

APPLICATION FOR EMPLOYMENT

38th Judicial District Community Supervision and Corrections Department

The 38th Judicial District CSCD is an equal opportunity employer. Applicants are considered without regard to race, color, religion, creed, gender, national origin, age, disability, genetic information, veteran status, or any other protected classification.

(PLEASE PRINT)

Date of Application: _____

Position(s) Applied For: _____

How did you learn about this position? _____

Name _____
LAST FIRST MIDDLE

Address _____
Number Street City State Zip

Home telephone Mobile telephone Email address

Social Security Number: _____ - _____ - _____

Have you ever gone by any other names? ____ Yes ____ No

If yes, state all previous names: _____

Are you 18 years of age or older? ____ Yes ____ No

Have you ever filed an application with us before? ____ Yes, give Date _____ ____ No

Have you ever been employed here before? ____ Yes, give Date _____ ____ No

Do any of your friends or relatives work here? ____ Yes ____ No

If yes, state name, relationship and location _____

Are you currently employed? ____ Yes ____ No

May we contact your present employer? ____ Yes ____ No

Can you legally work in the United States? ____ Yes ____ No

Date available for work? _____

Are you available to work: ____ Full Time ____ Part Time

____ Shift Work (Please indicate: Morning, Evening, Midnight) For CCF applicants/employees only

____ Temporary (Please indicate dates available: ____/____ - ____/____)

After reviewing the job description of the position for which you are applying, do you believe you can perform the essential functions of the job, with or without reasonable accommodation?
_____Yes _____No

Have you ever been convicted of a crime, or otherwise pled guilty, *nolo contendere*, or received deferred adjudication for a crime? _____Yes _____No

(Answering "yes" will not automatically disqualify you from employment).

If yes, please explain the facts and circumstances of each occurrence in detail, including dates, locations, courts, whether you served any time, etc.

(Attach additional pages if necessary for a full explanation)

Have you ever been placed on probation, deferred adjudication probation, or pre-trial diversion? _____Yes _____No

(Answering "yes" will not automatically disqualify you from employment).

If yes, please explain the facts and circumstances of each occurrence in detail, including dates, locations, courts, etc.

(Attach additional pages if necessary for a full explanation)

Do you, an immediate family member, or anyone related to an immediate family member, have any criminal charges pending? _____Yes _____No

(Answering "yes" will not automatically disqualify you from employment).

If yes, please explain the facts and circumstances of each occurrence in detail, including person involved, dates, locations, courts, etc.

(Attach additional pages if necessary for a full explanation)

Do you have any family member, personal friend, or other close relationship who is currently sentenced to prison or on probation, deferred adjudication probation, or pre-trial diversion? _____Yes _____No

(Answering "yes" will not automatically disqualify you from employment).

If yes, please explain the facts and circumstances of each occurrence in detail, including dates, locations, courts, etc.

(Attach additional pages if necessary for a full explanation)

Are you currently subject to a protective order, or are there pending or anticipated legal proceedings which would make you subject to a protective order? _____Yes _____No

(Answering "yes" will not automatically disqualify you from employment).

If yes, please explain the facts and circumstances of each occurrence in detail, including dates, locations, courts, etc.

(Attach additional pages if necessary for a full explanation)

Indicate languages you speak, read, and/or write.

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, age, religion, gender, national origin, disability or other protected status): _____

PERSONAL REFERENCES:

Give name, address, and telephone number of three references who are NOT related to you and are NOT previous employers.

Name:	Address:	Daytime Phone#:	Occupation:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities (*you may exclude volunteer activities which indicate race, age, religion, gender, national origin, disability or other protected status*). **MUST COMPLETE ALL SPACES. "SEE RESUME" WILL NOT BE ACCEPTED**

Employer	Dates Employed		Work Performed
	From	To	
Address	____/____	____/____	
Telephone Number(s)	month / year	month / year	
Starting/Final Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address	____/____	____/____	
Telephone Number(s)	month / year	month / year	
Starting/Final Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

Employer	Dates Employed		Work Performed
	From	To	
Address	____/____	____/____	
Telephone Number(s)	month / year	month / year	
Starting/Final Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	_____/_____ month / year	_____/_____ month / year	
Starting/Final Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Include explanation of any gaps in employment: _____

Special Skills and Qualifications:

Summarize why you are interested in this job and what special skills and qualifications acquired from employment or other experience that you would bring to this position.

EDUCATION

School Name (s)	High School				College/University				Graduate/Professional			
	9	10	11	12	1	2	3	4	1	2	3	4
Circle years completed												
Diploma/Degree												
Describe course of study												
Describe specialized training, apprenticeship, & activities												

Honors Received:

APPLICANT'S STATEMENT

I certify that answers given above are true and complete. I understand that any false statement, misrepresentation, or omission made on this application will be grounds for rejection of my application for employment, or, if I have already been hired, will be grounds for immediate termination.

Signature of Applicant

Date

A RESUME IS REQUIRED WITH ALL APPLICATIONS

Authorization and Consent to Perform Background Check

I, the undersigned, do hereby authorize and consent to the 38th Judicial District Community Supervision and Corrections Department (CSCD) obtaining and verifying background information on me for the purpose of considering me for employment, and for the purpose of re-verifying my qualification for continued employment, should I be hired. This process may include obtaining and verification of: education, criminal history, credit history, governmental and court public records, personal references, and other information which relates to my background, character, and personal reputation which may be deemed relevant to my employment.

I request that this document, or a copy of it, serve as my valid authorization to any and all persons, educational institutions, past and/or current employers, organizations, credit agencies, law enforcement or criminal record agencies, and other agencies to release information about me to the CSCD, and hereby release such persons or entities providing such information from liability in any or all claims and damages connected with their providing any requested information.

AUTHORIZED BY CANDIDATE/EMPLOYEE:

Printed Full Name

Signature

Date Signed

Previous/Alternate names

Address

Social Security Number

Drivers' License/State ID State and Number

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview _____ Yes _____ No

Remarks _____

Interviewer(s) _____ Date _____

Employed: _____ Yes _____ No Date of Employment: _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____

Name and Title

Date