

READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING:

Employees are exposed to confidential and law enforcement sensitive information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with the City of Brownwood. Although it is an achievement to reach the background phase of the hiring process, this is still a competitive process and does not, in any way, guarantee selection.

Applicants successfully passing the written examination with a score of 70% or better and the Physical Agility examination will be provided a Personal History Statement to complete in order to conduct a thorough background investigation.

The Physical Agility examination consists of:

1. ¼ mile run, and
2. Pushing a vehicle 25 feet, and
3. Dragging an approximately 205 pound simulated person (dummy) 50 feet all within **4 minutes or less**.

9. **All documents requested must be submitted with the application** (photocopies are acceptable in most cases).

- _____ Copy of your Social Security card.
- _____ Copy of your birth certificate.
- _____ Copy of your valid Texas driver license or a copy of another State's driver license. Applicant must possess a valid Texas driver license prior to being employed.
- _____ Copy of your High School diploma, High School transcript or GED certificate.
- _____ Copy of your college transcript if applicable.
- _____ Copy of your Peace Officer Certificate from your police academy.
- _____ Copy of your Texas peace officer license as certified by TCOLE.
- _____ Copy of your DD-214 if applicable. Must possess an honorable discharge.
- _____ Original certified copy of your Naturalization papers, if applicable. (Present to H.R. for verification)
- _____ Copy of current proof of automobile liability insurance.
- _____ Complete and sign DPS form, page 6.

11. If you have any questions, please contact Human Resources Phone: 325-646-5775.

12. **Mail completed form to:**

**Director of Civil Service
%City of Brownwood
P.O. Box 1389
Brownwood, TX 76804**

Or deliver to Human Resources Dept. at 501 Center Ave, Brownwood, TX.

Applicant Qualification Section

Before you begin to fill out this application, please ensure that you meet the following requirements. You must meet all five of these requirements to qualify for licensure as a peace officer in Texas.

Initial:

_____ I am a citizen of the United States of America.

_____ I have earned a high school diploma or a GED.

_____ I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony

_____ During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.

_____ I have never had a military court martial that resulted in a dishonorable or bad conduct discharge.

DISQUALIFICATION

There are very few automatic basis for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals “fail” background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

This application form is a governmental document. Be truthful, as there are criminal consequences for lying on a governmental document.

Applicant Print Full Name

Applicant Signature

Date

AUTHORIZATION TO RELEASE INFORMATION

TO: _____

I, Hereby request and authorize you to furnish the City of Brownwood with any and all information they may request concerning my work record, educational history, military record, credit history, criminal record, general reputation, and past or present medical conditions.

This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested. The information will be used for the purpose of determining my eligibility for employment with the City of Brownwood.

I hereby release from all liability and/or damages the City of Brownwood and those individuals, corporations, or organizations, who provide such information. I understand any such information provided shall become the exclusive property of the City of Brownwood.

Due to regulations by the Fair Credit Reporting Act (FCRA) please fill out the attached disclosure provided at the end of the application.

Applicant's Printed Name: _____

Applicant's Signature _____

Date _____

NOTE: THIS FORM WILL BE RETAINED IN YOUR FILE.

EEO Voluntary Self-Identification Form

Name _____ Date of Application _____
Last First Middle

Other Names Used-(including maiden names and all marriage names) _____

Date of Birth _____ Male _____ Female _____

Social Security Number _____ - _____ - _____

Notice - Completion of this form is voluntary.

We are an Equal Opportunity Employer. Our employment decisions are made without regard to race, color, religion, gender, national origin, age, disability, marital status, veteran or military status, or any other legally protected status. The purpose of this *EEO Self-Identification Form* is to comply with federal government record-keeping and reporting requirements. Periodic reports are made to the government on the following information. The data you provide on this form will be kept confidential and used solely for analytical and reporting requirement purposes. This form is processed and maintained separately from your personnel file and is not used to make decisions about the terms and conditions of employment. Completion of this form is optional and voluntary. We appreciate your assistance.

HIGHEST LEVEL OF EDUCATION COMPLETED:

- | | |
|---|--|
| 1. 0-8 years | 6. Some college, less than B.A. |
| 2. 9-12 years, but not a high school graduate | 7. B.A., B.S., or similar degree |
| 3. High School Graduate | 8. M.A., M.S., or similar degree |
| 4. GED Certificate | 9. PhD., or similar degree |
| 5. Post high school, vocation or business | 10. M.D., or similar professional degree |

ETHNIC CATEGORY (Check one)

- _____ **White:** a person having origins in any of the people of Europe, the Middle East, or North Africa.
- _____ **Black or African American:** a person having origins in any of the black racial groups of Africa.
- _____ **Hispanic or Latino:** a person of Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- _____ **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ **Native Hawaiian or Other Pacific Islander:** a person having origins of any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- _____ **American Indian or Alaska Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- _____ **Two or More Races:** a person who primarily identifies with two or more of the above race/ethnicity categories.
- _____ I do not wish to voluntarily supply this information.

(continued on back)

EEO Voluntary Self-Identification Form (continued)

Notice - Completion of this form is voluntary.

VETERAN STATUS (Check all that apply)

_____ **Disabled Veteran:** A veteran who served on Active Duty in the U.S. military and is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to disability compensation) under laws administered by the Secretary of Veteran's Affairs, or was discharged or released from active duty because of a service-connected disability.

_____ **Active duty wartime or campaign badge Veteran:** a veteran who served on active duty in the U.S. military during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

_____ **Armed Forces Service Medal Veteran:** a veteran who served on active duty in the U.S. military and participated in a United States military operation for which an Armed Forces Service Medal was awarded.

_____ **Recently Separated Veteran:** a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military.

_____ I am a Veteran, but I chose not to self-identify the classifications to which I belong.

_____ I am NOT a Veteran.

_____ I do not wish to voluntarily supply this information.

VOLUNTARY SELF IDENTIFICATION

Are you able to perform the essential function of the job(s) you are seeking, with or without accommodations?

_____ Yes

_____ No

_____ I do not wish to voluntarily supply this information.

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check may be performed by accessing the Texas Department of Public Safety Secure Website and may be based on name and DOB identifiers. (This is not a consent form, but serves as information for the applicant.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history record information (CHRI), therefore the organization conducting the criminal history check is not allowed to discuss with me any CHRI obtained using the name and DOB method. The agency may request that I also have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

In order to complete the fingerprint process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at [www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History](http://www.txdps.state.tx.us/CrimeRecords/ReviewofPersonalCriminalHistory) or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$25.00 to the fingerprinting services company.

Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

(This copy must remain on file by this agency. Required for future DPS Audits)

Signature of Applicant or Employee (optional)

Date

City of Brownwood

Agency Name (Please print)

Agency Representative Name (Please print)

Signature of Agency Representative

Date

Please: Check and Initial each Applicable Space	
CCH Report Printed:	
YES _____	NO _____ initial
Purpose of CCH: <u>Pre-Employment</u>	
Empl ___	Vol/Contractor ___ initial
Date Printed: _____	_____ initial
Destroyed Date: _____	_____ initial
Retain in your files	