

# APPLICATION FOR EMPLOYMENT

84<sup>TH</sup> & 316<sup>TH</sup> Judicial District Community Supervision and Corrections Department

Respond to: Jennifer Rhoden, Director  
84<sup>th</sup> & 316<sup>th</sup> Judicial District CSCD  
1400 Veta, Rm 112  
Borger, TX 79007-2500

The 84<sup>th</sup> & 316<sup>th</sup> 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: \_\_\_\_\_

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.

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*(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.

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*(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.

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*(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. .

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*(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):

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### 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
	From	To	
Address	____/____	____/____	
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	
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:

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**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:

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