



EMPLOYMENT APPLICATION SUPPLEMENT

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

INSTRUCTIONS: All questions must be answered in full. Print in BLACK INK or TYPE.

NOTE TO APPLICANTS: With few exceptions, you are entitled upon request: (1) to be informed about the information the Texas Juvenile Justice Department (TJJD or Agency) collects about you; and (2) under sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under section 559.004 of the Government Code, you are also entitled to request, in accordance with the Agency's procedures, that incorrect information the Agency has collected about you be corrected.

1. NAME: _____ (As it appears on your Social Security Card)
Last First Middle

2. SOCIAL SECURITY #: _____ 3. DATE OF BIRTH (mm/dd/yyyy) _____

4. PLACE OF BIRTH (CITY, STATE, COUNTRY): _____
(NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)

5. DRIVER'S LICENSE NO.: _____ STATE: _____

6. Have you previously been employed by the TJJD, Texas Juvenile Probation Commission (TJPC), or the Texas Youth Commission (TYC), worked in a TJJD or TYC facility on a contract/volunteer basis, or worked in any other correctional facility? Yes No

If yes, give facility/department and dates: _____

7. Are you related to any **employee** of TJJD? Yes No Unknown

If yes, list name, relationship and facility/department: _____

8. May we contact your **present** employer for a reference? Yes No Not Presently Employed

9. **If you are a male, age 18 through 25**, have you registered with the Selective Service? Yes No

If no, are you exempt from registration? Yes No I am not a male, age 18-25

10. Are you currently a member of or affiliated with any gang or other organization that engages in or advocates illegal activity? Yes No

If yes, provide the name of the gang or organization: _____

Note: Answering "yes" to any of the following questions 11a, 11b, or 11c will not automatically disqualify you from employment consideration but will help ensure that you are not assigned to a position in which you would be supervising a TJJD youth (in TJJD custody or on TJJD parole) with whom you have a current or former relationship.

11a. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse or child) related to any TJJD **youth**? Yes No Unknown

11b. Are you now or have you ever been involved in a romantic or spousal relationship with a TJJD **youth**? This includes but is not limited to dating, ceremonial or common-law marriage, living together or having a child together.
 Yes No

11c. Do you have a current business association with a TJJD **youth** or an immediate family member of a TJJD youth?
 Yes No

- **If you answered yes to Question 11a, 11b, or 11c** above, you are required to complete and submit an HR-003a, TJJD Employment Applicant Supplement - Additional Youth Relationship Information. (See last page of this document.) **If you need additional space**, you may attach an additional page to this employment application supplement form.
- If you have a personal relationship with a youth who is not a relative, be sure to read the "Youth Relationships" paragraph of this Supplement.

CONDITIONS OF EMPLOYMENT

Minimum Standards for all TJJD Positions

1. Must be a citizen of the U.S. or alien authorized to work in the U.S.
2. Must be at least 18 years of age.
3. Must meet minimum education requirements as stated in the posting.
4. Males, age 18 through 25, must be registered with the Selective Service if required to do so by federal law.
5. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation.
6. Must never have been convicted (felony or a class A or B misdemeanor) for any crime in which a child under the age of 17 was a victim or was directly endangered (e.g., driving while intoxicated with a child in the vehicle, providing alcohol to a child).
7. Must never have been convicted of an offense requiring registration as a sex offender under Chapter 62, Code of Criminal Procedure, or have been convicted of an offense described in Article 42.12, Section 3g, Code of Criminal Procedure.
8. Must not have been convicted of a felony (or an equivalent offense under the Uniform Code of Military Justice) in the last 15 years.
9. Must not have any pending criminal charges for which a conviction would result in disqualification for employment.
10. Must not have an outstanding warrant.
11. Must not have engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution (as defined in [42 U.S.C. 1997](#)).
12. Must not have been convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse.
13. Must never have been civilly or administratively adjudicated for having engaged or attempting to engage in activity described in standard No. 12.

Additional Minimum Standards for Correctional Series Positions

1. Must be at least 21 years of age.
2. Must never have been convicted of a felony.
2. External applicants must not have been convicted of a Class A or B misdemeanor, or the equivalent, within the last 5 years.
3. External applicants must not be on probation for any criminal offense.

IMPORTANT NOTES.

- **Criminal History Check:** For purposes of employment with TJJD, conviction includes being sentenced to confinement, assessed a fine, placed on deferred adjudication, placed on probation, or court-ordered restitution. For criminal history standards requiring the lapsing of a specific minimum period from conviction, the start of the minimum period is the date of disposition for the conviction and the end of the minimum period is the last day that applications are accepted for the position. An applicant may be disqualified if he/she has been convicted of or has a pending criminal charge for an offense which is not an automatic disqualifier but is of such a nature that the agency determines it is in the agency's best interest to disqualify the applicant.
- **Child Abuse Registry Check:** In compliance with the Prison Rape Elimination Act (PREA), the TJJD clearance process for all external applicants being seriously considered for hire includes requesting the Department of Family and Protective Services (DFPS) to conduct a check of the registry of reported cases of child abuse or neglect (child abuse registry) established and maintained by DFPS. In addition, internal applicants seriously being considered for another position may be subject to a child abuse registry check. DFPS provides TJJD with confirmation of a negative finding if there is no match in the registry. If TJJD does not receive confirmation of a negative finding: (1) TJJD considers there to be an open child abuse investigation and potential violation of a PREA standard; and (2) the applicant is disqualified from further consideration for the position unless he/she provides TJJD sufficient information to allow TJJD to determine that the applicant should not be disqualified from employment.
 - TJJD may disqualify an applicant for a civil or administrative adjudication or DFPS *Reason to Believe* finding based on the nature of the underlying conduct and its relationship to the duties of the position even if the finding is not an automatic disqualifier for employment.
 - If TJJD does not receive sufficient information to clear an applicant for employment in a timely manner after requesting the child abuse registry check, TJJD may select another applicant for the position.

Additional Standards for Parole Officers: As stated in job announcements and job descriptions, TJJD requires that **Parole Officers** have access to and be willing to use their own transportation for work and that they carry liability insurance.

Assignments: Initial assignment locations within TJJD are determined by applicant preference, consistent with the needs of the Agency. The Agency reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures.

Overtime: Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used or cashed out consistent with Agency policy.

Falsification of Application: It is important that the State of Texas Employment Application and the TJJD Employment Application Supplement be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if already employed.

Organizational Affiliations: Affiliation with organizations that threaten the safety and security of an agency facility may result in disqualification or termination of employment.

Employment at Will: Employees of TJJJ are “at will” employees. This means that employment is for no definite period and that either the employer or the employee may terminate the employment relationship at any time, for any or no reason except for an illegal reason by the employer, without liability.

Youth Relationships: TJJJ employees are prohibited from establishing or continuing a personal relationship with any TJJJ youth who is not related to the employee, regardless of whether the youth is committed to a facility operated by or under a contract with TJJJ or on TJJJ parole. Prohibited relationships include those involving cohabitation, sexual relationships, or actions that jeopardize or have the potential to jeopardize the security of the Agency. This means that employees may not have personal contact or relationships (outside of their official duties) with youths currently committed to a facility operated by or under a contract with TJJJ or on TJJJ parole if this contact or relationship would jeopardize or has the potential to jeopardize the security of the Agency. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation and depositing funds into a youth’s trust fund. If an employee was once married to a youth or had a child together with a youth, employee contact with the youth may be limited to that which is ordered by the Court. As a condition of employment with TJJJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation and other prohibited contact. Continuation of a prohibited relationship after employment with TJJJ may result in dismissal from employment.

Additional Information: Information concerning any event that may affect eligibility for employment with this Agency that occurs **after** the application has been submitted, to include criminal charges, must be provided in writing immediately to the local human resource office. Failure to do so may be considered falsification of the application for employment and may be grounds for refusing or terminating employment.

CERTIFICATION: I certify that my answers are true, complete and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and the Document Requirements in this Supplement.

Signature: _____

Date: _____

DOCUMENT REQUIREMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. DO NOT INCLUDE ORIGINALS.

1. A **copy** of your current DRIVER'S LICENSE/STATE ISSUED IDENTIFICATION CARD with a photograph and/or date of birth, sex, height, eye color and address. Temporary permits and/or receipts are **not** acceptable without the license/state issued identification card with photograph. You will also need to present the **original** driver's license or state issued identification card during: (a) screening for Juvenile Correctional Officer I – IV applicants; or (b) during employment in-processing for any other applicant. (SEE NOTE 1 AND 2, BELOW.)
2. A **copy** of your SOCIAL SECURITY CARD. This must be a **copy** of the original card issued by the Social Security Office. The following are **not** acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Not valid for employment purposes." You will also need to present the **original** card at the same time you present your driver's license.
3. For positions that **do not** require a college degree: A **copy** of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a **copy** of a state-issued GED Certificate. Military GED certificates are **not** acceptable and must be converted to state certificates.
4. For positions that **do** require a college degree: A **copy** of your COLLEGE DIPLOMA or TRANSCRIPT.
5. A **copy** of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: http://www.archives.gov/research_room/vetrecs.
6. If you are a male, age 18 through 25, you must provide a **copy** of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: <http://www.sss.gov/regist.htm>.

NOTES:

1. Your original **Driver's License** and **Social Security Card** may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
2. If you do not have a driver's license, any of the following documents are acceptable: State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Certificate of U.S. Citizenship; Certificate of Naturalization; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
3. Any **higher education degree(s) or semester hours** required to meet minimum qualifications must be obtained from an educational institution accredited by an organization recognized by the Council for Higher Education (CHEA).
4. **Foreign/International diplomas or education credentials** must be evaluated by a TJJD-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES): <http://www.naces.org/>.



EMPLOYMENT APPLICATION SUPPLEMENT ADDITIONAL YOUTH RELATIONSHIP INFORMATION

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Applicant Instructions:

- Complete this page only if you answered “yes” to question 11a, 11b **or** 11c on the first page of the TJJD Employment Application Supplement.
- If your answer to questions 11a, 11b **and** 11c was “no”, you do not need to complete this page.

Applicant’s Name: _____ **Social Security Number:** _____

1. Do you have a relationship with: one TJJD youth more than one TJJD youth
 Note: If you have a relationship with more than one TJJD youth, complete a separate Additional Youth Relationship Information form for each youth.

TJJD Youth Information:

Name: _____ **TJJD Number:** _____ **Date of Birth:** _____

- Currently in TJJD Custody. Facility: _____
- Currently on Parole. City of residence: _____
- In juvenile detention facility waiting for transfer to TJJD.

2. Which question on the first page of this supplement did you answer “yes” to as it relates to this youth?
 11a 11b 11c

If you checked 11a, how is this youth related to you? _____

If you checked 11b, type of romantic or spousal relationship:

- Dating Married Lived together Had child together Other (describe in space below)
- _____

If you checked 11c, describe the business association:

3. Are you on this youth’s visitation list? Yes No Do not know Not applicable

4. Have you visited this youth? Yes No
 If yes, how often? _____
 If yes, date of last visit? _____

5. Do you correspond with or have any other contact with this youth or an immediate relative of the youth? Yes No

If yes, explain: _____

Applicant’s Signature

Date