

**COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT  
143<sup>RD</sup> JUDICIAL DISTRICT**

Reeves County  
700 -A Daggett  
Pecos, TX 79772  
432-447-6600-Office  
432-447-6650-Fax

**Jason R. Woods**  
Director

Ward County  
400 S. Allen, Suite 104  
Monahans, TX 79756  
432-943-2851-Office  
432-943-8013-Fax



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**All Prospective Employees**

Thank you for your interest in Reeves/Ward County Community Supervision and Corrections Department.

To be considered for a position with this department, the following information must be submitted.

Applications without items a-d will not be considered.

- a. \_\_\_\_\_ Application for employment.
- b. \_\_\_\_\_ Resume
- c. \_\_\_\_\_ University or College transcript showing completion of bachelor's degree. (If degree required).
- d. \_\_\_\_\_ Copy of current automobile liability insurance policy.
- e. \_\_\_\_\_ Copies of specialized training, education and awards to enhance qualifications.
- f. \_\_\_\_\_ Other

The Department keeps applications active for twelve months from the date that all required documents are received. After twelve months, applicants who want applications to be kept active must notify the Department in writing. The Reeves/Ward County Community Supervision and Corrections Department is an E-Verify employer and will also conduct background investigations for criminal history information pursuant to the Texas Department or Criminal Justice-Community Justice Assistance Division (TDCj-CJAD) Standards.

Sincerely,

Jason R. Woods  
Director  
jwoods@143cscd.com

SERVING THE DISTRICT AND COUNTY COURTS OF LOVING, REEVES AND WARD COUNTY, TEXAS



Type of School	Name and Location	Dates Attended		Graduated		Semester Hrs. Completed	Type of Degree	Major Field of Study
		From	To	Yes	No			
Technical or Vocational								

Current licenses, certifications, registrations (please indicate types and dates received):

\_\_\_\_\_

\_\_\_\_\_

Special skills and qualifications (i.e., adding machines, printing equipment, computer, etc.)

\_\_\_\_\_

\_\_\_\_\_

**Employment History**

Please provide at least the last 10 years of employment information starting with the present or most recent position, including military service if applicable. Use additional sheets if necessary.

Latest Employer		Mailing Address	
Immediate Supervisor and Phone No.		Type of Business	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Brief description of duties and responsibilities.		Starting Base Salary	
		Ending Base Salary	
		Dates of Employment	
		Starting Position	
		Ending Position	
Explain reason for leaving.			

Employer		Mailing Address	
Immediate Supervisor and Phone No.		Type of Business	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
Brief description of duties and responsibilities.		Starting Base Salary	
		Ending Base Salary	
		Dates of Employment	
		Starting Position	
		Ending Position	
Explain reason for leaving.			

<i>Employer</i>	<i>Mailing Address</i>	
<i>Immediate Supervisor and Phone No.</i>	<i>Type of Business</i>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
<i>Brief description of duties and responsibilities.</i>	<i>Starting Base Salary</i>	
	<i>Ending Base Salary</i>	
	<i>Dates of Employment</i>	
	<i>Starting Position</i>	
	<i>Ending Position</i>	
<i>Explain reason for leaving.</i>		

<i>Employer</i>	<i>Mailing Address</i>	
<i>Immediate Supervisor and Phone No.</i>	<i>Type of Business</i>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
<i>Brief description of duties and responsibilities.</i>	<i>Starting Base Salary</i>	
	<i>Ending Base Salary</i>	
	<i>Dates of Employment</i>	
	<i>Starting Position</i>	
	<i>Ending Position</i>	
<i>Explain reason for leaving.</i>		

<i>Employer</i>	<i>Mailing Address</i>	
<i>Immediate Supervisor and Phone No.</i>	<i>Type of Business</i>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary
<i>Brief description of duties and responsibilities.</i>	<i>Starting Base Salary</i>	
	<i>Ending Base Salary</i>	
	<i>Dates of Employment</i>	
	<i>Starting Position</i>	
	<i>Ending Position</i>	
<i>Explain reason for leaving.</i>		

May we contact your present employer?  Yes  No

May we contact your former employers?  Yes  No

Do you have any relatives working for the District Courts, County Courts, or the CSCD?

Yes  No

If yes, please list names, relationships and places employed.

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

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

I hereby certify that the foregoing statements, as well as those on any attachments to this form, are to the best of my knowledge true and correct and that they are all given of my own free will. I agree that any misstatements as to material facts will constitute grounds for unfavorable consideration or dismissal from employment, should I be hired by Reeves/Ward County CSCD. I understand that if employed, I will serve an initial probationary period. I also consent to a Criminal History Background check for determination of suitable employability, pursuant to TDCJ-CJAD Standards.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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**DEPARTMENT USE**

Date Received

Attachments:

Resume  
Transcript  
EEO

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

Interview

\_\_\_\_\_

Action

\_\_\_\_\_

\_\_\_\_\_

CCH

\_\_\_\_\_

LI

\_\_\_\_\_