



APPLICATION FOR EMPLOYMENT

Cherokee County Sheriff's Office
272 Underwood St.
Rusk, TX 75785
Ph: (903)683-2271
Email: nray@cocherokee.org

INSTRUCTIONS: Please complete and sign all blanks accurately and legibly to be considered. We may verify all information you provide. **A FALSE STATEMENT OR OMISSION MAY RESULT IN DISQUALIFICATION FOR EMPLOYMENT OR DISCHARGE, IF EMPLOYED.** Cherokee County is an Equal Opportunity Employer. In accordance with the Civil Rights Acts of 1964 and 1991, as amended, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Cherokee County prohibits discrimination in any employment because of race, color, sex, religion, national origin, age or disability. No question on this application is intended to secure information to be used for discriminatory purposes.

PERSONAL

PERSONAL INFORMATION (print clearly)

Date _____

Name _____
Last First Middle Maiden or other

Current Address _____ Telephone No. _____
No. /Street

City State Zip Cell Phone No. _____

Are you legally eligible for employment in the U.S.? _____ Email address. _____

*Position applying for: _____ Date you would be available to begin work: _____

***(When applying for a position, please be specific. Applicants stating they are applying for "any" or "open" as a position will have their application rejected as incomplete.)**

Check all types of work you will accept: Full-time ☐ Part-time ☐ Temporary ☐ Minimum wage requirements: _____

Have you previously worked or do you currently work for Cherokee County? Yes ☐ No ☐

If "Yes", when and what department: _____

Do you have any relatives, by blood or by marriage, working for or holding office for Cherokee County? Yes ☐ No ☐

If "Yes", please state Name, Department and Relation: _____

AVAILABILITY: Are you available to work: DAYS ☐ NIGHTS ☐ WEEKENDS ☐ FULL TIME ☐ PART TIME ☐

Days and Hours Available:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
From:							
To:							

(If employed, an availability change must be requested in writing and will be subject to approval by your supervisor and Human Resources)

EDUCATION

Will be required to provide transcripts, diplomas, and/or certificates to verify education and training.

High School or GED Graduate? Yes ☐ No ☐ School Name and City: _____

College, Business, Technical Schools Attended: _____
Name/City Course/Major Type of Degree or Certificate

Trade School/Vocational Schools _____

Are you fluent in a language other than English? Please indicate in each area your degree of fluency (excellent, good, fair).

Language Reading Speaking Understanding/Writing

List any awards or honors received pertaining to your education _____

MILITARY

Have you served in the U.S. Armed Forces? Yes ☐ No ☐ If yes, what Branch? _____

Dates of service: From _____ To _____ Highest Rank Held: _____ Type of discharge: _____

List duties/special training and/or awards received in the service:

If requested can you provide a copy of discharge or separation papers: Yes ☐ No ☐

SKILLS

EMPLOYMENT HISTORY

(List all jobs beginning with your most recent employer. Use additional pages as necessary)

Employer _____ From _____ To _____ Ending Salary _____

Address _____ Supervisor's Name: _____
Street City State Zip

Co-Worker's Name: _____

Business telephone number: _____ Position/Title: _____

Duties _____

☐ Full-time ☐ Part-time Reason for leaving: _____

Was 2 week notice given? Yes ☐ No ☐

Eligible for Rehire: Yes ☐ No ☐

May we contact this employer? Yes ☐ No ☐

Employer _____ From _____ To _____ Ending Salary _____

Address _____ Supervisor's Name: _____
Street City State Zip

Co-Worker's Name: _____

Business telephone number: _____ Position/Title: _____

Duties _____

☐ Full-time ☐ Part-time Reason for leaving: _____

Was 2 week notice given? Yes ☐ No ☐

Eligible for Rehire: Yes ☐ No ☐

Employer _____ From _____ To _____ Ending Salary _____

Address _____ Supervisor's Name: _____
Street City State Zip

Co-Worker's Name: _____

Business telephone number: _____ Position/Title: _____

Duties _____

☐ Full-time ☐ Part-time Reason for leaving: _____

Was 2 week notice given? Yes ☐ No ☐

Eligible for Rehire: Yes ☐ No ☐

REFERENCES

List persons other than former employers and relatives who know you well enough to provide information on work ethics and/or character.

Name: _____

Address: _____

Residence Phone: _____ Business Phone: _____

Occupation: _____ Years Known: _____

Business Address: _____

Describe your relationship with this person: _____

Name: _____

Address: _____

Residence Phone: _____ Business Phone: _____

Occupation: _____ Years Known: _____

Business Address: _____

Describe your relationship with this person: _____

Name: _____

Address: _____

Residence Phone: _____ Business Phone: _____

Occupation: _____ Years Known: _____

Business Address: _____

Describe your relationship with this person: _____

Name: _____

Address: _____

Residence Phone: _____ Business Phone: _____

Occupation: _____ Years Known: _____

Business Address: _____

Describe your relationship with this person: _____

TERMS OF EMPLOYMENT

PLEASE READ CAREFULLY and then initial each statement below to indicate you understand and agree with the statement.

_____ 1. If I misrepresent or deliberately omit a fact in my application, Cherokee County may be justified in refusing employment to me or, if I am already employed by the County, in terminating my employment.

_____ 2. I consent to medical or psychological exams required or requested by the officials of the County as permitted under applicable law.

_____ 3. Depending on the nature of the position I am seeking, I understand the Cherokee County Sheriff's Office may conduct pre-employment testing, including an agility test, to assess my qualifications for a particular position. If I require accommodations when the Office administers pre-employment tests, I will notify them in writing when I submit my application.

_____ 4. If I am offered employment, I may be required to complete a post-offer physical examination at the expense of the County. The job offer is conditional on the results of the medical examination.

_____ 5. I will authorize any physician or hospital to release information that may be necessary to determine my ability to perform the essential functions of my job after I receive an employment offer or during the course of my employment with the Cherokee County Sheriff's Office.

_____ 6. I authorize the Cherokee County Sheriff's Office, in considering my employment, to make any contacts it deems necessary (including, but not limited to: previous employers, agencies of public record or credit reporting agencies as allowed by the Fair Credit Reporting Act.)

_____ 7. If hired, I can be terminated or transferred to another position with or without cause at any time at the option of Cherokee County.

_____ 8. If hired, I agree to a search of any County owned premises assigned to me and I hereby waive all claims for damages on account of such search.

_____ 9. If hired by Cherokee County, such employment is for an indefinite period of time and Cherokee County can change wages, hours of employment, shift assignments, benefits, positions, and conditions of employment at any time.

_____ 10. This application is the property of the Cherokee County Sheriff's Office and will become a part of my personnel file if I am accepted for employment. I further understand this is an application for employment and no employment is being offered and the Cherokee County Sheriff's Office, in receiving this application, has made no contract of employment with me and has not in any way guaranteed my future employment.

_____ 11. I shall never construe this application or any other communication, verbal or written, given or made by anyone during the application process for employment by the Cherokee County Sheriff's Office as constituting either a contract of employment or a guarantee of employment.

The information in this application is accurate, complete, and is subject to verification by the Cherokee County Sheriff's Office. I understand that if I have given any false information in this application or if I have omitted any material facts, I may be disqualified from employment with the Cherokee County or if hired, I may be discharged immediately upon discovery of such false statements or omissions.

I also understand Cherokee County is an "employment-at-will employer and the acceptance of an offer of employment does not create a contractual obligation upon Cherokee County to continue to employ me in the future.

Signature of Applicant _____ Date: _____

Reference check authorization: I authorize any person or organization listed in this application and/or by whom I have been previously employed and/or any educational institution I have listed on this application to furnish any information they may have concerning me to the Cherokee County Sheriff's Office. I understand the information provided by me may be used for the purpose of determining my eligibility. My previous employers may be contacted unless otherwise noted on this application. I hereby release, indemnify, and hold harmless any governmental entity, employer, or person furnishing information about me.

Signature of Applicant: _____ Date: _____

Confidential EEOC DATA

DISCLAIMER: The data being collected is for EEO reporting purposes. This information is not part of the hiring process, nor will the information be considered by those involved in the hiring process.

Name (Please print)	Social Security No.	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth	Age
Ethnic Origin <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White				

Driving Record

Many positions with the Cherokee County Sheriff's Office require the use of a County vehicle and therefore require a good driving record. Some positions require a commercial driver license. Please answer the following questions completely and accurately.

Do you have a valid Texas Driver's license? Yes ☐ No ☐

Class A ☐ B ☐ C ☐

Driver's License No. _____ State _____ Year Expires _____

If you have a CDL (commercial driver license) please list any endorsements. _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, have been notified that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) verification 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.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, 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.

For the fingerprinting process I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System).

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history record may be discussed with me.

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

Signature of Applicant or Employee

Date

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please:
Check and Initial each Applicable Space

CCH Report Printed:

YES ☐ NO ☐ _____ Initial

Purpose of CCH: _____

Hire ☐ Not Hired ☐ _____ Initial

Date Printed: _____ Initial

Destroyed Date: _____ Initial

Retain in your files

Sanctions & Criminal History Inquiry

PLEASE READ:

The disclosure of prior criminal justice system involvement will not necessarily adversely affect your employment opportunity. Among other factors, the number, nature, and severity of offense(s), the relevance of the offense(s) to the position sought, and the time that has passed since the offense(s) will be evaluated along with any other criteria mandated by state or federal law.

Additionally, any arrests or non-conviction information will be reviewed to determine whether it is reasonable to believe that you engaged in the alleged underlying conduct. The fact of an arrest will not, in and of itself, be a factor in determining your eligibility for employment.

Failure to answer this question accurately and fully may be considered fraud and result in the elimination of your consideration for this position or your termination from employment. The Cherokee County Sheriff's Office conducts very thorough Background Investigations.

1. Have you ever been sanctioned, excluded, or otherwise prohibited from participating in any healthcare, financial, or procurement program funded or operated by any federal or state agency?

☐ A. I have no history as described above.

☐ B. The full accounting of the information requested above is provided below:

Please provide the agency involved, the date of action, the nature of the action, and the current status of the action. You may also provide this information on a separate document bearing your signature and the date, if desired.

2. Please list all misdemeanor and felony criminal matters, regardless of age or outcome and including any active cases, in which you were charged or for which you participated in a pre-trial diversion or other program to avoid prosecution. Please also provide the details of any registration for sexual or violent offenses, except for those in which the underlying criminal case was expunged, annulled, or erased and you have no continuing registration requirement.

Also provide information about any arrests in the prior twelve months, including information as to whether charges are pending or other information concerning the outcome of the arrest, or active investigations which may result in prosecution.

Exclude any sealed, expunged, annulled, or erased records. Also exclude minor traffic safety violations for which no arrest was made.

SELECT ONE:

☐ A. I have no history as described above.

☐ B. The full accounting of the information requested above is provided below:

Please provide dates, offense information, city and state, and disposition information, including the status of the case; if the case was dismissed, the reason for the dismissal; whether a conviction occurred; or describe any other outcome. You may also provide this information on a separate document bearing your signature and the date, if desired.

Date	Jurisdiction (City/County, State)	Offense	Disposition (Outcome) & Sentence (if applicable)
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Individualized Assessment:

If you believe that the criminal history information provided above does not adequately reflect the circumstances surrounding your criminal history or if there is additional information not included elsewhere in your employment application that you believe the Company should be aware in evaluating your fitness for this position, please provide that information below. You may also provide this information on a separate document bearing your signature and the date, if desired.

Printed Name

Signature

Date

Social Security Number

Driver License Number or State ID

Date of Birth

CHEROKEE COUNTY SHERIFF'S OFFICE

(Name of Law Enforcement Agency)

AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize the CHEROKEE COUNTY SHERIFF'S 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 _____ county, in the state of _____.

Signature of Notary Public: _____

NOTARY SEAL

Printed Name of Notary Public: _____

My Commission Expires: _____