MANSFIELD
TEXAS

1200 East Broad Street
Mansfield, Texas 76063
Telephone: 817-276-4267
FAX: 817-473-7487

JOB CLASSIFICATION: **Police Officer**
DEPARTMENT: **Police Department** **SALARY:** **$50,470**
APPLICATIONS CURRENTLY BEING ACCEPTED.

JOB DESCRIPTION:
Under general supervision, perform professional police work for the protection of life and property through the enforcement of laws and ordinances.

EXAMPLES OF WORK TO BE PERFORMED:

- MUST BE ABLE TO WORK ANY SHIFT INCLUDING DAYS, EVENINGS AND DEEP NIGHTS. (Shifts are typically TEN (10) hours with actual hours being established by operational necessity) MUST BE ABLE TO WORK SATURDAYS, SUNDAYS AND HOLIDAYS.
- MUST BE ABLE TO WORK PAST NORMAL ASSIGNED SHIFT.
- WILL BE SUBJECT TO CALL-BACK
- Patrol assigned area or district on foot or in a car giving directions, information, and assistance to the general public; inspect doors and windows in the business district to see that no suspicious conditions exist.
- Patrol assigned areas, investigate, and report accidents, crimes, suspicious actions or persons, dangerous or defective streets, sidewalks, traffic lights, or other hazardous conditions.
- Interview suspects and persons arrested.
- Prevent the commission of unlawful acts; apprehend criminals or other persons menacing the general public; serve warrants, subpoenas, and other writs.
- Attend special training programs as required.
- Enforce traffic and safety regulations for pedestrians and motor vehicles.
- Accompany persons to headquarters to be booked on charges; accompany prisoners to court, maintain custody, and testify when called upon.
- Attend, report, and investigate accidents; keep by-standers out of danger, and render first aid to the injured.
- Perform traffic control duties when required.
- Secure crime scenes; make arrests.
- Control inmates from stations or by patrolling in yards, grounds, cell houses, corridors, and work areas,
- Transport inmates in multi passenger van or sport utility vehicle.
- Escort individuals or groups of inmates to work or other activities.
- Enforce rules of conduct, security and labor standards by making verbal or written reports of significant violations or irregularities to supervisors.
- Assist in averting riots and escapes undertaken by inmates.
- May assist in the supervision of inmates on transfers to/from other correctional facilities on appearances in court.
- Accompany prisoners being transferred for psychiatric diagnosis or to treatment clinics and attend sanity hearings in courtroom or hospital.

- May control admission of employees entering and exiting the jail by operating electric doors.
- Monitors by viewing camera at doors to identify individual and pushing appropriate button on panel for the correct door.
- May inventory property of inmates including money. Enters items on log sheets, enters in computer software for property room.
- Maintain security at the City Court and other City buildings.
- Track, locate and arrest persons with active warrants.
- Monitor Court assigned work detail.
- Enforce City, State and Federal laws.
- Perform other duties as required.

REQUIRED KNOWLEDGE SKILLS AND ABILITIES:

- Must be able to testify in Municipal, State and Federal Court.
- Must maintain an acceptable reputation on and off duty to maintain 'sponsored' status as a witness for Municipal, State and Federal Court cases.
- Ability to read, comprehend and abide by the Police Policies and Procedures Manual.
- Considerable knowledge of modern principles, practices, and procedures of police work.
- Considerable knowledge of pertinent state laws and city ordinances, and ability to diagnose violations.
- Knowledge of the geography of the City.
- Ability to deal courteously, but firmly with the general public, and give oral commands.
- Ability to understand and carry out oral and written instructions.
- Ability to render accurate oral and written reports of accidents, incidents, and violations of the law.
- Ability to attend and benefit from special training courses as required.
- Good character and reputation; possession of a valid Texas driver's license.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent. Those with an equivalency certificate are required to have successfully completed at least 12 hours from an institution of higher education with at least a 2.0 GPA on a 4.0 scale by providing a copy of transcripts from that institution **OR** have an honorable discharge from the armed forces of the US after at least 24 months of active duty service as evidenced by the appropriate DD214 or applicable documentation.
- Minimum age 21.
- Must be a US citizen as evidenced by birth certificate, passport or legal immigration documentation.
- Must have an acceptable criminal history according to the standards set by TCOLE.
- Must not be prohibited from operating a motor vehicle and possess a valid driver's license.
- Must not be prohibited from possessing firearms or ammunition.
- Must pass a physical / drug screening as well as a psychological assessment prior to hiring.
- Must be currently licensed as a Peace Officer through the Texas Commission of Law Enforcement (TCOLE).

DESIRED TRAINING AND EXPERIENCE:

- Previous police officer experience preferred.

ESSENTIAL PHYSICAL FUNCTIONS:

1. **The physical activity of this position**
   - Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles, fencing, walls and the like, using feet and legs and/or hands and arms. Body agility is emphasized.

- Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces.
- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.
- Crouching. Bending the body downward and forward by bending leg and spine.
- Crawling. Moving about on hands and knees or hands and feet. Ability includes moving through small spaces such as windows and other crawlspaces.
- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion. Must be able to pull at least 180 lbs. in a dragging motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Running/Sprinting. Frequent movement on foot at high speed and for long distances without stopping. Stamina is emphasized.
- Jumping. Ability to leap over objects up to 48 inches in height while maintaining forward movement.

2. **The physical requirements of this position**
   - Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
3. **The visual acuity requirements including color, depth perception, and field vision.**
   - The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
   - The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
   - The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
   - The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures
4. **The conditions the worker will be subject to in this position**
   - The worker is subject to both environmental conditions. Activities occur inside and outside.

- The worker is subject to extreme cold. Temperatures typically below 32° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to extreme heat. Temperatures above 100° for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
- The worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
- The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
- The worker is required to function in narrow aisles or passageways.

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HIRING PROCEDURES:

All applicants must pass each step in the hiring process in order to proceed to the next portion. The steps in the process are as follows:

1. Complete and return the INTENT TO TEST form indicating that no automatic disqualifiers apply to you and acknowledging other information as required. Complete and return City of Mansfield Employment Application. Once acknowledged, applicants meeting the initial requirements will be notified of a physical agility date and time.

2. Physical agility assessment:
   a. Obstacle course – consisting of:
      - Four foot barricades (3) (assesses applicant ability to jump-measures anaerobic power, leg power and strength)
      - Inverted slope (assesses applicant ability to jump and balance- measures anaerobic power, leg power and strength)
      - Balance pole (assesses applicant ability to balance and climb- measures anaerobic power, muscular strength, muscular endurance)
      - Chain link fence (6 ft) climb (assesses applicant ability to climb- measures muscular strength, muscular endurance, and anaerobic power)
      - Simulated window opening obstacles (assesses applicant ability to climb and balance-measures flexibility and muscular endurance)
      - Dummy drag (170 lbs. for 45 feet) (assesses applicant ability to pull and drag-measures muscular strength, muscular endurance, and anaerobic power)
      - Five foot wall climb (assesses applicant ability to climb- measures muscular strength, muscular endurance, and anaerobic power)
      - <u>Total Course must be completed successfully and as instructed within 75 seconds.</u>
   b. 300 meter sprint in 68 seconds or less (assesses applicant ability to run/sprint- measures aerobic power)
      - There is a ten minute rest period between the Obstacle course and the Sprint.

3. Written exam – Applicant must successfully pass a written exam. Passing the exam consists of making a minimum of 70% on EACH section of the exam.

4. Written assessment – Applicant will complete a written exercise to determine their ability to write in a clear, concise and logical manner consistent with the needs of police reporting. Attention will be given to accuracy, grammatical correctness, punctuation, spelling, and word usage.

5. Oral Review Board – Applicant will be assessed by a review board consisting of members of the police department. Applicant must receive unanimous approval of the board to pass to the next stage.

6. Polygraph examination

7. Background investigation

8. Psychological examination

9. Physical examination and Drug screen

MANSFIELD TEXAS

MANSFIELD POLICE DEPARTMENT

INTENT TO TEST FORM

Return this form to the Human Resources Department located at 1200 E Broad St. Mansfield, Texas 76063 or it can be completed, scanned and emailed to: Olivia.romo@mansfieldtexas.gov

LAST NAME: _____ **FIRST NAME:** _____ **MI:** ____

DOB: _____ **DL#:** _____ **DL ST:** _____ **EXP. DATE:** _____

ADDRESS: _____ **CITY:** _____ **ST:** _____ **ZIP:** _____

BEST CONTACT PHONE #: _____ **LAST 4 OF SS#** _____ **TCOLE PID#** _____
(IF APPLICABLE)

POSITION APPLIED FOR: ☐ **POLICE RECRUIT** ☐ **POLICE OFFICER (Requires current TCOLE certification)**

BY SIGNING THIS FORM, YOU INDICATE THAT THE FOLLOWING AUTOMATIC DISQUALIFIERS DO NOT APPLY TO YOU:

- Presently under indictment for charges for any criminal offense other than a class C traffic violation.
- Has been 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 past ten years from the date of the court order.
- Has ever been convicted of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the past ten years.
- Has been convicted of a family violence offense.
- Convicted at any time for a felony offense.
- Are currently prohibited by state or federal law from operating a motor vehicle.
- More than three moving violations within the last three years.
- Are prohibited by state or federal law from possessing firearms or ammunition.
- Multiple convictions (more than two) for failure to maintain financial responsibility within the past three years.
- Unlawful use of marijuana or hashish within the last three years.
- Unlawful use of a controlled substance or dangerous drugs as defined by the Texas Health and Safety Code within the past 10 years.
- Any sale or manufacture of a controlled substance, marijuana or dangerous drug as defined by the Texas Health and Safety Code
- Presently on court ordered community supervision or probation for any offense above a class C misdemeanor.
- Less than honorable discharge from military service

AND **FURTHERMORE, YOU ACKNOWLEDGE THAT YOU MEET THE FOLLOWING MINIMUM QUALIFICATIONS FOR THE POSITION OF POLICE OFFICER WHICH INCLUDE THE FOLLOWING:**

- High school diploma or equivalent. Those with an equivalency certificate are required to have successfully completed at least 12 hours from an institution of higher education with at least a 2.0 GPA on a 4.0 scale by providing a copy of transcripts from that institution OR have an honorable discharge from the armed forces of the US after at least 24 months of active duty service as evidenced by the appropriate DD214 or applicable documentation.
- Minimum age 21.
- Must be a US citizen as evidenced by birth certificate, passport or legal immigration documentation.
- Must have an acceptable criminal history according to the standards set by TCLEOSE.
- Possess a valid driver's license.
- Must pass a background investigation, a polygraph examination, physical / drug screening as well as a psychological exam.

AND **FURTHERMORE, YOU HAVE READ THE ATTACHED JOB DESCRIPTION FOR POLICE OFFICER / POLICE RECRUIT AND UNDERSTAND EACH STEP OF THE HIRING PROCESS AND AGREE THAT YOU MEET ALL EXPECTED REQUIREMENTS AND WOULD LIKE TO PROCEED THROUGH THE HIRING PROCESS:**

_____ _____

APPLICANT SIGNATURE **DATE AND TIME**

1200 East Broad Street
Mansfield, Texas, 76063
817-276-4279

READ CAREFULLY BEFORE SIGNING

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver's license check (if applicable), and physical exam (if applicable).

All applications become the property of the *City of Mansfield*. Applications will be kept on file six months.

I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.

I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.

I further understand that this information will be "confidential" between the City of Mansfield and all other parties involved.

_____ _____

Signature of Applicant *Date*

Before me personally appeared _____ *who stated this document and its intent was explained to him/her that he/she has full knowledge of its purpose and that he/she executed this instrument of his/her free will and accord.*

Sworn to and subscribed before me on this _____ *day of* _____

_____

SEAL or STAMP *Signature of Notary*

My Commission Expires: _____.

MANSFIELD
TEXAS

APPLICATION FOR EMPLOYMENT

City of Mansfield, Texas
1200 E. Broad Street
Mansfield, Texas 76063
Phone: (817) 276-4267
FAX: (817) 473-7487
www.mansfield-tx.gov

Please print. All information must be legible. Application must be completed in full or will not be considered. Resumes may be attached to completed application. Applicants requiring reasonable accommodation to the application and/or interview process should contact the Human Resources Department for assistance. Equal access to programs, services, and employment is available to all qualified persons. The City of Mansfield is an Equal Opportunity Employer.

Position applied for: _____ **Date:** _____ **Salary Expected:** _____

NAME: _____ _____ _____
(Last) **(First)** **(Middle)**

ADDRESS: _____
(Street) **(City)** **(State)** **(Zip)**

E-MAIL ADDRESS: _____

TELEPHONE: (Home) _____ **(Work)** _____ **(Cell)** _____

Please check all that apply: Do you want Regular Full Time Regular Part Time Temporary Full Time Temporary Part Time Seasonal (as needed)

How did you learn of this position? Newspaper* Internet* Professional Magazine* Employee Referral HR Office Employment Agency Texas Workforce Commission (employment office)
*Specify which_____

Do you have a valid Texas Driver's License? No Yes Type of License: Operator CDL Chauffer
License Number: _____ Expiration Date: _____

Does anyone related to you (by blood or marriage) work here or is currently a member of the City Council? Yes No
City Board Commissions? Yes No If yes, list name, their position, and relationship:
_____

Have you ever worked here before? Yes No If yes, give dates and position held: _____
_____

Are you legally eligible for employment in the United States of America? Yes No

Answering "yes" to the following question will not be an automatic bar to employment. Factors such as date of the offense, seriousness, and nature of the violation, rehabilitation and position applied for will be taken into consideration.

Have you ever plead "guilty" or "no contest" (*nolo contendere*) to, or been convicted of a crime? Yes No
If you answered "yes," please provide the date(s), location, and details: _____

Have you served in the armed forces, armed forces reserve, or national guard of the United States of America? Yes No
If "yes," please complete the following: BRANCH _____ DATE ENTERED _____
DATE OF DISCHARGE _____ RANK AT DISCHARGE _____
LIST DUTIES AND TRAINING _____
_____
ARE YOU CURRENTLY A MEMBER OF THE RESERVES OR NATIONAL GUARD? Yes No

EMPLOYMENT HISTORY

List all periods of employment or volunteer activities. If currently UNEMPLOYED, write "unemployed" in the CURRENT

EMPLOYER block and go to the next block. Start with your current status and work backward. If you need additional space, use a plain sheet of paper using the format below for each additional position. You may attach a resume or other documents. COMPLETE EACH SECTION FULLY.

CURRENT EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ **To** _____

REASON FOR DESIRING CHANGE: _____
STARTING SALARY: $_____ **ENDING SALARY $**_____ **MAY WE CONTACT THIS EMPLOYER?** ___

YOUR DUTIES: _____

_____

LAST EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ **To** _____

REASON FOR LEAVING: _____
STARTING SALARY: $_____ **ENDING SALARY $**_____ **MAY WE CONTACT THIS EMPLOYER?** ___

YOUR DUTIES: _____

_____

NEXT PREVIOUS EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ **To** _____

REASON FOR LEAVING: _____
STARTING SALARY: $_____ **ENDING SALARY $**_____ **MAY WE CONTACT THIS EMPLOYER?** ___

YOUR DUTIES: _____

_____

NEXT PREVIOUS EMPLOYER: _____

BUSINESS ADDRESS: _____ **PHONE NO.** _____

JOB TITLE: _____ **SUPERVISOR'S NAME:** _____

DATES OF EMPLOYMENT: From _____ **To** _____

REASON FOR LEAVING: _____
STARTING SALARY: $_____ **ENDING SALARY $**_____ **MAY WE CONTACT THIS EMPLOYER?** ___

YOUR DUTIES: _____

_____

PLEASE EXPLAIN IN DETAIL ANY TIME LAPSES DUE TO UNEMPLOYMENT OR OTHER REASONS.

LIST LICENSES or CERTIFICATIONS RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.

LIST PROFESSIONAL OR TECHNICAL LICENSES, REGISTRATION, CERTIFICATES, OR MEMBERSHIPS YOU POSSESS.

CHECK ALL SKILLS OR ABILITIES, BELOW, THAT YOU POSSESS THAT RELATE TO THE POSITION FOR WHICH YOU ARE APPLYING.

Typing / Speed _____ WPM Ten-Key Calculator
Computer List programs in which proficient: _____

FOR TRADES JOBS ONLY:

Truck List type(s): _____

Backhoe List type(s): _____

Grader List type(s): _____

Dozer List type(s): _____

Tractor List type(s): _____

Mower List type(s): _____

Other equipment List type(s): _____

EDUCATION

SCHOOL	NAME AND LOCATION	FROM	TO	GRADUATED/COMPLETED
High School				**Diploma GED**
Trade School				**Course of Study** _____ **Certification** _____
College				**Degree obtained** _____ **Major** _____ **Minor** _____
Other				

ACKNOWLEDGEMENT

READ THE FOLLOWING CAREFULLY BEFORE SIGNING

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from employment with the City of Mansfield whenever it is discovered.

I give the City of Mansfield the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City of Mansfield and its representatives for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information.

The City of Mansfield does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only six (6) months for the position for which application is made. I acknowledge that this application, once submitted to the City of Mansfield, becomes the property of the City of Mansfield.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the City of Mansfield reserves the same right to terminate my employment during the probationary period at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City of Mansfield, other that an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the policy of the City of Mansfield not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant: _____ Date: _____

Human Resources

1200 E. Broad Street
Mansfield, Texas 76063
817-276-4280

READ CAREFULLY BEFORE SIGNING

Prior to employment, applicants will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as it relates to the job applied for and as it may assist in determining character traits of the applicant. However, falsification of the application will result in disqualification for employment.

All applicants for full time or regular part-time positions are requested to take a physical examination, INCLUDING DRUG SCREENING.

All job offers are contingent on the successful completion of reference checks, police check, driver's license check (if applicable), and physical exam (if applicable).

All applications become the property of the *City of Mansfield*. Applications will be kept on file six months.

I hereby request and authorize you to render any information regarding my employment, character, qualifications, habits, reputation, credit, medical history, past record of performance, or any other pertinent information to the City of Mansfield. Any information furnished is at my express request and for my benefit.

I hold said representative or agent furnishing aforesaid information harmless, and I do hereby release them from any and all liability for damage of whatsoever nature because of furnishing such information.

I further understand that this information will be "confidential" between the City of Mansfield and all other parties involved.

_____ _____

Signature of Applicant *Date*

Applicant Notification / Release of Information

In connection with my application for employment, I understand that investigative inquiries on my background, in accordance with the Fair Credit Reporting Act and all state and federal laws, are to be made on me, including information as to my personal character, abilities, work habits, mode of living, residency, general reputation, performance, experience, and other qualities pertinent to my qualifications for employment, including reasons for termination of past employment.

I understand that prospective employer and/or First Check may make inquiries, including but not limited to my consumer credit history, education, professional licensing, and criminal history and driving history. Furthermore, I understand that prospective employer and/or First Check may request information from various federal, state and other agencies that maintain records concerning my past driving history, credit history, criminal history, military history, civil and other experiences.

I understand that according to the Fair Credit Reporting Act, I am entitled to know if employment is denied because of information obtained by my perspective employer from a Consumer Reporting Agency. Upon written request, I will be informed whether an investigative consumer report was requested and will be given full information as to the nature and the scope of the investigation, as well as the name of the reporting agency or sources of information.

I authorize without reservation, any party (including, but not limited to, employers, law enforcement agencies, state agencies, institutions and private information bureaus or repositories) contacted by prospective employer and/or First Check to furnish any or all of the above mentioned information. In addition, I hereby release First Check and prospective employer from any and all liability for damages arising from the investigation and disclosure of the requested information. I further release and discharge all liability from all companies, agencies, officials, officers, employees and other persons, who, in good faith provide to prospective employer and/or First Check the above mentioned information as requested, in order to successfully complete a background investigation for my application of employment. I will allow a photocopy of this authorization to be as valid as the original.

Print Full Name: _____

Social Security _____ *Date of Birth _____ / _____ / _____

Current Address _____

City/State/Zip _____

Driver's License # _____ State _____

Prospective Employer _____

Applicants Signature _____

** Notary Signature _____ Printed _____

State _____ County _____ Commission Expires _____

* Date of birth is being requested only for the purpose of identification in obtaining accurate retrieval of records, and will not be used for discriminatory purposes. ** Only when requested

1500 Corporate Circle Ste 13 Southlake TX 76092
817.410.8383 / 888.588.2525 Fax 817.887.1467 / 888.213.9341
www.firstcheck.com support@firstcheck.com

Print Name: _____ Today's Date: _____

Last First Middle Maiden Month Day Year

SUPPLEMENTAL INFORMATION CARD

The information on this card is used for statistical reporting to various regulatory agencies only. It will be detached from your application and will in no way be used in consideration of your application for employment.

Position applying: _____

Race/Sex: Female ☐ Male ☐

A. ☐ American Indian or Alaska Native
B. ☐ Asian
C. ☐ Black or African American
D. ☐ Hispanic or Latino
E. ☐ Native Hawaiian or Other Pacific Islander
F. ☐ Two or more races
G. ☐ White

How did you learn of this position?

☐ Dallas Morning News
☐ Employee Referral
☐ Fort Worth Star Telegram
☐ HR Office
☐ Mansfield News-Mirror
☐ Professional Magazine*
☐ Texas Workforce Commission
☐ Other * _____

Internet Site	*Specify Which:*
☐ Career Builder	☐ _____
☐ City	☐ _____
☐ Monster	☐ _____
☐ TML	☐ Other *
☐ Other *	

Birth Date: _____

Month Day Year

Birthplace: _____ U.S. Citizen ☐ Yes ☐ No

Have you previously worked for the City? No ☐ Yes ☐ If yes, when? _____

Mo. Year to Mo. Year

Department: _____ Position: _____

Under what other names have you been employed? _____