



# SWEENY POLICE DEPARTMENT

## Minimum Requirements for Employment as Peace Officer

Applicants must be 21 years of age or older.

Applicants must possess a valid TCLEOSE commission license.

Applicants must meet minimum educational requirements:

- Have passed a general educational development (GED) test indicating high school graduation level;
- Be a high school graduate; or
- Have 12 semester hours credit from an accredited college or university.

Applicants must be fingerprinted and be subjected to a search of local, state, and national records and fingerprint files to disclose any criminal record.

Applicants must not have the following criminal record:

- MUST NOT have been or currently on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor or a Class B misdemeanor within the last ten years;
- MUST NOT currently be under indictment for any criminal offense;
- MUST NOT have been convicted of an offense above the grade of a Class B Misdemeanor or a Class B Misdemeanor within the last ten years;
- MUST NOT have ever been convicted of any family violence offense;

Applicants must not be:

- Prohibited by state or federal law from operating a motor vehicle;
- Prohibited by state or federal law from possessing firearms or ammunition;

Applicants are subject to a background investigation and interview prior to appointment by representatives of the Sweeny Police Department, and including:

- Be examined by a physician, selected by the Sweeny Police Department, who is licensed by the Texas State Board of Medical Examiners. The physician must be familiar with the duties appropriate to the type of license sought and appointment to be made. The appointee must be declared in writing by that professional within 180 days before the date of appointment by the Sweeny Police Department to be:
  - (1) Physically sound and free from any defect which may adversely affect the performance of duty appropriate to the type of license sought; and
  - (2) Show no trace of drug dependency or illegal drug use after a physical examination, blood test, or other medical test;
- Be examined by a psychologist, selected by the Sweeny Police Department, who is licensed by the Texas State Board of Examiners of Psychologists. The psychologist must be familiar with the duties appropriate to the type of license sought and appointment to be made. This examination may also be conducted by a psychiatrist. The appointee must be declared in writing by that professional to be in satisfactory psychological and emotional health to serve as the type of officer for which the license is sought within 180 days before the date of appointment by the Sweeny Police Department. The examination must be conducted pursuant to professionally recognized standards and methods.

Applicants must not have been discharged from any military service under less than honorable conditions including, specifically;

- Under other than honorable conditions;
- Bad conduct;
- Dishonorable; or
- Any other characterization of service indicating bad character;

Applicants must not have had a commission license denied by final order or revoked, or have a voluntary surrender of license currently in effect.

*NOTE: Applicants must attest to the above statements under oath upon appointment with the Sweeny Police Department.*

## INSTRUCTIONS

### READ THESE INSTRUCTIONS CAREFULLY BEFORE PROCEEDING

These instructions are provided as a guide to assist you in properly completing your 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 must be handwritten by you in black ink.
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. You are responsible for obtaining correct addresses including zip codes. If you are not sure of an address, check it by personal verification. Your local library or the Internet may have a directory service or copies of local phone directories.
5. If there is insufficient space on the form for you to include all information required, attach extra sheets to the application. Be sure to reference the relevant section and question number before continuing your answer.
6. An accurate and complete form will help expedite your investigation. Deliberate omissions or falsifications may result in disqualification.
7. Failure to sign and date the last page of this application (Application Certification) will be grounds for immediate disqualification.
8. If any portion of the application is incomplete or illegible, you will not be considered for employment.

SWEENEY POLICE DEPARTMENT  
AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Sweeny Police Department, whether the said records are of a public, private, or confidential nature.

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 retail credit agencies, including credit reports and/or ratings and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and U. S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the records and recollections of attorneys-at-law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or part, upon this release authorization will be considered in determining my suitability for employment by the Sweeny Police Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information, and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

\_\_\_\_\_  
Signature (include maiden name)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Date of birth

\_\_\_\_\_  
Social security number

**SUBSCRIBED AND SWORN TO** before me, by the said \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to certify which witness my hand and seal of office.

\_\_\_\_\_  
Notary Public State of Texas

## **PERSONAL HISTORY DOCUMENTS**

Please furnish one copy of the following applicable documents with your application.

- 1) Birth certificate
- 2) Naturalization papers
- 3) Driver's license
- 4) High school diploma or GED
- 5) High school transcript
- 6) College diploma
- 7) College transcript
- 8) Marriage certificate (all marriages)
- 9) Divorce papers (all divorces)
- 10) Military papers (DD214)
- 11) Credit history report

NOTE: The high school transcript is not necessary if you furnish a college transcript. Do not include other certificates, awards, diplomas, etc. If hired, those documents will be requested upon appointment.



22. List all children related to you or your spouse (natural, step-children, adopted and foster children) and any other dependents.

| Name | Relation | Date of birth | Address |
|------|----------|---------------|---------|
|      |          |               |         |
|      |          |               |         |
|      |          |               |         |
|      |          |               |         |
|      |          |               |         |
|      |          |               |         |
|      |          |               |         |
|      |          |               |         |

23. Emergency Notification Information:

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Home Phone \_\_\_\_\_

24. A. Have you ever been arrested for a crime/violation in **civilian** or **military** court, either as a juvenile or adult, in this state or any other state/country?

Yes \_\_\_ No \_\_\_

B. If yes, list all dispositions, including convictions, deferred adjudications, and dismissals for all crimes including Class C Misdemeanors (exclude traffic and moving violations.) NOTE: Continue on attachment giving all details and circumstances of the arrest.

| Date of Offense | Court | Cause No. | Crime/Violation | Disposition |
|-----------------|-------|-----------|-----------------|-------------|
|                 |       |           |                 |             |
|                 |       |           |                 |             |
|                 |       |           |                 |             |
|                 |       |           |                 |             |
|                 |       |           |                 |             |
|                 |       |           |                 |             |
|                 |       |           |                 |             |
|                 |       |           |                 |             |

25. May inquiry be made of your present employer regarding qualifications and record of employment?

Yes \_\_\_ No \_\_\_

26. We are interested in knowing when and with whom you have made application for law enforcement positions either currently or in the past. Starting with the most recent application, please list the year of your application, agency to whom submitted, current status of that application, and the disposition of the application. List only applications submitted in the past two (2) years.

| Year | Agency | Current Status | Disposition |
|------|--------|----------------|-------------|
|      |        |                |             |
|      |        |                |             |
|      |        |                |             |
|      |        |                |             |
|      |        |                |             |
|      |        |                |             |
|      |        |                |             |
|      |        |                |             |
|      |        |                |             |
|      |        |                |             |

**B. SPECIAL QUALIFICATIONS AND SKILLS**

1. A. Do you currently possess a valid Texas Peace Officer License issued by **TCLEOSE**? \_\_\_ Yes \_\_\_ No

B. License Held \_\_\_\_\_ (Basic, Intermediate, Advanced, or Master)

C. If yes, what law enforcement academy did you attend? \_\_\_\_\_

D. Number of hours \_\_\_\_\_

E. Dates attended \_\_\_\_\_

F. Exam taken \_\_\_ Yes \_\_\_ No \_\_\_ N/A

G. If yes, type of examination:

\_\_\_ Peace Officer \_\_\_ Jailer \_\_\_ Reserve \_\_\_ Reactivation \_\_\_ Armed Public Security Guard

H. Test location and date \_\_\_\_\_

I. \_\_\_ Passed \_\_\_ Failed

J. How many times have you taken the TCLEOSE licensing examination? \_\_\_\_\_

K. Name and Phone Number of Academy Director \_\_\_\_\_

2. List any special licenses you hold (such as pilot, radio operator, scuba, etc.), showing licensing authority, original date of issue, and date of expiration.

\_\_\_\_\_

\_\_\_\_\_

3. List any specialized skills.

\_\_\_\_\_

\_\_\_\_\_

4. If you are fluent in a foreign language, indicate in each area your degree of fluency: (excellent, good, fair).

| <u>Language</u> | <u>Reading</u> | <u>Speaking</u> | <u>Understanding</u> | <u>Writing</u> |
|-----------------|----------------|-----------------|----------------------|----------------|
|                 |                |                 |                      |                |
|                 |                |                 |                      |                |
|                 |                |                 |                      |                |

**C. WORK HISTORY**

{Beginning with your present or most recent job, list all employment since the age of 18 including part-time, temporary or seasonal employment. Include all periods of unemployment and explain what you were doing during those periods. Attach extra pages if necessary.}

1. From \_\_\_\_\_ to \_\_\_\_\_  
Job title: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Name of co-worker: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
  
2. From \_\_\_\_\_ to \_\_\_\_\_  
Job title: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Name of co-worker: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
  
3. From \_\_\_\_\_ to \_\_\_\_\_  
Job title: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Name of co-worker: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_
  
4. From \_\_\_\_\_ to \_\_\_\_\_  
Job title: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: ( \_\_\_\_\_ ) \_\_\_\_\_  
Duties: \_\_\_\_\_  
\_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Name of co-worker: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

**D. EDUCATIONAL HISTORY**

1. A. **High School** \_\_\_\_\_ Dates attended \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Graduated \_\_\_ Yes \_\_\_ No

B. **High School** \_\_\_\_\_ Dates attended \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Graduated \_\_\_ Yes \_\_\_ No

C. **High School** \_\_\_\_\_ Dates attended \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Graduated \_\_\_ Yes \_\_\_ No

2. A. **College/University** \_\_\_\_\_ Dates attended \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Graduated \_\_\_ Yes \_\_\_ No

Units completed \_\_\_\_\_ Major/Minor \_\_\_\_\_

Degree received, if any, and date: \_\_\_\_\_

B. **College/University** \_\_\_\_\_ Dates attended \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Graduated \_\_\_ Yes \_\_\_ No

Units completed \_\_\_\_\_ Major/Minor \_\_\_\_\_

Degree received, if any, and date: \_\_\_\_\_

C. **College/University** \_\_\_\_\_ Dates attended \_\_\_\_\_

City, State, Zip Code \_\_\_\_\_ Graduated \_\_\_ Yes \_\_\_ No

Units completed \_\_\_\_\_ Major/Minor \_\_\_\_\_

Degree received, if any, and date: \_\_\_\_\_

3. List other schools attended (trade, vocational, business, etc.). Give name and address of school, dates attended, course of study, certificate, and any other pertinent information.

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**E. MILITARY RECORD**

1. Have you ever served in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, skip to Section F.

2. A. Date of service: From \_\_\_\_\_ to \_\_\_\_\_

B. Branch of service \_\_\_\_\_

C. Military service number \_\_\_\_\_

D. Highest rank held \_\_\_\_\_

E. Type of discharge \_\_\_\_\_

*NOTE: If you received a discharge other than honorable, attach applicable documentation and explanation.*

3. A. Were you ever disciplined while in military service (include court-martial, captain's masts, company punishment, etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. Charge \_\_\_\_\_

C. Agency \_\_\_\_\_

D. Date \_\_\_\_\_

E. Age at time \_\_\_\_\_

F. Disposition \_\_\_\_\_

4. A. Are you presently a member of a U.S. Reserve or Nation or State Guard organization?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. If yes, mark status: \_\_\_\_\_ Active \_\_\_\_\_ Inactive \_\_\_\_\_ Standby

C. Organization, station or unit, and location \_\_\_\_\_

D. Indicate reserve organization and obligation, if any \_\_\_\_\_

**F. RESIDENCES**

{List all addresses where you have resided during the past ten years, beginning with present address. List date by month and year.}

| FROM | TO | ADDRESS |
|------|----|---------|
|      |    |         |
|      |    |         |
|      |    |         |
|      |    |         |
|      |    |         |
|      |    |         |
|      |    |         |
|      |    |         |

**G. MEMBERSHIPS IN ORGANIZATIONS (PAST AND/OR PRESENT)**

| Name and Address | Social, Fraternal, Professional, Etc. | FROM/TO |
|------------------|---------------------------------------|---------|
| _____            | _____                                 | _____   |
| _____            | _____                                 | _____   |
| _____            | _____                                 | _____   |

## H. REFERENCES

List below names, addresses, and phone numbers of six (6) character references that are not family related:

1. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_  
Phone number \_\_\_\_\_

2. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_  
Phone number \_\_\_\_\_

3. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_  
Phone number \_\_\_\_\_

4. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_  
Phone number \_\_\_\_\_

5. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_  
Phone number \_\_\_\_\_

6. Name \_\_\_\_\_  
Address \_\_\_\_\_  
City/State \_\_\_\_\_  
Phone number \_\_\_\_\_

SWEENY POLICE DEPARTMENT

APPLICATION CERTIFICATION

I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the preceding statements and answers to questions. I am fully aware that any such willful misrepresentation, omission, or falsification may be grounds for immediate rejection or termination of employment. I further certify that I have read and completed, where applicable, all 15 pages of this application.

I have added \_\_\_\_\_ pages where space was insufficient. I have attached the following documents:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Applicant

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

\_\_\_\_\_  
Date