
Return To
CHEROKEE COUNTY SHERIFF'S OFFICE
272 Underwood St.
Rusk, TX 75785
Phone: (903) 683-2271
Fax : (903) 683-2813

APPLICATION FOR EMPLOYMENT

ALL APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL OR VETERAN STATUS, OR THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP.

[PLEASE PRINT OR TYPE]

POSITION APPLIED FOR: _____ DATE: _____

NAME: _____
LAST FIRST M.I.

ADDRESS: _____
STREET CITY STATE ZIP

TELEPHONE: (____) _____ DATE OF BIRTH: _____

DRIVER LICENSE NO.: _____ CLASS: _____ PID # _____

HAVE YOU FILED AN APPLICATION HERE BEFORE? YES NO IF YES, WHEN ? _____

HAVE YOU EVER BEEN EMPLOYED HERE BEFORE? YES NO IF YES, WHEN ? _____
ARE YOU EMPLOYED NOW? YES NO

MAY WE CONTACT YOUR EMPLOYER ? YES NO

ON WHAT DATE WOULD YOU BE ABLE TO WORK? _____

ARE YOU AVAILABLE TO WORK FULL TIME PART TIME SHIFT WORK

ARE YOU ON LAYOFF AND SUBJECT TO RECALL? YES NO

HAVE YOU EVER BEEN ARRESTED? YES NO

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR OR FELONY? YES NO

IF YES TO EITHER OF THE LAST TWO QUESTIONS, EXPLAIN WHERE, DATE, CHARGE, AND DISPOSITION.

PLEASE INITIAL _____ AN EQUAL OPPORTUNITY EMPLOYER

DO YOU HAVE ANY PHYSICAL, MENTAL, OR MEDICAL IMPAIRMENTS OR DISABILITY THAT WOULD LIMIT YOUR JOB PERFORMANCE FOR THE POSITION, WHICH YOU ARE APPLYING? YES NO
IF YES, PLEASE INDICATE _____

INDICATE WHAT FOREIGN LANGUAGES YOU READ, SPEAK, AND/OR WRITE

_____	<input type="checkbox"/> SPEAK	<input type="checkbox"/> READ	<input type="checkbox"/> WRITE	<input type="checkbox"/> FLUENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> POOR
_____	<input type="checkbox"/> SPEAK	<input type="checkbox"/> READ	<input type="checkbox"/> WRITE	<input type="checkbox"/> FLUENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> POOR
_____	<input type="checkbox"/> SPEAK	<input type="checkbox"/> READ	<input type="checkbox"/> WRITE	<input type="checkbox"/> FLUENT	<input type="checkbox"/> GOOD	<input type="checkbox"/> POOR

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD. (EXCLUDE THOSE WHICH INDICATE RACE, COLOR, RELIGION, SEX OR NATIONAL ORIGIN)

GIVE NAME, ADDRESS AND TELEPHONE NUMBER OF THREE (3) REFERENCES WHO ARE NOT RELATED TO YOU AND ARE NOT PREVIOUS EMPLOYERS:

MILITARY SERVICE

Have you served in the Armed Forces of the United States? From: _____ To: _____

Are you currently in the Reserves or National Guard? Yes _____ No _____

SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS:

GOVERNMENT CONTRACTORS ARE SUBJECT TO SECTION 402 OF THE VIETNAM ERA VETERANS READJUSTMENT ACT OF 1971 WHICH REQUIRES THAT THEY TAKE AFFIRMATIVE ACTION TO EMPLOY AND ADVANCE IN EMPLOYMENT QUALIFIED DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA AND SECTION 903 OF THE REHABILITATION ACT OF 1973, AS AMENDED, WHICH REQUIRES GOVERNMENT CONTRACTORS TO TAKE AFFIRMATIVE ACTION TO EMPLOY AND ADVANCE IN EMPLOYMENT QUALIFIED HANDICAPPED INDIVIDUALS. IF YOU ARE A DISABLED VETERAN, OR HAVE A PHYSICAL OR MENTAL HANDICAP, YOU ARE INVITED TO VOLUNTEER THIS INFORMATION. THE PURPOSE IS TO PROVIDE INFORMATION REGARDING PROPER PLACEMENT AND APPROPRIATE ACCOMMODATIONS TO ENABLE YOU TO PERFORM THE JOB IN A PROPER AND SOLE MANNER. THIS INFORMATION WILL BE TREATED AS CONFIDENTIAL. FAILURE TO PROVIDE THIS INFORMATION WILL NOT JEOPARDIZE OR ADVERSELY AFFECT ANY CONSIDERATION YOU MAY RECEIVE FOR EMPLOYMENT.

IF YOU WISH TO BE IDENTIFIED, PLEASE SIGN BELOW.

HANDICAPPED INDIVIDUAL DISABLED VETERAN VIETNAM ERA VETERAN

SIGNATURE

START WITH YOUR PRESENT OR LAST JOB. INCLUDE TIME SPENT IN MILITARY SERVICE AND VOLUNTEER ACTIVITIES. EXCLUDE ORGANIZATION NAMES WHICH INDICATE RACE, COLOR, RELIGION, SEX, OR NATIONAL ORIGIN.

[1] EMPLOYER	DATES EMPLOYED FROM / TO	<u>WORK PERFORMED</u>
ADDRESS		
JOB TITLE		
SUPERVISOR		
REASON FOR LEAVING		
[2] EMPLOYER	DATES EMPLOYED FROM / TO	<u>WORK PERFORMED</u>
ADDRESS		
JOB TITLE		
SUPERVISOR		
REASON FOR LEAVING		
[3] EMPLOYER	DATES EMPLOYED FROM / TO	<u>WORK PERFORMED</u>
ADDRESS		
JOB TITLE		
SUPERVISOR		
REASON FOR LEAVING		
[4] EMPLOYER	DATES EMPLOYED FROM / TO	<u>WORK PERFORMED</u>
ADDRESS		
JOB TITLE		
SUPERVISOR		
REASON FOR LEAVING		

SPECIAL SKILL & QUALIFICATIONS: SUMMARIZE SPECIAL SKILLS AND QUALIFICATIONS ACQUIRED FROM EMPLOYMENT OR OTHER EXPERIENCE.

EDUCATION

	ELEMENTARY	HIGH SCHOOL/GED	COLLEGE/UNIVERSITY	PROFESSIONAL
SCHOOL NAME				
YEARS COMPLETED (CIRCLE)	4 5 6 7 8	9 10 11 12	1 2 3 4	
DIPLOMA/DEGREE DESCRIBE COURSE OF STUDY				
DESCRIBE SPECIALIZED TRAINING, APPRENTICESHIP SKILLS, EXTRACURRICULAR ACTIVITIES				
HONORS RECEIVED				

Proof of education and birth certificate required by TCOLE, please attach to application.

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION:

AGREEMENT

I CERTIFY THAT ANSWERS GIVEN HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I UNDERSTAND THAT THIS APPLICATION IS NOT INTENDED TO BE A CONTRACT OF EMPLOYMENT.

IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION OR INTERVIEW MAY RESULT IN DISCHARGE. I UNDERSTAND, ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THIS AGENCY.

SIGNATURE OF APPLICANT

DATE

FOR PERSONNEL DEPARTMENT USE ONLY

ARRANGE INTERVIEW: _____ YES _____ NO

REMARKS: _____

EMPLOYED: _____ YES _____ NO DATE OF EMPLOYMENT: _____

JOB TITLE: _____

INTERVIEWED BY: _____ DATE: _____

MINIMUM REQUIREMENTS FOR THE APPLICANTS HIRING PROCEDURE

MINIMUM: 21 YEARS OF AGE

1. TO BE CONSIDERED FOR EMPLOYMENT AS A SWORN OFFICER WITH THE CHEROKEE COUNTY SHERIFF'S DEPARTMENT, APPLICANT MUST BE LICENSED AS A PEACE OFFICER BY TCOLE (OR ELIGIBLE TO BE LICENSED AS A PEACE OFFICER BY TCOLE DUE TO PREVIOUS EXPERIENCE).
2. TO BE CONSIDERED FOR EMPLOYMENT AS A COMMUNICATIONS OPERATOR WITH THE CHEROKEE COUNTY SHERIFF'S DEPARTMENT, APPLICANT MUST BE ELIGIBLE FOR CERTIFICATION BY TCOLE.
3. TO BE CONSIDERED FOR EMPLOYMENT AS A CORRECTIONAL OFFICER WITH THE CHEROKEE COUNTY SHERIFF'S DEPARTMENT, APPLICANT MUST HOLD A STATE JAILER CERTIFICATE OR BE ELIGIBLE FOR CERTIFICATION AS A JAILER BY TCOLE.
4. TO BE CONSIDERED FOR EMPLOYMENT AS A SECRETARY OR OTHER POSITION WITH THE CHEROKEE COUNTY SHERIFF'S DEPARTMENT, APPLICANTS MUST MEET THE REQUIREMENTS AS DESCRIBED IN THE JOB DESCRIPTION, WITH THE EXCEPTION OF A PSYCHOLOGICAL EXAM.
5. REQUIREMENTS TO BE CONSIDERED FOR EMPLOYEMENT:
 - A. HAVE OR OBTAIN A TEXAS DRIVER'S LICENSE
 - B. HIGH SCHOOL DIPLOMA, OR GED.
 - C. BE ABLE TO PASS A MEDICAL EXAMINATION BY THE COUNTY PHYSICIAN, INCLUDING DRUG AND ALCOHOL TESTING.
 - D. HAVE NO FELONY CONVICTIONS, DWI CONVICTIONS, OR MISDEMEANOR CONVICTIONS INVOLVING CRIMES OF MORAL TURPITUDE, OR LENGTHY TRAFFIC VIOLATION HISTORY.
 - E. HONORABLE DISCHARGE, IF APPLICANT SERVED IN THE MILITARY (COPY OF DD-214).
 - F. VALID BIRTH CERTIFICATE.
 - G. MUST BE A UNITED STATES CITIZEN.
6. APPLICANTS MUST BE OF HIGH MORAL CHARACTER AND HAVE NO HISTORY OF DRUG OR ALCOHOL ABUSE.
7. THE FOLLOWING WILL BE REQUESTED OF ALL APPLICANTS FOR SWORN POSITIONS, INCLUDING JAIL AND DISPATCH POSITIONS:
 - A. COMPLETE PERSONAL HISTORY STATEMENT
 - B. CRIMINAL HISTORY CHECK
 - C. DRIVER'S LICENSE CHECK
 - D. EXTENSIVE BACKGROUND INVESTIGATION

- E. POLYGRAPH EXAMINATION (IF DEEMED NECESSARY BY THE SHERIFF).
- F. PSYCHOLOGICAL EXAMINATION
- G. ORAL INTERVIEW
- 8. ALL APPLICANTS HIRED BY THE CHEROKEE COUNTY SHERIFF'S DEPARTMENT WILL COMPLETE A SIX-MONTH PROBATIONARY PERIOD.
- 9. ALL APPLICANTS / EMPLOYEES MUST BE ABLE TO FREQUENTLY BEND. STOOP, SQUAT, KNEEL, CLIMB, STAND, SIT, WALK, OR REACH ABOVE THEIR SHOULDERS WHEN NECESSARY.
- 10. ALL APPLICANTS / EMPLOYEES MUST BE ABLE TO FREQUENTLY PERFORM THE FOLLOWING AND / OR WORK UNDER THE FOLLOWING CONDITIONS:
 - A. REPETITIVE MOTION OF BOTH HANDS
 - B. DRIVING
 - C. MAKING DIFFICULT DECISIONS
 - D. CONTACT WITH THE PUBLIC
 - E. EXPOSURE TO DUST, FUMES, OR GASSES
 - F. UNPROTECTED HEIGHTS
 - G. OPERATE EQUIPMENT
 - H. USING POWER EQUIPMENT
 - I. USING HAND EQUIPMENT

ALL APPLICATIONS ARE KEPT ON FILE FOR ONE YEAR

I HAVE READ AND UNDERSTAND THE HIRING PROCEDURES LISTED ABOVE

SIGNATURE

DATE

CHEROKEE COUNTY SHERIFF'S OFFICE

AUTHORITY TO RELEASE INFORMATION

THIS FORM WILL BE RETAINED WITH YOUR APPLICATION

CHEROKEE COUNTY PRE-EMPLOYMENT INQUIRY RELEASE

I give Cherokee County, herein referred to as County, permission to make inquiries concerning my current and previous employment and credit histories, criminal and driving records and other related matters. I hereby authorize all former employers and all other public and private concerns, including (but not limited to) consumer reporting agencies to release any and all information maintained by any such employers, concern, agency or entity concerning my personal history. I understand, if employment with the County is denied wholly or partly because of information contained in a consumer report obtained from a consumer-reporting (or smaller) agency, that I will be entitled to receive from the County only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the County's acceptance and consideration of my application for employment, I hereby and by these presents do for my heirs, agents, executors, administrators and assigns, release forever discharge the County and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the County's consideration of my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the County of information pertaining to my personal history.

Applicant's Name: _____

(Please print name)

Applicant's Date of Birth: _____

Texas DL # _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Applicant's Signature: _____ Date Signed: _____

Prospective Department: _____

CHEROKEE COUNTY SHERIFF'S OFFICE

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize the *Cherokee County Sheriffs' Office* 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. 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 Cherokee County, in the State of Texas.

Signature of Notary Public: _____

Printed Name of Notary Public: _____

NOTARY SEAL

My commission Expires: _____

PLEASE DO NOT SIGN THIS PAGE UNLESS YOU ARE IN FRONT OF A NOTARY

Name: _____

Date: _____

Texas Administrative Code

TITLE 37

PUBLIC SAFETY AND CORRECTIONS

PART 7

TEXAS COMMISSION ON LAW ENFORCEMENT

CHAPTER 217

ENROLLMENT, LICENSING, APPOINTMENT, AND SEPARATION

RULE §217.1

Minimum Standards for Enrollment and Initial Licensure

(a) In order for an individual to enroll in any basic licensing course the provider must have on file documentation that the individual meets eligibility for licensure and:

- (1) a high school diploma;
- (2) a high school equivalency certificate; or
- (3) for the basic peace officer training course, an honorable discharge from the armed forces of the United States after at least 24 months of active duty service;

(b) The commission shall issue a license to an applicant who meets the following standards:

(1) age requirement:

(A) for peace officers and public security officers, is 21 years of age; or 18 years of age if the applicant has received:

(i) an associate's degree; or 60 semester hours of credit from an accredited college or university;
or

(ii) has received an honorable discharge from the armed forces of the United States after at least two years of active service;

(B) for jailers and telecommunicators is 18 years of age;

(2) minimum educational requirements:

(A) has passed a general educational development (GED) test indicating high school graduation level; or

(B) holds a high school diploma;

(3) is fingerprinted and is subjected to a search of local, state and U.S. national records and fingerprint files to disclose any criminal record;

(4) has never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years from the date of the court order;

(5) is not currently charged with any criminal offense for which conviction would be a bar to licensure;

(6) has never been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years;

(7) has never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code;

(8) for peace officers, is not prohibited by state or federal law from operating a motor vehicle;

(9) for peace officers, is not prohibited by state or federal law from possessing firearms or ammunition;

(10) has been subjected to a background investigation;

(11) examined by a physician, selected by the appointing or employing agency, who is licensed by the Texas Medical Board. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of appointment by the agency to be:

(A) physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought;

(B) show no trace of drug dependency or illegal drug use after a blood test or other medical test; and

(C) for the purpose of meeting the requirements for initial licensure, an individual's satisfactory medical exam that is conducted as a requirement of a basic licensing course may remain valid for 180 days from the individual's date of graduation from that academy, if accepted by the appointing agency;

(12) examined by a psychologist, selected by the appointing, employing agency, or the academy, who is licensed by the Texas State Board of Examiners of Psychologists. This examination may also be conducted by a psychiatrist licensed by the Texas Medical Board. The psychologist or psychiatrist must be familiar with the duties appropriate to the type of license sought. The individual must be declared by that professional, on a form prescribed by the commission, to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought. The examination must be conducted pursuant to professionally recognized standards and methods. The examination process must consist of a review of a job description for the position sought; review of any personal history statements; review of any background documents; at least two instruments, one which measures personality traits and one which measures psychopathology; and a face to face interview conducted after the instruments have been scored. The appointee must be declared by that professional, on a form prescribed by the commission, within 180 days before the date of the appointment by the agency;

(A) the commission may allow for exceptional circumstances where a licensed physician performs the evaluation of psychological and emotional health. This requires the appointing agency to request in writing and receive approval from the commission, prior to the evaluation being completed; or

(B) the examination may be conducted by qualified persons identified by Texas Occupations Code §501.004. This requires the appointing agency to request in writing and receive approval from the

commission, prior to the evaluation being completed; and

(C) for the purpose of meeting the requirements for initial licensure, an individual's satisfactory psychological exam that is conducted as a requirement of a basic licensing course may remain valid for 180 days from the individual's date of graduation from that academy, if accepted by the appointing agency;

(13) has never received a dishonorable or other discharge based on misconduct which bars future military service;

(14) has not had a commission license denied by final order or revoked;

(15) is not currently on suspension, or does not have a surrender of license currently in effect;

(16) meets the minimum training standards and passes the commission licensing examination for each license sought;

(17) is a U.S. citizen.

(c) For the purposes of this section, the commission will construe any court-ordered community supervision, probation or conviction for a criminal offense to be its closest equivalent under the Texas Penal Code classification of offenses if the offense arose from:

(1) another penal provision of Texas law; or

(2) a penal provision of any other state, federal, military or foreign jurisdiction.

(d) A classification of an offense as a felony at the time of conviction will never be changed because Texas law has changed or because the offense would not be a felony under current Texas laws.

(e) A person must meet the training and examination requirements:

(1) training for the peace officer license consists of:

(A) the current basic peace officer course(s);

(B) a commission recognized, POST developed, basic law enforcement training course, to include:

(i) out of state licensure or certification; and

(ii) submission of the current eligibility application and fee; or

(C) a commission approved academic alternative program, taken through a licensed academic alternative provider and at least an associate's degree.

(2) training for the jailer license consists of the current basic county corrections course(s) or training recognized under Texas Occupations Code §1701.310;

(3) training for the public security officer license consists of the current basic peace officer course(s);

(4) training for telecommunicator license consists of telecommunicator course; and

(5) passing any examination required for the license sought while the exam approval remains valid.

(f) The commission may issue a provisional license, consistent with Texas Occupations Code §1701.311, to an agency for a person to be appointed by that agency. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a provisional license. A provisional license is issued in the name of the applicant; however, it is issued to and shall remain in the possession of the agency. Such a license may neither be transferred by the applicant to another agency, nor transferred by the agency to another applicant. A provisional license may not be reissued and expires:

- (1) 12 months from the original appointment date;
- (2) on leaving the appointing agency; or
- (3) on failure to comply with the terms stipulated in the provisional license approval.

(g) The commission may issue a temporary jailer license, consistent with Texas Occupations Code §1701.310. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a temporary jailer license. A temporary jailer license expires:

- (1) 12 months from the original appointment date; or
- (2) on completion of training and passing of the jailer licensing examination.

(h) The commission may issue a temporary telecommunicator license, consistent with Texas Occupations Code §1701.405. An agency must submit all required applications currently prescribed by the commission and all required fees before the individual is appointed. Upon the approval of the application, the commission will issue a temporary telecommunicator license. A temporary telecommunicator license expires 12 months from the original appointment date.

(i) A person who fails to comply with the standards set forth in this section shall not accept the issuance of a license and shall not accept any appointment. If an application for licensure is found to be false or untrue, it is subject to cancellation or recall.

(j) The effective date of this section is February 1, 2016.

Source Note: The provisions of this §217.1 adopted to be effective November 1, 2014, 39 TexReg 7935; amended to be effective February 1, 2016, 41 TexReg 274

I have read the Texas Administrative Code which pertains to the Texas Commission on Law Enforcement Licensing requirements. I understand and comply with these rules in order to be hired and licensed as a telecommunications officer, county jailer or law enforcement officer.

Signature _____ Date _____