorize such physicians, psychologists, their agents or employees, to release such records.

Dated this _____ day of _____, 20____, in the County of Howard, State of Texas.

Printed name of person giving consent

Signature of the person giving consent

Applicant Initials _____

**CITY OF BIG SPRING POLICE DEPARTMENT
PHYSICAL AGILITY TEST
RELEASE OF CLAIMS & WAIVER OF LIABILITY**

I, _____, for and in consideration of being considered for employment by the Big Spring Police Department, do hereby make the following representations and acknowledgements:

1. As a part of the application process for the Big Spring Police Department, I will have to take a physical agility test. The test may involve running, lifting, climbing, and carrying. Whether I am in good physical condition or poor physical condition, I recognize that there are risks of injury involved in taking this agility test. I further understand that if I am not in good or adequate physical condition, or if I have any pre-existing injuries, diseases, or physical conditions which may be aggravated by this test, that I may be placing myself at risk. I fully accept all risk and responsibility involved in engaging in this agility test.
2. I realize and agree that when taking the agility test, I will not be an agent, servant or employee of the City of Big Spring Police Department, and therefore will not be covered by any worker's compensation, death or disability benefits of the City of Big Spring.
3. By signing this waiver, I do hereby release and forever discharge the City of Big Spring, the Big Spring Police Department, and its elected officials, officers and employees, in both their public and private capacities, from any and all liability, claims, suits, demands or causes of action which may arise from my taking the agility test.

This waiver is intended to cover all acts or omissions of the City of Big Spring, the Big Spring Police Department, and its elected officials, officers and employees, regardless of whether such act or omission is the result of an intentional, reckless, grossly negligent, or negligent act.

By signing this waiver, it is my intent to bind my heirs, executors, administrators and assigns. I understand the terms of this release are contractual and not a mere recital. Before signing this release, I read it fully and hereby acknowledge that I understand it. I have signed this document of my own free will.

Signature: _____

Date signed: _____

Address: _____

Phone No: () _____

SWORN TO AND SUBSCRIBED before me this _____ day of _____, 20____ by _____

Signature of Notary

Notary Public in and for the State of _____

In case of emergency, please notify:

Name: _____ Relationship to me: _____

Address: _____

Contact Phone No: () _____

Applicant Initials _____

APPLICANT EEO DATA FORM

The information requested is optional and is being collected for the purpose of reporting to Federal and Equal Employment Opportunity Agencies and will not be considered as part of the application for employment. It will be separated from the application.

1. Position Applying	2. Social Security No.	3. Last Name (Type or Print)	First	Middle
----------------------	------------------------	------------------------------	-------	--------

4. Address	City	State	ZIP Code	5. Home Phone	6. Work Phone
------------	------	-------	----------	---------------	---------------

7. Sex	8. Birth Date	9. Ethnic Origin (Check mark preferred)			
<input type="checkbox"/> Male		<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian/Pac.
<input type="checkbox"/> Female		<input type="checkbox"/> Islander	<input type="checkbox"/> Alaskan	<input type="checkbox"/> Am.Ind/	<input type="checkbox"/> Other

10. Veteran	11. Spouse of Veteran	12. Orphan of Veteran
<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
<input type="checkbox"/> No	<input type="checkbox"/> No	<input type="checkbox"/> No

13. How did you find out about this job?

<input type="checkbox"/> Other City Employee	<input type="checkbox"/> Newspaper	<input type="checkbox"/> WorkIn Texas.com
<input type="checkbox"/> Job Fair	<input type="checkbox"/> College/University Career Day	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Presentation Publication	<input type="checkbox"/> Human Resource/Personnel Officer	_____
<input type="checkbox"/> Recruitment Poster	<input type="checkbox"/> Radio	
<input type="checkbox"/> Television	<input type="checkbox"/> City Web Site - Internet	

Signature-Applicant

Date

White (Not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (Not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.

Hispanic - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander - All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example China, India, Japan, Korea, the Phillipine Islands, and Samoa.

American Indian or Alaskan Native - All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

AN EQUAL OPPORTUNITY EMPLOYER

Applicant Initials _____

**THE CITY OF BIG SPRING
POLICE DEPARTMENT
PERSONAL HISTORY QUESTIONNAIRE**

**THIS QUESTIONNAIRE MUST BE
COMPLETED AND SUBMITTED ALONG
WITH THE APPLICATION PACKET.**

WARNING!!

This questionnaire is desired to obtain relevant information of your character and other related history to ensure the safety of the public and to provide the legal system (the Courts) with Police Officer's qualified to testify under oath in a Court of Law.

Applicant Initials _____



APPLICANT

PERSONAL HISTORY STATEMENT

NAME _____

DATE ISSUED _____

COMPLETE AND RETURN BY _____

I am applying for:

Peace Officer PID# _____

Civilian Employment

Personal History Statement Instructions

Employees are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with the agency. Although it is an achievement to reach the background phase of the hiring process, this is still a competitive process and does not, in any way, guaranty selection.

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 so please read all instructions carefully before proceeding.** The Personal History Statement will be used as a basis for a background investigation that will determine your eligibility for becoming an employee.

1. Your application must be printed legibly in **BLACK INK** by the applicant. Answer all questions truthfully and accurately.
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 be viewed favorably. **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 this 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 telephone changes in writing.
8. Any candidate submitting an incomplete application **WILL NOT BE CONSIDERED FOR EMPLOYMENT.** Your application **will be evaluated on completeness and neatness.**
9. **All documents requested must be submitted with the application** (photocopies are acceptable in most cases).
 - Copy of your Social Security card.
 - **Original certified** copy of your birth certificate. (No photo copy)
 - Copy of your valid Texas driver license or a copy of another State's driver license. Applicant must possess a valid Texas driver license prior to being offered employment.
 - Copy of your High School diploma or GED certificate.
 - **Sealed original certified** copy of your college transcript. (No photo copy)
 - Photocopy of your college diploma.
 - Copy of your Peace Officer Certificate from your police academy. (Peace Officer Applicants Only)
 - Copy of your Texas peace officer license and all training certificates awarded to you. (Peace Officer Applicants Only)
 - Copy of your DD-214 if applicable. Must possess an honorable discharge.
 - **Original certified** copy of your Naturalization papers, if applicable. (No photo copy)
 - Copy of current proof of automobile liability insurance.
10. If you have any questions, please contact your assigned background investigator.
11. When submitting the completed documents, please place them in a sealed envelope marked **Personal and Confidential** to your assigned background investigator.

Applicant Qualification Section

Before you begin to fill out this personal history statement, please ensure that you meet the following requirements. You must meet all five of these requirements to qualify for licensure as a peace officer or jailer in Texas.

Initial: _____ I am a citizen of the United States of America.

_____ I have earned a high school diploma or a GED. **Indicate which** _____

_____ I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony.

_____ During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.

_____ I have never had a military court martial that resulted in a dishonorable or bad conduct discharge.

DISQUALIFICATION

There are very few automatic basis for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals “fail” background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

This personal history statement is a governmental document. Be truthful, as there are criminal consequences for falsifying a governmental document.

A. APPLICANT IDENTIFICATION

INFORMATION PROVIDED IN THIS SECTION IS USED FOR IDENTIFICATION PURPOSES ONLY.

Last Name	First	Middle	Maiden
Street Address		Apt. No.	
City		State & Zip Code	
Mailing Address (if different from residence)		State & Zip Code	
Home Telephone No.	Work Telephone No.	Cellular No.	
Date of Birth	Social Security No.	Pager No.	
		Drivers License No. & State	

Have you ever been known or gone by any other name (excluding nick-names)? If yes, give details.

Place of Birth (City, County, State, Country) _____

Are you a U.S. Citizen by Birth? _____ Are you a Naturalized Citizen? _____

Height _____ Weight _____ Eye Color _____ Hair Color _____

Scars, Tattoos (description and location) or other distinguishing marks _____

Do you have a social networking, instant messaging, or other internet-based profile(s)? If yes, provide screen name(s) and service provider(s). _____

List ALL E-Mail Addresses(s) _____

Initial this page to indicate that you have provided complete and accurate information _____

B. MARITAL & FAMILY HISTORY

Single_____ Married_____ Engaged_____ Co-habiting_____

Spouse's/Co-habitant's name (include maiden name)_____

Address_____

Date of Birth_____ Date of Marriage_____

Employer(s)_____

Employer & Address_____

Home Telephone No._____ Work Telephone No._____

Roommate(s) (do not include parents or co-habitants) Provide names and dates of birth_____

If you have been separated, divorced or widowed, provide details below:

Date of Marriage_____

Date of Marriage_____

City & State_____

City & State_____

Separated_____ Date_____

Separated_____ Date_____

Divorced_____ Date_____

Divorced_____ Date_____

Widowed_____ Date_____

Widowed_____ Date_____

Annulled_____ Date_____

Annulled_____ Date_____

Court or State issued_____

Court or State issued_____

Ex-spouse's Name_____

Ex-spouse's Name_____

Date of Birth_____

Date of Birth_____

Telephone No._____

Telephone No._____

Identify children related to you or your spouse (Natural, Step-Children, Adopted or Foster Children)

Relation	Name	Date of Birth	Address

Identify relatives in the following order: Father, Mother (include maiden name), step-parents (if any), brothers and sisters.

Relationship	Name	Complete Address	Phone Number	DOB

C. RESIDENCES

Identify all residences where you have lived in the last 10 years, **beginning with the most recent, including your present address.** List date by month/year. **Include military assignments. (No TDY's), list at least three if longer than 10 years.**

From	To	Address	City	State & Zip code

D. PERSONAL REFERENCES

List six (6) persons who know you well enough to provide current information about you. **Do not list relatives, housemates, former or present employers or supervisors.**

1. Name _____ Years known _____
Address _____
Home Telephone _____ Alternate Telephone _____
Nature of Relationship _____

2. Name _____ Years known _____
Address _____
Home Telephone _____ Alternate Telephone _____
Nature of Relationship _____

3. Name _____ Years known _____
Address _____
Home Telephone _____ Alternate Telephone _____
Nature of Relationship _____

4. Name _____ Years known _____
Address _____
Home Telephone _____ Alternate Telephone _____
Nature of Relationship _____

5. Name _____ Years known _____
Address _____
Home Telephone _____ Alternate Telephone _____
Nature of Relationship _____

6. Name _____ Years known _____
Address _____
Home Telephone _____ Alternate Telephone _____
Nature of Relationship _____

Initial this page to indicate that you have provided complete and accurate information _____

Identify below any employees of the Texas Commission on Law Enforcement with whom you are acquainted:

_____	_____
_____	_____
_____	_____

E. TRAFFIC RECORD

Identify all vehicles that you currently own or operate:

Year	Make	Model	Color	License Plate No.	Owner

Please list your current automobile insurance carrier: _____ Expires: _____

Have you ever possessed a driver's license issued by any state other than Texas? Yes _____ No _____
 If yes, give details below:

Driver's License No. _____ State _____ Date issued _____

Driver's License No. _____ State _____ Date issued _____

Have you **ever** had your driver's license suspended or revoked? Yes ___ No ___ If yes, give reason, date, and length of suspension: _____

Identify all motor vehicle accidents you have been involved in during the last 10 years. Attach additional sheets if necessary.

Date	Location	Police Report: Yes/No
Cause of Accident (e.g., ran red light, failed to control speed)		
Date	Location	Police Report: Yes /No
Cause of Accident (e.g., ran red light, failed to control speed)		

Identify all traffic citations you have received within the last 10 years, excluding parking tickets:

Month/Year	Violation	City & State	Disposition (e.g., defensive driving, dismissed)

F. ARRESTS, DETENTIONS, AND LITIGATION

Have you **ever** been arrested or detained by law enforcement?

Yes _____ No _____ If yes, complete the following table:

Agency	Offense	Date	Location	Outcome

Have you **ever** committed an act of family violence? (“Family violence” means an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.) (Texas Family Code Section 71.004) If yes, explain: _____

Have you **ever** assaulted another person since the age of seventeen (17)? (“Assault” means to cause bodily injury to another, threaten another with imminent bodily injury, or to cause physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative.) (Texas Penal Code Section 22.01) If yes, explain: _____

Have you **ever** been considered or named a suspect in a criminal investigation or criminal offense? If yes, explain: _____

Have you **ever** been a party to a civil suit or action? If yes, explain: _____

Have you **ever** been involved in any incident (do not include vehicular accidents) in which a police report was made or law enforcement was called? If yes, explain: _____

Other than crimes that would have been sealed by juvenile records, have you ever committed – or assisted another person in the commission of – a felony crime, serious misdemeanor, or a crime involving moral turpitude that went undetected or unreported to law enforcement? If yes, explain: _____

Do you anticipate being sued or named in any type of lawsuit or proceeding? Yes _____ No _____

G. FAMILY AND RELATIVES' ARRESTS

Have members of your immediate family or close relatives have ever been arrested?

Yes _____ No _____ If yes, complete the following table:

Name/Relationship	Charge/Offense	Outcome	Year	Agency

H. FINANCIAL HISTORY

Your current net monthly income _____ Spouse's current net monthly income _____

<u>Source</u>	<u>Amount</u>	<u>Frequency</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do you have any accounts with a financial institution? Yes ___ No ___

Name(s) of financial institution(s) _____

Type(s) of account(s) _____

Identify any person or entity to whom you are indebted, and the extent of your indebtedness. Include mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts or payments.

Name of Creditor (e.g., Sears, Citi financial)	Type of Debt (e.g., student loan, automobile)	Monthly Payment	Approx Balance

I. CREDIT INFORMATION

Have you **ever** filed bankruptcy personally or on behalf of a business? Yes_____ No_____

If "Yes" to above, indicate type _____

Have you **ever** had any personal or real property repossessed or foreclosed? Yes_____ No_____

Have you **ever** failed to pay Federal, state, or other taxes? Yes_____ No_____

Have you **ever** failed to file a tax return, when required by law? Yes_____ No_____

Have you **ever** had a lien placed against your property for failing to pay taxes or other debts? Yes_____ No_____

Have you **ever** had a judgment entered against you? Yes_____ No_____

Have you **ever** defaulted on any type of loan? Yes_____ No_____

Have you **ever** had bills or debts turned over to a collection agency? Yes_____ No_____

Have you **ever** had any credit account suspended, charged off, or cancelled for failure to pay? Yes_____ No_____

Have you **ever** written a check that was later returned for Non Sufficient Funds (NSF)? Yes_____ No_____

Have you **ever** been delinquent on court-imposed alimony or child support payments? Yes_____ No_____

Have you **ever** been disciplined regarding the use of a travel/credit card provided by an employer? Yes_____ No_____

Are you currently more than sixty (60) days delinquent on any debts? Yes_____ No_____

Have you **ever** applied for unemployment compensation? Yes_____ No_____ When? _____

Have you **ever** received unemployment compensation? Yes_____ No_____ When? _____

Identify any person or entity to which you are **more than 30 days late** in paying. Include mortgages, vehicle payments, charge accounts, credit cards, loans, child support payments, and any other debts or payments.

Name of Creditor (e.g., Sears, Citi financial)	Type of Debt (e.g., student loan, automobile)	Number of Days Late	Reason

J. EMPLOYMENT HISTORY

Beginning with your present or most recent job, list all employment since the age of seventeen (17). Include full-time, part-time, temporary, seasonal, military assignments, or unpaid internships, plus all periods of unemployment.

If you are currently employed, may we contact your present employer? Yes ____ No ____

1. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

2. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

3. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

4. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

5. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

6. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

7. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

8. Employer _____ From _____ To _____

Address _____

Telephone No. _____

Job Title _____ Beginning and Ending Salary _____ / _____

Work Schedule _____

Name of supervisor _____ Supervisor contact information _____

Name of a co-worker _____ Co-worker contact information _____

Duties: _____

Identify any disciplinary actions you received: _____

Reason for Leaving: _____

Was there an unemployment period between previous employment and the one listed above? ____ Yes ____ No

If yes, provide dates and explain: _____

K. EDUCATIONAL HISTORY

High School(s) attended	Address	Dates attended From-To	Graduated Yes/No

Do you have a G.E.D. Certificate? _____

Were you **ever** expelled from school? If yes, give details: _____

Identify all colleges, universities, or technical schools you have attended:

Name	City & State	Dates attended	Hours completed	Major	Degree & Date

L. MILITARY OBLIGATION

Have you ever served in the U.S. Armed Forces or State Military Forces? Yes _____ No _____

Served from _____ Date _____ to _____ Date _____ Highest Rank held _____

Branch of Service _____ Unit _____

Job Title(s) (e.g., Rifleman, Security) _____

Type of discharge _____ Type of discharge _____

Are you actively serving in a Reserve Unit (including State Military Forces)? Yes _____ No _____

Serving from _____ Date _____ to _____ Date _____ Current Rank held _____

Branch of Service _____ Unit _____

Job Title(s) (e.g., Rifleman, Security) _____

Have you **ever** been subject to court martial or any other disciplinary proceeding under the Uniform Code of Military Justice? (Include non-judicial, Captain's mast, etc.) If "Yes," provide date(s), charge(s), military court(s) or authority(ies), and outcome(s).

M. SPECIAL QUALIFICATIONS & SKILLS

Identify any special licenses you hold (e.g., pilot, radio operator): _____

If you know a foreign language, indicate your fluency in each block below (excellent, good, fair)

Language	Understanding	Speaking	Reading	Writing

Do you have any experience with firearms? Yes _____ No _____

N. MEMBERSHIP IN ORGANIZATIONS (PAST AND PRESENT)

Name & Address	Type (e.g., social, fraternal, professional)	From	To

Have you **ever** been an officer or a member of, or made a contribution to, an organization that advocates or practices the commission of acts of force or violence to discourage others from exercising their rights under the U.S. Constitution or right granted by law. Yes_____ No_____

O. PERSONAL DECLARATIONS

Do you consume alcoholic beverages? Yes_____ No_____ If "Yes", how often? _____

Have you **ever** been treated for drug or alcohol addiction? Yes_____ No_____

Have you **ever** used marijuana or hashish? Yes_____ No_____ If yes, when last used? _____

Have you **ever** used any illegal drug (including a performance-enhancing steroid) not prescribed by a physician?

Yes _____ No _____ If yes how often _____ When last used _____

Provide explanation: _____

Have you **ever** sold or furnished controlled substances or prescription drugs to anyone? Yes____ No____

If yes, give details: _____

Are there any incidents in your life, or details not mentioned herein, which may influence this department's evaluation of your suitability for employment as a police officer?

If yes, explain:

Have you **ever** been employed by or applied with any other law enforcement agency? Yes _____ No _____

If yes, please identify to the best of your knowledge:

Agency Name & Address	Date Applied or Hired	Result

Identify any additional information you think should be considered in your application for the position you are seeking, and/or any further explanation of answers to previous questions:

I hereby certify that there are no misrepresentations, omissions, or falsifications in the foregoing statements and answers to the above questions. I fully understand that any misrepresentation, omission, or falsification may deem me permanently unsuitable, or if hired, may lead to the termination my employment.

Signature of applicant

Date

Before me personally appeared _____ who stated this document and its intent was explained to him/her that he/she has full knowledge of its purpose and that he/she executed this instrument of his/her free will and accord.

Sworn to and subscribed before me on this ____ day of _____, _____

SEAL

Signature of Notary
My Commission Expires: _____