

**DALLAS COUNTY  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD)**

<b>EMPLOYMENT APPLICATION SUPPLEMENT</b>
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Please check all that apply:

**New Applicant**

**Former CSCD Employee**

**Current Dallas County Employee**

**ERS Retiree**

**Instructions:**

- ❖ All questions must be answered in full.
- ❖ Print in BLACK INK or TYPE.
- ❖ If you are applying for a **CSO** position, you are required to complete and submit the Employment Application together with a copy of your college degree, an official college transcript, a pre-employment test (i.e. CSO Questionnaire), valid Texas Driver's License and proof of automobile liability insurance coverage.
- ❖ If you are applying for a **Technician** position, you are required to complete and submit the Employment Application together with a copy of your official college transcript showing at least 60 credit hours.
- ❖ If you are applying for a **Clerk** position, you are required to successfully complete a typing test as well as a pre-employment test (i.e. Microsoft Word and Excel Assessment Test).

**PERSONAL DATA**

Last Name	First Name	Middle	Social Security Number

Date of Birth	Place of Birth (State)

Note: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.

**DRIVER'S LICENSE INFORMATION (if required for position)**

State	Number	Expiration Date

**Are you related to any CSCD employee?**

Yes (answer below)

No

Name	Relationship	Unit/Department of Assignment

**If you are a male, age 18 through 25,** have you registered with the Selective Service?  Yes  No

If no, are you exempt from registration?

Yes

No

I am not a male, age 18-25

**IMPORTANT**

Read the definition of conviction below. When answering the following questions, **do not include**: 1) any violation of law committed before your 17<sup>th</sup> birthday, if the final decision was made in juvenile court or under a youth offender law; 2) any conviction whose record was expunged under Federal or State Law; 3) minor traffic violations. **DWI, DUI, Open Container and Driving While License Suspended** are not minor traffic violations and must be listed.

Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)

Yes  No

If yes, please explain:

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Have you ever been convicted of a crime (misdemeanor or felony)?

Yes  No

If yes, list each one below. Attach an additional page if necessary. **Include those that may not appear on your record at this time.** Important: For purposes of employment with CSCD, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes **deferred adjudication**) and court-ordered restitution.

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

**Please give three character references (other than former employers or relatives)**

Name	Address	Telephone Number	Occupation

**In the event of an emergency, please contact:**

Name	Address	Home Telephone Number	Work Telephone Number

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Signature – Applicant

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Date