



After reviewing the job description of the position for which you are applying, do you believe you can perform the essential functions of the job, with or without reasonable accommodation?  
 Yes  No If applicable, specify accommodation(s) \_\_\_\_\_

\_\_\_\_\_  
*(Attach additional pages if necessary)*

Have you ever been convicted of a crime, or otherwise pled guilty, *nolo contendere*, or received deferred adjudication for a crime?  Yes  No  
*(Answering "yes" will not automatically disqualify you from employment).*  
If yes, please explain the facts and circumstances of each occurrence in detail, including dates, locations, courts, whether you served any time, etc.

\_\_\_\_\_  
*(Attach additional pages if necessary for a full explanation)*

Have you ever been placed on probation, deferred adjudication probation, or pre-trial diversion?  Yes  No  
*(Answering "yes" will not automatically disqualify you from employment).*  
If yes, please explain the facts and circumstances of each occurrence in detail, including dates, locations, courts, etc.

\_\_\_\_\_  
*(Attach additional pages if necessary for a full explanation)*

Do you, an immediate family member, or anyone related to an immediate family member, have any criminal charges pending, to your knowledge?  Yes  No  
*(Answering "yes" will not automatically disqualify you from employment).*  
If yes, please explain the facts and circumstances of each occurrence in detail, including person involved, dates, locations, courts, etc.

\_\_\_\_\_  
*(Attach additional pages if necessary for a full explanation)*

Do you have any family member, personal friend, or other close relationship who is currently sentenced to prison or on probation, deferred adjudication probation, or pre-trial diversion?  Yes  No *(Answering "yes" will not automatically disqualify you from employment).*  
If yes, please explain the facts and circumstances of each occurrence in detail, including dates, locations, courts, etc.

\_\_\_\_\_  
*(Attach additional pages if necessary for a full explanation)*

Are you currently subject to a protective order, or are there pending or anticipated legal proceedings which would make you subject to a protective order?  Yes  No  
*(Answering "yes" will not automatically disqualify you from employment).*  
If yes, please explain the facts and circumstances of each occurrence in detail, including dates, locations, courts, etc.

\_\_\_\_\_  
*(Attach additional pages if necessary for a full explanation)*

Indicate languages you speak, read, and/or write: \_\_\_\_\_

	FLUENT	GOOD	FAIR
<b>SPEAK</b>			
<b>READ</b>			
<b>WRITE</b>			

List professional, trade, business or civic activities and offices held. (You may exclude those which indicate race, age, religion, gender, national origin, disability or other protected status): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**PERSONAL REFERENCES: Exclude Family and/or Previous Employers**

	<u>Name</u>	<u>Address</u>	<u>Daytime Phone#</u>	<u>Occupation</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and volunteer activities (*you may exclude volunteer activities which indicate race, age, religion, gender, national origin, disability or other protected status*). **MUST COMPLETE ALL SPACES. "SEE RESUME" WILL NOT BE ACCEPTED**

Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	_____/_____ month / year	_____/_____ month / year	
Starting/Final Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	_____/_____ month / year	_____/_____ month / year	
Starting/Final Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	_____/_____ month / year	_____/_____ month / year	
Starting/Final Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	

Reason for Leaving			
Employer	Dates Employed		Work Performed
Address	From	To	
Telephone Number(s)	_____/_____ month / year	_____/_____ month / year	
Starting/Final Job Title	Hourly Rate/Salary		
Supervisor	Starting	Final	
Reason for Leaving			

**If you need additional space, please continue on a separate sheet of paper.**

**Include explanation of any gaps in employment** \_\_\_\_\_

\_\_\_\_\_

**Special Skills and Qualifications**

**Summarize why you are interested in this job and what special skills and qualifications acquired from employment or other experience that you would bring to this position.**

\_\_\_\_\_

\_\_\_\_\_

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## EDUCATION

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	High School	College/University	Graduate/Professional
<b>School Name (s)</b>			
<b>Circle years completed</b>	<b>9 10 11 12</b>	<b>1 2 3 4</b>	<b>1 2 3 4</b>
<b>Diploma/Degree</b>			
<b>Describe course of study</b>			
<b>Describe specialized training, apprenticeship, &amp; activities</b>			

**Honors Received**

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**APPLICANT'S STATEMENT**

I certify that answers given above are true and complete. I understand that any false statement, misrepresentation, or omission made on this application will be grounds for rejection of my application for employment, or, if I have already been hired, will be grounds for immediate termination.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**

## **Authorization and Consent to Perform Background Check**

I, the undersigned, do hereby authorize and consent to the JUVENILE PROBATION DEPARTMENT, 38<sup>TH</sup> Judicial District (Uvalde and Real Counties) obtaining and verifying background information on me for the purpose of considering me for employment, and for the purpose of verifying my continued qualifications for continued employment, should I be hired. This process may include obtaining and verification of: education, criminal history, credit history, governmental and court public records, personal references, and other information which relates to my background, character, and personal reputation which may be deemed relevant to my employment.

I request that this document, or a copy of it, serve as my valid authorization to any and all persons, educational institutions, past and/or current employers, organizations, credit agencies, law enforcement or criminal record agencies, and other agencies to release information about me to the Juvenile Probation Department, and hereby release such persons or entities providing such information from liability in any or all claims and damages connected with their providing any requested information.

**AUTHORIZED BY CANDIDATE/EMPLOYEE:**

\_\_\_\_\_  
Printed Full Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Previous/Alternate names

\_\_\_\_\_  
Address

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Drivers' License/State ID State and Number

Provide at Interview:

**DRIVER'S LICENSE**  
**SOCIAL SECURITY CARD**  
**MILITARY DISCHARGE (DD-214)**  
**OFFICIAL COLLEGE TRANSCRIPT (directly mailed to Department from college/university if hired)**

**FOR PERSONNEL DEPARTMENT USE ONLY**

**Arrange Interview** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Remarks** \_\_\_\_\_  
\_\_\_\_\_

**Interviewer(s)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Employed** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No** **Date of Employment** \_\_\_\_\_

**Job Title** \_\_\_\_\_ **Hourly Rate/Salary** \_\_\_\_\_ **Department** \_\_\_\_\_

**By** \_\_\_\_\_  
**Name and Title** **Date**