

Roman Forest Police Department



Pre-Screening Application

NAME

DATE

**ROMAN FOREST POLICE DEPARTMENT
POLICE OFFICER
MINIMUM QUALIFICATIONS**

Initial: _____ I am a citizen of the United States of America.

_____ I have earned a high school diploma or a GED.

_____ I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation or deferred adjudication for a Class A misdemeanor or a felony.

_____ During the last ten (10) years, I have not been convicted, plead guilty (nolo contendere), been on community service/probation or deferred adjudication for a Class B misdemeanor in this state, other state, or while serving in the military.

_____ I have never had a military court martial that resulted in a dishonorable or bad conduct discharge.

_____ I am at least 21 years of age.

_____ I am TCLEOSE certified (if applicable).

_____ I have no more than one negligent vehicle accident within five years prior to date of application.

_____ I have never been convicted, plead guilty (nolo contendere), nor have I been on court-ordered community service/probation or deferred adjudication for a Class C misdemeanor crimes involving moral turpitude, or any Family Violence.

_____ I have no more than two moving traffic violation convictions within five years prior to date of application.

_____ I have no FMFR (No Insurance) conviction within the last five years.

_____ I have a valid Driver License that has not been suspended in the last 5 years.

_____ I have no more than two non-traffic Class C misdemeanor convictions within the last two years prior to date of application.

_____ I have Eyesight of at least 20/10 in each eye uncorrected and correctable to 20/20.

_____ I am or will be able to lawfully respond to an emergency from residence within 45 minutes.

_____ I am subject to an entry level written, fitness, and firearms proficiency test.

INSTRUCTIONS

READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING

These instructions are provided as a guide to assist you in properly completing the Application. It is essential that the information be accurate in all respects. It will be used as the basis for a background investigation that will determine your eligibility for employment.

1. Your Application should be printed in ink by you and no other person. Answer all questions to the best of your ability.
2. If a question is not applicable to you, enter N/A in the space provided.
3. Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is correct and in proper sequence before you begin.
4. Upon completing the form, re-check each section to ensure that all information requested has been provided, or N/A entered if appropriate.
5. Records Release and Authority for Release of Confidential Information and Waiver should be filled out and signed in front of a Notary Public. Notary Public are available at City of Roman Forest City Hall.
6. If you are selected for an interview, the Roman Forest Police Department will notify you regarding the time and date.

Only the applicant can complete and sign this form. Please fill in your name and address. Falsification of information will result in rejection of your application or dismissal if you are employed by the City of Roman Forest. If you are found to have falsified or omitted any information at any time in the selection process, you will be disqualified even if the accurate information would not have disqualified you.

THIS APPLICATION MUST BE COMPLETED AND PRINTED BY YOU AND NO OTHER PERSON. PRINT IN BLACK INK. These instructions must be followed exactly. Fill out application form completely. If questions are not applicable, enter "NA." **Do not leave any questions blank.** Be sure to sign when completed. **CITY OF ROMAN FOREST** is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

TCLEOSE PID _____

APPLICANT IDENTIFICATION

NAME _____ Social Security No. ____-____-____
(Last) (First) (Middle)

MAILING ADDRESS (Current) _____ (____) _____
(Street) (City) (State) (Zip) (Daytime Phone)

Date of birth _____ (proof required) Place of birth _____
(City) (State)

List any other names used if different from name given on application. _____

We must be able to contact you during the investigation. Please provide the following phone numbers:

Home _____ Work _____ Mobile _____
Pager _____ Other _____ Email _____

Name of spouse _____ Telephone number (____) _____

Name of ex-spouse _____ Telephone number (____) _____

Name of current significant other _____ Telephone number (____) _____
(if not married)

Driver's License No. _____ State _____ Expiration date _____ Class A B C

Height _____ Weight _____ Color of Eyes _____ Color of Hair _____

Scars, Tattoos or other distinguishing marks _____

How did you find out about employment opportunities with the Roman Forest Police Department?

Pre-Screening questions are to be answered and explained truthfully.

1. Are you a United States citizen?

Yes No

2. Do you have a high school diploma or equivalent?

Yes No

3. Have you ever been in the military?

Yes No

If yes, check type of discharge or status.

Honorable General under Honorable Dishonorable Still Active

4. Are you currently in the military?

Yes No

If you answer Yes to any of the next four questions, please provide detailed information below about the date and location of the offense; the identity of the other party/parties involved; the type of charge, and the disposition of the case (plea, nol pros, withholding of adjudication, conviction, etc.); the nature of the relationship between the parties (spouse, cohabitant, parent, etc.); and a general description of the incident.

5. Have you ever been arrested, incarcerated or charged with any crime?

Yes No

If yes, please describe the charge(s) and give date(s) in OFFENSE DETAILS below.

6. Have you ever been arrested or charged with any offense which involves stalking, the use or attempted use of force or any weapon, involving a current or former spouse, parent, or guardian? Current or former spouse, parent or guardian are persons who share a child in common, are cohabiting or have cohabited with another, as a spouse, parent, or guardian.

Yes No

If yes, explain in OFFENSE DETAILS below.

7. Have you ever been found guilty, pled guilty, or pled no contest to a felony?

Yes No

If yes, please describe the offense(s) and give date(s) in OFFENSE DETAILS below.

8. Have you been found guilty, pled guilty, or pled no contest to a misdemeanor in the last five years?

Yes No

If yes, please describe the offense(s) and give date(s) in OFFENSE DETAILS below.

OFFENSE DETAILS

Offense (Charge) Date County State If Other Disposition

<u>Offense (Charge)</u>	<u>Date</u>	<u>County</u>	<u>State</u>	<u>If Other</u>	<u>Disposition</u>

Incident Explanations:

Questions 9 and 10 refer to the sale/possession/usage of controlled substances outside the realm of law enforcement. Do NOT answer 'Yes' to these questions if you dealt with controlled substances in the line of duty as a law enforcement officer.

9. Have you ever sold any type of controlled substance or marijuana (e.g., marijuana, cocaine, ecstasy, heroin, LSD), whether for profit or not?

Yes No

10. Have you ever used or possessed any type of illegal controlled substance or marijuana (e.g., marijuana, cocaine, ecstasy, heroin, LSD)?

Yes No

If yes, give date(s) and type of drug(s):

11. Have you received any traffic citations, excluding parking tickets, within the last five years?

Yes No

If yes, please give approximate dates and type of infraction:

12. Have you ever had a driver's license, professional license or certificate suspended or revoked?

Yes No

If yes, please give dates and explain:

13. Has you ever been involved in a lawsuit?

Yes No

If yes, please explain details and approximant date(s):

14. Have you been involuntarily terminated or asked to resign from a job? (indicate if more than one)

Yes No

If yes:

A. Job title: _____

B. Date of termination/resignation: _____

C. Reason for leaving:

15. Have you ever worked as a police officer?

Yes No

If yes, list departments and approximant dates and reason for leaving:

My acknowledgment indicates that all of the information I have provided is complete and accurate. I understand that if I am found to have falsified or omitted any information at any time in the selection process, I will be disqualified even if the accurate information would not have disqualified me.

Name

Signature

Date

PHYSICAL ASSESSMENT CLAIMS RELEASE

WHEREAS, I, _____, have applied for employment in the Police Department of the City of Roman Forest, Texas, understanding that I must take a competitive examination, a part of which might involve strenuous physical exercise beyond my capacity;

NOW, THEREFORE, I herby affirm and agree as follows:

- (1) So far as I know and believe, I am in good physical condition.
- (2) In consideration of the premises, I herby release the City of Roman Forest, Texas, its agents, employees, officers, and servants from any and all claims or causes of action which I or my estate might have against the City of Roman Forest, Texas, its agents, employees, officers, and servants, by reason of injuries or death sustained by me as a consequence of the physical testing which I shall experience under the direction of the Roman Forest Police authorities in connection with the examinations. I am thoroughly familiar with the type of exercise, physical ability, and capacity necessary in order to attempt to pass said testing, and I requested that I be given an opportunity to take same and I assume all risk incident thereto.

Dated this _____ day of _____, 20_____.

Applicant

SUBSCRIBED AND SWORN TO BEFORE ME by _____ this _____
day of _____
_____ 20_____.

NOTARY PUBLIC, STATE OF TEXAS

**CITY OF ROMAN FOREST
POLICE DEPARTMENT**

AUTHORITY FOR RELEASE OF CONFIDENTIAL INFORMATION AND WAIVER

1. I, _____ hereby authorize the full disclosure and release of all confidential, privileged, public and/or private records contained in my personal file to The Roman Forest Police Department, or to its duly authorized agent.

2. The authorization here subscribed and witnessed gives my consent for full and complete disclosure of any or all of said records and/or recollections of educational, financial or credit institutions; including loan records, employment and pre-employment records, background reports, efficiency rating, commendations, awards, grievances and/or complaints filed by, for, or against me. Further, I hereby waive the attorney-client privilege of confidentiality for any attorney with whom I may hold such privilege, and thereby authorize the disclosure of such privileged information relating to any civil or criminal case in which I may have present or past involvement.

3. I understand that the above authorization for release of records may be requested during the course of a personal history background investigation. I further understand that any such request could result, directly or indirectly, in the release of negative information, any part of which could be included in my personal history profile and forwarded to prospective employers.

4. I further certify that any persons or institutions furnishing information concerning me shall be held harmless, and I hereby release said persons or institutions from any and all liability which may incur as a result of the release of said information.

5. A photocopy or telecopy of this sworn and subscribed release document will be as valid as an original thereof.

Full Name (Print, include maiden name)

Date of Birth

Address

Social Security Number

City/State/Zip

Phone

Signature of Applicant

SUBSCRIBED AND SWORN TO BEFORE ME by _____ this _____ day of _____ 20____.

NOTARY PUBLIC, STATE OF TEXAS