

ROCKWALL COUNTY SHERIFF'S OFFICE



DETENTION DIVISION PRE –EMPLOYMENT SCREENING CHECKLIST

Received By: _____

Date Received: _____

Instructions for Completing the Pre-Employment Screening Checklist

It is important that you answer all questions completely and honestly. This is NOT a test, but rather a checklist covering the minimum qualifications for continuation in the hiring process with the Rockwall County Sheriff's Office. As part of the checklist process, you will be required to furnish specific documentation at a requested time.

Any false statement or omission of information regarding any subject in this questionnaire may result in the rejection of your checklist.

The Pre-Employment Screening Checklist may be completed in the applicant's own handwriting or typed. **Use black or blue ink and print legibly.** For errors, mark a line through the incorrect portion and initial beside it. **Do Not Use Whiteout.**

Checklist with unanswered questions will not be accepted. If you do not understand any of the questions, contact the Rockwall County Sheriff's Office for clarification.

The Pre-Employment Screening Checklist may be mailed, or the applicant may choose to submit it on site at the Rockwall County Sheriff's Office Detention Center located at 950 T. L. Townsend Drive, Rockwall, TX. The Pre-Employment Screening Checklist will be date stamped upon receipt. Normal hours of operation are Monday through Friday, 8:00 AM to 6:00 PM. The telephone number is (972) 204-7115. If you are mailing your checklist, address it to:

Rockwall County Sheriff's Office
Detention Center
Attention: Detention Clerk
950 T. L. Townsend Drive
Rockwall, TX 75087

The Rockwall County Sheriff's Office is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Reasonable accommodations will be provided upon request.

APPLICANT MINIMUM STANDARDS FOR DETENTION OFFICER

- Applicants for Detention Officer position(s) must be at least 18 years of age on the date of employment.
- Applicants must be a high school graduate or have passed a General Education Development (GED) test indicating high school graduation level.
- Applicants must be a U.S. citizen and a resident of the contiguous United States for a period of time sufficient to conduct a comprehensive background investigation. Consideration given for military overseas assignments.
- If a military veteran, applicant must not have been discharged from any military service under less than honorable conditions and must not have been convicted of any court-martial higher than a summary.
- Applicant must pass all phases as required for the position being sought.
- Applicant must possess a current valid Texas driver's license. (Out of state applicants accepted, but current valid Texas driver's license required at time employment begins.)
- No Felony convictions.
- No Misdemeanor (A) convictions.
- No Misdemeanor (B) convictions in last ten years.
- No family violence convictions including Class (C).
- Applicants must have a favorable employment history. All information given regarding past employment will be thoroughly checked.
- Applicants must be eligible for licensing by the Texas Commission on Law Enforcement (TCOLE) if not presently licensed. The applicant must attend a 96 hour Jailer Certification course in order to receive their Jailer License. The course must be taken within one year of employment with the Rockwall County Sheriff's Department.
- Applicants should have good communication and computer skills and also demonstrate comprehensive reading and comprehension skills.
- Most positions will require working a 12-hour shift, with shifts being 7:00 a.m. to 7:00 p.m. and 7:00 p.m. to 7:00 a.m. Shifts operate on a rotating schedule of days off consisting of 2 days on and 3 days off, 3 days on and 2 days off. (Subject to change)
- Applicants must be able to work all shifts, holidays, and weekends.

After receiving a conditional offer of employment, all applicants must pass a drug screen, physical and psychological examination before they become employees of Rockwall County.

Initial _____

Read the following definitions of the Texas Penal Code. Initial below indicating that you have read and understand the definitions.

Texas Penal Code, Section 37.01 (Definitions):

In this chapter "government record" means:

- (a) Anything belonging to, received by, or kept by government for information, including a court record;
- (b) Anything required by law to be kept by others for information of government; or
- (c) A license, certificate, permit, seal, title, letter of patent or similar document issued by government, by another state, or by the United States.

In this chapter "statement" means any representation of fact.

Texas Penal Code, Section 37.02 (Perjury):

- (1) A person commits an offense if, with the intent to deceive and with knowledge of the statement's meaning:
 - (a) He makes a false statement under oath or swears to the truth of a false statement previously made and the statement is required or authorized by law to be made under oath; or
 - (b) He makes a false unsworn declaration under Chapter 132, Civil Practice and Remedies Code.
- (2) An offense under this section is a Class A Misdemeanor.

Texas Penal Code, Section 37.03 (Aggravated Perjury):

- (1) A person commits an offense if he commits perjury as defined in Section 37.02, and the false statement:
 - (a) is made during or in connection with an official proceeding; and
 - (b) is material.
- (2) An offense under this section is a Felony of the Third Degree.

Texas Penal Code, Section 37.04 (Materiality):

- (1) A statement is material, regardless of the admissibility of the statement under the rules of evidence, if it could have affected the course or outcome of the official proceedings.
- (2) It is no defense to prosecution under Section 37.03 (Aggravated Perjury) that the declarant mistakenly believed the statement to be immaterial.
- (3) Whether a statement is material in a given factual situation is a question of law.

Initial _____

Pre-Employment Screening Checklist

Applicant: _____
(Last Name) (First Name) (Full Middle Name)

Other Names: _____
(Aliases, Maiden Names, Nicknames, etc.)

Birth Date: _____ Age: _____ Sex: _____

Social Security #: _____ - _____ - _____

State Issued ID or Driver's License #: _____ State: _____

Physical Address: _____

City, State, Zip Code: _____

P.O. Box (if applicable): _____

Home Phone #: (____) _____ Work Phone #: (____) _____

Cell Phone#: (____) _____ Email Address: _____

Position you are applying for: _____

Have you ever applied with the Rockwall County Sheriff's Office? Yes No
If yes, when? _____

How were you referred to the Rockwall County Sheriff's Office?

- RSO Employee - Employee Name: _____
- Texas Workforce Commission
- Internet Site _____ Other _____
- Walk-In

The applicant is responsible for responding truthfully to each question. Falsifying or omitting information will be grounds for rejection of this Pre-Employment Screening Checklist, and may be grounds for future dismissal from the Department. False or misleading statements are also subject to prosecution under Chapter 37, Perjury and Other Falsification, of the Texas Penal Code:

- 1. Are you a citizen of the United States of America? Yes No
- 2. Do you have a high school diploma or GED? Yes No
- 3. Do you have a Bachelor's degree or higher? Yes No
- 4. Do you have a valid and current driver's license? Yes No
- 5. Have you ever been convicted of any offense other than a minor traffic offense? Yes No

If Yes, State the reason and date: _____

- 6. Have you been discharged from any military service under less than honorable conditions including: under other than honorable conditions, bad conduct, dishonorable, or any other characterization of service indicating bad character? Yes No

If Yes, Identify the reason for the discharge: _____

- 7. Have you had a law enforcement license revoked or denied by final order, or have you voluntarily surrendered your license to avoid suspension? Yes No

If Yes, State the reason and date: _____

- 8. Have you made false statements, falsely sworn to statements or, in any manner, falsified testimony in any official matter or in any significant business transaction? Yes No

If Yes, State the reason and date: _____

- 9. Have you ever been discharged from any city, state, federal, or private corrections institute or law enforcement agency as an Officer or Civilian for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without final judgement being rendered. Yes No

If Yes, provide an explanation on the back of this page or insert a separate page.

- 10. Have you ever been discharged or terminated from any job? Yes No

If Yes, provide an explanation on the back of this page or insert a separate page.

11. Have you ever had a driver's license suspended, revoked or invalid? Yes No

If Yes, State the reason and date: _____

12. Have you ever used any controlled substance or dangerous drug, including marijuana? Yes No

If Yes, state number of times and date: _____

13. Have you ever bought any controlled substance or dangerous drug, including marijuana? Yes No

If Yes, state number of times and date: _____

14. Have you ever furnished or sold any controlled substance or dangerous drug, including marijuana, to another? Yes No

If Yes, state number of times and date: _____

PERSONAL HISTORY STATEMENT

The Pre-Employment Screening Checklist is used to determine if an applicant meets minimum standards for continuation in the hiring process with the Rockwall County Sheriff's Office. RSO hires for both civilian and officer positions, therefore some questions may not be applicable to all applicants. However, all applicants are required to answer all questions, regardless of applicability. Once the Pre-Employment Screening Checklist has been reviewed and it has been determined that an applicant meets minimum standards, the applicant will be scheduled for the next phase of the hiring process.

After completion and return of the Pre-Employment Screening Checklist, you are required to keep the RSO informed of any changes (address, phone numbers, applications with other law enforcement agencies, etc.). Failure to do so could result in your disqualification.

I affirm that the answers and written explanations I have made to each inquiry in this official document are true to the best of my knowledge and belief. I also acknowledge by my signature below that any falsification, misrepresentation, or omission of any information may be just cause for the rejection of my Checklist or, if hired, used as a basis for my dismissal from the Rockwall County Sheriff's Office.

I also acknowledge by my signature below that falsification, misrepresentation, or omission in this checklist could be violations of the Texas Penal Code, Chapter 37 – "Perjury and other Falsification".

Signature of Applicant

Date

SUBSCRIBED AND SWORN TO BEFORE ME, THE UNDERSIGNED ON

THIS _____ DAY OF _____ 20____.

NOTARY'S SIGNATURE

(notary seal)

DATE

THIS FORM MUST BE NOTARIZED PRIOR TO TURNING IN YOUR APPLICATION



Rockwall County Sheriff's Office
Sheriff Harold Eavenson
 950 T. L. Townsend Drive, Rockwall, TX 75087
 (972) 204-7115 / fax (972) 204-7129

**Personal Inquiry Waiver
 Authority for Release of Information**

I _____, do hereby authorize a review of, photocopying of, and full disclosure of, all records, and information concerning myself to any duly authorized Agent of the Rockwall County Sheriff's Office, whether the said records are of private, public or confidential nature, and regardless of any agreement I may have made with you previously to the contrary.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail, credit agencies (including credit reports and/or ratings); and any other financial statements and records wherever filed; employment and pre-employment records, including background reports; efficiency ratings, complaints or grievances filed by or against me; records and recollections of Attorneys at Law or other Counselor (whether representing me or another person in any case), either criminal or civil, and any medical records in which I presently have or have had an interest in.

I understand that any information obtained by the Pre-Screening Application Checklist, Personal History Statement, and Background Investigation which is developed directly or indirectly, in whole or in part, upon this release of authorization, will be considered in determining my suitability for employment by the Rockwall County Sheriff's Office. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

Information received from all sources will be kept confidential and will not be released to the Applicant. Information will be released to any Law Enforcement Agency requesting same and presenting a valid release form signed by Applicant. Information received becomes part of the Employee's Personnel File on date of hire and may be used for internal reviews and investigation.

A photocopy of this release will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature (including maiden name): _____

Address/City/State/Zip Code: _____

Phone: (____) _____ Date of Birth: ____ / ____ / _____ SSN: _____ - _____ - _____

Subscribed and sworn to before me, by _____ this _____ day
 of _____, 20_____, to certify which witness my hand and seal of Office.

 NOTARY'S SIGNATURE

 DATE

(notary seal)

THIS FORM MUST BE NOTARIZED PRIOR TO TURNING IN YOUR APPLICATION



Rockwall County Sheriff's Office

Sheriff Harold Eavenson

950 T. L. Townsend Drive, Rockwall, TX 75087

(972) 204-7115 / fax (972) 204-7129

Please make arrangements to submit the following that apply to you upon our request. These documents / items are required in the next step in our hiring process, the Personal History Statement.

You will be required to provide the following documents / items that apply to you in the manner indicated. These will become a part of your Personal History Statement packet.

1. Certified Copy of Birth Certificate
2. Certified Copy of Naturalization Certificate or Certificate of U.S. Citizenship (must be a U.S. citizen)
3. Certified Copy of Criminal or Civil Court Documents
4. Certified Copy of High School Transcript (even if you did not graduate – must be in sealed envelope)
5. Certified Copy of College Transcripts (even if you did not graduate – must be in sealed envelope)
6. Copy of Official Military Discharge Form
7. Copy of Marriage Certificate
8. Copy of Divorce Decree or other civil papers that apply
9. Copy of HS Diploma or GED
10. Copy of College Diploma
11. Copy of License / Certifications pertaining to position
12. Copy of Current and Valid Texas Driver's License (Out of state applicants accepted, but current valid Texas driver's license required at time employment begins.)
13. Copy of Social Security Card
14. Original Letter on Letterhead Stationary from all law enforcement agencies you have been with, stating your local time worked as an officer to include starting and ending date.

****** This sheet is for you to keep. ******