



EL CAMPO POLICE DEPARTMENT

EMPLOYMENT APPLICATION FOR THE EL CAMPO POLICE DEPARTMENT 303 E. JACKSON STREET EL CAMPO, TEXAS 77437-4590

The City of El Campo is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis, including race, color, age, sex, religion, disability or national origin.

▼ **GENERAL INFORMATION**

Position you are applying for: <p style="text-align: center; font-weight: bold; font-size: 1.2em;">POLICE OFFICER</p>	Type of employment interested in: Full Time <input type="checkbox"/> VOE <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/>	Date: _____				
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%; border: none;">Last Name</td> <td style="width: 25%; border: none;">First Name</td> <td style="width: 25%; border: none;">Middle Name</td> <td style="width: 25%; border: none;">Social Security Number</td> </tr> </table>	Last Name	First Name	Middle Name	Social Security Number	Address (No., Street, City, State, Zip Code)	
Last Name	First Name	Middle Name	Social Security Number			
Telephone (Home)	Telephone (Business)					

Do you have a Valid Texas Driver's License? <input type="checkbox"/> Yes License Number: _____ <input type="checkbox"/> No	Have you ever applied for a job with the city of El Campo? <input type="checkbox"/> Yes Date(s): _____ <input type="checkbox"/> No
Have you ever worked for the City of El Campo? <input type="checkbox"/> Yes Date(s): _____ <input type="checkbox"/> No Position Held: _____	Do you have any relatives working for the City of El Campo? <input type="checkbox"/> Yes Name: _____ <input type="checkbox"/> No Department: _____
If hired, can you furnish proof that you are a U.S. Citizen (required for Police Officer)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever served in the U.S. Armed Services? <input type="checkbox"/> Yes If Yes, proof of discharge (DD214) must be submitted <u>prior</u> to Civil Service Examination. <input type="checkbox"/> No

▼ AVAILABILITY

Are you willing to comply with the current City Policy relating to the response time limit of 20 minutes from a residence outside of the city limits? <input type="checkbox"/> Yes <input type="checkbox"/> No	I will accept: Full Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part Time <input type="checkbox"/>	Date available?
---	---	-----------------

▼ EDUCATION

High School attended and location	Highest grade successfully completed	Year Graduated	
College (University or Community) attended and location	No. of yrs. completed	Year Graduated	Degree(s)
Major subjects of specialization			

▼ JOB DESCRIPTION

You must be able to perform all duties of a police officer as described on the attached job description. Persons hired are initially classified as a Probationary Police Officer for six (6) months. This classification is used to train new employees to perform police duties. Employees participate in on-the-job training (under immediate supervision) in basic police procedures, techniques and laws required to perform the duties of a police officer.

X _____
Sign here acknowledging that you are in receipt of an El Campo Police Officer Job Description.

▼ MINIMUM REQUIREMENTS

Check box if you comply with the requirement:

- Must be a citizen of the United States and be able to competently read and write the English language.
- Must not have been convicted or placed on probation of any type by any state or by the federal government for driving while intoxicated (DWI) or driving under the influence of drugs (DUID) in the past ten (10) years.
- Must not have been convicted or placed on deferred adjudication or probation for any felony under the laws of Texas, another state, or the United States.
- Must be of good moral character, as determined by a thorough background investigation.
- Must be a high school graduate.
- Must now possess a current Texas Peace Officer License.

▼ **MINIMUM REQUIREMENTS - Continued**

Check box if you comply with the requirement:

- If applicable, must have an honorable discharge from the U.S. Armed Services.
- Must not be on probation, community supervision, or deferred adjudication for a criminal offense.
- Must not have been convicted of a misdemeanor charge offense of the grade of "Class A" or its equivalent within the last twelve (12) months.
- Must not have been convicted of a misdemeanor offense of the grade of "Class B" or its equivalent within the last six (6) months.
- Must not be under indictment for a felony offense.
- Must not have ever executed at any time a confession to a felony offense, such confession being admissible as evidence against the person in any criminal proceeding in any state or federal court.
- Must not have had a license issued by the Texas Commission on Law Enforcement Standards and Education previously revoked.
- Must be physically able to perform the essential duties and functions of a Police Officer as determined by a physician.
- Willing to submit to physical examination, drug screen and psychological test.
- Must possess a valid Texas Driver's License
- Must be at least twenty-one (21) years of age.
- Must not have ever injected or inhaled a controlled substance or dangerous drug without a prescription recommended by a physician.
- Must not have ever engaged in the illegal manufacture or sale of any drug listed in the Texas Controlled Substance Act.
- Applicant must never have used any illegal drug or controlled substance beyond experimentation (1-3 times). Marijuana is the only exception to this qualification.
- Must not have ever used the following specific illegal drugs or substances. These are considered absolute disqualifiers unless taken according to prescription:
 - Opiate, natural or synthetic
 - Any hallucinogens
 - Barbiturates, or their derivatives
 - Amphetamines, or their derivatives
 - P.C.P.
 - Acid / LSD

▼ **MINIMUM REQUIREMENTS - Continued**

Check box if you comply with the requirement:

- Crack Cocaine
- Heroin / Cocaine combined in one dosage
- Steroids

Must not have used any illegal drug or controlled substance within two (2) years prior to the applying for employment with the El Campo Police Department.

Applicant Score of Minimum Requirements

- I can comply with all of the minimum requirements in this application.
- I cannot comply with all of the minimum requirements in this application.

▼ **REQUIRED DOCUMENTS FOR APPLICATION**

1. College transcripts must be submitted prior to application deadline. Transcripts from institutions out of the area should be requested by the applicant immediately and a photocopy of the letter of request should be attached to the application.
 2. Form DD214 (Proof of Military Service) if applicable, to verify **honorable discharge**.
 3. A photocopy of your Texas Driver's License (or Texas D.L. receipt if you have not yet received the D.L.).
 4. Other documentation, e.g., miscellaneous training certificates, letters of appreciation or commendation, award certificates, etc., will not be submitted at the time of application. These documents may be submitted at a later stage of the hiring process.
-

Checklist of required documents you are submitting with this application:

- College Transcripts attached to application
or
- Photocopy of Letter requesting transcripts attached to application
- Form DD214 (Honorable Discharge) attached to application
or
- Form DD214 not applicable to you due to no prior military service
- Texas Driver's License (photocopy) or receipt for same

▼ APPLICANT PROCESSING PROCEDURE (Information Only)

The selection process for the position of Police Officer for the El Campo Police Department consists of the following:

1. Complete an Employment Application with the El Campo Police Department. Applicant must Pass all minimum requirements and provide requested documents in order to proceed to next phase.
2. Applicant must complete a Personal History Statement and return it before the deadline established in order to Pass this phase and proceed to the next step in the selection process.
3. Applicant must appear before an Interview Board and Pass the interview in order to proceed.
4. Based upon the number of open positions to be filled, a sufficient number of applicants passing the Interview Board will be made a conditional offer of employment, and proceed to the next phase of the hiring process. Applicants are selected in order of their rank on the eligibility list.
5. Applicant must Pass a physical examination, drug screen and psychological test.
6. The applicant's performance at each phase of the hiring process is scored on a Pass-Fail basis. A failure at any phase will disqualify the applicant from further consideration at this time. In most cases you are welcome to re-apply at a later date or to apply for other employment with the City.

▼ RELEASE OF INFORMATION AUTHORIZATION AND STIPULATIONS

I understand that this is not an employment agreement between the City of El Campo and the applicant.

I expressly request employers and any persons who may have information (including records of criminal convictions) concerning me to furnish that information to the City of El Campo and to the El Campo Police Department, and I agree to hold such harmless, and I do hereby release them of any and all liability and damages of any nature whatsoever for furnishing such information.

I understand that I must complete a physical examination, at the City of El Campo's expense, before final acceptance for employment. If a doctor determines I have certain medical restrictions relating to my ability to perform the functions of Police Officer, those restrictions will be communicated to the City of El Campo.

I certify that all the answers I have given are true to the best of my knowledge and belief. I further acknowledge that I have read and understood the questions regarding the minimum requirements for a Police Officer and I have answered these questions truthfully. I understand that either the failure to answer all questions completely and truthfully, or failure to timely submit required documents, will remove me from the hiring process and I will not be considered for employment with the City of El Campo, whether the failure is discovered now, or at a later part of the hiring process, or after employment. I understand that I will have failed in this phase of the process and must re-apply at a later date.

Signature of Applicant

Date Signed

We sincerely appreciate your interest in the El Campo Police Department and look forward to seeing you in the next employment phase.

▼ FOR USE BY THE EL CAMPO POLICE DEPARTMENT

Vision Requirement <input type="checkbox"/> Yes <input type="checkbox"/> No	College Transcript <input type="checkbox"/> Yes <input type="checkbox"/> No
DD214 (Honorable Discharge) <input type="checkbox"/> Yes <input type="checkbox"/> No	Age <input type="checkbox"/> Yes <input type="checkbox"/> No
Driving Record - DWI /DUID <input type="checkbox"/> Yes <input type="checkbox"/> No	Driving Record - Citations <input type="checkbox"/> Yes <input type="checkbox"/> No
Comments / Additional Information	



EL CAMPO POLICE DEPARTMENT

CITY OF EL CAMPO

Minimum Requirements for the position of:

POLICE OFFICER

Applicants for employment with the El Campo Police Department for the position of Police Officer shall meet the following minimum requirements:

1. Must be a citizen of the United States and be able to competently read and write the English language.
2. Must not have been convicted or placed on probation of any type by any state or by the federal government for driving while intoxicated (DWI) or driving under the influence of drugs (DUID) in the past ten (10) years.
3. Must not have been convicted or placed on deferred adjudication or probation for any felony under the laws of Texas, another state, or the United States.
4. Must be of good moral character, as determined by a thorough background investigation.
5. Must be a high school graduate.
6. Must now possess a current Texas Peace Officer License.
7. If applicable, must have an honorable discharge from the U.S. Armed Services.
8. Must not be on probation, community supervision, or deferred adjudication for a criminal offense.
9. Must not have been convicted of a misdemeanor charge offense of the grade of "Class A" or its equivalent within the last twelve (12) months.
10. Must not have been convicted of a misdemeanor offense of the grade of "Class B" or its equivalent within the last six (6) months.
11. Must not be under indictment for a felony offense.
12. Must not have ever executed at any time a confession to a felony offense, such confession being admissible as evidence against the person in any criminal proceeding in any state or federal court.

▼ CITY OF EL CAMPO-Minimum Requirements for the position of: POLICE OFFICER (Continued)

13. Must not have had a license issued by the Texas Commission on Law Enforcement Standards and Education previously revoked.
14. Must be physically able to perform the essential duties and functions of a Police Officer as determined by a physician.
15. Willing to submit to physical examination, drug screen and psychological test.
16. Must possess a valid Texas Driver's License
17. Must be at least twenty-one (21) years of age.
18. Must not have ever injected or inhaled a controlled substance or dangerous drug without a prescription recommended by a physician.
19. Must not have ever engaged in the illegal manufacture or sale of any drug listed in the Texas Controlled Substance Act.
20. Applicant must never have used any controlled substance or dangerous drug beyond experimentation (1-3 times). Marijuana is the only exception to this qualification.
21. Must not have ever used the following specific illegal drugs or substances. These are considered absolute disqualifiers unless taken according to prescription:
 - Opiate, natural or synthetic
 - Any hallucinogens
 - Barbiturates, or their derivatives
 - Amphetamines, or their derivatives
 - P.C.P.
 - Acid / LSD
 - Crack Cocaine
 - Heroin / Cocaine combined in one dosage
 - Steroids
22. Must not have used any illegal drug or controlled substance within two (2) years prior to the applying for employment with the El Campo Police Department.



EL CAMPO POLICE DEPARTMENT

PERSONAL HISTORY STATEMENT

EL CAMPO POLICE DEPARTMENT
303 EAST JACKSON STREET
EL CAMPO, TEXAS 77437-4590
(409) 543-5311

NAME OF APPLICANT

<p><u>FOR OFFICE USE</u></p> <p>DATE ISSUED: _____</p> <p>TIME ISSUED: _____</p> <p>DATE RETURNED: _____</p> <p>TIME RETURNED: _____</p>	<p>RETURN TO: _____</p> <p><u>YOUR PERSONAL HISTORY STATEMENT WILL NOT BE ACCEPTED AFTER:</u></p> <p>DAY: _____</p> <p>DATE: _____</p> <p>TIME: _____</p> <p>IMPORTANT - DEADLINE INFORMATION</p>
--	--

N O T I C E

READ BEFORE YOU BEGIN FILLING OUT THIS FORM

This Personal History Statement must be completed by you **in your own handwriting** and must be returned by the day, date and time printed above. If you cannot complete this form and return it to the **EL CAMPO POLICE DEPARTMENT** by the deadline established on this form, you will be considered to have **FAILED** and no further action will be taken with your application.

Please read all instructions carefully before writing in this Personal History Statement.

Any willful omissions, deceptions, or false information will be considered an absolute disqualifier and you will have **FAILED** this part of your selection process and will not be processed further for the position you are applying for, whether now or at a later phase of the selection process.

▼ INSTRUCTIONS

READ THESE INSTRUCTION CAREFULLY BEFORE PROCEEDING

These instructions are provided as a guide to assist you in properly completing your personal history statement. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment.

Answer all questions to the best of your ability.

- Your Personal History Statement should be printed, **in your own handwriting** legibly in **black ink**. Do not type your answers, we are interested in your handwriting skills.
- Print your name at the top of each page in the space provided.
- If a questions does not apply to you, enter N/A in the space provided. Leave no empty lines.
- Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
- You are responsible for obtaining correct mailing addresses. If you are not sure of an address, check it by personal verification. Your local library may have a directory service or copies of local phone directories.
- If there is insufficient space on the form for you to include all information required, complete the extra supplemental pages attached to the Personal History Statement. Be sure to reference the relevant section and question number before continuing your answer.
- All requested documents must be submitted with this Personal History Statement when you return it to the EL CAMPO POLICE DEPARTMENT. No exceptions or waivers will be allowed.

N O T I C E

YOU MUST SUCCESSFULLY COMPLETE AND TIMELY RETURN THIS PERSONAL HISTORY STATEMENT IN ORDER TO PROCEED TO THE NEXT PHASE OF YOUR SELECTION PROCESS. LISTED BELOW ARE SOME, BUT NOT ALL OF THE AREAS WHICH WILL CAUSE YOU TO FAIL IN THE PROCESS.

- Failure to turn in Personal History Statement and requested documents by the Deadline established on the cover of this form.
- Any willful omissions, deceptions or false information will be considered an absolute disqualifier and you will have **FAILED** this part of your selection process and will not be processed further for the position you are applying for, whether now or at a later phase of the selection process.

I HAVE READ THE ABOVE NOTICE, AND ALL INSTRUCTIONS, AND UNDERSTAND THAT I WILL TO THE BEST OF MY ABILITY COMPLETE THIS PERSONAL HISTORY STATEMENT WITH TRUTHFUL AND ACCURATE INFORMATION. I FURTHER UNDERSTAND THAT IF I WILLFULLY AND INTENTIONALLY OMIT INFORMATION REQUESTED IN THIS PERSONAL HISTORY STATEMENT, I WILL HAVE FAILED IN THE SELECTION PROCESS AND NO FURTHER ACTION WILL BE TAKEN WITH MY APPLICATION. I UNDERSTAND THAT I MUST RE-APPLY FOR THIS POSITION IF I DO FAIL.

 APPLICANT'S SIGNATURE

