



COCKRELL HILL POLICE DEPARTMENT

Employment Application

COCKRELL HILL POLICE DEPARTMENT
4125 W. CLARENDON
DALLAS, TEXAS 75211 – 4919
(214)339-4141

Dear Potential Applicant:

We appreciate your interest in our organization and, we have enclosed the employment application you recently requested. *Bear in mind that your ability to comprehend directions begins with this letter.*

- a) We do not hire from resumes alone but you may enclose one if you wish. If a resume indicates you embellished your qualifications, you will be removed from future consideration.
- b) All applications must be detailed in content and, must be neatly printed or typed. If any particular question does not apply to you, write "N/A" in the answer space.
- c) The final page of the application is a check list regarding other necessary paperwork to be turned in with your completed application. Please check this list closely and make sure each required item is included before submitting your application.
- d) It is very important that the application and information release document be signed and dated by you before a Notary Public. (Note: Those applications submitted without proper notarization will not be considered.)
- e) Incomplete and/or unreadable applications will not be considered.
- f) It is required that you complete a preliminary questionnaire followed by a preliminary interview prior to the processing of the application. You must bear in mind that this phase of the process is relying upon "first impressions." Prior to proceeding to the next phase of hiring consideration, you must successfully complete this phase.
- g) Your application will be on file for a period of 180 days. After that time, you will need to complete a new application if you wish to be considered for employment.
- h) You must attach a recent passport photo on the first page of the application.
- i) It is your responsibility to follow up on the application process providing accurate contact information, email addresses and telephone numbers. You will be expected to answer any questions the background investigator may have for you which may clarify uncertain information. ***The background investigator has the authority to immediately reject further processing if deception is discovered at any time.***



(Office Use only: File # _____)

COCKRELL HILL POLICE DEPARTMENT
APPLICATION

Please Print Your Responses

Date: _____

The following questions are to be answered only by the person applying for a position with the City of Cockrell Hill Police Department.

Position applied for (one position per application): _____

1) Name _____, _____, _____
(Last) (First) (Middle)

2) Home Ph: () _____ Work Ph: () _____ Cell Ph: () _____

3) Social Security No. _____

4) Ethnicity: [] Black [] Caucasian [] Indian [] Asian [] Hispanic [] Other

5) Date of birth _____ Place of birth _____

6) How long have you lived at your present address? _____

7) List past five places of residence.

a. Address _____
(City) (State) (Zip)
From (mo/yr) _____ to (mo/yr) _____

b. Address _____
(City) (State) (Zip)
From (mo/yr) _____ to (mo/yr) _____

c. Address _____
(City) (State) (Zip)
From (mo/yr) _____ to (mo/yr) _____

d. Address _____
(City) (State) (Zip)
From (mo/yr) _____ to (mo/yr) _____

e. Address _____
(City) (State) (Zip)
From (mo/yr) _____ to (mo/yr) _____

8) List special skills or qualifications you have:

9) Have you ever applied to any law enforcement agency in Texas or any other state?
 Yes No

If yes, give name of the agency, date, and status of any applications:

10) Have you ever worked for any law enforcement agency in Texas or any other state?
 Yes No

If yes, give the name of the agency(s) and dates of employment:

DRIVER'S LICENSE RECORD

11) Have you ever possessed a driver's license issued by any state?
 Yes No

If yes, please give the state, number and expiration date:

12) If you answered yes, was your license ever suspended or revoked? Yes No

If yes, please give reason, state, date and reinstatement date:

13) Are your driving privileges restricted? Yes No

If yes, please list restrictions:

14) Have you ever had a lapse in automobile liability insurance? Yes No

If yes, explain:

List the current liability insurance you have on your motor vehicles, including agent's name, address, and policy number.

MILITARY BACKGROUND

15) Have you ever served on active duty in the Armed Forces of the United States? Yes No

If yes:

1) Branch _____

2) Highest rank achieved _____

3) Dates of active duty _____

4) Type of discharge _____

5) Have you ever been the subject of a judicial or non-judicial disciplinary action while in the military? Yes No

If yes, explain:

16) List all medals and decorations awarded you during your military service.

17) Are you a member of the Reserve or National Guard? Yes No

If yes:

Ready

Standby Unit and location _____

18) Have you ever been demoted, put on inactive status or subject to disciplinary action while in any position, in any way, while in *military service*? Yes No

If yes, explain:

19) List special training received in military.

20) Indicate military performance ratings.

EMPLOYMENT HISTORY

21) Beginning with the most recent, list below ALL work experience. Please include part-time and temporary employment, as well as job-related military service. Account for any gaps in your employment history. List any self-employment. Under specific duties, describe the kind of work you did, machines or equipment operated, and the number and title of employees you supervised, if any. Attach additional sheets if needed.

a) Employer: _____ from: _____ to _____

Address: _____ Monthly Pay: \$ _____

Phone: _____ Job Title: _____

Supervisor: _____ Co-Worker: _____

Duties: _____

Reason(s) for leaving: _____ **Eligible for re-hire:** [] Yes [] No

b) Employer: _____ from: _____ to _____

Address: _____ Monthly Pay: \$ _____

Phone: _____ Job Title: _____

Supervisor: _____ Co-Worker: _____

Duties: _____

Reason(s) for leaving: _____ **Eligible for re-hire:** [] Yes [] No

c) **Employer:** _____ from: _____ to _____

Address: _____ Monthly Pay: \$ _____

Phone: _____ Job Title: _____

Supervisor: _____ Co-Worker: _____

Duties: _____

Reason(s) for leaving: _____ **Eligible for re-hire:** [] Yes [] No

d) **Employer:** _____ from: _____ to _____

Address: _____ Monthly Pay: \$ _____

Phone: _____ Job Title: _____

Supervisor: _____ Co-Worker: _____

Duties: _____

Reason(s) for leaving: _____ **Eligible for re-hire:** [] Yes [] No

e) **Employer:** _____ **from:** _____ **to** _____

Address: _____ **Monthly Pay:** \$ _____

Phone: _____ **Job Title:** _____

Supervisor: _____ **Co-Worker:** _____

Duties: _____

Reason(s) for leaving: _____ **Eligible for re-hire:** [] Yes [] No

f) **Employer:** _____ **from:** _____ **to** _____

Address: _____ **Monthly Pay:** \$ _____

Phone: _____ **Job Title:** _____

Supervisor: _____ **Co-Worker:** _____

Duties: _____

Reason(s) for leaving: _____ **Eligible for re-hire:** [] Yes [] No

LEGAL HISTORY

22) List all traffic citations except parking tickets.

23) Were you ever arrested or charged with any violation? List below even if there were no formal charges, no court appearance, found not guilty or other disposition.

24) List any court action where you have ever been a plaintiff or defendant, including divorce.

Has any court:

25) Placed you on probation? Yes No

If yes, explain:

26) Prohibited you from possessing a firearm? Yes No

If yes, give details including dates, when, where and why:

Have you ever been?

27) Required to appear before a juvenile court for an act which would have been a crime if committed by an adult? Yes No

- 28) Reported to law enforcement as a missing person or runaway? Yes No
- 29) Questioned by law enforcement authorities? Yes No
- 30) Contacted by the police as a possible suspect for any type of criminal investigation?
 Yes No
- 31) Charged with a crime? Yes No
- 32) Convicted of a felony? Yes No

If yes to questions 27-32, explain. If more room is required, please attach additional sheets.

Have you ever:

- 33) Lied about anything really important? Yes No
- 34) Told a lie to stay out of trouble? Yes No
- 35) Had a warrant taken out on you? Yes No
- 36) Participated in an *undetected* crime? Yes No
- 37) Altered price tags in a store? Yes No
- 38) Lied under oath in court? Yes No
- 39) Lied on an official document? Yes No
- 40) Stolen anything? Yes No

If yes to questions 27 – 40, explain. If more room is required, please attach additional sheets.

41) Do you use alcoholic beverages? [] Yes [] No

If yes, explain:

42) Have you ever used illegal drugs? [] Yes [] No

If yes, please list the type of drugs and date(s) used:

43) Have you ever been treated for drug addiction? [] Yes [] No

If yes, explain:

44) Have you ever sold illegal drugs? [] Yes [] No

If yes, explain:

PERSONAL INFORMATION

45) Have you ever or are you now engaged in a private personal business? [] Yes [] No

If yes, list your capacity, name of business and dates:

Do you:

46) Object to wearing a uniform? [] Yes [] No

47) Object to being away from home for long periods of time due to official duties? [] Yes [] No

48) Object to working 12 hour shifts (7p.m – 7 a.m.)? [] Yes [] No

49) Have you ever been bonded? [] Yes [] No

If yes, on what job(s)?

50) Do you have any physical limitations that preclude you from performing the following job duties? [] Yes [] No

51) Can you frequently lift or move objects up to 50 pounds and occasionally lift or move objects up to 165 pounds? [] Yes [] No

52) Do you have any problems working in the following environments?

- a) Weather conditions involving High and Low temperature extremes including wet/humid environments [] Yes [] No
- b) During day and night [] Yes [] No
- c) Under emergency and stressful situations [] Yes [] No
- d) Exposure to audible alarms and gunfire [] Yes [] No
- e) Exposure to smoke, noxious odors, fumes, chemicals, liquid chemicals, radioactive materials, solvents and oils [] Yes [] No
- f) Near moving mechanical parts, vibrations and in areas with risk of electrical shock [] Yes [] No

RELATIVES/FRIENDS EMPLOYED BY GOVERNMENT

53) List complete names, location and place of employment of any close relatives or friends (including in-laws) who are employed in law enforcement.

<u>Name</u>	<u>Address</u>	<u>Phone</u>	<u>Relationship</u>
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FAMILY

54) Complete the following information on your family.

	<u>FULL NAME</u>	<u>PRESENT ADDRESS</u>	<u>PHONE NUMBER</u>
Father	_____	_____	_____
Mother	_____	_____	_____
Brother/Sister	_____	_____	_____
Brother/Sister	_____	_____	_____
Brother/Sister	_____	_____	_____
Child	_____	_____	_____
Child	_____	_____	_____

55) If you are married or engaged to be married, complete the following information

	<u>FULL NAME</u>	<u>PRESENT ADDRESS</u>	<u>PHONE NUMBER</u>
Spouse	_____	_____	_____
Father-in-law	_____	_____	_____
Mother-in-law	_____	_____	_____
Brother/Sister-in-law	_____	_____	_____
Brother/Sister-in-law	_____	_____	_____
Brother/Sister-in-law	_____	_____	_____

REFERENCES

56) List a minimum of three (3) responsible persons (not former employers or relatives) whom you have known for at least three (3) years and will serve as a reference for you. Provide complete information.

Name	Address	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

57) List a minimum of three (3) social acquaintances in your own age group, providing complete information. Do not include individuals previously listed as references.

Name	Address	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

58) List three (3) neighbors, providing complete information. Do not include individuals previously listed as references.

Name	Address	Phone	Occupation
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EDUCATION

60) List all high schools and colleges/universities attended (in most recent chronological order):

School	City/State	Dates Attended	Hours Completed	GPA	Graduated
a. _____	_____	_____ to _____	_____	_____	___ Yes ___ No
b. _____	_____	_____ to _____	_____	_____	___ Yes ___ No
c. _____	_____	_____ to _____	_____	_____	___ Yes ___ No
d. _____	_____	_____ to _____	_____	_____	___ Yes ___ No

If college or university:

Major _____ Minor _____

Undergraduate GPA _____

61) Are you currently attending college? ___ Yes ___ No

If "Yes" how many semester hours are you enrolled for? _____

Which college/university are you presently attending? _____

When do you expect to graduate? _____

62) Upon completion of this application, may we contact your current employer? Yes No

If no, explain:

63) Have you ever applied as a Non-Paid Police Officer or Reserve Police Officer? Yes No

If yes, list the agency's and date(s) applied:

64) Have you ever been demoted or subject to disciplinary action while in any position, in any way?
 Yes No

If yes, explain:

65) Have you ever used, tried smoking, or experimented with illegal drugs, marijuana, or any other controlled substance not prescribed by your physician? Yes No

If yes, explain:

66) Have you ever been terminated or asked to resign from a place of employment?
 Yes No

If yes, explain:

67) Are you are fluent in a foreign language? [] Yes [] No

If yes, indicate each language:

68) Do you have any religious or other beliefs which would prevent you from fully performing the duties of a Sworn Police Officer including working on holidays? [] Yes [] No

If yes, explain.

69) Are there any incidents in your life or details not mentioned which may influence this department's evaluation of your suitability for employment as a Police Officer with the Cockrell Hill Police Department? [] Yes [] No

If yes, explain:

70) Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group or combination of persons which is totalitarian, fascist, communist or subversive, or shows a policy of advocating the commission of acts of force or violence to deny other people their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? [] Yes [] No

If yes, explain:

CERTIFICATION STATEMENT

I hereby certify that all statements made herein or attached hereto are true and I understand that, if employed, any falsehood or misrepresentation is cause for separation from service with the City of Cockrell Hill. I authorize the release of such information as my work, school, and police, medical, personal and mental records and other information as needed to determine my qualifications for the position I am seeking with the City of Cockrell Hill. I agree to submit to a pre-employment drug screen and physical as required for the position for which I am applying.

Applicant's Printed Name

Applicant's Signature

Date

Subscribed and sworn before me, this day of , 20 .

Notary Public in and for the State of Texas

Stamp or Seal

My Commission Expires

CITY OF COCKRELL HILL POLICE DEPARTMENT

4125 W. Clarendon Dr.
Dallas, TX 75211
214-339-4141
FAX: 214-276-0059

PERSONAL INQUIRY WAIVER, AUTHORITY FOR RELEASE OF INFORMATION

I, _____, do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the Cockrell Hill Police Department, whether the said records are of a public, private or confidential nature. Furthermore, I grant permission for this agent to obtain photocopies of any records concerning myself, that he / she considers relevant to my application for employment with the Cockrell Hill Police Department.

The intent of this authorization is to give my consent for full and complete disclosure of the records of former employers, educational institutions, financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and / or ratings) and other financial statements and records wherever filed, medical and psychiatric treatment and / or consultations, including hospital, clinics, private practitioners and the U.S. Veteran's Administration, employment and pre-employment records, including background reports, efficiency ratings, complaints filed by or against me and the records and recollections of attorneys at law, or of other counsel whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release of authorization will be considered in determining my suitability for employment by the Cockrell Hill Police Department. I also certify that any person(s) who furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. Information received from all sources will be kept confidential and will not be released to the Applicant. Information will be released to any Law Enforcement Agency requesting same and presenting a valid release form signed by the Applicant. Information received becomes part of the Employee's Personnel File on date of hire and may be used for internal reviews, investigations, and eligibility for continued employment. I also certify that if hired and/or appointed to any position by the Cockrell Hill Police Department, this release will remain in effect until such time as my employment or appointment no longer exists and may be used for the purposes of reviews and investigations.

A photocopy of this release form will be valid as an original thereof, even though said photocopy does not contain an original writing of my signature.

Applicant's Printed Name

Applicant's Signature

Date of Birth

Social Security Number

STATE OF TEXAS

SWORN AND SUBSCRIBED BEFORE ME THIS _____ **DAY OF** _____, _____
(day) (month) (year)

(NOTARY PUBLIC)

My Commission Expires: _____

Attachment List

The following documents must be attached to this application if applicable. Check all that apply to you:

- Copy of your Official Birth Certificate
- Copy of Marriage Certificate(s)
- Copy of Divorce Decree(s)
- Copy of Military DD214 with Honorable Discharge Certificate
- Copy of High School Diploma or proof of GED
- High School Transcripts (must be original with school seal)
- Copy of College Diploma(s)
- Copy of College Transcripts (must be original with school seal)
- Copy of current valid Texas Driver's License (front and back)
- Copy of Social Security Card (front and back)
- Basic Peace Officer/Telecommunicator License/Certificate
- Intermediate Peace Officer/Telecommunicator License/Certificate
- Advanced Peace Officer/Telecommunicator License/Certificate
- Master Peace Officer's License/Certificate
- TCLEOSE approved Police Academy Certificate(s)
- Recent color passport style photograph of applicant
- Citizenship documents
- Law Enforcement Certificates
- TCLEOSE exam results
- Criminal case dispositions
- Civil case dispositions
- Copies of other awards, certificates, etc.
- Letters of recommendation/commendation (optional, but no more than 20 may be accepted)