



# McCulloch County Sheriff's Office

## Application for Employment

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

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 guarantee selection.

These instructions are provided as a guide to assist you in properly completing your application. It is essential that the information is accurate in all respects, so please read all instructions carefully before proceeding. This application will be used as the basis for a background investigation that will determine your eligibility for becoming an employee.

1. Your application must be printed legibly in **blue ink** by the applicant or typed. 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 it before including it as an entry on the 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 each additional answer 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 updates to current address or telephone number, in writing.
8. Your application will be evaluated on completeness and neatness.
9. The following documents must be submitted with your application. Photocopies are acceptable in most cases.
  - Copy of your Social Security card
  - Copy of your birth certificate
  - 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
  - Copy of your DD-214 if applicable. Applicant must possess an honorable discharge.
10. If you have any questions, please feel free to contact the McCulloch County Sheriff's Office.

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** four of these requirements to qualify for licensure as a peace officer or jailer in Texas.

Please initial each line to indicate that you meet that requirement.

\_\_\_\_\_ I have earned a high school diploma or a GED.  
Initials

\_\_\_\_\_ I have never been convicted, plead guilty or nolo contendere, been on a court-ordered community service, probation, or deferred adjudication for a Class A misdemeanor or a felony.  
Initials

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

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

**DISQUALIFICATION**

There are very few criteria that serve as an automatic basis for rejection. Even issues of prior misconduct, employee terminations, and arrest 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 lying on a governmental document.

## APPLICANT INFORMATION

Position Applying For: \_\_\_\_\_

Information provided in this section is used for identification purposes only.

Last Name	First Name	Middle Name	Maiden Name
Street Address		Apt. No	
City		State	ZIP Code
Mailing Address		Apt. No	
City		State	ZIP Code
Home Telephone	Work Telephone	Cell Phone	
Social Security Number	Drivers License Number	Drivers License State	

Have you ever been known by or gone by any other name (excluding nicknames)? If yes, please provide details.

\_\_\_\_\_

\_\_\_\_\_

Place of Birth (City, County, State, Country) \_\_\_\_\_

Are you a U.S. citizen by birth? (Circle one)	Yes	No	Are you a naturalized citizen? (Circle one)	Yes	No
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Height (Ft. In.) \_\_\_\_\_ Weight (Lbs.) \_\_\_\_\_ Eye Color \_\_\_\_\_ Hair Color \_\_\_\_\_

Please describe an scars, tattoos, or other distinguishing marks \_\_\_\_\_

\_\_\_\_\_

Please provide usernames for any social media or social networking accounts, including Facebook, Twitter, Instagram, LinkedIn, Snapchat, Pinterest, and Reddit

\_\_\_\_\_

\_\_\_\_\_

List all email addresses \_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL HISTORY**

Identify all high schools you have attended:

High School Name	City, State	Dates Attended (From - To)	Graduated? (Yes/No)

Do you have a GED certificate? \_\_\_\_\_

Were you ever expelled from school? \_\_\_\_\_ If yes, please provide details: \_\_\_\_\_

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

School Name	City, State	Dates Attended (From - To)	Hours Completed	Major	Degree & Date

**MILITARY SERVICE**

Have you ever served in the U.S. Armed Forces or state military forces?      Yes      No

Served from \_\_\_\_\_ to \_\_\_\_\_      Highest rank held \_\_\_\_\_

Branch of service \_\_\_\_\_      Unit \_\_\_\_\_

Job Title(s), e.g., Rifleman, Security \_\_\_\_\_

Type of Discharge \_\_\_\_\_      Last Duty Station: \_\_\_\_\_

Are you actively serving in a reserve unit (including state military forces)?      Yes      No

Served from \_\_\_\_\_ to \_\_\_\_\_      Highest 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, including non-judicial, Captain's mast, etc.? If yes, please provide date(s), charge(s), military court(s) or authority(ies), and outcome(s).

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**EMPLOYMENT HISTORY**

Beginning with your present or most recent job, list all employment in the last 5 years. Include full-time, part-time, temporary, and seasonal positions as well as military assignments, unpaid internships, and all periods of unemployment.

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

Current/Most Recent Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ City, State, & ZIP Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Current Salary \_\_\_\_\_

Work Schedule \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Supervisor Phone No. \_\_\_\_\_

Name of a Co-worker \_\_\_\_\_ Co-worker Phone No. \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify any disciplinary actions you have received: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Was there a period of unemployment between the previous employer and the one listed above?      Yes      No

If yes, please provide dates and an explanation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prior Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ City, State, & ZIP Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Current Salary \_\_\_\_\_

Work Schedule \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Supervisor Phone No. \_\_\_\_\_

Name of a Co-worker \_\_\_\_\_ Co-worker Phone No. \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

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Identify any disciplinary actions you have received: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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Was there a period of unemployment between the previous employer and the one listed above?    Yes    No

If yes, please provide dates and an explanation: \_\_\_\_\_

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Prior Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ City, State, & ZIP Code \_\_\_\_\_

Telephone No. \_\_\_\_\_

Job Title \_\_\_\_\_ Current Salary \_\_\_\_\_

Work Schedule \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Supervisor Phone No. \_\_\_\_\_

Name of a Co-worker \_\_\_\_\_ Co-worker Phone No. \_\_\_\_\_

Duties/Responsibilities: \_\_\_\_\_

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Identify any disciplinary actions you have received: \_\_\_\_\_

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Reason for Leaving: \_\_\_\_\_

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Was there a period of unemployment between the previous employer and the one listed above?    Yes    No

If yes, please provide dates and an explanation: \_\_\_\_\_

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**SPECIAL QUALIFICATIONS & SKILLS**

Identify any special licenses you currently hold, e.g., pilot, radio operator: \_\_\_\_\_

If you know another language besides English, indicate that language and your fluency (fair, good, excellent) in each of the categories below:

Language	Understanding	Speaking	Reading	Writing

**MEMBERSHIP IN ORGANIZATIONS**

Please identify any professional, social, or fraternal organizations in which you are currently or have previously been a member:

Organization Name	City, State	Type (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 rights granted by law?

Yes                  No

**PERSONAL DECLARATIONS**

Do you consume alcoholic beverages?    Yes    No    If yes, how often? \_\_\_\_\_

Have you ever used marijuana or hashish?    Yes    No    If yes, when was it last used? \_\_\_\_\_

Have you ever used any other illegal drug, including a performance enhancing steroid, not prescribed by a physician?

Yes                  No                  If yes, what type of drugs \_\_\_\_\_

How often do you use this drug? \_\_\_\_\_ When was it last used? \_\_\_\_\_

Please provide any additional explanation: \_\_\_\_\_

\_\_\_\_\_

Have you ever sold or furnished controlled substances or prescription drugs to anyone?    Yes                  No

If yes, please provide details: \_\_\_\_\_

\_\_\_\_\_





Please provide 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:

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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 of my employment.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**FOR PERSONNEL DEPARTMENT USE ONLY**

Position(s) applied for is open:    Yes        No                      Position(s) considered for: \_\_\_\_\_

Arrange interview:                      Yes        No

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Interviewer: \_\_\_\_\_                      Date: \_\_\_\_\_

Employed:            Yes        No                      Date of Hire: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF INFORMATION**

Please read the following statements, sign below, and return to the McCulloch County Sheriff's Office.

I, \_\_\_\_\_, hereby authorize an investigator or duly accredited representative of the McCulloch County Sheriff's Office bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information release is for official use by the McCulloch County Sheriff's Office and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, for any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**PLEASE SUBMIT YOUR COMPLETED APPLICATION TO:  
SARA.HOWARD@CO.MCCULLOCH.TX.US**