

ATASCOSA COUNTY

Juvenile Justice Center

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital, veteran, or any other legally protected status.
Proof of citizenship or immigration status will be required to consider employment.
This application shall be considered active for a period of time not to exceed 45 days.

POSITION APPLIED FOR

☐ Juvenile Supervision Officer ☐ Part Time Control Tech ☐ Other: _____

01 APPLICANT INFORMATION Fields marked with * must be filled out

DATE OF APPLICATION				
LAST NAME		FIRST NAME		MIDDLE NAME
ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER *	BEST TIME TO CONTACT *	SOCIAL SECURITY NUMBER *		E-MAIL

02 GENERAL INFORMATION

Are you at least 21 years of age? ☐ Yes ☐ No

Have you ever filed an application with us? ☐ Yes ☐ No IF YES, DATE: _____

Have you ever been employed with us? ☐ Yes ☐ No IF YES, DATE: _____

Do any of your friends or relatives, other than your spouse, work here? ☐ Yes ☐ No IF YES, WHO: _____

Are you currently employed? ☐ Yes ☐ No

Are you currently on "Recall" status? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

Can you travel if the job requires it? ☐ Yes ☐ No

Citizenship: ☐ USA OTHER: _____

Proof of citizenship: ☐ Yes ☐ No

How did you learn about us? ☐ Advertisement ☐ Employment Agency ☐ Walk In ☐ Friend/Relative

DATE AVAILABLE TO WORK	DESIRED SALARY RANGE
------------------------	----------------------

OFFICER POSITIONS ARE FULL TIME AND THE APPLICANT MUST HAVE OPEN AVAILABILITY.

Note to applicant: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities required of the job for which you have applied? ☐ Yes ☐ No

I have reviewed a copy of the physical job requirements: _____

Signature

03 EDUCATION

HIGH SCHOOL		YEARS COMPLETED	COMPLETED ☐ Diploma ☐ GED
College	☐ Yes ☐ No	COURSE OF STUDY	DEGREE ☐ Yes ☐ No
Graduate School	☐ Yes ☐ No	COURSE OF STUDY	DEGREE ☐ Yes ☐ No

Please provide proof of diploma or GED. A high school or college transcript may be submitted for proof.

04 WORK EXPERIENCE *Start with your present or previous job*

IF YOU SERVED IN THE MILITARY, PLEASE PROVIDE A COPY OF THE DD214 AT THE INTERVIEW.

EMPLOYER 1		
EMPLOYER	DATES EMPLOYED From: To:	WORK PERFORMED
ADDRESS	HOURLY RATE OR SALARY Starting: Final:	
PHONE NUMBER		
PRESENT JOB TITLE	REASON FOR LEAVING	MAY WE CONTACT? ☐ Yes ☐ No
SUPERVISOR		

EMPLOYER 2		
EMPLOYER	DATES EMPLOYED From: To:	WORK PERFORMED
ADDRESS	HOURLY RATE OR SALARY Starting: Final:	
PHONE NUMBER		
PRESENT JOB TITLE	REASON FOR LEAVING	MAY WE CONTACT? ☐ Yes ☐ No
SUPERVISOR		

EMPLOYER 3		
EMPLOYER	DATES EMPLOYED From: To:	WORK PERFORMED
ADDRESS	HOURLY RATE OR SALARY Starting: Final:	
PHONE NUMBER		
PRESENT JOB TITLE	REASON FOR LEAVING	MAY WE CONTACT? ☐ Yes ☐ No
SUPERVISOR		

05 BACKGROUND & SKILLS

Explain any gaps in employment:

Describe any specialized training, apprenticeship, skills, or extra-curricular activities that would benefit you for this position:

Describe any military training that would benefit you in this position *(applicants with prior military service must provide a copy of their DD214 indicating **Honorable** Discharge):*

Specialized Skills	☐ PC / Mac ☐ Spreadsheet ☐ Word Processing
	MACHINERY (PLEASE LIST)

06 PREA COMPLIANCE *Additional information for compliance with the Prison Rape Elimination Act of 2003*

- 1 Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? ☐ Yes ☐ No
- 2 Have you been convicted of engaging or attempting to engage in sexual activity in the community, facilitated by force, overt or implied threats of force, coercion, or if the victim did not consent or was unable to consent or refuse? ☐ Yes ☐ No
- 3 Have you been civilly or administratively adjudicated to have engaged in the activity as described in question #1 & #2 of this section? ☐ Yes ☐ No
- 4 Have you been civilly or administratively adjudicated, disciplined or had any government issued license revoked or suspended for having engaged in conduct defined as sexual harassment? ☐ Yes ☐ No

07 OTHER INFORMATION

State any other information you feel may be helpful to us in considering your application, including professional, trade, business, or civic activities and offices held (you may exclude information which would reveal gender, race, religion, national origin, age, disability, or other protected status):

08 PERSONAL / PROFESSIONAL REFERENCES *Do not include family members*

NAME	PHONE NUMBER	BEST TIME TO CALL	OCCUPATION

If you are called for an interview, please bring your **DL, SS card, and HS diploma/GED or college transcript.**

APPLICANT'S STATEMENT

I certify that information given on this form is true and correct. I authorize investigation of this information as may be necessary to arrive at an employment decision. I hereby understand and acknowledge that unless otherwise defined by applicable law, any employment relationship with this facility is of an "at will" nature, which means that the employee may resign or the employer may terminate employment at any time without cause. This "at will" relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged, in writing, by an authorized executive of this facility. In the event of employment, I understand that material omissions, false or misleading information on this application or in the interview may result in non-consideration of employment or termination, if hired. I further understand that I am required to abide by all rules and regulations of this employer.

Signature of Applicant:

Date:
