

COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

Bowie/Red River County
100 N. State Line, Box 12
Texarkana, Texas 75501
Phone 903/798-3052

It is the policy of the Community Supervision and Corrections Department to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, handicap, or disability.

APPLICATION FOR EMPLOYMENT

Position Applied For:

Name:

Current Address

(Street)

(City)

(State)

(Zip)

Telephone No.

Social Security No.

If you have lived at the above address less than 12 months, list previous address/or permanent address

(Street)

(City)

(State)

(Zip)

Are you legally authorized to accept employment in this country? Yes No

(Proof of citizenship or immigration status will be required upon employment.)

Do you have adequate means of transportation to get to work on time each day and when called in on short notice? Yes No

Have you been convicted of any criminal offense other than traffic violations? Yes No

If yes, give date and details of each conviction.

Have you served in the military? Yes No

If yes, state the type of military discharge received. (A less than honorable discharge is not an automatic bar to employment. The circumstances of the discharge will be considered in relation to the position for which you are applying.) _____

Will you work overtime whenever scheduled or requested?
 Yes No

Can you work weekends whenever scheduled or requested? Yes No

Would you accept part-time work? () Yes () No	Would you accept temporary work? () Yes () No
Special Skills you possess (clerical or technical):	
Typing: Approximate WPM	Are you familiar with Personal Computers? () Yes () No
What Software have you used?	
Business Machines you can operate:	
Long-range occupational goals: _____	

List all schools attended	Name and address of school	Graduated (Yes or No)	Degree Type or Diploma	Major Course
High School				
College or University				
College or University				
Graduate School				
Business or Technical				

If you attended college but did not graduate how many credit hours needed for degree? Associate _____ Bachelor _____

List any scholarships, academic honors, awards, or special achievements: _____

List languages which you speak proficiently: _____

read proficiently:

List all previous employers for whom you have worked during the last five years. Explain any lapses between times when employed.

1. Employer/Address/Telephone Number: _____

From Mo. Yr.	To Mo. Yr.	Last Position	Last Salary	Reason for Leaving	Supervisor

2. Employer/Address/Telephone Number: _____

From Mo. Yr.	To Mo. Yr.	Last Position	Last Salary	Reason for Leaving	Supervisor

3. Employer/Address/Telephone Number: _____

From Mo. Yr.	To Mo. Yr.	Last Position	Last Salary	Reason for Leaving	Supervisor

4. Employer/Address/Telephone Number: _____

From Mo. Yr.	To Mo. Yr.	Last Position	Last Salary	Reason for Leaving	Supervisor

5. Employer/Address/Telephone Number: _____

From Mo. Yr.	To Mo. Yr.	Last Position	Last Salary	Reason for Leaving	Supervisor

Comments regarding lapses in employment, if applicable: _____

Have you ever been discharged from a job or forced or asked to resign? () Yes () No

Make any comments you feel we should know when we contact your previous employers: _____

List the name, current address, and phone number of four individuals (not relatives or former employers) who can provide a personal reference:

I hereby state that the information given by me in this application is true in all respects. I understand that if I am employed and the information is found to be false in any respect, I will be subject to dismissal without notice at any time. I hereby authorize my former employers to release information pertaining to my work record, my work habits, and my work performance while in their employ. I hereby authorize the individuals listed as personal reference to release any personal information that may pertain to my work habits or work performance.

I understand and agree that any employee handbook which I may receive will not constitute an employment contract, but will be merely a gratuitous statement of the Community Supervision and Corrections Department's current policies.

I UNDERSTAND AND AGREE THAT IF I AM OFFERED EMPLOYMENT BY THE COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT, MY EMPLOYMENT WILL BE FOR NO DEFINITE TERM AND THAT EITHER I OR THE COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT HAVE THE RIGHT TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. I ALSO UNDERSTAND THAT THIS STATUS CAN ONLY BE ALTERED BY A WRITTEN CONTRACT OF EMPLOYMENT WHICH IS SPECIFIC AS TO ALL MATERIAL TERMS AND IS SIGNED BY ME AND THE DIRECTOR OF THE DEPARTMENT.

Date

Signature