

POLICE APPLICATION PACKET



MINIMUM REQUIREMENTS FOR POLICE OFFICER

Must be certified, or meet the requirements to attend the necessary training to be certified, by the Texas Commission of Law Enforcement Standard and Education.

Must be at least 21 years of age.

High School diploma or equivalent required.

Must be able to competently read and write the English language.

Must possess, or be able to obtain, a valid Texas State Class C Driver's license with a good driving record.

Must pass written and physiological testing, as well as a pre-employment drug screen test.

Selected candidate must pass a medical/physical assessment.

Must submit a DD-214 to verify an honorable discharge from the military, if applicable.

MERKEL POLICE DEPARTMENT

ENTRY LEVEL POLICE OFFICER DISQUALIFICATIONS

APPLICANT MUST SIGN AND SUBMIT WITH YOUR APPLICATION PACKET.

NOTE: Conviction or Convicted - A person is convicted if he/she has pled guilty, no contest (nolo contendere), or been found guilty in a trial, regardless of whether:

- The sentence is subsequently probated and the person is discharged from probation;
- The defendant has received an un-adjudicated or deferred adjudication probation, pre-trial diversion or similar deferred disposition, for a criminal offense;
- The case has been made the subject of a expunction order; or
- The person is pardoned, unless the pardon is expressly granted for subsequent proof of innocence.

1. Failure to meet the minimum requirements for the position applied.
2. Conviction of an offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last ten years.
3. 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 from the date of the court order. Currently under indictment for any criminal offense.
4. Convicted, received deferred judgment, placed on court ordered probation or community supervision for any felony offense.
5. Convicted of and/or received a deferred judgment for any family violence offense.
6. Prohibited by state or federal law from operating a motor vehicle.
7. Prohibited by state or federal law from possessing firearms or ammunition.
8. Have been discharged from any military service under less than honorable conditions including, specifically:
 - A. under other than honorable conditions;
 - B. bad conduct;
 - C. dishonorable; or
 - D. any other characterization of service indicating bad character.
9. Texas Commission on Law Enforcement license denied by final order or revoked, currently on suspension, or have a voluntary surrender of license currently in effect.
10. History of delinquent payments, not meeting financial obligations, or repeated occurrences of issuing checks without sufficient funds, without extenuating circumstances.
11. Resigned to avoid suspension or discharge, or having resigned during a disciplinary investigation without a final judgment being rendered.
12. Failure to cooperate fully with and keep all scheduled appointments with staff personnel involved in the selection process.
13. Failure to provide added personal information as needed, or failing to submit information update/changes within ten days of the change.
14. Failure to follow directions on application, dishonesty, or deception at any time during the application and background process.

MERKEL POLICE DEPARTMENT

ENTRY LEVEL POLICE OFFICER DISQUALIFICATIONS (Cont.)

15. Not being of good moral character or being known to habitually associate with those of questionable moral character.
16. Not current on child support payments.
17. History of sustained Internal Affairs complaints or behavior that indicates negative job performance.
18. Driver's license suspension within the past five (5) years (suspensions older than 5 years will be reviewed on a case by case basis); however, **this does not include suspensions resulting from MIP violations.**
19. Any use of marijuana within the last three (3) years from the time of this application. Other factors, such as age at the time of use and frequency will be reviewed for eligibility.
20. Must not have any defects or any physical conditions that would interfere with the duties and performance of a police officer. This includes visible piercing (other than ear), or tooth jewelry.
21. Must not use any drugs or narcotics. Any prior use of a Schedule I controlled substance, including but not limited to heroin, cocaine, crack cocaine, opium, and methamphetamine is an automatic disqualifier.
22. Must not drink alcohol excessively.
23. Must not have an excessive record of traffic convictions or negligent traffic collisions. This is defined as having three (3) convictions for moving or non-moving violations, or a combination thereof, within the two (2) year period prior to the date of application, or during the hiring process.
(Example: An applicant having two (2) convictions prior to the date of application would be disqualified if convicted for a third traffic violation during the application process.)
Payment, defensive driving, and deferred adjudication are all forms of convictions.
24. Failure to pass any portion of the hiring process.
25. Any applicant who has been **rejected** by the Merkel Police Department is permanently disqualified from employment as a licensed peace officer with this agency.
**(Not being selected for employment does not constitute a rejected status, see "Application and Selection Process" for more details.)*

I _____ have read the eligibility requirements and disqualifiers for the position of police officer with the City of Merkel and attest that I meet the requirements for this position.

Print Name _____ Signature _____

Date _____

City of Merkel, Texas

Application for Employment

Submit to:

City of Merkel
ATTN: Evelyn Morse, City Secretary
100 Kent Street
Merkel, Texas 79536
Tel: (325) 928-4911 Fax: (325) 928-3171
citysecretary@merkeltx.com

Position applied for: Merkel Police Department - Police Officer		Date of application	
Name (last, first, middle)		E-mail Address	
Address: Street/Route/P.O. Box, City, State, Zip Code			
Cell Phone		Alternate Phone	
Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No State _____ Lic.# _____ Exp. Date _____ Type _____		Are you related by kinship or marriage to any City of Merkel employee or City Council member? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name and relationship. _____	
Can you show proof of eligibility to work in this country? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been employed under any other names? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list all: _____ _____		Have you been convicted of any felony or misdemeanor (excluding minor traffic violations but including DWI)? Yes No If yes, please explain (will not necessarily disqualify applicant for employment) : _____ <i>(For Law Enforcement Applicants, use PHS for explanation section.)</i>	
Have you ever been employed by the City of Merkel? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates: _____		Date available for work:	
If currently employed, may we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of work: (Full-time / Part-time / Temporary)	
EDUCATION AND TRAINING			
Are you a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No School Name _____ City/State _____			
Do you have a GED certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No City/State _____			
College(s) Attended _____ _____	Location (City, State) _____ _____	Major _____ _____	Degree Obtained _____ _____
<i>Law Enforcement Applicants:</i> Academy Attended:	Location:	Graduation Date:	PID #:
Please list any other training and education including Trade School, Business College, etc., which would further qualify you for the position. _____ _____			
REFERENCES (Provide the information requested on three persons <u>not related</u> to you and who have <u>not been your previous supervisor or employer.</u>)			
Name & Relationship _____ _____ _____	Address _____ _____ _____	City/State/Zip _____ _____ _____	Telephone _____ _____ _____

The City of Merkel is an Equal Opportunity/Reasonable Accommodation/At Will employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, or veteran status.

Employment Record

Instructions: Beginning with your most recent job, list below jobs you have held, specifically describing duties performed. Include any job-related military service assignments or volunteer work. You may exclude organizations which indicate race, color, religion, gender, national origin, disability, or other protected status. You may attach a résumé, but must still complete this section in full. If you need additional space, please continue on a separate sheet of paper.

LIST NAME, ADDRESS, AND PHONE NUMBER OF PREVIOUS EMPLOYERS WITH MOST RECENT EMPLOYER FIRST	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address	City/State	Phone	
Duties			
Reason For Leaving			
	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address	City/State	Phone	
Duties			
Reason For Leaving			
	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address	City/State	Phone	
Duties			
Reason For Leaving			
	FROM	TO	ENDING SALARY
Job Title			
Employer Name	Immediate Supervisor		
Address	City/State	Phone	
Duties			
Reason For Leaving			
SPECIAL SKILLS/QUALIFICATIONS List any additional special job-related skills or qualifications you may have received from your experiences (e.g., licenses/certifications, office/computer skills).			
APPLICANT'S STATEMENT (PLEASE READ AND SIGN BELOW) I certify that all answers in this application are true and complete to the best of my knowledge. I also understand that any offer of employment may be conditional on the satisfactory results of a drug screening, driver's license check, and medical/physical examination. I authorize investigation of all statements contained in this application for employment, as may be necessary in arriving at an employment decision and do not hold the City or any other individual involved in this investigation liable for information obtained in the process. I also understand that false or misleading information given in an interview or within this application may result in elimination from consideration for employment or discharge from employment should I be hired. I further understand that, if employed, I will abide by all City of Merkel's rules and procedures.			
Signature _____		Date _____	

CITY OF MERKEL

APPLICANT INFORMATION SHEET

The following information is requested for record keeping purposes in compliance with state and federal employment laws. The information will not be used for making employment decisions and will be separated from your application.

PERSONAL DATA	Date
Name (Last, First, Middle Initial)	
Street/Route/P.O. Box	
City, State, Zip Code	
Home Phone	Other Phone
Date of Birth	
Social Security # (xxx-xx-xxxx)	

ETHNICITY/GENDER

The following ethnic categories have been determined by the Equal Employment Opportunity Commission. You must indicate one of the following:

- | | |
|--|--|
| <input type="checkbox"/> American Indian/Aleutian Female | <input type="checkbox"/> Black Male |
| <input type="checkbox"/> American Indian/Aleutian Male | <input type="checkbox"/> Hispanic Female |
| <input type="checkbox"/> Asian/Filipino Female | <input type="checkbox"/> Hispanic Male |
| <input type="checkbox"/> Asian/Filipino Male | <input type="checkbox"/> White Female |
| <input type="checkbox"/> Black Female | <input type="checkbox"/> White Male |

BACKGROUND

1. Highest level of education completed:

- ☐ Grades 1-11
☐ High School/GED
☐ Associate's Degree
☐ Bachelor's Degree
☐ Master's Degree
☐ Ph.D.

2. Previous or current military service:

Branch of Service _____

Dates of Service _____

Type of Discharge _____

Please indicate below the job title of each position for which you are submitting an application today.

1. _____
2. _____