

RANDALL COUNTY SHERIFF'S OFFICE



PRE –EMPLOYMENT SCREENING CHECKLIST FOR ALL POSITIONS

Name: _____

Date: _____

Revised 6/07/2017

Instructions for Completing the Pre-Employment Screening Checklist

It is important that you answer all questions completely and honestly. This is NOT a test, but rather a checklist covering the minimum qualifications for continuation in the hiring process with the Randall County Sheriff's Office. As part of the checklist process, you will be required to furnish specific documentation at a requested time.

Any false statement or omission of information regarding any subject in this questionnaire may result in the rejection of your checklist.

The Pre-Employment Screening Checklist may be completed in the applicant's own handwriting or typed. Use **black ink and print legibly**. **This form is a template and may be filled out online and submitted.**

Checklist with unanswered questions will not be accepted. If you do not understand any of the questions, contact Lt. Dennis Rice at the Randall County Sheriff's Office, 806-468-5800 for clarification.

You may mail, hand deliver or email the paperwork to personnel@rc-sheriff.com.

If you are mailing your paperwork, address it to:

Randall County Sheriff's Office
Personnel Section
9100 S. Georgia
Amarillo, TX. 79118

The Randall County Sheriff's Office is an Equal Opportunity Employer and complies with the Americans with Disabilities Act. Reasonable accommodations will be provided upon advanced request.

Pre-Employment Screening Checklist

Applicant: _____
(Last Name) (First Name) (Full Middle Name)

Other Names: _____
(Aliases, Maiden Names, Nicknames, etc.)

Birth Date: _____ Age: _____ Ethnicity: _____ Sex: _____

Social Security #: _____ - _____ - _____

Driver's License and/or ID Card #: _____ State: _____

Physical Address: _____

City, State, Zip Code: _____

Mailing Address: _____

Home Phone #: (____) _____ Work Phone #: (____) _____

Cell #: (____) _____ Email Address: _____

Position(s) you are applying for: _____

Have you ever applied with the Randall County Sheriff's Office? Yes No
If yes, when? _____

How were you referred to the Randall County Sheriff's Office?

- | | |
|-------------------------------------|---|
| <input type="radio"/> RCSO Employee | Employee Name: _____ |
| <input type="radio"/> Newspaper | <input type="radio"/> Radio <input type="radio"/> Television |
| <input type="radio"/> Internet Site | <input type="radio"/> Job Fair <input type="radio"/> Other |
| <input type="radio"/> Walk-in | <input type="radio"/> Texas Workforce Commission |

Please specify which Newspaper, Internet Site, Job Fair, Radio Station, TV Station, or Other: _____

The applicant is responsible for responding truthfully to each question. Falsifying or omitting information will be grounds for rejection of this Pre-Employment Screening checklist, and may be grounds for future dismissal from the Department. False or misleading statements are also subject to prosecution under Chapter 37, Perjury and Other Falsification, of the Texas Penal Code:

- 1. Are you a citizen of the United States of America? Yes No

- 2. If not, do you have an INS card or a work visa? Yes No

- 3. Do you have a high school diploma or GED? Yes No

- 4. Do you have a Bachelor's degree or higher? Yes No

- 5. Do you have a valid and current driver's license? Yes No

- 6. Have you ever been questioned, detained, or arrested by police or had criminal charges filed against you or been summoned to court? (This includes sealed records, Order of Restricted Access and field release citations other than for traffic offenses) Yes No

If Yes, state the reason and date: _____

- 7. Have you ever been or currently on court-ordered community supervision or probation for any offense above the grade of Class B misdemeanor i.e.: Class A misdemeanor or a Felony? Yes No

If Yes, state the reason and date: _____

- 8. Have you ever been convicted of an offense above the grade of a Class B misdemeanor i.e.: Class A misdemeanor or a Felony? Yes No

If Yes, state the reason and date: _____

- 9. Have you ever been convicted of any Family violence offense(s)? Yes No

If Yes, state the reason and date: _____

10. Have you been discharged from any military service under less than honorable conditions including: under other than honorable conditions, bad conduct, dishonorable, or any other characterization of service indicating bad character? Yes No

If Yes, identify the reason for the discharge: _____

11. Have you had a law enforcement license revoked or denied by final order, or have you voluntarily surrendered your license to avoid suspension? Yes No

If Yes, state the reason and date: _____

12. Have you ever bought, furnished or sold any controlled substance or dangerous drug, including marijuana, to another? (Underline the appropriate one) Yes No

If Yes, state the date: _____

13. Are you known to habitually associate with those of questionable moral character? Yes No

If Yes, state the reason and date: _____

14. Are you currently or have you ever been a member of an organization which advocates the overthrow of the United States government or any governmental entity in the United States? Yes No

If Yes, state the organization and date: _____

15. Have you ever been discharged from any city, state, federal, or private corrections institute or law enforcement agency as an Officer or Civilian for disciplinary reasons, resigning to avoid suspension or discharge or having resigned during a disciplinary investigation without final judgement being rendered. Yes No

If Yes, provide an explanation on the back of this page or insert a separate page.

16. Have you made false statements, falsely sworn to statements or, in any manner, falsified testimony in any official matter or in any significant business transaction? Yes No

If Yes, state the reason and date: _____

17. Have you ever been or currently on court-ordered community supervision or probation for a Class B misdemeanor? Yes No

If Yes, state the reason and date: _____

18. Have you ever been convicted of a Class B misdemeanor? Yes No

If Yes, state the reason and date: _____

19. Have you been convicted of five or more moving traffic violations and/or negligent collisions within a 24-month period during the five preceding years Yes No

20. Have you ever had a driver's license suspended, revoked or invalid? Yes No

If Yes, state the reason and date: _____

21. Have you ever been convicted of a Class C Misdemeanor other than Class C traffic related offenses? Yes No

If Yes, state the reason and date: _____

22. Have you used any illegal controlled substance, dangerous drug, or marijuana? Yes No

If Yes, state the illegal substance and date: _____

The Pre-Employment Screening Checklist is used to determine if an applicant meets minimum standards for continuation in the hiring process with the Randall County Sheriff’s Office. RSCO hires for both civilian and officer positions; therefore some questions may not be applicable to all applicants. However, all applicants are required to answer all questions, regardless of applicability. Once the Pre-Employment Screening Checklist has been reviewed and it has been determined that an applicant meets minimum standards, the applicant will be scheduled for the next phase of the hiring process.

After completion and return of the Pre-Employment Screening Checklist, you are required to keep the personnel office informed of any changes (address, phone numbers, checklists with other police departments, jobs, etc.) Failure to do so could result in your disqualification.

I affirm that the answers and written explanations I have made to each inquiry in this official document are true to the best of my knowledge and belief. I also acknowledge by my signature below that any falsification, misrepresentation, or omission of any information may be just cause for the rejection of my checklist or, if hired, used as a basis for my dismissal from the Randall County Sheriff’s Office.

I also acknowledge by my signature below that falsification, misrepresentation, or omission in this checklist could be violations of the Texas Penal Code, Chapter 37 – “Perjury and other Falsification”.

Signature of Applicant

Date

Randall County Employment Application

An Equal Opportunity Employer



Human Resources Office
501 16th Street, Suite 302
Canyon, Texas 79015

(806) 477-1701
RandallCountyHR-Payroll @randallcounty.org

Position Sought: _____

Is this a driving position? Yes: ____ No: ____ If yes, complete Authorization to Check Driving Record.

Name: _____

Last First Middle Initial Maiden

Address: _____

Street City State Zip Code

Email Address: _____ Telephone: _____

Please circle one: Home Phone / Cell

Have you previously worked for Randall County? Yes: ____ No: ____ If yes, when: _____

What type of employment will you accept? Full-time: ____ Part-Time: ____ Temporary: ____

If applying for part-time work, please describe the days and times you are available to work: _____

Do you have any relatives employed by Randall County? _____

How did you hear about this position? _____

PREVIOUS EMPLOYMENT: Please list all employment for the past 10 years, beginning with your current position and working backward. You may attach a resume to include additional information.

Employer #1: _____ Address: _____

Dates of employment: _____ Last Rate of Pay: _____

Position: _____ Immediate Supervisor: _____

Description of Work: _____ Reason for Leaving: _____

Who may we contact as a reference? _____

Name Position Phone Number

Employer #2: _____ Address: _____

Dates of employment: _____ Last Rate of Pay: _____

Position: _____ Immediate Supervisor: _____

Description of Work: _____ Reason for Leaving: _____

Who may we contact as a reference? _____

Name Position Phone Number

Employer #3: _____ Address: _____

Dates of employment: _____ Last Rate of Pay: _____

Position: _____ Immediate Supervisor: _____

Description of Work: _____ Reason for Leaving: _____

Who may we contact as a reference? _____

Name

Position

Phone Number

If you need additional lines, please ask Human Resources for additional Employment History pages.

Have you ever been involuntarily terminated from a position of employment? If so, please explain. (This question does not apply to a layoff or reduction in force for economic reasons). _____

MILITARY SERVICE:

Branch of Service: _____ Dates of Service: _____

EDUCATION:

Did you graduate from high school? Yes: ____ No: ____ If not, do you have a GED? Yes: ____ No: ____

Please indicate all college degrees and/or applicable coursework:

<u>School Name</u>	<u>Area of Study</u>	<u>Degree Received/Semester Hours</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list all licenses and certifications you hold which you believe qualify you for the position you seek:

Type: _____ Number: _____ Expiration: _____

Type: _____ Number: _____ Expiration: _____

RELEVANT EXPERIENCE: Please list any additional experience, training, and skills which you believe qualifies you for the position you seek: _____

Please list all equipment, office machines, and computer programs you are able to operate which you believe will be useful in the position you seek: _____

ADDITIONAL INFORMATION:

During the past 7 years, have you been convicted of, or have you pleaded guilty or no contest to a felony offense? If yes, please explain, including offense, date of conviction or plea, and state and county in which offense occurred: _____

If you need additional lines, please ask Human Resources for additional Criminal History pages.

By signing below, I certify that I have fully and accurately answered all questions and have given all information requested in this application for employment, and I understand that any wrong or incomplete information on this form may disqualify me for further consideration for employment or, if discovered after I am hired, may be grounds for my immediate termination. I understand that all such information is subject to verification by Randall County and hereby give my consent to Randall County to investigate my background and qualifications using any means, sources, and outside investigators at its disposal. I agree to undergo any type of drug and/or alcohol testing that Randall County may require. Finally, I understand that submission of this application does not necessarily mean that I will be hired, and that if I am hired, my employment will be at will, and either I or Randall County may terminate my employment at any time, with or without notice or reason.

Applicant's Signature

Date