

APPLICATION FOR EMPLOYMENT

84TH & 316TH Judicial District Community Supervision and Corrections Department

Respond to: Randi Ortega, Director
84th & 316th Judicial District CSCD
1400 Veta, Rm 112
Borger, TX 79007-2500

The 84th & 316th 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.

If you need help to fill out this application form or during any phase of the application, interview, or employment process, please notify the person who gave you this form and every reasonable effort will be made to accommodate your needs in a timely manner.

(PLEASE PRINT)

Date of Application: _____

Position(s) Applied For: _____ Community Supervision Officer

How did you learn about this position? _____

Name: _____
LAST FIRST MIDDLE

Address: _____
Number Street City State Zip

Home Phone Cell Phone Email Address

Best number to contact you? ___ Home ___ Cell ___ Work # _____

Social Security Number _____ - _____ - _____

Driver's License Number (if driving required for job): # _____ / _____ (Issuing State)

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, Date of Birth _____ ___ No

Have you ever filed an application with us before? ___ Yes, Please give date: _____

Have you ever been employed here before? ___ Yes, Please give dates: _____ - _____ ___ 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
(proof of citizenship or eligibility will be required upon employment)

Date available for work: _____

Are you available to work: ☐ Full Time ☐ Part Time
☐ Temporary (Please indicate dates available: ____/____-____/____)

After reviewing the accompanying 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 (other than minor traffic violations)? ☐ 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)

	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status):

PERSONAL REFERENCES

Give name, phone number and email address of three business/work references that are NOT related to you and are NOT previous employers. If just out of school, list three school references.

Name	Email	Daytime Phone#	Occupation
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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).

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)	____/____ Mo/Yr	____/____ Mo/Yr	
Starting/Final Job Title			
Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)	____/____	____/____	
Starting/Final Job Title	Mo/Yr	Mo/Yr	
Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)	____/____	____/____	
Starting/Final Job Title	Mo/Yr	Mo/Yr	
Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	

Employer	Dates Employed		Work Performed
Address	From	To	
Phone #(s)	____/____	____/____	
Starting/Final Job Title	Mo/Yr	Mo/Yr	
Supervisor	Hourly Rate/Salary		
Reason for Leaving	Starting	Final	

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 position and what special skills and qualifications acquired from employment or other experience that you would bring to this position:

EDUCATION

	High School	College/University	Graduate/Professional
School Name(s)			
Circle Years Completed	9 10 11 12	1 2 3 4	1 2 3 4
Describe Course of Study			
Describe Specialized Training, Apprenticeship & Activities			

List any 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



COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

HUTCHINSON COUNTY
HEADQUARTERS OFFICE
1400 Vets, Room 112
Borger, Texas 79007-2500
(806) 273-0108
FAX (806) 273-0111

HANSFORD COUNTY
COURTHOUSE
P. O. Box 967
Spearman, Texas 79081-0967
(806) 659-4155
FAX (806) 659-4156

OCHILTREE COUNTY
3rd Floor - Courthouse
511 S. Main
Perryton, Texas 79070-3154
(806) 435-8135
FAX (806) 435-3756

PRE-EMPLOYMENT/EMPLOYMENT INQUIRY RELEASE

In connection with my application for employment (including contract for services)/employment with the 84th/316th Judicial Districts Community Supervision and Corrections Department (Hutchinson County CSCD), I authorize without reservation, any party or agency contacted by this employer to furnish the following information:

Education Information	Social Security Search
Consumer Credit Information	Previous Employment Information
License Information	Criminal Record Information
Driving Record	Civil Court Case Information
Workman's Compensation Information	Motor Vehicle Information
Social History	Medical Records/Reports/Information
Testing Information (psychological, mental, management, personality, etc.)	
Other: _____	

I understand that the reports will include information regarding my character, work habits, performance and experience, along with reasons for termination of past employment from previous employers.

I authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information.

I understand that this consent terminates/expires when the purpose for which it was requested has ended.

The entities that can receive the information in whole or in part, on a need to know basis, for employment related purposes are:

84th/316th Judicial District Courts (Judges)
84th/316th Judicial Districts Community Supervision and Corrections Department
(Hutchinson County CSCD)
Texas Department of Criminal Justice, Including all its Divisions
Other: _____

(OVER)



I hereby consent to your obtaining the above information from CIC and/or any of their licensed agents. I understand to aid in the proper identification of my file or records the following information, as well as other information, is necessary.

PRINT or TYPE

Name: _____

Social Security #: _____ - _____ - _____ Date of Birth: _____ Sex: _____ Race: _____

Driver's License #: _____ State: _____

Current Address: _____

City/State/Zip: _____

Applicant's Signature: _____ Date: _____

Witness Signature: _____

Prospective Employer: Hutchinson County CSCD

NOTICE TO RECEIVING AGENCY, PARTY OR PERSON: This information has been disclosed to you from records protected by federal confidentiality rules (42 CFR Part 2). The federal rules prohibit any future disclosure of this information unless further disclosure is expressly permitted by written consent of the person to whom it pertains or as otherwise permitted by 42 CFR Part 2.