

## **Schulenburg Police Department** **Applicant Information**

### **Attention Police Officer Applicants:**

In order to apply for the position of Police Officer with the City of Schulenburg Police Department, you must complete the following items and return them to the **City of Schulenburg Police Department**.

- ❖ Complete the City of Schulenburg personnel application
- ❖ Complete the personal history statement release and have the release notarized
- ❖ Complete the Schulenburg Police Department Application Supplement
- ❖ Complete the Background Screening Questionnaire
- ❖ Provide a copy of your credit report
- ❖ Submit all required documents

### **Once the Process begins, selected applicants must do the following:**

- Complete a personal history statement
- Complete the Police Department assessment center process
- Successfully complete an oral interview
- Successfully complete a comprehensive background check

Care should be given to make sure you meet the minimum standards set forth in the information packet. Those that do not meet the minimum standards will be rejected and cannot finish the process. Information will be provided to you concerning the dates, times, and locations for the interviews and exams after the hiring phase is closed and applications are screened.

### **Applicants will be disqualified for:**

- ❖ Failure to meet established deadlines
- ❖ Not meeting the minimum requirement
- ❖ Refusal or failure to provide requested documents
- ❖ Willful deceit and/or furnishing false or misleading information in the application, personal history, or other application processes

# **Schulenburg Police Department**

## **Document Checklist**

**It will be necessary to submit the following documents with your application:**

- Birth Certificate**
- College Transcript**
- College Diploma**
- Copy of Credit Report**
- Copy of Driver's License**
- Copy of Social Security Card**
- High School Diploma/GED Certificate**
- High School Transcript**
- Military Discharge/DD214**
- Police Academy Diploma**
- T.C.L.E.O.S.E. Exam Results**
- T.C.L.E.O.S.E. License**

# EMPLOYMENT APPLICATION

## An Equal Opportunity / Affirmative Action Employer

Employment with the City of Schulenburg is considered at will, so either party may terminate the relationship at any time with or without legal cause. Any misstatement, falsification or omission of information will be cause for rejection or dismissal. All application becomes inactive after six months. Application will NOT be considered unless completed in full. The city reserves the right to withhold offer until all required documentation is received. Employment offers are not valid unless approved by the City Manager's Office or appropriate authority. The City of Schulenburg does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, national origin, disability or military status. The City of Schulenburg does not discriminate on the basis of disability in the admission to, or access to, or treatment or employment in, its programs or activities. The City of Schulenburg invites applicants to disclose any needed for accommodation.

**Please print or type you name. Other information may be in handwriting.**

Date \_\_\_\_\_ Position Title \_\_\_\_\_ Salary Expected \_\_\_\_\_

Do you desire full or part-time work \_\_\_\_\_? If part-time, specify which hours \_\_\_\_\_

Name \_\_\_\_\_  
(Last) (First) (Middle)

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Phone Number \_\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
(Home) (Cell)

Are you at least 18 year of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Education: (Circle Highest Grade Completed) 1 2 3 4 5 6 7 8 9 10 11 12 College

Did you graduate High School? Yes \_\_\_\_\_ No \_\_\_\_\_ High School Equivalence? Yes \_\_\_\_\_ No \_\_\_\_\_

(Remember to attach a copy of your transcripts for both High School and College)

| Vocational or Trade School (Name and Address) | Area of Study   |       | Certificate Received |  | Date Received             |
|---|---|-------|----------------------|--|---------------------------|
| _____   |   |       |                      |  |                           |
| _____   |   |       |                      |  |                           |
| College or University (Name and Address)      | Major   | Minor | Hours Completed      |  | Degree Received           |
| _____   |   |       |                      |  | Title _____<br>Date _____ |
| _____   |   |       |                      |  | Title _____<br>Date _____ |
| High School (Name and Address)                | Return to:<br>Schulenburg Police Department<br>607 Upton Ave.<br>Schulenburg, Texas 78956<br>(979) 743-2677 |       |                      |  |                           |
| _____   |   |       |                      |  |                           |
| _____   |   |       |                      |  |                           |

## Employment History

Have you previously worked for the City of Schulenburg?  Yes  No

If yes, what Department? \_\_\_\_\_

**List all employment (including military service) beginning with current employer and work back. If presently unemployed, leave CURRENT EMPLOYER section blank. If additional space is needed to list all employers, please list on a separate piece of paper.**

|                            |               |                 |                               |
|----------------------------|---------------|-----------------|-------------------------------|
| Current Employer           | Starting Date | Starting Salary | Present Salary                |
| Current Employer Address   | Phone Number  |                 | May we contact this employer? |
| Position & Duties          |               |                 |                               |
| <hr/> <hr/>                |               |                 |                               |
| Reason for desired change? |               |                 |                               |

|                   |             |                    |                    |
|-------------------|-------------|--------------------|--------------------|
| Previous Employer | Began - End | Salary Begin - End | Name of Supervisor |
| Position & Duties |             |                    | Phone Number       |
| <hr/> <hr/>       |             |                    |                    |

Indicate reason for leaving:  Resigned  Discharged  Lay-off  Other

Explanation:

|                   |             |                    |                    |
|-------------------|-------------|--------------------|--------------------|
| Previous Employer | Began - End | Salary Begin - End | Name of Supervisor |
| Position & Duties |             |                    | Phone Number       |
| <hr/> <hr/>       |             |                    |                    |

Indicate reason for leaving:  Resigned  Discharged  Lay-off  Other

Explanation:

## Employment History (Continued)

|                                     |             |                       |                    |
|-------------------------------------|-------------|-----------------------|--------------------|
| Previous Employer                   | Began - End | Salary<br>Begin - End | Name of Supervisor |
| Position & Duties<br>_____<br>_____ |             |                       | Phone Number       |

Indicate reason for leaving:     Resigned     Discharged     Lay-off     Other

Explanation:

|                                     |             |                       |                    |
|-------------------------------------|-------------|-----------------------|--------------------|
| Previous Employer                   | Began - End | Salary<br>Begin - End | Name of Supervisor |
| Position & Duties<br>_____<br>_____ |             |                       | Phone Number       |

Indicate reason for leaving:     Resigned     Discharged     Lay-off     Other

Explanation:

**If further space is needed list on separate piece of paper.**

Please explain in detail any time lapses between jobs or after completion of your education!

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

List professional or technical licenses, registrations, certificates, or memberships you possess.

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

## **Employment History (Continued)**

Please check any skills or abilities listed below which may apply to you:

Typing, (Speed, W.P.M.) \_\_\_\_\_

Adding Machine/Calculator

Computer Software: \_\_\_\_\_

Other: \_\_\_\_\_

| Driver's License Number | State | Type/CDL | Endorsements |
|-------------------------|-------|----------|--------------|
|-------------------------|-------|----------|--------------|

|  |
|--|
| <p>List any manufacturing or construction equipment you operate:</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> |
|--|

# **SCHULENBURG POLICE DEPARTMENT**

## **References**

1. Name of Father: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
2. Name of Mother: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
3. Sibling (Brother/Sister): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
4. If married Father in Law: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Mother in Law: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
5. If divorced name of Ex-Spouse: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

# **SCHULENBURG POLICE DEPARTMENT**

## **References**

**(Not an Employer of Fellow Employee)**

1. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

2. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

3. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

4. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

5. Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_



**Schulenburg Police Department**  
**Police Officer**  
**Employment Application Supplement**

Are you at least: (As required by TCLEOSE)

- 21 Years old
- 18 Years old with 60 college hours
- 18 Years old with 2 years active Military Duty

Position applied for: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

---

**Law Enforcement Experience**

Previous Law Enforcement Experience:  Yes  No Where: \_\_\_\_\_ Date: \_\_\_\_\_

Previous Law Enforcement Experience:  Yes  No Where: \_\_\_\_\_ Date: \_\_\_\_\_

Licensed by TCLEOSE:  Yes  No If yes, When? \_\_\_\_\_

---

*\*\*\*In your own Handwriting, write what prompted you to apply for this position on the back of this form\*\*\**

---

**Employment**

Employed  Unemployed  
Present Employer (or last if unemployed) \_\_\_\_\_  
\_\_\_\_\_

**Driver's License**

State: \_\_\_\_\_ No: \_\_\_\_\_

**Criminal Convictions**

Yes  No  
Charge: \_\_\_\_\_  
Police Agency: \_\_\_\_\_  
Civil or Criminal Suit: \_\_\_\_\_

**Education**

High School Graduate: \_\_\_\_\_  
GED: \_\_\_\_\_  
College Graduate: \_\_\_\_\_ Hours completed: \_\_\_\_\_  
Degree Obtained: \_\_\_\_\_

**Military Experience**

Yes  None Branch: \_\_\_\_\_  
Rank or Rate: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

\*All documents requested must be included with the application before processing will begin> ( You must present Originals or certified copies.)

\_\_\_\_\_  
Your signature indicates that the above information is true and correct.  
Any material falsehood will remove you from consideration for employment.

**This Department is an Equal Opportunity / Affirmative Action Employer.**

## Statistical Information

**This information is strictly voluntary.** The information given is used for statistical reporting to various regulatory agencies. This information will not be attached to your application and will in no way be used in consideration of your application for employment. **Do not write your name on this form.**

**Position applying for:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Sex:**  Male  Female

**Race:**  African American  Asian/Pacific  Caucasian  
 Native American/Alaskan  Other  Decline to State

**If "Other", please specify:** \_\_\_\_\_

**What led you to apply with the City of Schulenburg?**

- Inquired about available jobs
- Internet
- Referred by a City employee
- Referred by an employment agency
- Responded to an advertisement vacancy
  - Newspaper
  - Internet/Website
  - City Jobline
  - Other, please specify: \_\_\_\_\_

**Schulenburg Police Department**  
***Background Screening Questionnaire***

1. Have you had a combination of three (3) or more traffic ticket convictions and/or at fault crashes within the last three (3) years? Have you had a ticket for leaving the scene of a crash within the past three years? A “yes” to either question merits a “yes” answer.  
 Yes  No
2. Have you ever pled guilty or been convicted of a felony?  
 Yes  No
3. Are you presently an unlicensed driver?  
 Yes  No
4. Have you been convicted of a misdemeanor offense above the grade of Class “C” within the last five (5) years?  
 Yes  No
5. Have you ever been convicted of any offense involving Family Violence?  
 Yes  No
6. Are you presently on probation or court ordered community supervision for any type of criminal offense above a Class “C” misdemeanor?  
 Yes  No
7. Have you been convicted of the offense of Driving While Intoxicated or Driving under the Influence of Drugs within the last five (5) years?  
 Yes  No
8. Do you have any relatives employed by the City of Schulenburg?  
 Yes  No
9. Are you presently using/misusing prescription drugs, marijuana or illegal narcotics?  
 Yes  No
10. Did you fail to complete High School or the G.E.D program?  
 Yes  No
11. If you have been discharged from the armed forces, were you discharged?
  - a) Under other than honorable conditions yes No
  - b) Bad conduct Yes No
  - c) Dishonorable Yes No
  - d) Any other characterization of service indicating bad character Yes No



# Schulenburg Police Department

## AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize the \_\_\_\_\_ and its authorized representatives bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, credit, education or medical records, including not limited to academic, achievement, attendance, athletic, personal history, and disciplinary records, medical records, and credit records.

I hereby direct you to release such information upon request of the bearer, Schulenburg Police Department. This release is executed with full knowledge and understanding that the information is for official use. Consent is granted to all parties to furnish such information, as described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as custodian of such records, and any school, college, university, or other educational institution, hospital, or other repository of medical records, credit bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or attempt to comply with it.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit, and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below:

Applicant's Printed Full Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Applicant's Notarized Signature: \_\_\_\_\_

Sworn to and signed before me, on this the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

in and for \_\_\_\_\_ county, in the state of \_\_\_\_\_.

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

NOTARY SEAL

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

My Commission Expires: \_\_\_\_\_