



DALLAS COUNTY SHERIFF'S DEPARTMENT



CAREER FAIR THURSDAY, APRIL 29, 2010

5:00 pm – 7:00 pm
Bill J. Priest Institute
1402 Corinth Street
Dallas, Texas 75215

DETENTION SERVICE OFFICER (60 positions)

\$15.58/hr (beginning salary)
\$16.48/hr (after one year)
\$17.39/hr (after two years)

Requirements:

- * Must be a U.S. Citizen
- * HS Diploma/GED
- * Current Valid Texas Driver's License
- * No Felony Convictions/Class B misdemeanor or above
- * 19 years of age or older
- * Extensive Background Investigation
- * Must be available nights and weekends
- * Pre and Post Employment Drug Screens

Applicants must provide up to ten years prior work history and seven years residence history at the career fair.

(Applications received within the last three months are currently being processed.)

EOE

DALLAS COUNTY SHERIFF'S DEPARTMENT
RESOURCE DEVELOPMENT DIVISION
PERSONNEL SECTION
2025 Irving Blvd., #108
Dallas, Texas 75207
Telephone: (214) 741-1094 (Receptionist)



Dear Applicant:

Thank you for considering the Dallas County Sheriff's Department for employment. Attached along with the Job Application is the Personal History Statement that will be used to complete your background investigation. **Please answer all questions completely and honestly, filling in all blanks.**

1. To expedite the hiring process, please have the following **Original** documents with you at your first scheduled appointment. These documents will allow an investigator to begin the background investigation process.

The following required documents:

- Original Birth Certificate
- Social Security Card
- Original High School Transcript or Diploma or GED Certificate (not grade report)
- Texas Drivers License or Identification card
- Naturalization Documents (Citizenship)

If applicable, the following:

- Original or certified copy of college transcript(s)
- Current Marriage License
- All Divorce Decree(s) (complete decree)
- Military Discharge (DD Form 214 - Long Form)
- Selective Service Registration Card or Exemption from Registration (**MALES ONLY**)
- Proof of required licenses / certifications for certain positions (i.e., counselor)

Thank you for your time and your interest in the Dallas County Sheriff's Department.

Sincerely,

LUPE VALDEZ
SHERIFF

David Mitchell, Badge No. 359
Captain

Attachment



**RESOURCE DEVELOPMENT DIVISION
EMPLOYMENT APPLICATION**
"An Equal Opportunity Employer"



APPLICATION SUBMITTED FOR: DSO CLERICAL FOOD SERVICES COURTESY PATROL OTHER

NAME: Last				First				Middle				Maiden											
ADDRESS:				Street #				Street Name				Apt. #											
City				State				Zip Code															
TELEPHONE NUMBER:												Home ()				Work ()				Mobile ()			

PERSONAL INFORMATION

DATE OF BIRTH:				PLACE OF BIRTH (City, County, State):											
DRIVER'S LICENSE NUMBER:						State		Type							
Restrictions:				Height:		Weight:		Hair Color:				Eye Color:			
Identifying Marks (Scars, Tattoos, Etc.):															
Social Security #:						Alien #:									
Marital Status (Circle One) SINGLE MARRIED DIVORCED WIDOWED						Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Specify:									
List ANY and ALL relatives employed with Dallas County:															

EDUCATION: Do you meet the requirement of high school diploma, GED, or 12 hours accredited college? Yes No

List High School, College, or Training Schools, including City and State: (attach a separate sheet for additional information)	Major/Subject Studied	Type of Degree	Period of Attendance	
			FROM	TO

EMPLOYMENT

List all places where you have worked for the last 10 years (if additional space is needed, list on next page)	Title or Occupation	Full (F), Part-Time (PT), or Temporary (T)	Period of Employment	
	Reason for Leaving		FROM	TO

MILITARY

BRANCH:		Active Duty: FROM		TO		Status:	
TYPE OF DISCHARGE:							

EMPLOYMENT (Continued)

List all places where you have worked for the last 10 years (if additional space is needed, attach a separate sheet of paper)	Title or Occupation	Full (F), Part-time (PT), or Temporary (T)	Period of Attendance	
	Reason for Leaving		FROM	TO

I certify that the facts stated on my application for employment are true and correct. I understand that if my application or the attachments contain omissions, misstatements, or falsifications, I will be rejected or terminated. If I am denied employment, I understand that I WILL NOT be advised as to the reason for rejection.

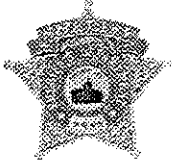
I have read and attached to this application the Statement of Qualifications for the position that I am requesting.

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

DATE OF APPLICATION

Dallas County Sheriff's Department
 Resource Development Division
 Personnel Section
 2025 Irving Blvd., #108
 Dallas, TX 75207-4307



DETENTION SERVICE OFFICER

PRINTED NAME: _____

STATEMENT OF QUALIFICATIONS

SSN: _____

Date: _____

To qualify for the position of Detention Service Officer, you must certify that each of these statements is true and correct by initialing next to each statement and signing at the conclusion:

Initial beside each statement if it applies to you.

Legal Requirements

- _____ I am at least nineteen (19) years of age.
- _____ I am a citizen of the United States.
- _____ I am a high school graduate, or have a GED certificate, or have completed twelve (12) college accredited hours.
- _____ I have not had a peace officer, jailer, or reserve license issued by the Texas Commission on Law Enforcement Officer Standards and Education (or any other like issuing authority) revoked or suspended for any reason.
- _____ I have never been convicted, received probation, or received court-ordered community supervision for any offense Class "A" misdemeanor or above.
- _____ I have not been convicted, received probation, or received court-ordered community supervision for a Class "B" misdemeanor within the past ten (10) years.
- _____ I have never been convicted at any level of an offense involving Family Violence.
- _____ If applicable, when discharged from the military, I must have been discharged under Honorable conditions.

Departmental Requirements

- _____ I never sold or disposed of any drug, including marijuana, for money or other compensation.
- _____ I have never been involved in the manufacture or delivery of any controlled substance or illegal drug.
- _____ I have not used (experimented, tried, etc.) marijuana in the last twelve (12) months.
- _____ I have not used (experimented, tried, etc.) any controlled substance not prescribed or recommended by a physician, or illegal drug within the past ten (10) years. (Examples: cocaine, heroin, methamphetamine, prescription drugs)
- _____ I have never used (experimented, tried, etc.) any hallucinogenic substance not prescribed or recommended by a physician. (Examples: LSD, PCP, ecstasy)
- _____ I do not have any criminal charges of any kind pending against me.
- _____ I have never executed, at any time, a confession to a felony offense, such confession being admissible as evidence against me in any criminal proceeding in any state or federal court.
- _____ I have a current Texas drivers license, or qualify to obtain one and am willing to do so.
- _____ I have never been convicted of Driving While License Suspended.
- _____ I have not had my drivers license suspended for any reason during the last twelve (12) months.
- _____ I have not had three (3) or more hazardous moving traffic convictions within the last twelve (12) months.
- _____ I have not had six (6) or more hazardous moving traffic convictions within the last twenty-four (24) months.
- _____ I have not been convicted or placed on probation for a Class "C" misdemeanor (excluding traffic) in the past twelve (12) months.
- _____ If divorced, all support payments are current with no history of contempt citations.
- _____ I have never had a sustained allegation for false statement, untruthfulness, false report, or any form of lying during my present or past employment.
- _____ I have not been a defendant in a civil suit. (Please provide explanation if you have been a defendant in a civil suit).
- _____ I am able to work any shift.
- _____ I am willing to submit to random drug and alcohol testing.
- _____ I have not submitted an application for employment with the Dallas County Sheriff's Department within the past twelve (12) months.

I certify that all of the above statements are true and correct. I understand that if there are omissions, misstatements, or falsification, I will be rejected from consideration and/or terminated. If I am denied consideration for the position of Detention Service Officer, I understand that I MAY NOT BE ADVISED AS TO THE REASON FOR THE REJECTION.

Signature of Applicant

Date Completed



CIVILIAN STATEMENT OF QUALIFICATIONS

NAME: _____

SSN: _____

To qualify for a civilian position, you must certify that each of these statements are true and correct:

- Yes No Have you submitted an application for employment with the Dallas County Sheriff=s Department within the past twelve (12) months?
Yes No Are you at least eighteen (18) years of age or older?
Yes No Are you a citizen of the United States?
Yes No Are you a high school graduate, or do you have your GED certificate, or have you completed twelve (12) college accredited hours, from an accredited institution?
Yes No If applying for courtesy patrol, are you able to work any hours Monday thru Saturday? For all other positions except courtesy patrol, are you able to work any shift:
Yes No DAYS 6:00 a.m. / 2:30 p.m.
Yes No EVENINGS 2:00 p.m. / 10:30 p.m.
Yes No NIGHTS 10:00 p.m. / 6:30 a.m.
Yes No If applying for courtesy patrol, do you now have a valid Texas Driver=s License that has not been suspended within the past twelve (12) months?
Yes No For all other positions except courtesy patrol, do you have a valid Texas Driver=s License or a Texas ID?
Yes No If applying for courtesy patrol, are you willing to submit to random alcohol and drug testing?

If you answer yes to any of the following questions, please explain on the Personal Declarations Sheet.

- Yes No Do you have any criminal charges or civil litigations pending?
Yes No Are you currently under indictment for any criminal offense?
Yes No Have you ever been on court-ordered community supervision or probation for any criminal offense above the grade of Class C misdemeanor?
Yes No Have you ever been convicted of any criminal offense above the grade of a Class C misdemeanor?
Yes No Have you ever been arrested for any reason, including Class C offenses, in the last twelve months?
Yes No Have you ever been involved in any way with the manufacture, delivery or sale of any controlled substance or illegal drugs?
Yes No Have you ever purchased any illegal drugs?
Yes No Have you used (experimented, tried, etc.) marijuana in the last twelve (12) months?
Yes No Have you ever used (experimented, tried, etc.) any other controlled substance or illegal drug?

NOTE: The application process includes a Preliminary Interview, Polygraph Examination, Background Investigation, Supervisory Interview, and Physical Examination.

I certify that all of the above statements are true and correct. I understand that if my application contains omissions, misstatements, or falsification, I will be rejected or terminated. If I am denied employment, I understand that I WILL NOT be advised as to the reason for rejection.

Signature of Applicant

Date

PERSONAL DECLARATIONS

DRUG USE – Include all descriptive terms used to describe the ingestion of any of the listed types into a person's system. Example: experimented, tried, used, frequent user, etc.

HAVE YOU <u>EVER</u> USED:	NUMBER OF TIMES:	DATES:
Marijuana Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Hashish Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Speed Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Cocaine Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
LSD Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
PCP Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Heroin Yes <input type="checkbox"/> No <input type="checkbox"/>	_____	_____
Other drugs used: _____		

Have you ever sold any of the items specified above?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Have you ever bought any of the items specified above?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Have you ever abused prescription medication(s)?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Have you ever inhaled paint, glue, or any petroleum product?	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

ARRESTS, DETENTIONS, CONVICTIONS

Have you ever been convicted of a felony or a misdemeanor?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been arrested by the police?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been detained by the police?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever appeared before a judge by subpoena?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes to any of the above, please explain each incident fully (list juvenile instances as well as adult):

THEFT

Have you ever stolen something from a store?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been with someone when he/she stole from a store?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever stolen any cash or items from your workplace?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes to any of the above, please explain each incident fully (list juvenile instances as well as adult):

Have you ever made application with this department?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, when? _____	
How far in the process did you go? _____	

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

DATE OF APPLICATION



DALLAS COUNTY
HUMAN RESOURCES MANAGEMENT/CIVIL SERVICE
Employment Background Verification Investigation

For Business Use Only:

- SSN/Criminal
- MVR
- Employment – Job Application must be attached.
- Department Requesting Investigative Report _____

Applicant Section:

PLEASE PRINT IN INK OR TYPE				CONFIDENTIAL
NAME: LAST, FIRST, MIDDLE			MAIDEN OR OTHER NAMES KNOWN BY:	
BIRTH DATE*	SOCIAL SECURITY NO.		DRIVERS LICENSE NO. & STATE	
PRESENT ADDRESS**	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES
PREVIOUS ADDRESS	CITY	STATE	ZIP	DATES

* Date of birth is required solely for the purpose of verifying background information and to insure the accuracy in the search of public records. It will not be used for any other purpose.

** Provide addresses for at least the last seven (7) years.

In connection with my application for employment with Dallas County, I understand that Dallas County or an outside agency may complete a background investigation regarding such areas as employment history, educational background, professional license, drivers license, and criminal history or convictions.

I agree that a photostat of this authorization shall be considered as effective and valid as the original.

I authorize and request all persons, schools, businesses, corporations, government agencies, credit bureaus and law enforcement to release such records without restrictions or qualifications. I also release Dallas County or any of its employees, representatives, or agents from any and all liability associated with this background investigation. If discrepancies are found, I understand I will be given the opportunity to explain any inaccuracies.

I have read and understand the above statement.

 Applicant Signature

 Date

DALLAS COUNTY SHERIFF'S DEPARTMENT
Personnel Section

Instructions: Print information in all areas which are not shaded.

LAI #

NAME: _____
LAST NAME
FIRST NAME
MIDDLE NAME
MAIDEN NAME

SEX: _____
RACE: _____
DATE OF BIRTH: _____
SOCIAL SECURITY NUMBER: _____
DRIVER'S LICENSE TYPE: _____
DRIVER'S LICENSE NUMBER: _____
DRIVER'S LICENSE STATE: _____
EYE COLOR: _____
HAIR COLOR: _____
HEIGHT: _____
WEIGHT: _____
SCARS, MARKS, TATTOOS: _____

OTHER NAMES USED:

INT:
FPC:
LOC: 05700
PID:
PNO:
DPS:
FBI:
AFIS:

FOR OFFICE USE ONLY	
DATE PRINTS CLASSIFIED: _____	I.D. OFFICER: _____
_____ HAS NO RECORD ON FILE	
_____ HAS A RECORD ON FILE (REFER TO LAI # _____)	