



# Application For Employment

Animal Control Application



The Leander Police Department is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

**(Please Print)**

Position Applied For:		Date of Application:
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s):	E-mail Address	Social Security Number

### How Did You Learn About Us?

- Advertisement       Relative       Job Fair       Recruiter  
 Employment Agency       Friend       Web Site       Other

Best time to contact you at home is ..... : \_\_\_\_ AM/PM

Have you ever submitted an application with us before? .....  Yes  No  
If Yes, give the date: \_\_\_\_\_

Have you ever been employed with us before? .....  Yes  No  
If Yes, give the date: \_\_\_\_\_

Do you have any friends or relatives that work here? .....  Yes  No

Are you currently employed? .....  Yes  No

May we contact your present employer? .....  Yes  No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? .....  Yes  No  
*(Proof of citizenship or immigration status will be required upon employment.)*

Are you available to work (shift work):  Full-time       Part-time       Temporary

Can you travel if the job requires it? .....  Yes  No

Date available to work: \_\_\_\_/\_\_\_\_/\_\_\_\_

*Version: January 2014*

# Education / Training

	Name And Address Of School	Course of Study	Year Completed Or Hours Earned	Diploma Degree Or Certification
Elementary School Completed				
High School				
Undergraduate College				
Graduate Professional				
Technical, Vocational, or Training (Law Enforcement) Academy				

Are you a licensed animal control officer?

- Yes, state of licensure \_\_\_\_\_ or  
 No

Describe any specialized training, continuing education, apprenticeships and skills.

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List any other Qualifications or Specialized Skills.

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# Employment Experience

Start with your present or last job. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

<b>1.</b>	Employer	Dates	Employed	Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Hourly Rate	Salary		
	Job Title	Supervisor	Starting	
Reason for Leaving				
<b>2.</b>	Employer	Dates	Employed	Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Hourly Rate	Salary		
	Job Title	Supervisor	Starting	
Reason for Leaving				
<b>3.</b>	Employer	Dates	Employed	Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Hourly Rate	Salary		
	Job Title	Supervisor	Starting	
Reason for Leaving				
<b>4.</b>	Employer	Dates	Employed	Work Performed
		From	To	
	Address			
	Telephone Number(s)			
	Hourly Rate	Salary		
	Job Title	Supervisor	Starting	
Reason for Leaving				

If you need additional space, please duplicate this page and attach the additional pages to the application.

# Additional Information

## Personal References

Do **not** list persons who are previous employers, supervisors, or relatives.

	Name	Address	Phone #
1.			
2.			
3.			
4.			

List any professional, trade, business, or civic activities and offices held.

(You may exclude any membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.)

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List **any** Criminal Arrests and Convictions you may have on your record, including location of offense, dates, and the name of the arresting agency.

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List any Law Enforcement Agencies you have ever applied for employment with, including current active applications.

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State any additional information you feel may be helpful to us in considering your application.

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# Personal Inquiry Waiver/Covenant not to Sue/Waiver to Release Certain Information

State of Texas §

Personal Inquiry Waiver  
Covenant not to Sue

County of Williamson §

Waiver to Release Certain Information

I, \_\_\_\_\_, Applicant, hereby request and authorize, as a condition of employment, the Leander Police Department/City of Leander to conduct a "background" inquiry.

I further request and authorize you, the receiver of this instrument to furnish said Department with any and all information said Department may request concerning my character, background, employment, military, credit, education or medical records and/or criminal records. This includes but is not limited to academic, attendance, athletics, personal history, disciplinary records, medical records and credit records whether the said records are of a public, private or confidential nature. This includes those that may be maintained in various computerized systems and information concerning my general reputation.

This instrument is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of any relative documents or copies of any relative data held electronically, if requested.

I hereby intentionally and voluntarily waive all confidentiality or privileged information rights concerning the foregoing and further, I release you, your organization and the Leander Police Department/City of Leander by this my covenant, from any liability that may be connected with requesting, releasing, disseminating, or use of any such information, or the results or inquiries, in determining my eligibility for employment as an employee of the Leander Police Department/City of Leander, Texas.

I am furnishing my Social Security Account Number on a voluntary basis with the understanding such is not required by any law or regulation. I have been advised that all parties will utilize this number only to facilitate the location of employment, military, credit and educations records concerning me in connection with this application. Should there be any question as the validity of this release, you may contact me as indicated below.

**I hereby acknowledge that a facsimile (FAX) or (by any other method) a copy of this instrument may be used in the "background" inquiry process and further, that such a FAX or copy is as valid as the original notarized copy.**

x \_\_\_\_\_  
Applicant's Signature of AGREEMENT

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Applicant's Driver's License #                      Applicant's Date of Birth                      Applicant's Social Security #

Applicant's telephone number: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, \_\_\_\_\_, herein referred to as "Applicant", personally appeared before me and stated the reasons for executing this instrument is for the same expressed reasons stated herein.

\_\_\_\_\_  
Notary Public

(seal)

# Applicant's Statement / Physical Agility Test Claims Release

State of Texas §

County of Williamson §

I, \_\_\_\_\_, certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active from the date of submission to the **posted due date**. All applications received after the posted due date will not be accepted. After submitting this application, I understand that it is my responsibility to notify the Leander Police Department of any changes of information in the original application.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Further more if the position of employment that I am seeking is a **Police Officer** position, I, \_\_\_\_\_, for myself and heirs, executors, successors, administrators, assigns, and all other persons, individuals, firms, companies, and/or entities claiming by, through, or under me, severally, or jointly that I do hereby release, indemnify, and agree to hold harmless the City of Leander, the Leander Police Department, its employees, agents, assigns, and all other persons claiming by through, or under the City, severally or jointly, from and against any and all claims, liability, and causes of action which may have accrued or in the future accrue to me as a result of my taking a test to determine my physical agility. I understand that the said physical agility test is required as a part of the application procedure for consideration for employment as a member of the Leander Police Department.

I acknowledge that during the taking of said test my physical strength, ability, agility and conditions will be measured and in conjunction therewith, I will be required to exert myself physically and that such exertion is only intended to measure my physical ability and agility to determine whether or not I can perform the essential functions of the job regarding physical agility to be qualified for employment by the Leander Police Department.

I understand that there is a risk of injury. I voluntarily agree to waive and abandon any claim, cause of action or liability that I may presently have or which I may obtain in the future as a result of, or with regard to, the said test.

I understand that if I require reasonable accommodation in taking the physical agility test, I should contact the Leander Police Department's official in charge of coordinating this test at (512) 528-2800, a minimum of seven (7) days prior to the test date so that appropriate arrangements can be made.

X \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of Applicant)

## ACKNOWLEDGEMENT

I, \_\_\_\_\_, do hereby acknowledge that the foregoing instrument was executed by me for the purpose expressed herein, and I acknowledge that I voluntarily executed the same, and that the contents thereof are true and correct.

X \_\_\_\_\_  
(Signature of Applicant before Notary)

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_, herein referred to as "Applicant", personally appeared before me and stated the reasons for executing this instrument is for the same expressed reasons stated herein.

\_\_\_\_\_  
Notary Public  
My commission expires \_\_\_\_\_.

(seal)

**LEANDER POLICE DEPARTMENT  
HIRING PROCESS FOR ANIMAL CONTROL**

The following is an outline of the application phases. Each phase must be successfully accomplished prior to advancement to the next phase. The entire application process should be expected to take approximately 9 weeks after the application due date.

I. Application: Phase One- To be considered for hire with Leander Police Department, an applicant must correctly complete the application form. ALL OF THE "WAIVER" FORMS MUST ALSO BE COMPLETED, NOTARIZED AND RETURNED WITH THE APPLICATION FORM. A preliminary basic background check will be conducted during this phase. All applicants must complete the application in black ink and in their own handwriting. Any incomplete or incorrect application will be rejected. All applicants will be notified if they are ineligible, if the process stops, and/or eligibility to advance to phase II.

II. Initial Interview: Phase Two - Applicants will be notified on date and time. Arrangements can be made for out of region applicants.

III. Written exam: Phase Three – Applicants will be informed of the location and date of the exam. The written exam is usually the same day as phase IV. A passing grade of 70% or higher is required for advancement to phase IV. The memorandum written portion will utilized later as part of the oral board.

IV. Physical agility testing: Phase Four - Each applicant will be required to successfully complete a basic, job related the physical agility test within a required time. It will be on a pass / fail basis.

V. Personal History Statement: Phase Five - Applicants may obtain a Personal History Statement (PHS) from the department or the department's website. **The PHS and all of its attachments and required documents are due back to the Leander Police Department on the day posted.** Any incomplete PHS will be rejected. All applicants will be notified if they are disqualified. Note that credit report must be dated within the 14 days given for completion.

VI. Oral interview: Phase Six - Applicants who successfully advance to this phase will be notified as to location and time of the oral interview process. Test results of phases IV is considered "pass" only and not factored into phase VI scores. This interview process will be objective in nature and is designed to generally evaluate the interpersonal skills, professional and ethical values. The board includes an oral presentation. The interview board will consist of at least 3 (three) members and generally will not be longer than 45 minutes. The objective scoring system used in the interview/ evaluation process will result in numeric scores. Applicants will be notified by mail of their eligibility to move to Phase VII. A follow-up phone call may be utilized as necessary.

VII. Background inquiry and chief's interview: Phase Seven - The top applicants in this phase (the number of which will depend upon the number of positions currently available or the determined need for the number to be placed on the eligibility list) will undergo a more in depth background inquiry. ELIGIBILITY WILL BE DENIED IF AN UNSATISFACTORY FINDING IS DISCOVERED IN THE BACKGROUND INQUIRY. All applicants still eligible will have a final interview with the chief of police or designee. After this interview, applicants will be ranked on an "eligibility list" in the order job offers will be made. Applicants offered a conditional job offer may be required to undergo additional drug screening. The department will pay for the cost of the screening.

**Policy on Reapplication**

Applicants may reapply for posted positions any time after the completion of the selection process unless specifically notified in writing at the end of the selection process. A new application must be submitted at that time. If disqualified, applicants will be notified of the specific reason for the disqualification.

I, the undersigned, have read and understand the above-described process that will be utilized in this employment process.

**X** \_\_\_\_\_, Applicant \_\_\_\_\_ Date \_\_\_\_\_

**FOR DEPARTMENT USE ONLY**

Name: \_\_\_\_\_

Testing Date: \_\_\_\_\_ Physical Agility:  Pass  Fail Certified by \_\_\_\_\_ **APPLICANT**  
 Pass  Fail Certified by \_\_\_\_\_ **RANKING**

Written Exam: \_\_\_\_\_

Date Personal History Statement Issued \_\_\_\_\_ Date Returned \_\_\_\_\_

Date of Oral Board Interview \_\_\_\_\_ Employed  Yes  No

Date of Employment \_\_\_\_\_ Job Title \_\_\_\_\_ Salary/Hourly Rate \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_  
Name and Title

**\*INSTRUCTIONS\***

1. DETACH "APPLICATION FOR EMPLOYMENT" FROM CENTER OF CATALOG. (IF APPLICABLE)
2. READ ALL QUESTIONS CAREFULLY AND ANSWER HONESTLY.
3. COMPLETE THE APPLICATIONS BY FILLING IN ALL BLANKS, IF THE INFORMATION REQUESTED IS NOT APPLICABLE TO YOU, PLACE N/A IN THE SPACE PROVIDED.
4. MAKE SURE THAT ALL REQUIRED DOCUMENTS ARE SIGNED & NOTARIZED APPROPRIATELY. \*REMEMBER\* NOTARIZED DOCUMENTS MUST BE SIGNED IN THE PRESENCE OF THE NOTARY.
5. IF YOU HAVE ANY FURTHER QUESTIONS, CONTACT A DEPARTMENT RECRUITER AT: (512) 528-2800.



**SEND COMPLETED APPLICATIONS  
TO:**

**LEANDER POLICE DEPARTMENT  
705 Leander Dr  
Leander, Texas 786461  
Attn: Recruiter**

