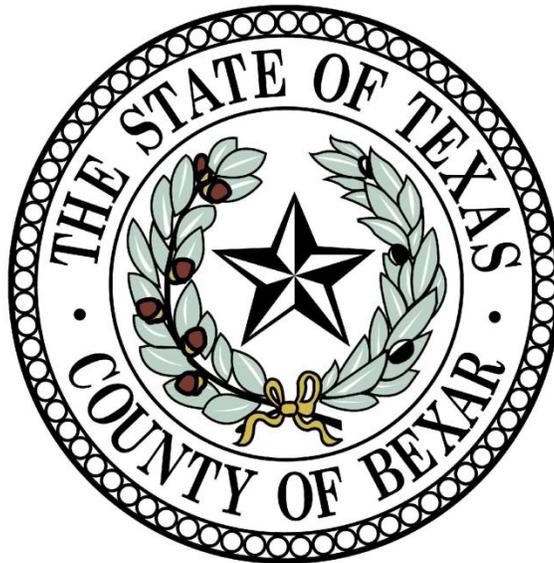


**Bexar County Community Supervision &  
Corrections Department  
Application for Employment**



Human Resources Department  
207 North Comal, San Antonio, Texas 78207  
(210) 335-0382 \* FAX (210) 335-0411

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

# APPLICATION FOR EMPLOYMENT

NAME: \_\_\_\_\_  
Last Name First Name Middle Initial

CURRENT ADDRESS: \_\_\_\_\_  
Street Address City State Zip Code

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_  
Area Code Area Code

CELL: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Area Code

REFERRED BY: \_\_\_\_\_

ARE YOU CURRENTLY WORKING FOR BEXAR COUNTY OR A STATE AGENCY?  Yes  No

IF YES, PLEASE EXPLAIN: \_\_\_\_\_

HOW DID YOU HEAR ABOUT THIS POSITION/JOB VACANCY? \_\_\_\_\_

## POSITION APPLYING FOR:

Supervision Officer  Community Corrections Facility Monitor  Security Monitor  Support Services  Other

## EDUCATION

Highest grade completed:  GED/High School Diploma  Associate's  Bachelor's  Master's PhD

### High School:

Name \_\_\_\_\_ Address \_\_\_\_\_

Graduated:  Yes  No

### College/Vocational/Technical School:

Name \_\_\_\_\_ Address \_\_\_\_\_

Field of Study: \_\_\_\_\_

Degree or number of Semester Hours: \_\_\_\_\_ Date Completed: \_\_\_\_\_

## JOB RELATED SKILLS

Computer Typing: \_\_\_\_\_ WPM – Length of time: \_\_\_\_\_ Years \_\_\_\_\_ Months

Data Entry: \_\_\_\_\_ WPM – Length of time: \_\_\_\_\_ Years \_\_\_\_\_ Months

10-Key: \_\_\_\_\_ SPM – Length of time: \_\_\_\_\_ Years \_\_\_\_\_ Months

Software Experience: \_\_\_\_\_

Length of time: \_\_\_\_\_ Years \_\_\_\_\_ Months

### Other

Skills or Abilities: \_\_\_\_\_

Length of time: \_\_\_\_\_ Years \_\_\_\_\_ Months

Knowledge, Licenses or Certificates: \_\_\_\_\_

Languages spoken other than English: \_\_\_\_\_ Fluent  Yes  No

\_\_\_\_\_ Fluent  Yes  No

**MILITARY SERVICE**

Branch of Service: \_\_\_\_\_ Date of Entry: \_\_\_\_\_ Date of discharge: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_ Are you a member of  Reserve  National Guard

**BACKGROUND**

Are you a citizen of the United States  Yes  No; If no, do you have a valid work permit?  Yes  No Permit #: \_\_\_\_\_

Have you ever been employed by Bexar County?  Yes  No If yes, when? \_\_\_\_\_ thru \_\_\_\_\_

Department: \_\_\_\_\_

If a relative works for Bexar County, please state their full name: \_\_\_\_\_

Relationship: \_\_\_\_\_

State the department and the position of the relative working for Bexar County: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes  No; If yes please explain.

Date of conviction: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Month/ Day / Year

Attach a list of all felony and misdemeanor convictions within the last 10 years

**DRIVER'S INFORMATION**

Driver's License #: \_\_\_\_\_ Type: \_\_\_\_\_ State: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Restrictions: \_\_\_\_\_

Attach a list of the type and dates of all traffic violations within the last 5 years, excluding non-moving violations.

**EMPLOYMENT HISTORY**

EMPLOYMENT HISTORY THIS SECTION MUST BE COMPLETED EVEN IF YOU ARE ATTACHING A RESUME. EVERY EFFORT WILL BE MADE TO CONTACT CURRENT AND PREVIOUS EMPLOYERS, **CORRECT TELEPHONE NUMBERS ARE IMPORTANT**. VOLUNTEER WORK OR INTERNSHIP SHOULD ALSO BE INCLUDED.

**Current or most recent employer:** \_\_\_\_\_

\_\_\_\_\_  
City State Zip code Phone Number

Date Hired: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Title: \_\_\_\_\_  Full Time  Part Time  Salary: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

If currently employed, may we contact your supervisor?  Yes  No

Duties: \_\_\_\_\_

**Second most recent employer:** \_\_\_\_\_

\_\_\_\_\_  
City State Zip code Phone Number

Date Hired: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Title: \_\_\_\_\_  Full Time  Part Time  Salary: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

If currently employed, may we contact your supervisor?  Yes  No

Duties: \_\_\_\_\_

Third most recent employer: \_\_\_\_\_

\_\_\_\_\_

City

State

Zip code

Phone Number

Date Hired: \_\_\_\_\_ End Date: \_\_\_\_\_

Job Title: \_\_\_\_\_  Full Time  Part Time  Salary: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

If currently employed, may we contact your supervisor?  Yes  No

Duties: \_\_\_\_\_

\_\_\_\_\_

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### REFERENCES

Please list two (2) references with current names, addresses, phone numbers and their relationship to you. Work references preferred.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### CERTIFICATION

I certify that the answers given by me to the foregoing questions and statements are true and correct without consequential omissions of any kind. I authorize Bexar County Community Supervision & Corrections Department to conduct a background investigation pertaining to my suitability for employment, which may include a criminal history check. I hereby release said companies, schools or persons from all liability for any damage of issuing this information. I understand and agree that any misleading or incorrect statements or omissions may render this application void, and if employed, would be cause for termination and this employer shall not be liable in any respect for such action or termination. As an applicant for employment with Bexar County Community Supervision & Corrections Department, I understand that, if hired, I must comply with the employee Drug and Alcohol Policy. Additionally, I agree to submit to a pre-employment drug-screening test and a pre-employment Tuberculosis Test (TB) as required by the Bexar County Community Supervision & Corrections Department.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

FOR OFFICIAL USE ONLY

Certified by Personnel Section if applicable: _____ Date Submitted: _____
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