

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
EMPLOYMENT APPLICATION SUPPLEMENT

Please check those that apply

- New Applicant
- Former Employee
- Veteran's Reinstatement
- ERS Retiree

INSTRUCTIONS: All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a **Correctional Officer** or **Parole Officer** position, you are required to complete and submit a **PERS 282B or PERS 282C, Statement of Availability**. To download this form, select **Employment** then **Download Applications** from the TDCJ website (www.tdcj.texas.gov). Scroll down and select the appropriate link to download.

NOTE TO APPLICANTS: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

1. NAME: _____ 2. SOCIAL SECURITY NO.: _____
Last First Middle
 (As it appears on your Social Security Card)

3. DATE OF BIRTH: _____ 4. 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.)

5. DRIVER'S LICENSE NO.: _____ STATE: _____

6. Have you previously been employed by the TDCJ or worked in a TDCJ facility on a contract basis? Yes No
 If yes, give unit(s)/department(s) and dates: _____

7. Are you related to any **employee** of the TDCJ or member of the Texas Board of Criminal Justice? Yes No Unknown
 If yes, list name, relationship and unit/department of assignment: _____

8. May we contact your **present** employer for a reference? Yes No Not presently employed

9a. Have you ever been fired from a job? Yes No Have you ever been asked to resign from a job? Yes No
 If yes to either of the questions above, provide the name of the employer, dates of employment, and the reason: _____

9b. Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes No

9c. Have you been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes No

9d. Have you been civilly or administratively adjudicated to have engaged in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse?
 Yes No

9e. Have you been involved in any substantiated incidents of sexual harassment? Yes No
 If yes, please explain: _____

10. Are you willing to work any day of the week required for the position for which you are applying? Yes No

11. **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

12a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse or child) related to a current or former TDCJ **offender** (incarcerated or on parole)? Yes No Unknown If yes, provide the name of the offender(s): _____

12b. Are you now or have you ever been involved in a spousal relationship with a current or former TDCJ **offender** (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? Yes No
 If yes, provide the name of the offender(s): _____

12c. Do you have a current business partnership or gang association with a current or former TDCJ **offender** (incarcerated or on parole)? Yes No Unknown If yes, provide the name of the offender(s): _____

12d. Are you on a current TDCJ offender's visitation list? Yes No Unknown
 If yes, provide the name of the offender(s): _____

12e. Have you corresponded in the past year with a current TDCJ offender? Yes No
 If yes, provide the name of the offender(s): _____

Notes

- If you answered yes to **Question 12a, 12b, 12c, 12d, or 12e**, above, you are required to complete and submit a **PERS 282A, Additional Offender Information** form. This form is available from the TDCJ website.
- If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 4 of this Supplement.

IMPORTANT

Read the definition of conviction in Question 15. When answering questions 13 through 15, **do not include:** (1) any violation of law committed before your 17th 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.

13. Do you have any criminal charges currently pending? (examples: paying fines or restitution, waiting for court date, etc.)
 Yes No If yes, please explain: _____
14. Are you on parole or probation, deferred adjudication or under a pre-trial diversion agreement? Yes No
 If yes, please explain: _____
15. Have you ever been convicted of a crime (misdemeanor or felony)? Yes No
 If yes, list each one below. **Include those that may not appear on your record at this time.** Attach an additional page if necessary.

Please Note: For purposes of employment with the TDCJ, 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

- 16a. If accepted for employment in a Correctional Officer, Peace Officer or other security position, do you agree to use firearms and other Law Enforcement Weapons as may be necessary to perform your duties? Yes No Not Applicable
- 16b. Are there any legal restrictions against you carrying a firearm, such as a conviction of a crime involving domestic violence, a protective order or a condition of probation? Yes No If yes, please explain: _____

17. Are you now or have you ever been a member of a street gang? Yes No
- Are you now or have you ever been a member or affiliated with an organization that promotes racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes No
- If you answered yes to either of these questions, provide the following information:
- a. Name of the organization and dates of membership: _____
- b. Position or positions you held in the organization: _____
- c. Arrests and/or convictions resulting from your activities as a member: _____

18. Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental laws and regulations or overthrow of the United States Government? Yes No If yes, provide a description and location of those tattoos or markings: _____

CONDITIONS OF EMPLOYMENT

Minimum Standards for all Applicants

1. Must be a citizen of the U.S. or alien authorized to work in the U.S.
2. Must be at least 18 years of age
3. Must possess a High School Diploma from an accredited senior high school or equivalent or a state-issued General Education Development (GED) certificate
4. Must not be on probation for any criminal offense
5. Must not have pending charges for any criminal offense or have an outstanding warrant
6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 10 years have elapsed since termination of sentence.
7. Must not be on active duty in the military (persons on terminal leave from active duty may apply)
8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law.
9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation
10. Must pass the TDCJ drug test
11. All applicants, who may have contact with offenders, are ineligible for employment if they have committed any activity described in questions 9b, 9c, or 9d.

Additional Minimum Standards for Correctional Officer and other Security Applicants

1. Never have been convicted of a felony
2. Not have been convicted of a Class A misdemeanor, or the equivalent, within the last 10 years
3. Not have been convicted of a Class B misdemeanor, or the equivalent, within the last 5 years
4. Never have been convicted of a drug-related offense
5. Never have been convicted of an offense that involved domestic violence
6. Not have been discharged from the Armed Forces under dishonorable conditions
7. Must pass the TDCJ pre-employment test and physical agility test

Requirement to Report to Work in Emergency Situations

In an emergency situation that presents an immediate or potential threat to public safety as determined by a Warden or Department Head, it is mandatory that the following essential staff report to work: a) correctional officers and supervisors; b) parole officers and parole supervisory staff; and c) staff necessary to support emergency operations. Employees may be required to work overtime, have work schedules changed, have days off cancelled, and be temporarily reassigned to a different work location. If an employee is absent based on a claim of illness or injury on a day or days the employee was required to report to duty during an emergency response situation, the employee may be required to furnish a health care provider's statement within two workdays after the employee returns to work.

Mandatory evacuation orders given by local or state officials (e.g., for anticipated landfall of a hurricane) do not relieve employees from the requirement to report to work as required

by their assigned daily schedule card or as directed by a supervisor in emergency situations. Failure to report to duty or remain on duty may result in disciplinary action up to and including dismissal from employment.

Important Note

For purposes of employment with the TDCJ, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.

Additional Standards for Non-Security Applicants are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. **Parole Officers** must not have been convicted of any offense involving domestic violence, and must not have been discharged from the Armed Forces under dishonorable conditions. Minimum standards for entry level **Substance Abuse Counselor** applicants will be explained by the contact person listed on the job posting.

Assignments

Initial assignment locations within the TDCJ are determined by applicant preference, consistent with the needs of the agency. The TDCJ reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.

Employee Drug and Alcohol Testing

All employees are subject to reasonable suspicion drug and alcohol testing.

Overtime

Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used or cashed out consistent with TDCJ policy.

Falsification of Application

It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

Organizational Affiliations

Affiliation with organizations that threaten the safety and security of a TDCJ facility may result in disqualification or termination of employment.

Employment Rights

Employees of the TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.

Continued on next page

CONDITIONS OF EMPLOYMENT (Continued)

Offender Relationships

TDCJ employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member, if the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the TDCJ. This means that employees may not have personal contact or relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the TDCJ. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's family may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with the TDCJ, employees with

prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation and other prohibited contact. Continuation of a prohibited relationship after employment with the TDCJ may result in dismissal from employment if a determination is made by the TDCJ that the relationship jeopardizes or has the potential to jeopardize the security of the TDCJ.

Additional Information

Information concerning any event that may affect eligibility for employment with the TDCJ that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the **Section Director, Employment, TDCJ Human Resources Headquarters, 2 Financial Plaza, Suite #600, Huntsville, TX 77340**. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.

CERTIFICATION: I certify that my answers are true, complete and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and document requirements in this Supplement.

DUTY TO DISCLOSE: I hereby acknowledge that I have a duty to disclose any sexual misconduct during the term of my employment. I further acknowledge that I have a duty to disclose any misconduct on my part while working for previous employers.

Signature: _____

Date: _____

REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. DO NOT INCLUDE ORIGINALS.

1. A **copy** of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Receipts are **not** acceptable without the license with photograph. You will also need to present the **original** license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Valid for work only with DHS Authorization." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state or military-issued GED Certificate. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT. **Windham School System requires official college transcripts verifying highest degree conferred.** SEE NOTE 3, BELOW.
4. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at:
http://www.archives.gov/research_room/vetrecs
5. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>
6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the **clerk of the court** having jurisdiction over the case.

NOTES:

1. Your original unexpired **Driver's License and Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: unexpired State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; unexpired ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. **Foreign/International diplomas or education credentials** must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).