



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	Middle Name	Social Security No.
Current Address		Length of Time at This Address	Primary Phone No.
Permanent Address		Email Address	Alternate Phone No.
Driver's License No.	State Issuing License	Expiration Date	Liability Insurance Policy No.

Foreign Languages (list)	Speak			Read			Write		
	Fair	Good	Excellent	Fair	Good	Excellent	Fair	Good	Excellent
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Military Service Branch (Active Duty)	Dates of Active Duty (A certified copy of Report of Separation from Armed Forces may be required.)	Are you in the Active Reserve? <input type="checkbox"/> Yes <input type="checkbox"/> No
*Place of Birth	**Are you authorized to work in the US: <input type="checkbox"/> Yes <input type="checkbox"/> No	

* Place of birth are information required for a background check.

** If you are an alien authorized by the Immigration and Naturalization Service to work in the United States, please provide:

Alien No. _____ OR Admission No. _____ Expiration of employment authorization, if any _____

Position Desired

- ☐ CSO ☐ Support Staff ☐ Other _____
☐ Full-time ☐ Part-time ☐ Temporary
Are you willing to work hours other than 8:00 am - 5:00 pm? ☐ Yes ☐ No
Are you willing to travel? ☐ Yes ☐ No If yes, what percent of time? _____

Education

Please circle highest elementary or high school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
Please indicate the certificate you hold: ☐ High School Diploma ☐ GED ☐ HS Equivalent

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

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

DEPARTMENT USE

Date Received

Attachments:

Resume
Transcript
EEO

Interview

Action

CCH

LI
