# 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



### **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



## COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

#### 143RD JUDICIAL DISTRICT

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

## **Employment Application**

Please type or print clearly in blue ink. Resumes will be accepted for additional information but will not substitute this application. Please enter 'NA' for questions not applicable.

CSO Positions: Applications must include a copy of college degrees, official college transcripts, copy of valid driver's license, and proof of automobile liability insurance coverage.

Support Staff Positions: Applications should include transcripts of the highest level of education.

Personal Data												
Last Name		First Name			Midd	Middle Name			Social Security No.			
Current Address					Leng	Length of Time at This Address			Primary Phone No.			
Permanent Address					Ema	Email Address				Alternate Phone No.		
Driver's License No	State Issuing License			Expii	Expiration Date			Liability Insurance Policy No.				
Foreign Languages	Speak				Read			Write				
		Fair	Good	Excelle	nt Fa	ir	Good	Excellent	Fair	Good	Excellent	
Military Service Bra	anch (Active Duty)	Dates of A may be re-		(A certified	copy of R	epoi	rt of Separatio	n from Arme	ed Forces	Are you in Reserve? ☐ Yes		
*Place of Birth	**Are you authorized to work in the US:  ☐ Yes ☐ No											
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Technical or				-			
Vocational							
<b>___</b>							
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Employer	Mailing Address	
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Brief description of duties and responsibilities.		Starting Base Salary
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Explain reason for leaving.		
Employer	Mailing Address	
Immediate Supervisor and Phone No.	Tuno of Puninger	E Full Aires
minieulate Supervisor and Phone Ivo.	Type of Business	☐ Full-time ☐ Part-time
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Employer	Mailing Address	
Immediate Supervisor and Phone No.	Type of Business	☐ Full-time
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Brief description of duties and responsibilities.		Starting Base Salary
		Ending Base Salary
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		Dates of Employment
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		Ending Position
		Lituing Fusition
Explain reason for leaving.		

May we cor	ntact your present employer?   Yes	□ No	May we cor	ntact your former employ	ers? 🗆 Yes	□ No
Do you hav	e any relatives working for the District	Courts, County Courts,	or the CSCD?			
	I Yes □ No yes, please list names, relationships a	and places employed.				
that they ar	ertify that the foregoing statements, as we re all given of my own free will. I agree al from employment, should I be hired b so consent to a Criminal History Backg	that any misstatements by Reeves/Ward County	as to material facts CSCD. I understar	s will constitute grounds nd that if employed. I will	for unfavorable o	consideration probationary
			Applicant's	Signature		Date
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Interview						
Action						
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