

## Application for Employment Opportunity

*This section to be completed by Authorized Sheriff's Office Personnel Only*

Date Obtained: \_\_\_\_\_

Date Returned: \_\_\_\_\_

Issued By: \_\_\_\_\_

Accepted By: \_\_\_\_\_

*NOTE: This is a lengthy application process. Please read all directions carefully. Please make sure that you meet the minimum qualifications needed for appointment to that position. Thank you for your interest in applying with the Nacogdoches County Sheriff Office.*

Mark the space, below, beside the position(s) you desire appointment into by the Sheriff.

\_\_\_\_\_ Deputy Sheriff

\_\_\_\_\_ County Jailer

\_\_\_\_\_ Medical staff

\_\_\_\_\_ Reserve Deputy Sheriff

\_\_\_\_\_ Maintenance

\_\_\_\_\_ Academy Sponsorship

\_\_\_\_\_ Secretary/Clerk

### Read the instructions carefully before proceeding.

These instructions are intended to assist you in properly completing your Application for Employment or Affiliation with the Sheriff's Office. The information you provide must be truthful and accurate in all aspects. The information listed in your application shall be used as a basis for a background investigation and may help determine your eligibility for employment by the Sheriff. False or misleading information or intentional omissions of information shall be considered grounds for immediate disqualification from consideration for employment/affiliation. In the event that you have gained employment or affiliation with the Sheriff's Office prior to our discovery that you lied or intentionally provided misleading information during any part of the hiring process, you may be dismissed from employment/affiliation and could be subject to having criminal charges filed against you for Falsifying a Governmental Record.

1. To avoid errors, read the instructions carefully before making an entry on the application form.
2. Your responses should either to be typed or legibly written in ink.
3. Answer each question to the best of your ability, knowledge and recognition.
4. Do not leave a question blank. If a question is asked that does not pertain to you or that is not applicable, indicate that fact by placing **N/A** in the corresponding answer area.
5. Verify your information and provide current contact information and addresses for your references, relatives and former employers.
6. If additional space is needed for you to complete any category, label and list the remaining information on a separate sheet of paper and attach it to your application.
7. A Resume may not be substituted for your application, but may be included with your application.

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This application is the first process in applying for employment with the Nacogdoches County Sheriff Office. Applicants will be required to conduct and pass a physical agility test, oral interview board, background investigation and psychological exam. Applicants will also be required to complete a personal history statement application as part of their background check.  
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# Applicant's Personal History and Information Statement

Name: \_\_\_\_\_ Age: \_\_\_\_\_  
                    First                                      Middle                                      Last                                      (Jr/Sr, etc)

If you changed your last name due to marriage, list your Maiden Name: \_\_\_\_\_

Have you ever changed your legal name for reasons other than marriage? \_\_\_\_\_

If so, what was your previous legal name? \_\_\_\_\_

List the court, location and date the change was granted: \_\_\_\_\_

List aliases, nicknames, or other names by which have been known: \_\_\_\_\_

Birth Location: \_\_\_\_\_  
                                    Hospital/Facility Name                                      City                                      State

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Hair Color: \_\_\_\_\_ Eye Color: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
                                    Month / Day / Year

Driver's License #: \_\_\_\_\_ Class/Type: \_\_\_\_\_ State \_\_\_\_\_

Body markings (describe any tattoos you have and list their locations): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Applicant's Social Networking Information:

Physical Address: \_\_\_\_\_ Apt.# \_\_\_\_\_  
\_\_\_\_\_  
                                    City                                      State                                      Zip                                      Do You Own or Rent: \_\_\_\_\_

Mailing Address (if same as Physical Address, write "Same"): \_\_\_\_\_

Home Phone#: \_\_\_\_\_ Cell Phone#: \_\_\_\_\_ Work# \_\_\_\_\_  
                                    Include area code

Email Address(es): \_\_\_\_\_

Do You have an account(s) with Facebook, MySpace, Twitter, or similar services? \_\_\_\_\_

If so, list access to all such accounts: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Applicant's Family History Information

Are you (check one): Single (never been married): \_\_\_\_\_ (If you checked this block, skip to the children section, below)

Single (divorced) \_\_\_\_\_ Single (widowed) \_\_\_\_\_ Single (but living with a significant other) \_\_\_\_\_

Married: \_\_\_\_\_ Separated (pending divorce): \_\_\_\_\_ If married, how long have you been married: \_\_\_\_\_

If you are married, separated or living with a significant other, list your person's information below:

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_ Maiden Name (If Applicable) \_\_\_\_\_ Date-of-Birth \_\_\_\_\_

His/Her DL # \_\_\_\_\_ State \_\_\_\_\_ His/Her SS# \_\_\_\_\_

His/Her Address (if different from yours): \_\_\_\_\_

His/Her phone # \_\_\_\_\_ His/Her email: \_\_\_\_\_

His/Her Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

If you have been widowed, list that spouse's name and date of death? \_\_\_\_\_

If you divorced, how many times? \_\_\_\_\_ Are you Court Ordered to pay any ex-spouse alimony? \_\_\_\_\_

Do you have any children from a divorced marriage(s): \_\_\_\_\_ If so, how many: \_\_\_\_\_

Are you court ordered to pay child support? \_\_\_\_\_ If so, are you current on those payments: \_\_\_\_\_

If you have not been divorced, you may skip to the Children section.

If you are divorced, attach a separate page to your application that includes the following information:

- List the current name, date of birth, address and contact information (if known) for each of your former spouse(s);
- List the names and number of children you share with each former spouse, respectively;
- List any dollar amounts you are court ordered to pay to each spouse or pay him/her for each child/children;
- List the date and location where your divorce was filed.

## Applicant's Children Section

List all children related to you (include all biological, adopted, step- children, foster children and son/daughter in-laws). If you have no children (as described above) write "None" in the name section first line and go to the next page.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address (if same as yours, put Same): \_\_\_\_\_

Employer or School Attending: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address (if same as yours, put Same): \_\_\_\_\_

Employer or School Attending: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address (if same as yours, put Same): \_\_\_\_\_

Employer or School Attending: \_\_\_\_\_

## Applicant's Former Residence(s) Information

List (in chronological order) all previous addresses you have had within the past 15 years.

Former Address	City	State	From	/	Until
Former Address	City	State	From	/	Until
Former Address	City	State	From	/	Until
Former Address	City	State	From	/	Until
Former Address	City	State	From	/	Until

## Applicant's Educational Background

Name the High School you graduated from. If you were home schooled or obtained your GED, list that fact.

School Name: \_\_\_\_\_ Location: \_\_\_\_\_

Date you graduated or obtained your GED/Certification: \_\_\_\_\_ Be sure to attach a copy of transcript/certificate

Did you attend College: \_\_\_\_\_ If so, list highest degree earned or no. hours completed: \_\_\_\_\_

If you attended college, complete the following. If not, skip to the next section:

College/University: \_\_\_\_\_ Location: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

No. hours successfully completed at that school: \_\_\_\_\_ Did you graduate from there? \_\_\_\_\_

If so, what type of degree did you attain: \_\_\_\_\_ When: \_\_\_\_\_

College/University: \_\_\_\_\_ Location: \_\_\_\_\_

Dates attended: \_\_\_\_\_ Major/Minor: \_\_\_\_\_

No. hours successfully completed at that school: \_\_\_\_\_ Did you graduate from there? \_\_\_\_\_

If so, what type of degree did you attain: \_\_\_\_\_ When: \_\_\_\_\_

Specialized/Technical Training

List any other specialized or technical training (Police/Jail Academies, trade, vocational, or business schools) you have completed. List the type of school/training and the school name, location and date(s) attended.

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**Employment History**

List each job you have held since graduating from high school. If you are a recent high school graduate and have a limited work history, list any jobs you held during high school. Begin with your current or most recent job; include part-time or seasonal employment. Attach a separate sheet explaining periods of unemployment.

1. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Are you eligible for rehire? \_\_\_\_\_ Your Job title/position: \_\_\_\_\_  
Describe Your Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
  
2. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Are you eligible for rehire? \_\_\_\_\_ Your Job title/position: \_\_\_\_\_  
Describe Your Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
  
3. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Are you eligible for rehire? \_\_\_\_\_ Your Job title/position: \_\_\_\_\_  
Describe Your Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
  
4. Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ City/State: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Are you eligible for rehire? \_\_\_\_\_ Your Job title/position: \_\_\_\_\_  
Describe Your Job Duties: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

## Personal References

List at least three people as personal references that know you well enough to provide character information about you. Exclude immediate family members and other individuals that you have previously listed on this application.

Name: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Where is this person employed: \_\_\_\_\_ Job Duties: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

How long have you known this person? : \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Where is this person employed: \_\_\_\_\_ Job Duties: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

How long have you known this person? : \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Where is this person employed: \_\_\_\_\_ Job Duties: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

How long have you known this person? : \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Where is this person employed: \_\_\_\_\_ Job Duties: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

How long have you known this person? : \_\_\_\_\_

Name: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

Address: \_\_\_\_\_

Where is this person employed: \_\_\_\_\_ Job Duties: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

How long have you known this person? : \_\_\_\_\_

## Applicant Background Questionnaire

Answer the following questions to the best of your knowledge or recollection. Attach a detailed, written explanation to your application form for each **"YES"** answer you give to the questions listed below. Be sure to reference your written explanations with the corresponding question numbers listed on this Questionnaire.

1. Have you ever been arrested for, charged with or convicted of any criminal violation (Including any offense you may have pled "nolo contendere" on or pled guilty and received an adjudicated sentence) regardless whether the record was sealed or expunged,)?  Yes  No
2. Have you ever been detained by a law enforcement officer for investigative purposes?  Yes  No
3. Have you ever been the subject of or a suspect in a criminal investigation?  Yes  No
4. Has any member of your immediate family ever been arrested for anything other than minor traffic violations?  Yes  No
1. Have you ever been dismissed or asked to resign from any employment or position you have held?  Yes  No
7. Have you had any form of disciplinary action taken against you by an employer?  Yes  No
8. Have you ever resigned or left a job by mutual agreement following allegations of misconduct or an unsatisfactory job performance?  Yes  No
9. Have you ever received a traffic ticket or been charged with a traffic violation (exclude parking tickets)?  Yes  No
10. Have you or your spouse ever been a plaintiff or defendant in a civil suit or court action (Including liens, lawsuits, bankruptcy, etc.)?  Yes  No
11. Do you now, or have you ever owed back child support?  Yes  No
12. Have you ever been denied issuance of any type of a license, or, have you ever had a license suspended or revoked?  Yes  No
13. Have you ever had automobile insurance refused, withdrawn, or revoked?  Yes  No
14. Have you, your spouse, or a company controlled by either of you filed for bankruptcy?  Yes  No
15. Have you or your spouse had a legal judgment rendered against you for a debt?  Yes  No
16. Have you ever been the subject to a tax lien or do you currently owe any back taxes?  Yes  No
17. Have you ever committed any act of "theft"?  Yes  No
18. Have you ever accepted a bribe?  Yes  No
19. Have you ever committed an act of family violence?  Yes  No
20. Do you frequently lie or tell untruthful information to or about others?  Yes  No
21. Do you frequently consume alcoholic beverages?  Yes  No

22. Do you routinely attend bars, clubs or similar establishments?  Yes  No
23. Do you commonly use foul or vulgar language?  Yes  No
24. Do you routinely view pornographic material or images?  Yes  No
25. Have you ever intentionally or knowingly viewed pornographic material or nude images of a minor (excluding if you did so in the scope of your duties as a criminal justice professional)?  Yes  No
26. Have you ever committed a sexual act while on duty at your place of employment?  Yes  No
27. Have you ever illegally experimented with or used any narcotic or controlled substance such as, but not limited to: marijuana, PCP, meth, hashish, cocaine, LSD, amphetamines, heroin, steroid, opiates, barbiturates, benzodiazepine, a synthetic narcotic, a designer drug, or any drug of a similar nature?  Yes  No
28. Do you claim to be a recovering/rehabilitated alcoholic or drug user?  Yes  No
29. Do you currently use any narcotic or controlled substance (including prescription drugs) or have you illegally used a narcotic or controlled substance within the last ten years?  Yes  No
30. Do you now or have you ever illegally obtained, possessed, supplied, or sold any narcotic or controlled substance?  Yes  No
31. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted, or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?  Yes  No
32. Are you now or have you ever been a member of any organized group or gang that uses intimidation or acts of force or violence, or that uses, sells or promotes the use of narcotics, controlled substances or other illegal substances or material, or that conducts criminal activities, or that promotes criminal activities by buying, selling or trading articles of thefts, burglaries or other property crimes?  Yes  No
33. Have you ever made a financial or material contribution to any organization of the type described in question #31 or #32?  Yes  No
34. Have you ever provided information, materials or contraband to an inmate or prisoner that you knew was a violation of either state law or local policy?  Yes  No
35. Have you ever helped to aid, plan or facilitate an escape?  Yes  No
36. If you have been employed as a peace officer or jailer, have you ever recommended a bondsman or attorney to an inmate?  N/A  Yes  No
37. If you have been employed as a peace officer, have you ever recommended a wrecker service to a motorist in exchange for a favor or gratuity?  N/A  Yes  No
38. Is there anything in your past that would give you a poor reputation with the public?  Yes  No



**Nacogdoches County Sheriff's Office**  
**Affidavit of Authorization for Release of Information**

**Name of Applicant (print clearly):** \_\_\_\_\_

To whom it may concern:

I have applied for affiliation with the Nacogdoches County Sheriff's Office. As a result of my desire to gain appointment by the Sheriff, I understand that an extensive background check shall be conducted into my past and present life and employment history. My signature, below, is verification that I authorize the Nacogdoches County Sheriff Office, to thoroughly investigate my past and present background, character, credit/financial history, education, and employment history.

I voluntarily consent to the release of such information as may be requested and obtained by the Nacogdoches County Sheriff's Office and I, hereby, authorize the release of any and all information of any type or records from any source to the Sheriff (or his designated representatives) for the purpose of conducting a pre-employment background investigation. I agree to identify and hold harmless all persons, firms, agencies, companies, entities or installations from any and all charges, claims, or damages that may arise from the request or release of such information.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Sworn to and subscribed before me, this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Notary public in and for, State of Texas.

Place Notary Seal and Expiration Date Below

\_\_\_\_\_  
Printed Name of Notary Public

\_\_\_\_\_  
Signature of Notary Public