

Brazoria County Community Supervision & Corrections Dept.

Application for Employment

The CSCD an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, genetic information, disability, or other classification protected by law.

Date: _____

I. Personal Information

Name: Last First Middle

Present Address

Permanent Address (if different than above)

Telephone E-Mail

Are you over 18? Yes No

Are you eligible to work in the United States? Yes No

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

Position Applied For: _____

If you are applying for a job that requires driving, do you have a valid drivers' license? Yes No

Please provide drivers' license number and state: _____

Have you ever been convicted of a felony or misdemeanor (excluding minor traffic violations)? Yes No If yes, please explain and give the date, location, and disposition of each, and use additional pages if necessary (*A criminal history will not necessarily disqualify you from employment; we will individually assess the nature and severity of the crime, how much time has passed, and its relevance to the job for which you are applying.*):

Are you currently under indictment or being currently charged with a crime, other than a minor traffic violation?

Yes No If yes, please explain: _____

Are you currently on probation or otherwise under the supervision of this or any other CSCD? Yes No

If yes, please explain: _____

Do you have any family members or other individuals with whom you have current personal or business contact

who are currently on probation or otherwise under the supervision of this or any other CSCD? Yes No

If yes, please explain: _____

Is there any information we would need about your name or use of another name for us to be able to check your work record or background? Please specify:

Have you ever used illegal drugs? _____ If so, when was the last time you used? _____

Do you have any relatives who are employed by the Brazoria County CSCD, or who are judges trying criminal cases in Brazoria County? Yes No

If yes, please explain: _____

How were you referred to the CSCD? _____

Have you applied for employment here before? Yes No If yes, when? _____

Have you ever been employed here? Yes No If yes, when? _____

Are you employed now? Yes No If so, may we contact your employer? Yes No

After reviewing the relevant job description, are you physically, mentally, or otherwise able to perform the duties of the job for which you are applying, with or without reasonable accommodation(s)? Yes No

List applicable skills: _____

Can you communicate in any other language besides English? Yes No

If Yes, what language(s)? _____ Are you: fluent ___ proficient ___ basic ___

II. Work Availability

If your application receives favorable consideration, when will you be available to begin work? _____

Do you have any objection to working overtime? Yes No

Can you work overtime without prior notice? Yes No

Can you work on Saturday? Yes No

Can you work on Sunday? Yes No

Can you travel if required by this position? Yes No

Please state any restrictions on availability: _____

III. Work Experiences

What do or did you like best about your present or most recent job and supervisor?

What did or did you dislike the most, if anything, about your present or most recent job and supervisor?

Has your present or most recent supervisor discussed with you areas in your job performance that needed improvement?

What, if any, have been some of the more difficult problems that have occurred between you and co-workers and how did you resolve them?

What attracted you to your present or most recent job?

What happened at your present or most recent job that caused you to want to make a job change?

IIV. Educational History

TYPE OF SCHOOL	NAME AND LOCATION OF SCHOOL	DATES ATTENDED FROM-TO	SEMESTER HOURS COMPLETED	GRADUATED YES/NO	EXPECTED GRADUATION DATE	TYPE OF DIPLOMA OR DEGREE	MAJOR/MINOR OF STUDY
Under-graduate							
Graduate							
Technical, Vocational, Business							

List any scholastic honors received and offices held while in school: _____

Are you planning to pursue other studies? Yes Day Night No

If so, where and what course of study? _____

IV. Employment Record

Please include all employment for the last ten years, starting with present or most recent job, and explain any gaps in employment. Include military experience, along with type of discharge. Use additional paper if necessary. If you have relevant probation-related job history that is older than ten years, list that also.

_____ Company Name (Current or Most Recent Employer)	_____ Position Held	
_____ Address	Dates Employed: _____ From (Mo/Yr) To (Mo/Yr)	
_____ Manager / Supervisor	_____ Telephone	_____ Wage/Salary
_____ Reason for Leaving		

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_____ Manager / Supervisor	_____ Telephone	_____ Wage/Salary
_____ Reason for Leaving		

NOTE: Use a separate sheet to list additional employers, if necessary. We will attempt to contact the employers listed on this application unless you specifically exclude them below. Please list any employers you do not want us to contact and your reason for the exclusion:

_____ (Employer's Name)	_____ Reason
_____ (Employer's Name)	_____ Reason

PLEASE READ BEFORE SIGNING

I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing which, if disclosed, would contradict the facts disclosed on this application. I understand that false, misleading, or incomplete information given in my application or interview(s) may result in the termination of my candidacy for employment, or, in the event of my employment, may result in immediate dismissal.

I understand that, if hired, I will be required to provide approved documentation that verifies my right to work in the United States on my first day of employment.

I further understand and agree that, if I am hired, my employment is for no definite period and may, regardless of the date of payment of wages or salary, be terminated for any reason and at any time without previous notice by me or the CSCD.

I hereby acknowledge that I have read and understand the above statements.

Applicant Signature

Date

Authorization and Consent to Perform Background Check

I authorize and consent to Brazoria County CSCD obtaining and verifying background information on me for the purpose of considering me for employment, and for the purpose of re-verifying my qualification for continued employment, should I be hired. This process may include obtaining and verification of: education, criminal history, credit history, governmental and court public records, personal references, and other information which relates to my background, character, and personal reputation which may be deemed relevant to my employment.

I request that this document serve as my valid authorization to any and all persons, educational institutions, past and/or current employers, organizations, credit agencies, law enforcement or criminal record agencies, and other agencies to release information about me to Brazoria County CSCD, and hereby release such persons or entities providing such information from liability in any or all claims and damages connected with their providing any requested information.

AUTHORIZED BY CANDIDATE/EMPLOYEE:

Printed Full Name

Signature

Date

Previous/Alternate names

Address

Drivers' License State and Number