

APPLICATION FOR EMPLOYMENT

PLEASE PRINT

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) Applied For:		Date of Application:		
How did you hear about us? Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other <input type="checkbox"/> _____				
Last Name:		First Name:	Middle Name:	
Address:	Number	Street	City	
			State	Zip Code
Telephone Number(s)		Social Security Number (Voluntary)		Are you over 21? Y N

Best time to contact you at home is::..... AM / PM

Have you ever filed an application with us before? If Yes, give date: Yes No

Have you ever been employed with us before? If Yes, give date: Yes No

Do any of your friends or relatives, other than spouse, work here? Yes No
 If Yes, state name, relationship and location _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Yes No
Proof of citizenship or immigration status will be required upon employment

Date available to work: _____ What is your desired salary range? _____

Are you available to work: Full Time Please indicate which shift? 7a - 3p 3p - 11p 11p - 7a all
 Part Time Please indicate which shift? 7a - 3p 3p - 11p 11p - 7a all
 Temporary Please indicate dates available _____ - _____

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION

	Name & City of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate (Professional)				
Other (Specify)				

Additional Information
 State any additional information you feel may be helpful to us in considering your application, including any job related training in the US Military. _____

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING. Are you capable of performing in a reasonable manner with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or application has been given. Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include ~~any~~ job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate / Salary Starting Final		
Starting/Present Job Title			
Supervisor:			
Reason for leaving	May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employer:	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate / Salary Starting Final		
Starting/Present Job Title			
Supervisor:			
Reason for leaving	May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employer:	Dates Employed From To		Work Performed
Address			
Telephone Number(s)	Hourly Rate / Salary Starting Final		
Starting/Present Job Title			
Supervisor:			
Reason for leaving	May we Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>		

REFERENCES Do not include family members or past supervisors

Name	Phone Number	Best Time to Call	Occupation
1			
2			
3			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.
 I authorize investigation of all statement contained in this application for employment as may be necessary in arriving at an employment decision.
 This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.
 I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.
 In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

<hr/> Signature	<hr/> Date
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NAME: _____

DATE: _____

Please write a brief narrative in response to the two situations listed in the space provided.

1. If John stole Sam's cookie and they were arguing, how would you handle the situation?

2. If a co-worker lost his/her temper with a child, how would you handle the situation?

Out-of-State Residency Verification Form

Texas Administrative Code (TAC) Section 341.22(2) requires that an out-of-state criminal history records check and sex offender registration records be made if the individual resided in one of eleven (11) states and the District of Columbia which do not contribute to the National Crime Information Center (NCIC) database. In order to comply with the requirements of the TAC, it is necessary that individuals being employed by the juvenile probation department or being submitted for recertification and recertification furnish a list of states of residence for the past ten (10) years. The applicant, officer or candidate for certification must furnish the information contained on this form so that an out-of-state records check can be performed.

Please list all states other than Texas where you have resided for the past ten (10) years. If Texas has been the sole place of residency, indicate by placing an X in the box provided.

Full Name	Previous Name at Time of Residence (if applicable)	Date of Birth	Place X in box if Texas was sole place of residency for past 10 years.	Out-of-State City of Residence	State of Residence	Dates of Residency

Have you been arrested or convicted for an offense committed in a state outside of Texas during the past 10 years? If so, what state and offense?

List all that apply: _____

I, _____, verify that the information provided above is true and correct.

Signature _____ Typewritten Name _____ Date _____

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

In being considered for employment, volunteer or internship, I _____ do hereby authorize a review and disclosure of all records concerning myself to any duly authorized agent of the Angelina County Juvenile Services.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational instruction, employment records, arrest and conviction records, including public record from the US Veterans Administration or any other government agency, federal, state, and local. I understand that information obtained by this background investigation will be considered in determining suitability for employment with the Angelina County Juvenile Services. I also agree that any persons(s) or other entity of institution who may furnish such information concerning me shall not be held accountable for giving this information. I do hereby release said person(s) or entities or institutions from any and all liability which may be incurred as a result of furnishing such information. I also release Angelina County, Angelina County Juvenile Services, its employees and board members from any and all liability which result of releasing such information.

Name (Print): _____
Last First Middle

Alias: _____

Signature (Include maiden name) _____ Social Security Number _____

Current Address _____ Driver's License Number _____ State _____

City _____ State _____ Zip Code _____ Date of Birth (M/D/Y) _____

Phone Number _____ Race _____ Gender _____

Previous Residences: I have / have not (circle one) lived in one of the following states within the past 10 years: Hawaii, Kansas, Kentucky, Louisiana, Maine, Massachusetts, New Hampshire, Rhode Island, Tennessee, Vermont, and The District of Columbia. If you have please indicate the state and provide the address(es) below.

State _____ Address _____ City _____ Zip Code _____

State _____ Address _____ City _____ Zip Code _____

Subscribed and Sworn to before me, by the said _____, this _____ day of _____, 201__ to certify which witness my hand and seal of this office.

Notary Public In and For the State of Texas

Subchapter B. Qualifications for Employment.

344.200. General Qualifications for Employment.

(b) Juvenile Supervision Officer. To be eligible for employment as a juvenile supervision officer, an applicant shall:

- (1) be at least 21 years of age;
- (2) be of good moral character and have no disqualifying criminal history as described in this chapter;
- (3) have acquired a high school diploma or equivalent; and
- (4) never have had any type of certification revoked by lawful authority of the Commission and not currently be under an order of suspension as described in 344.840(d) of this chapter.

344.230. Persons Who May Not Act as Chief Administrative Officers, Juvenile Probation Officers, or Juvenile Supervision Officers.

A peace officer, prosecuting attorney, or other person who is employed by or who reports directly to a law enforcement or prosecution official may not act as a chief administrative officer, juvenile probation officer, or juvenile supervision officer or be made responsible for supervising a juvenile in a juvenile justice facility or program.

Subchapter C. Criminal History Searches.

344.300. Criminal History Searches for Positions Requiring Certification.

(a) Fingerprint Search.

- (1) Fingerprints shall be submitted through the Texas Department of Public Safety (DPS) Fingerprint Applicant Services of Texas (FAST) system.
- (2) The juvenile board, chief administrative officer, facility administrator or designee shall initiate a fingerprint-based criminal history search through the FAST system prior to the first day of employment to confirm that the applicant has no disqualifying criminal history.

(b) Criminal History Clearinghouse. The Commission and the juvenile board or designee shall participate in the electronic clearinghouse and subscription service operated by the DPS. This service, known as the Fingerprint-based Applicant Clearinghouse of Texas (FACT), provides criminal history record information required for employment and certification and notifies the Commission and the chief administrative officer or designee of any disqualifying criminal conduct that may occur subsequent to the date of employment or certification.

(c) Military History. Applicants with prior military experience shall provide a copy of the DD-214 Discharge Form for each tour of duty. In the event a

DD-214 reflects character of service as anything other than honorable discharge, the juvenile probation department shall obtain release of information authorization from the applicant and shall request additional information from the appropriate governmental entity to determine whether the reason for discharge was the result of disqualifying criminal conduct.

Subchapter D. Disqualifying Criminal History.

344.400. Disqualifying Criminal History.

- (a) An individual with the following criminal history shall not be eligible for continued employment or certification:
- (1) a felony conviction against the laws of this state, another state, or the United States within the past ten (10) years;
 - (2) a deferred adjudication for a felony against the laws of this state, another state, or the United States within the past ten (10) years;
 - (3) a current felony deferred adjudication, probation or parole;
 - (4) a jailable misdemeanor conviction against the laws of this state, another state, or the United States within the past five (5) years;
 - (5) a deferred adjudication for a jailable misdemeanor against the laws of this state, another state, or the United States within the past five (5) years;
 - (6) a current jailable misdemeanor deferred adjudication, probation or parole; or
 - (7) the requirement to register as a sex offender under Chapter 62 of the Texas Code of Criminal Procedure.
- (b) The offense disposition date shall be used to determine applicable time frames.
- (c) In addition to the criteria and time frames set forth in subsection (a) of this section, the applicant shall not be eligible for employment or certification until at least one year has elapsed since the completion of any period of incarceration, community supervision, or parole.

ANGELINA COUNTY JUVENILE SERVICES

JUVENILE BOARD:

HON. BOB INSELMANN
217TH JUDICIAL DISTRICT JUDGE

HON. PAUL E. WHITE
159TH JUDICIAL DISTRICT JUDGE

HON. WES SUITER
ANGELINA COUNTY JUDGE

HON. JOE LEE REGISTER
COUNTY COURT-AT-LAW NO. 1 JUDGE

HON. CLYDE HERRINGTON
COUNTY COURT-AT-LAW NO. 2 JUDGE



PROBATION:

MARK GORMAN
CHIEF OF JUVENILE PROBATION

GREGORY SHEPHERD
SUPERINTENDENT OF DETENTION

In accordance with the Texas Juvenile Justice Department, prospective applicants will be disqualified from employment based upon the criteria outlined in the Texas Administrative Code Section 344.400. My signature below certifies that I have been afforded the opportunity to read T.A.C. 344.200 Qualifications for Employment, 344.300 Criminal History Searches, and 344.400 Disqualification from Employment.

I will be responsible for incurring a one-time fee of \$10.00 for my fingerprint appointment and understand that I cannot be offered a position if my background checks reveal anything that is disqualifying as outline in T.A.C. 344.400. My signature further certifies that the \$10.00 charge is non-refundable.

A handwritten signature in cursive script that reads "Greg Shepherd". The signature is written in black ink and is positioned above a horizontal line.

Greg Shepherd
Angelina County Juvenile Services
Superintendent of Detention

Applicant

Date

Must Know!

JOB DESCRIPTION - DETENTION OFFICER	
Angelina County Juvenile Services (Detention)	Page 1 of 12
Related Standards:	ACA TJPC 343.1; 343.4 2 (C); 343.30 (a); 343.15 (a)(1); 349.7(c)

PURPOSE:

The Angelina County Juvenile Detention Officer's primary responsibility is the supervision of the daily activities of detained juveniles and to ensure the personal safety of each resident, their co-worker(s), and themselves while on duty in the Detention Center.

The Detention Officer, under the supervision of the Superintendent of Detention or the Designated Facility Administrator will direct the activities of detained youth in all areas of programming.

DUTIES AND REQUIREMENTS:

A. DETENTION OFFICER DUTIES:

- Recommends organization and operational changes in institutions and programs.
- Completes necessary paperwork.
- Assists in orientating newly employed officers and part-time officers in all phases of detention duties.
- Assists in evaluations.
- Monitor actions and conversations
- Mentoring (group and individual)
- Manage students in class
- Set-up meals
- Provide clean linens weekly
- Provide clean clothes daily
- Launder clothes and linens
- Preparing for resident's showers
- Set up resident showers
- Monitor resident
- Conduct door and perimeter check, ensure key control, conduct accurate security count of utensils at meal times, monitor residents in their rooms by audio and visual checks in person, conduct room searches and perform pat-down searches
- Conduct Intakes and orientate all new residents
- Conduct release of juveniles
- Provide physical education and recreational activities
- Complete Meal Record and Evaluation
- Ensure cleanliness and sanitation of facility
- Clean kitchen

JOB DESCRIPTION - DETENTION OFFICER	
Angelina County Juvenile Services (Detention)	Page 2 of 2

- Assign, prepare for, and oversee resident chores
- Participate in fire drills

B. DUTIES DIRECTED TOWARD CHILD CARE:

- Monitoring interactions and conversations through use of audio and visual equipment (24 hours/day) during intake, showers, chores, visitation and while in individual rooms, directly monitor residents while in class and P.E., meals and during free time.
- Creating and directing programs instilled in facility including academic, arts and crafts, group projects, recreation and group counseling (involvement in these areas are mandatory). *This also requires detention officers to occasionally act as teacher in his/her absence.
- Dispensing of non-prescription medication and hygiene products.
- To verify prescribed medication dosage.
- Dispensing prescription medication
- Hygiene bags distributed as needed. (Morning, evening and upon request).
- Maintaining a safe, clean and secure detention atmosphere.

SAFE: Ensure that no items capable of causing harm are accessible to residents, with strict monitoring of items capable of being used as weapons or to cause harm.

C. DUTIES DIRECTED TOWARD STAFF INTER-RELATIONS:

- Communication of pertinent information between and amongst shifts (shift change report/daily population movement) (i.e.: children's behavior, court dates for residents, incomplete work, etc.)
- Complete daily reports and proper forms necessary per assigned shift.
- Complete daily reports and proper forms necessary per assigned shift.
- Completion of all assigned duties requested by supervisor or Superintendent of Detention.
- Act as designated facility administrator if assigned.