Application For Employment

Victim's Services 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: October 2014

THE LEANDER POLICE DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER

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				

Do you have any certifications or licenses related to this field ?

☐ Yes, state of licensure_____ or

☐ No

Describe:

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

List any other Qualifications or Specialized Skills.

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.

1.

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

2.

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

3.

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

4.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number(s)				
		Hourly Rate	Salary	
Job Title	Supervisor	Starting	Final	
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.)

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

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

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

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

State of Texas **§**

County of Williamson **§**

Personal Inquiry Waiver
Covenant not to Sue
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

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.

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 (seal)

My commission expires _____.

LEANDER POLICE DEPARTMENT
HIRING PROCESS FOR ANIMAL SERVICES

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. Written exam: Phase Two – Applicants will be informed of the location and date of the exam. The written exam is usually the same day as phase III. 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.

III. Personal History Statement: Phase Three - 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.

IV. Oral interview: Phase Four - Applicants who successfully advance to this phase will be notified as to location and time of the oral interview process. This interview process will be objective in nature and is designed to generally evaluate the interpersonal skills, professional and ethical values. 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 V. A follow-up phone call may be utilized as necessary.

V. Background inquiry and chief's interview: Phase Five - 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 _____

Written Exam: ☐ Pass ☐ Fail Certified by _____

_____
APPLICANT RANKING

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