



NACOGDOCHES COUNTY

Job Opportunity

Position: Deputy Constable, Precinct 1
Location: Constable's Office, Precinct 1

Open Until Filled
Type: Regular, Full-Time

General Description:

Under the direction of the Constable the Deputy Constable performs licensed peace officer tasks in accordance with federal, state and local laws and the policies and procedures of the Constable's Office. This position performs various law enforcement functions including serving civil papers, enforcing traffic laws, criminal case investigation, serving warrants and other functions as required by the Constable. The Deputy Constable also performs bailiff duties for the Justice of the Peace.

Minimum Qualifications:

- Texas Peace Officer licensed issued by the Texas Commission on Law Enforcement
- Valid driver's license with good driving record
- Ability to write clear and concise reports
- Good oral communication skills
- Able to work varying shift assignments

Salary Scale (annual):

| | |
|-----------|-------------|
| Starting | \$45,802.00 |
| 6 months | \$46,577.00 |
| 1 year | \$47,352.00 |
| 1.5 years | \$48,127.00 |
| 2 years | \$48,902.00 |
| 2.5 years | \$49,677.00 |
| 3 years | \$50,452.00 |
| 3.5 years | \$51,227.00 |
| 4 years | \$52,002.00 |
| 4.5 years | \$52,777.00 |
| 5 years | \$53,557.00 |

Peace Officer Certificate Pay (annual):

| | |
|--------------|-----------|
| Basic | -0- |
| Intermediate | \$ 600.00 |
| Advanced | \$1200.00 |
| Master | \$1800.00 |

Instructions:

Complete the Nacogdoches County Constable's Office Application for Employment attached to this posting and submit it to the address or email below. Incomplete applications will not be considered for employment.

Submit application to:

Constable, Precinct 1
Nacogdoches County
9373 US HWY 259
Nacogdoches, TX 75965

or

email to: wsowell@co.nacogdoches.tx.us

Application for Employment

This section to be completed by Authorized Personnel Only

Date Obtained: _____

Date Returned: _____

Issued By: _____

Accepted By: _____

NOTE: This is a lengthy application process. Please read all directions carefully. Please make sure that you meet the minimum qualifications needed for appointment before applying.

Thank you for your interest in applying with Nacogdoches County.

Desired appointment by Constable:

_____ Deputy Constable

_____ Reserve Deputy Constable

Read the instructions carefully before proceeding.

These instructions are intended to assist you in properly completing your Application for Employment or Affiliation with the Constable's Office. The information you provide must be truthful and accurate in all aspects. The information listed in your application shall be used as a basis for a background investigation and may help determine your eligibility for employment by the Constable. False or misleading information or intentional omissions of information shall be considered grounds for immediate disqualification from consideration for employment/affiliation. In the event that you have gained employment or affiliation with the Constable's Office prior to our discovery that you lied or intentionally provided misleading information during any part of the hiring process, you may be dismissed from employment/affiliation and could be subject to having criminal charges filed against you for Falsifying a Governmental Record.

1. To avoid errors, read the instructions carefully before making an entry on the application form.
2. Your responses should either to be typed or legibly written in ink.
3. Answer each question to the best of your ability, knowledge and recognition.
4. Do not leave a question blank. If a question is asked that does not pertain to you or that is not applicable, indicate that fact by placing **N/A** in the corresponding answer area.
5. Verify your information and provide current contact information and addresses for your references, relatives and former employers.
6. If additional space is needed for you to complete any category, label and list the remaining information on a separate sheet of paper and attach it to your application.
7. A Resume may not be substituted for your application, but may be included with your application.

This application is the first step in applying for employment with the Nacogdoches County Constable's Office. Applicants will be required to conduct and pass a physical agility test, oral interview board, background investigation and psychological exam. Applicants will also be required to complete a personal history statement application as part of their background check.

Applicant's Personal History and Information Statement

Name: _____ Age: _____
First Middle Last (Jr/Sr, etc)

If you changed your last name due to marriage, list your Maiden Name: _____

Have you ever changed your legal name for reasons other than marriage? _____

If so, what was your previous legal name? _____

List the court, location and date the change was granted: _____

List aliases, nicknames, or other names by which have been known: _____

Birth Location: _____
Hospital/Facility Name City State

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Date of Birth: _____ Social Security Number: _____
Month / Day / Year

Driver's License #: _____ Class/Type: _____ State _____

Body markings (describe any tattoos you have and list their locations): _____

Applicant's Contact and Social Networking Information:

Physical Address: _____

_____ Do You Own or Rent: _____
City State Zip

Mailing Address (if same as Physical Address, write "Same"): _____

Home Phone#: _____ Cell Phone#: _____ Work# _____
Include area code

Email Address(es): _____

Do You have an account(s) with Facebook, MySpace, Twitter, or similar services? _____

If so, list access to all such accounts: _____

Applicant's Family History Information

Are you (check one): Single (never been married): _____ (If you checked this block, skip to the children section, below)

Single (divorced) _____ Single (widowed) _____ Single (but living with a significant other) _____

Married: _____ Separated (pending divorce): _____ If married, how long have you been married: _____

If you are married, separated or living with a significant other, list your person's information below:

First Name _____ Middle _____ Last _____ Maiden Name (If Applicable) _____ Date-of-Birth _____

His/Her DL # _____ State _____ His/Her SS# _____

His/Her Address (if different from yours): _____

His/Her phone # _____ His/Her email: _____

His/Her Occupation: _____ Employer: _____

If you have been widowed, list that spouse's name and date of death? _____

If you divorced, how many times? _____ Are you Court Ordered to pay any ex-spouse alimony? _____

Do you have any children from a divorced marriage(s): _____ If so, how many: _____

Are you court ordered to pay child support? _____ If so, are you current on those payments: _____

If you have not been divorced, you may skip to the Children section.

If you are divorced, attach a separate page to your application that includes the following information:

- List the current name, date of birth, address and contact information (if known) for each of your former spouse(s);
- List the names and number of children you share with each former spouse, respectively;
- List any dollar amounts you are court ordered to pay to each spouse or pay him/her for each child/children;
- List the date and location where your divorce was filed.

Applicant's Children Section

List all children related to you (include all biological, adopted, step- children, foster children and son/daughter in-laws). If you have no children (as described above) write "None" in the name section first line and go to the next page.

Name: _____ Age: _____ Relationship: _____

Address (if same as yours, put Same): _____

Employer or School Attending: _____

Name: _____ Age: _____ Relationship: _____

Address (if same as yours, put Same): _____

Employer or School Attending: _____

Name: _____ Age: _____ Relationship: _____

Address (if same as yours, put Same): _____

Employer or School Attending: _____

Applicant's Former Residence(s) Information

List (in chronological order) all previous addresses you have had within the past 15 years.

| | | | | | |
|----------------|------|-------|------|---|-------|
| Former Address | City | State | From | / | Until |
| Former Address | City | State | From | / | Until |
| Former Address | City | State | From | / | Until |
| Former Address | City | State | From | / | Until |
| Former Address | City | State | From | / | Until |

Applicant's Educational Background

Name the High School you graduated from. If you were home schooled or obtained your GED, list that fact.

School Name: _____ Location: _____

Date you graduated or obtained your GED/Certification: _____ Be sure to attach a copy of transcript/certificate

Did you attend College: _____ If so, list highest degree earned or no. hours completed: _____

If you attended college, complete the following. If not, skip to the next section:

College/University: _____ Location: _____

Dates attended: _____ Major/Minor: _____

No. hours successfully completed at that school: _____ Did you graduate from there? _____

If so, what type of degree did you attain: _____ When: _____

College/University: _____ Location: _____

Dates attended: _____ Major/Minor: _____

No. hours successfully completed at that school: _____ Did you graduate from there? _____

If so, what type of degree did you attain: _____ When: _____

Specialized/Technical Training

List any other specialized or technical training (Police/Jail Academies, trade, vocational, or business schools) you have completed. List the type of school/training and the school name, location and date(s) attended.

Employment History

List each job you have held since graduating from high school. If you are a recent high school graduate and have a limited work history, list any jobs you held during high school. Begin with your current or most recent job; include part-time or seasonal employment. Attach a separate sheet explaining periods of unemployment.

1. Employer: _____ From: _____ To: _____
Address: _____ City/State: _____
Phone Number: _____ Supervisor: _____
Are you eligible for rehire? _____ Your Job title/position: _____
Describe Your Job Duties: _____
Reason for leaving: _____

2. Employer: _____ From: _____ To: _____
Address: _____ City/State: _____
Phone Number: _____ Supervisor: _____
Are you eligible for rehire? _____ Your Job title/position: _____
Describe Your Job Duties: _____
Reason for leaving: _____

3. Employer: _____ From: _____ To: _____
Address: _____ City/State: _____
Phone Number: _____ Supervisor: _____
Are you eligible for rehire? _____ Your Job title/position: _____
Describe Your Job Duties: _____
Reason for leaving: _____

4. Employer: _____ From: _____ To: _____
Address: _____ City/State: _____
Phone Number: _____ Supervisor: _____
Are you eligible for rehire? _____ Your Job title/position: _____
Describe Your Job Duties: _____
Reason for leaving: _____

Personal References

List at least three people as personal references that know you well enough to provide character information about you. Exclude immediate family members and other individuals that you have previously listed on this application.

Name: _____ Contact Phone No. _____

Address: _____

Where is this person employed: _____ Job Duties: _____

How do you know this person? _____

How long have you known this person? : _____

Name: _____ Contact Phone No. _____

Address: _____

Where is this person employed: _____ Job Duties: _____

How do you know this person? _____

How long have you known this person? : _____

Name: _____ Contact Phone No. _____

Address: _____

Where is this person employed: _____ Job Duties: _____

How do you know this person? _____

How long have you known this person? : _____

Name: _____ Contact Phone No. _____

Address: _____

Where is this person employed: _____ Job Duties: _____

How do you know this person? _____

How long have you known this person? : _____

Name: _____ Contact Phone No. _____

Address: _____

Where is this person employed: _____ Job Duties: _____

How do you know this person? _____

How long have you known this person? : _____

Applicant Background Questionnaire

Answer the following questions to the best of your knowledge or recollection. Attach a detailed, written explanation to your application form for each **"YES"** answer you give to the questions listed below. Be sure to reference your written explanations with the corresponding question numbers listed on this Questionnaire.

1. Have you ever been arrested for, charged with or convicted of any criminal violation (Including any offense you may have pled "nolo contendere" on or pled guilty and received an adjudicated sentence) regardless whether the record was sealed or expunged,)? Yes No
2. Have you ever been detained by a law enforcement officer for investigative purposes? Yes No
3. Have you ever been the subject of or a suspect in a criminal investigation? Yes No
4. Has any member of your immediate family ever been arrested for anything other than minor traffic violations? Yes No
1. Have you ever been dismissed or asked to resign from any employment or position you have held? Yes No
7. Have you had any form of disciplinary action taken against you by an employer? Yes No
8. Have you ever resigned or left a job by mutual agreement following allegations of misconduct or an unsatisfactory job performance? Yes No
9. Have you ever received a traffic ticket or been charged with a traffic violation (exclude parking tickets)? Yes No
10. Have you or your spouse ever been a plaintiff or defendant in a civil suit or court action (Including liens, lawsuits, bankruptcy, etc.)? Yes No
11. Do you now, or have you ever owed back child support? Yes No
12. Have you ever been denied issuance of any type of a license, or, have you ever had a license suspended or revoked? Yes No
13. Have you ever had automobile insurance refused, withdrawn, or revoked? Yes No
14. Have you, your spouse, or a company controlled by either of you filed for bankruptcy? Yes No
15. Have you or your spouse had a legal judgment rendered against you for a debt? Yes No
16. Have you ever been the subject to a tax lien or do you currently owe any back taxes? Yes No
17. Have you ever committed any act of "theft"? Yes No
18. Have you ever accepted a bribe? Yes No
19. Have you ever committed an act of family violence? Yes No
20. Do you frequently lie or tell untruthful information to or about others? Yes No
21. Do you frequently consume alcoholic beverages? Yes No

22. Do you routinely attend bars, clubs or similar establishments? Yes No
23. Do you commonly use foul or vulgar language? Yes No
24. Do you routinely view pornographic material or images? Yes No
25. Have you ever intentionally or knowingly viewed pornographic material or nude images of a minor (excluding if you did so in the scope of your duties as a criminal justice professional)? Yes No
26. Have you ever committed a sexual act while on duty at your place of employment? Yes No
27. Have you ever illegally experimented with or used any narcotic or controlled substance such as, but not limited to: marijuana, PCP, meth, hashish, cocaine, LSD, amphetamines, heroin, steroid, opiates, barbiturates, benzodiazepine, a synthetic narcotic, a designer drug, or any drug of a similar nature? Yes No
28. Do you claim to be a recovering/rehabilitated alcoholic or drug user? Yes No
29. Do you currently use any narcotic or controlled substance (including prescription drugs) or have you illegally used a narcotic or controlled substance within the last ten years? Yes No
30. Do you now or have you ever illegally obtained, possessed, supplied, or sold any narcotic or controlled substance? Yes No
31. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted, or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? Yes No
32. Are you now or have you ever been a member of any organized group or gang that uses intimidation or acts of force or violence, or that uses, sells or promotes the use of narcotics, controlled substances or other illegal substances or material, or that conducts criminal activities, or that promotes criminal activities by buying, selling or trading articles of thefts, burglaries or other property crimes? Yes No
33. Have you ever made a financial or material contribution to any organization of the type described in question #31 or #32? Yes No
34. Have you ever provided information, materials or contraband to an inmate or prisoner that you knew was a violation of either state law or local policy? Yes No
35. Have you ever helped to aid, plan or facilitate an escape? Yes No
36. If you have been employed as a peace officer or jailer, have you ever recommended a bondsman or attorney to an inmate? N/A Yes No
37. If you have been employed as a peace officer, have you ever recommended a wrecker service to a motorist in exchange for a favor or gratuity? N/A Yes No
38. Is there anything in your past that would give you a poor reputation with the public? Yes No

Nacogdoches County Constable's Office
Affidavit of Authorization for Release of Information

Name of Applicant (print clearly): _____

To whom it may concern:

I have applied for affiliation with the Nacogdoches County Constable's Office. As a result of my desire to gain appointment by the Constable, I understand that an extensive background check shall be conducted into my past and present life and employment history. My signature, below, is verification that I authorize the Nacogdoches County Constable's Office, to thoroughly investigate my past and present background, character, credit/financial history, education, and employment history.

I voluntarily consent to the release of such information as may be requested and obtained by the Nacogdoches County Constable's Office and I, hereby, authorize the release of any and all information of any type or records from any source to the Constable (or his designated representatives) for the purpose of conducting a pre-employment background investigation. I agree to identify and hold harmless all persons, firms, agencies, companies, entities or installations from any and all charges, claims, or damages that may arise from the request or release of such information.

Applicant's Signature

Date

Sworn to and subscribed before me, this the _____ day of _____ 20_____.

Notary public in and for, State of Texas.

Place Notary Seal and Expiration Date Below

Printed Name of Notary Public

Signature of Notary Public