

READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING:

Employees are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with the City of Brownwood. Although it is an achievement to reach the background phase of the hiring process, this is still a competitive process and does not, in any way, guaranty selection.

Applicants successfully passing the written examination with a score of 70% or better and the Physical Agility examination will be provided a Personal History Statement to complete in order to conduct a thorough background investigation.

The Physical Agility examination consists of:

1. ¼ mile run, and
2. Pushing a vehicle 25 feet, and
3. Dragging an approximately 205 pound simulated person (dummy) 50 feet all within **4 minutes or less.**

9. **All documents requested must be submitted with the application** (photocopies are acceptable in most cases).

- _____ Copy of your Social Security card.
- _____ Copy of your birth certificate.
- _____ Copy of your valid Texas driver license or a copy of another State's driver license. Applicant must possess a valid Texas driver license prior to being employed.
- _____ Copy of your High School diploma, High School transcript or GED certificate.
- _____ Copy of your college transcript if applicable.
- _____ Copy of your Peace Officer Certificate from your police academy.
- _____ Copy of your Texas peace officer license as certified by TCOLE.
- _____ Copy of your DD-214 if applicable. Must possess an honorable discharge.
- _____ Original certified copy of your Naturalization papers, if applicable. (Present to H.R. for verification)
- _____ Copy of current proof of automobile liability insurance.
- _____ Complete and sign DPS form, page 6.

11. If you have any questions, please contact Human Resources Phone: 325-646-5775.

12. **Mail completed form to:**

**Director of Civil Service
%City of Brownwood
P.O. Box 1389
Brownwood, TX 76804**

Or deliver to Human Resources Dept. at 501 Center Ave, Brownwood, TX.

Applicant Qualification Section

Before you begin to fill out this application, please ensure that you meet the following requirements. You must meet all five of these requirements to qualify for licensure as a peace officer in Texas.

Initial:

_____ I am a citizen of the United States of America.

_____ I have earned a high school diploma or a GED.

_____ I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony

_____ During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.

_____ I have never had a military court martial that resulted in a dishonorable or bad conduct discharge.

DISQUALIFICATION

There are very few automatic basis for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals “fail” background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

This application form is a governmental document. Be truthful, as there are criminal consequences for lying on a governmental document.

Applicant Print Full Name

Applicant Signature

Date

EEO DATA SHEET

IMPORTANT – ALL APPLICANTS READ: To enable the City of Brownwood meet government reporting regulations, applicants are requested to complete this personal data sheet. Information will be used solely for government reporting purposes. It will not be used as selection criteria and will be treated as personal and confidential.

Name _____ Date of Application _____
Last First M.I.

Other Names Used _____

Date of Birth _____ Male _____ Female _____

Social Security Number _____ - _____ - _____

HIGHEST LEVEL OF EDUCATION COMPLETED:

- 1. 0-8 years
- 2. 9-12 years, but not a high school graduate
- 3. High School Graduate
- 4. GED Certificate
- 5. Post high school, vocation or business
- 6. Some college, less than B.A.
- 7. B.A., B.S., or similar degree
- 8. M.A., M.S., or similar degree
- 9. Ph.D., or similar degree
- 10. M.D., or similar professional degree

ETHNIC CATEGORY (Check one)

_____ WHITE (not of Hispanic origin). All persons having origins in any of the people of Europe, North Africa, or the Middle East.

_____ BLACK (not of Hispanic origin). All persons having origins in any of the Black racial groups.

_____ ASIAN or PACIFIC ISLANDER. All persons having origins in any of the original people of the Far East, Southeast Asia, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa. Also persons from the Indian subcontinent, including people with national origins for Bangladesh, Bhutan, India, Nepal, Pakistan, Sukkim, and Sri Lanka.

_____ AMERICAN INDIAN or ALASKAN NATIVE. All persons having origins in any of the original people of North America.

_____ HISPANIC. All persons of Mexico, Puerto Rico, Cuba, Central or South America or other Spanish culture, regardless of race.

_____ I do not wish to voluntarily supply this information.

VETERAN STATUS (Check one)

_____ A VETERAN – A person who served on active duty for a period of more than 180 days, who received other than a dishonorable discharge, who does not fall into any of the other categories outlined below. (1)

_____ A DISABLED VETERAN – A person who has 30 percent or more disability and is entitled to disability compensation by the Veteran’s Administration who was released from the military service (active duty) for a disability incurred or aggravated in the line of duty. (2)

_____ A VIETNAM ERA VETERAN – A person who served on active duty for more than 180 days (any part of which was performed during the period of August 5, 1964 through May 7, 1975) AND who was discharged or released from the military service with other than a dishonorable discharge. (3)

_____ A DISABLED VIETNAM ERA VETERAN – A person who meets both the criteria state in # 2 and # 3 above.

_____ OTHER – A person who is not a veteran and does not fall into any of the other veteran categories listed above.

_____ I do not wish to voluntarily supply this information.

HANDICAPPED STATUS

Do you wish to identify yourself as a person who has a physical or mental impairment that:

1. Substantially limits one or more of such person’s major life activities,
2. Has a record of such impairment, AND
3. Whose handicap/disability was not acquired during military service.

_____ No _____ Yes (If yes, please complete the following)

Are accommodations necessary? _____Yes _____No Explain _____

Have accommodations been made? _____Yes _____No Explain _____

_____ I do not wish to voluntarily supply this information.

DPS Computerized Criminal History (CCH) Verification
(AGENCYCOPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

City of Brownwood
Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

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|---|
| For office only Please: Check and Initial each Applicable Space |
| CCH Report Printed: YES _____ NO _____ initial _____ |
| Purpose of CCH: <u>Pre-Employment Check</u> |
| EMPL ____ Vol/Contractor ____ initial _____ |
| Date Printed: _____ initial _____ |
| Destroyed Date: _____ initial _____ |
| Retain in your files |