

Applicant's Name _____

(Print)

HIDALGO COUNTY SHERIFF'S DEPARTMENT

**SHERIFF GUADALUPE "LUPE" TREVINO, BOX 359, EDINBURG, TEXAS 78540
(956) 383-8114**

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS TO APPLICANT: Read all questions carefully and answer as completely as possible. Leave no answer spaces blank. Should an answer not pertain to you, enter the word "No, None" or "Not Applicable" in the space. All information submitted is subject to clarification. A false or misleading response may result in disqualification for employment or discharge from future employment with Department.

We consider applicants for all positions without regard to race, color, religion, creed, sex citizenship, national origin, age, disability, marital or veteran status or any other legally protected status.

The below listed documents must accompany your application upon submission:

- A. Military Discharge Papers (If applicable);
- B. GED, High School Diploma, Certified Copy of High School Transcript or College Transcript (If applicable);
- C. Information Release form;
- D. Law Enforcement In-Service Training Certificates (if applicable).

Any documents not submitted at the time of application will not be considered. Xerox copies of the above documents will be acceptable with the exception of "C". Documents submitted with the applications will not be returned. Applications submitted to the Hidalgo County Sheriff's Department will be kept on file for six (6) months.

FAILURE TO COMPLY WITH ALL INSTRUCTIONS WILL RESULT IN REJECTIONS OF APPLICATION.

Please print in black ink or type

Date: _____

POSITION MAKING APPLICATION FOR: _____

A. APPLICATION IDENTIFICATION

1. Name: _____
Last First Middle
2. Address: _____
City State Zip Code
3. Telephone No.: (____) _____, (____) _____
(Home) (Business)
4. Are you at least 21 years of age or 18 years of age with an Associate’s Degree or 60 semester hours of credit from an accredited college or university or 18 years of age and have received an Honorable Discharge from the Armed Forces of the United States after at least two years of active service? _____
5. Driver’s License #: _____ Type: _____ State: _____
6. Are you legally authorized to work in the United States and/or able to provide verification of legal ability to work in the United State: Yes _____ No _____
7. Marks, tattoos or other distinguishing characteristics or features: _____

8. Nickname(s), alias, and any name ever used: _____

B. RESIDENCES:

List all addresses where you have lived during the past five (5) years, beginning with your present address. List the date by month and year. Attach any extra page if necessary.

FROM	TO	ADDRESS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. WORK HISTORY:

Begin with your present or most recent job and list every employment. Attach extra pages if needed. Include part time employment, temporary or seasonal employment.

1. [Dates] From _____ to _____ Employer: _____

Employer's address: _____

Telephone No: (____) _____ Job Title: _____

Duties / Responsibilities: _____

Reprimands, suspension: _____

Supervisor: _____ Co-Worker: _____

Reason for Leaving: _____

2. [Dates] From _____ to _____ Employer: _____

Employer's address: _____

Telephone No: (____) _____ Job Title: _____

Duties / Responsibilities: _____

Reprimands, suspension: _____

Supervisor: _____ Co-Worker: _____

Reason for Leaving: _____

3. [Dates] From _____ to _____ Employer: _____

Employer's address: _____

Telephone No: (____) _____ Job Title: _____

Duties / Responsibilities: _____

Reprimands, suspension: _____

Supervisor: _____ Co-Worker: _____

Reason for Leaving: _____

4. [Dates] From _____ to _____ Employer: _____

Employer's address: _____

Telephone No: (____) _____ Job Title: _____

Duties / Responsibilities: _____

Reprimands, suspension: _____

Supervisor: _____ Co-Worker: _____

Reason for Leaving: _____

D. MILITARY RECORD

1. Have you ever served in the United States Armed Forces? Yes _____ No _____
2. Date of service: From: _____ to: _____ Branch of Service: _____
3. Unit Designation: _____
4. Type of Discharge: _____
5. Were you ever disciplined while in the military service? (Court Martial, Captain's Mast, Company Punishment, etc.....)

Charge	Agency	Date	Disposition
---------------	---------------	-------------	--------------------

_____	_____	_____	_____
_____	_____	_____	_____

If you received a discharge other than Honorable, give complete details.

E. EDUCATION HISTORY

1. High School/GED: _____
City & State: _____ Units/Hours completed: _____
Degree or certificate received, if any: _____
- 2.(a) College of University attended: _____
City & State: _____
Unites/hours completed: _____ Major/Minor: _____
Degree received, if any: _____
- (b) College of University attended: _____
City & State: _____
Unites/hours completed: _____ Major/Minor: _____
Degree received, if any: _____
3. List other schools attended (trade, vocational, business, etc.). Give name and address of school, courses of study, certificates obtained and any other pertinent information.

F. SPECIAL QUALIFICATIONS AND SKILLS

1. List any special licenses you hold (radio, pilot, scuba, etc.):

Type	License Authority	Date of Issue	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List any specialized machinery or equipment you can operate: _____

3. If you are fluent in a language other than English, indicate the language and your degree of fluency. (Excellent * Good * Fair)

Language	Reading	Speaking	Understanding	Writing
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. List any other skills or qualifications you possess: _____

G. PREVIOUS LAW ENFORCEMENT EXPERIENCE:

1. List agencies you have been employed by, years of services with each, and final rank.

Agency	City & State	Service	Final Rank
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Are you presently or have you been a State Certified Peace Officer?

Yes _____ No _____

If not, can you meet the minimum standards for licensing pursuant to 37 Texas Administrative Code § 217.1? (see attached)

Yes _____ No _____

3. The following information is necessary pursuant to 37 Texas Administrative Code, Part 7, Chapters 211, 215, 217, 219, 221, 223, and 229, in order to access records from the Texas Commission on Law Enforcement Officers Standards and Education.

Social Security #: _____

Date of Birth: _____

4. Police Schools: (attach extra sheets, if needed):

School	Instructing Agency	Hours	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

H. CRIMINAL BACKGROUND INFORMATION:

This information will only be considered in relationship to the specific job requirements and will not preclude employment unless applicant cannot meet the minimum standards for licensing pursuant to 37 TAC §217.1.

1. Have you ever been arrested, charged, convicted or placed on probation for a misdemeanor offense above the grade of a Class C or any misdemeanor within the last five years?

Yes _____ No _____ If yes, complete the following:

Offense	City & State	Date	Disposition of Case
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Are you on court ordered community supervision or probation for any criminal offense above the grade of Class C misdemeanor?

Yes _____ No _____ If yes, give details: _____

3. Have you ever been convicted at any time of a felony offense?

Yes _____ No _____ If yes, complete the following:

Offense/Charge	City & State	Date	Disposition
_____	_____	_____	_____
_____	_____	_____	_____

4. Have you ever been or are you currently being investigated for any criminal offense (including, but not limited to, crimes involving family violence)?

Yes _____ No _____

I. TRAFFIC RECORD:

1. Has your driver's license ever been suspended or revoked? Yes _____ No _____
If yes, give detail: _____
2. List to the best of your memory all driving citations you have received, excluding parking citations:
- | Month & Year | Charge | City & State | Disposition |
|--------------|--------|--------------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
3. Describe in a brief narrative any traffic accidents in which you have been involved, giving approximate dates and locations: _____

J. PERSONAL DECLARATIONS:

1. Are you working or have you ever worked for any department of Hidalgo County?
Yes _____ No _____ If yes, please indicate which department: _____

2. Have you ever made an application for employment with this or any other law enforcement or related agency? Yes _____ No _____ If yes, explain: _____

3. Do you or does your spouse have any relatives working for or holding office in the county government? County policy limits hiring of relatives of county employees or official in certain circumstances.
Yes _____ No _____ If yes, please indicate:
- | Name | Address | Relationship |
|-------|---------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
4. Are you able to meet the work schedule and time requirements for the position sought with the Hidalgo County Sheriff's Department? (see posted job description)
Yes _____ No _____

5. Check all types of work you would accept.
_____ Full-Time _____ Day Work _____ Shift Work
_____ Temporary _____ Part-Time _____ Night Work _____ Weekend Work

6. Are you able to perform the essential functions of the position for which your are applying in the Hidalgo County Sheriff's Department with or without reasonable accommodation? (see posted job description)
Yes _____ No _____

7. Are you willing to undergo testing for drug dependency or illegal drug use, including, but not limited to, a physical examination, blood test, urine test or other medical tests?
Yes _____ No _____

8. Are you willing to submit to the required examinations by a licensed physician, psychologist or psychiatrist to confirm you are in satisfactory physical, psychological and emotional health appropriate to the position for which you are applying with the Hidalgo County Sheriff's Department?
Yes _____ No _____

9. When will you be available to start work? _____

10. Please state your salary requirements (include the lowest acceptable salary): _____

11. List professional, trade, business or civic activities and office held. *You may exclude membership, which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:*

M. REFERENCES: List five (5) persons who know you well enough to provide current information about you. Do not list relatives or former employers.

1. Name: _____ Address: _____
Residence phone (____) _____ Business phone: (____) _____
Business address: _____
Years known: _____

2. Name: _____ Address: _____
Residence phone (____) _____ Business phone: (____) _____
Business address: _____
Years known: _____

3. Name: _____ Address: _____
 Residence phone (____) _____ Business phone: (____) _____
 Business address: _____
 Years known: _____
4. Name: _____ Address: _____
 Residence phone (____) _____ Business phone: (____) _____
 Business address: _____
 Years known: _____
5. Name: _____ Address: _____
 Residence phone (____) _____ Business phone: (____) _____
 Business address: _____
 Years known: _____

I, hereby certify that there are no misrepresentations, omissions or falsifications in the foregoing statements and answers to the questions. I am fully aware that any such willful, misrepresentations, omissions, or falsifications may be grounds for immediate rejection or termination of employment.

I, hereby give permission for the Hidalgo County Sheriff's Department to conduct a background investigation concerning my moral character, and any other information that they need to obtain in an effort to determine my qualifications for the position applied for.

I, hereby give permission for the Hidalgo County Sheriff's Department to check whatever agencies necessary on the grades and conduct involved during my previous courses of study pertaining to law enforcement, including training received at the police academy and the agency conducting such training.

No question on this application is intended to secure information to be used for discriminatory purpose as the Hidalgo County Sheriff's Department is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, citizenship, national origin, age, veteran or marital status, disability or any other legally protected status.

Signature of Applicant

Date

AUTHORIZATION TO RELEASE INFORMATION

I, hereby request and authorize you to furnish the Hidalgo County Sheriff's Department with any and all information they may request, concerning my work record, educational history, military record, criminal record and general reputation. This authorization is specifically intended to include any and all information of confidential or privileged nature as well as photocopies of such documents, if requested. This information will be used for the purpose of determining my eligibility for employment as a County Law Enforcement Employee.

I, hereby release you and your organization from any liability, which may or could result from furnishing the information request above or from any subsequent use of such information in determining my qualifications to serve as a Law Enforcement Officer of Hidalgo County.

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

Applicant's Signature: _____ Date: _____

Sworn and Subscribed before me, on this the _____ day of _____, _____.

Notary Public, State of Texas

**AUTHORIZATION TO CONSUMER CREDIT REPORT
FOR EMPLOYMENT PURPOSES**

I, Hereby request and authorize you to furnish the Hidalgo County Sheriff's Department with any and all information they may request, concerning my financial status, credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics or mode of living. This authorization is specifically intended to include any and all information of confidential or privileged nature as well as photocopies of such documents, if requested. I understand this information will be used for the purpose of determining my eligibility for employment as a County Law Enforcement Employee.

I, hereby release you and your organization from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as a Law Enforcement Officer of Hidalgo County.

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

I hereby acknowledge I have been advised that before any adverse action is taken against me for employment purposes based in whole or in part on the consumer credit report, I shall be provided a copy of the report and a description in writing of my rights as prescribed by the Federal Trade Commission under §1681g(c)(3).

Applicant's Signature: _____ Date: _____

Sworn and Subscribed before me, on this the _____ day of _____, _____.

Notary Public, State of Texas