



Employment Application Supplement

TEXAS
JUVENILE
JUSTICE
DEPARTMENT

Applicant Information

Name:	Last Four Digits of Social Security Number:
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- Do you have a relationship with a TJJD youth or do you have a business association with any TJJD youth or immediate family member of a TJJD youth? Yes No
 - If **yes**, complete the rest of page 1, sign and date page 1, read the rest of this form, and attach it to your application. If you have a relationship with more than one TJJD youth, complete a separate form for each youth.
 - If **no**, skip to the bottom of page 1, sign and date page 1, read the rest of this form, and attach it to your application.

TJJD Youth Information:

Name:	TJJD Number:	Date of Birth (mm/dd/yyyy):
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Youth's Current Location:

Currently in TJJD custody. Facility name: _____

Currently on parole. Youth's city of residence: _____

In a juvenile detention facility waiting for transfer to TJJD.

- How is this youth related to you, if applicable? _____
- What type of romantic or spousal relationship do you have with this youth, if applicable?

Not applicable Dating Married Lived together Had child together

Other _____
- Describe the business association you have with this youth or the youth's immediate family member(s), if applicable: _____
- Are you on this youth's visitation list? Yes No Do not know Not applicable
- Have you visited this youth? Yes No

If yes, how often? _____

If yes, date of last visit? _____
- Do you correspond with or have any other contact with this youth or an immediate family member of the youth? Yes No

If yes, explain: _____

Applicant's Signature

Date



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CONDITIONS OF EMPLOYMENT

Minimum Standards for All TJJD Positions

1. Must be a citizen of the U.S. or an alien authorized to work in the U.S.
2. Must be at least 18 years of age.
3. Must meet minimum qualification requirements as stated in the posting.
4. Males who are age 18 through 25 must have 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. Applicants with any of the following will not be considered:
 - a. Convicted or received deferred adjudication for:
 - (i) Any felony.
 - (ii) Domestic violence involving a family member (including non-spouse partners).
 - (iii) Official oppression.
 - b. Current requirement to register as a sex offender.
 - c. Arrested for a disqualifying offense. An arrest that has been expunged is not considered an arrest and may not be used by TJJD.
 - d. Outstanding warrant.

Additional Minimum Standards for Those Who Have Routine, Direct Contact with Youth (Youth Development Coaches, Dorm Supervisors, Case Managers, Substance Abuse Counselors, Education Aides, etc.)

1. Must be at least 23 years of age.
2. Must have a high school diploma or equivalent.

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. 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 promotion 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.



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- 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.
- **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. Coaches and case managers may submit a request for reassignment to another location in accordance with published procedures.
- **Overtime:** Employees who are authorized to earn overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) overtime. This overtime will be banked, used, or cashed out consistent with Agency policy.
- **Organizational Affiliations:** Affiliation with organizations that threaten the safety and security of an Agency facility may result in disqualification or termination of employment.
- **Youth Relationships:** TJJD employees are prohibited from establishing or continuing a personal relationship with any TJJD 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 TJJD or on TJJD 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 TJJD or on TJJD 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, contact by telephone, texting, or social media, visiting the youth, and depositing funds into a youth's trust fund. If an employee was once married to a TJJD 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 TJJD, 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 TJJD 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 Resources office. Failure to do so may be considered falsification of the application for employment and may be grounds for refusing or terminating employment.
- **Employment at Will:** Employees of TJJD 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.
- **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.



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DOCUMENT REQUIREMENTS

Applications will not be processed if required documents are missing. Documents submitted with 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 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 Youth Development Coach (Coach) III – V applicants; or (b) 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 certificate of high school equivalency. 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 and TRANSCRIPT.
5. A copy of the DD Form 214 (Certificate of Release or Discharge from Active Duty) 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 that includes the type of discharge. If you are on active duty and on terminal leave, 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 online at: <https://www.archives.gov/veterans/military-service-records>.
6. If you are a male who is 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 online at: <https://www.sss.gov/Home/Verification> and submit a printed copy of this proof.

NOTES:

1. Your original driver 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 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 Accreditation (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/>.