ROCKWALL COUNTY SHERIFF'S OFFICE



PRE -EMPLOYMENT SCREENING CHECKLIST FOR ALL POSITIONS

Received By:	
-	
Data Bassiyadı	

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 Rockwall 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 or blue ink and print legibly.** For errors, mark a line through the incorrect portion. **Do Not Use Whiteout.**

Checklist with unanswered questions will not be accepted. If you do not understand any of the questions, contact the Rockwall County Sheriff's Office for clarification.

The Pre-Employment Screening Checklist may be mailed, or the applicant may choose to complete it on site at the Rockwall County Sheriff's Office Detention Center located at 950 T. L. Townsend Drive, Rockwall, TX. The Pre-Employment Screening Checklist will be date stamped upon receipt. Normal hours of operation are Monday through Friday, 8:00 AM to 4:00 PM. The telephone number is (972) 204-7115. If you are mailing your checklist, address it to:

Rockwall County Sheriff's Office
Detention Center
Attention: Detention Clerk
950 T. L. Townsend Drive
Rockwall, TX 75087

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

Read the following definitions of the Texas Penal Code. Initial below indicating that you have read and understand the definitions.

Texas Penal Code, Section 37.01 (Definitions):

In this chapter "government record" means:

- (a) Anything belonging to, received by, or kept by government for information, including a court record;
- (b) Anything required by law to be kept by others for information of government; or
- (c) A license, certificate, permit, seal, title, letter of patent or similar document issued by government, by another state, or by the United States.

In this chapter "statement" means any representation of fact.

Texas Penal Code, Section 37.02 (Perjury):

- (1) A person commits an offense if, with the intent to deceive and with knowledge of the statement's meaning:
 - (a) He makes a false statement under oath or swears to the truth of a false statement previously made and the statement is required or authorized by law to be made under oath; or
 - (b) He makes a false unsworn declaration under Chapter 132, Civil Practice and Remedies Code.
- (2) An offense under this section is a Class A Misdemeanor.

Texas Penal Code, Section 37.03 (Aggravated Perjury):

- (1) A person commits an offense if he commits perjury as defined in Section 37.02, and the false statement:
 - (a) is made during or in connection with an official proceeding; and
 - (b) is material.
- (2) An offense under this section is a Felony of the Third Degree.

Texas Penal Code, Section 37.04 (Materiality):

- (1) A statement is material, regardless of the admissibility of the statement under the rules of evidence, if it could have affected the course or outcome of the official proceedings.
- (2) It is no defense to prosecution under Section 37.03 (Aggravated Perjury) that the declarant mistakenly believed the statement to be immaterial.
- (3) Whether a statement is material in a given factual situation is a question of law.

Initial			

Pre-Employment Screening Checklist

Applicant:				
(Last Name)	(First I	Name)	(Full Middle Name)
Other Names	S:(Alia			
	(Alia	ases, Maiden N	lames, Nicknan	nes, etc.)
Birth Date: _		_ Age:	Sex:	
Social Securi	ty #:			
Driver's Lice	nse and/or ID	Card #:		State:
Physical Add	ress:			
City, State, 2	Zip Code:			
P.O. Box (if	applicable):			
Home Phone	e #: ()		_ Work Phone	e #: ()
Pager/Cell #	: ()	En	nail Address:	
Position(s) y	ou are applyin	g for:		
Have you ev		n the Rockwa	all County Sh	eriff's Office? Yes No
How were yo	ou referred to	mployee Nar		riff's Office?
	net Site		o Ot	her
Other – Plea	se Specify:			

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 found guilty or put on probation for a Class A o or above?	r B misder Yes	meanor No
If `	Yes, State the reason and date:		
7.	Have you been discharged from any military service under less than conditions including: under other than honorable conditions, bad condishonorable, or any other characterization of service indicating bad	nduct,	
If `	Yes, Identify the reason for the discharge:		
8.	Have you had a law enforcement license revoked or denied by final voluntarily surrendered your license to avoid suspension?	order, or l	nave you
If `	Yes, State the reason and date:		
9.	Have you ever used, bought, furnished or sold any controlled substadrug, including marijuana, to another?	nce or da	ngerous No
If `	Yes, State the date:		

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.
If Yes, provide an explanation on the back of this page or insert a separate page.
11. 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:
12. Have you ever had a driver's license suspended, revoked or invalid? $\ \square$ Yes $\ \square$ No
If Yes, State the reason and date:

PERSONAL HISTORY STATEMENT

The Pre-Employment Screening Checklist is used to determine if an applicant meets minimum standards for continuation in the hiring process with the Rockwall County Sheriff's Office. RSO 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 RSO informed of any changes (address, phone numbers, applications with other law enforcement agencies, 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 Rockwall 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	
SUBSCRIBED AND S	WORN TO BEFORE ME,	THE UNDERS	SIGNED ON	
THIS	DAY OF		_ 20	
NOTAE	Y'S SIGNATURE			
NOTAR	I S SIGNATURE			
			(notary seal)	
	DATE			

NOTARY PUBLIC IN AND FOR ROCKWALL COUNTY, TEXAS



Rockwall County Sheriff's Office Sheriff Harold Eavenson

950 T. L. Townsend Drive, Rockwall, TX 75087 (972) 204-7115 / fax (972) 204-7129

Personal Inquiry Waiver Authority for Release of Information
, do hereby authorize a review of, photocopying of, and full disclosure of, all records, and information concerning myself to any duly authorized Agent of the Rockwall County Sheriff's Office, whether the said records are of private, public or confidential nature, and regardless of any agreement I may have made with you previously to the contrary.
The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or etail, credit agencies (including credit reports and/or ratings); and any other financial statements and records wherever filed; employment and pre-employment records, including background reports; efficiency ratings complaints or grievances filed by or against me; records and recollections of Attorneys at Law or other counselor (whether representing me or another person in any case), either criminal or civil, and any medical ecords in which I presently have or have had an interest in.
understand that any information obtained by the Pre-Screening Application Checklist, Personal History Statement, and Background Investigation which is developed directly or indirectly, in whole or in part, upon this elease of authorization, will be considered in determining my suitability for employment by the Rockwall County Sheriff's Office. I also certify that any person(s) who may furnish such information concerning me shall not be neld accountable for giving this information; and I hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.
information received from all sources will be kept confidential and will not be released to the Applicant information will be released to any Law Enforcement Agency requesting same and presenting a valid release form signed by Applicant. Information received becomes part of the Employee's Personnel File on date of hire and may be used for internal reviews and investigation.
A photocopy of this release will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.
Signature (including maiden name):
Address/City/State/Zip Code:
Phone: () Date of Birth: / / SSN:
Subscribed and sworn to before me, by day of, 20, to certify which witness my hand and seal of Office.
NOTARY'S SIGNATURE
DATE

(notary seal)

NOTARY PUBLIC IN AND FOR ROCKWALL COUNTY, TEXAS



ROCKWALL COUNTY SHERIFF'S OFFICE

950 T. L. Townsend Drive Detention Center Rockwall, Texas 75087 (972) 204-7115 / fax (972) 204-7129

Please make arrangements to submit the following documents upon our request. These documents are not required at this time.

You will be required to provide copies of the following documents unless otherwise noted:

- Birth certificate from the Bureau of Vital Statistics
- □ Form DD 214 (military service veterans only-page 4 is required)
- □ A valid driver's license (<u>must display your current address</u>). If you do not have a driver's license, provide a valid identification card displaying current address.
- Proof of vehicle liability insurance
- □ Education related documentation (college transcripts MUST BE CERTIFIED, high school diploma or GED certificate)
- Verification of any professional licenses that apply, as well as proof of certification (for applicants who are licensed by the State of Texas as a Peace Officer, Jailer, or Telecommunicator)
- Social Security Card