



# PROFESSIONAL LICENSES/CERTIFICATIONS

TYPE \_\_\_\_\_ STATE ISSUED \_\_\_\_\_ DATE ISSUED \_\_\_\_\_ EXPIRES ON \_\_\_\_\_ NUMBER \_\_\_\_\_

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PLEASE LIST JOB-RELATED ORGANIZATIONS, CLUBS, ROFESSIONAL SOCIETIES, OR OTHER ASSOCIATIONS TO WHICH YOU BELONG. (YOU MAY OMIT THOSE WHICH INDICATE YOUR RACE, RELIGIOUS CREED, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, AGE OR DISABILITY) \_\_\_\_\_

## SKILLS

Please indicate the experience you have by checking the blank next to the job skill described below.

<u>Office Skills</u>		<u>Road and Bridge-Worker Positions Only</u>
Typing _____ wpm	MS Word _____	Front End Loader _____ Dozer _____
Shorthand _____ wpm	MS Access _____	Grade-All _____ Dump Truck _____
10-Key _____	MS Excel _____	Diesel Mechanics _____ Backhoe _____
Word Perfect _____	Power Point _____	Motor Grader _____ CDL _____
Multi-Line Phone _____	Cash Handling Exp _____	Other (please list) _____
Other (please list) _____		

## WORK EXPERIENCE

WHAT OTHER NAME(S) HAVE YOU WORKED UNDER? \_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES  NO

### LIST YOUR LAST OR PRESENT EMPLOYER FIRST (INCLUDING VOLUNTEER EXPERIENCE) FOR THE PAST 10 YEARS

EMPLOYER \_\_\_\_\_ DATES EMPLOYED: FROM (mo/yr) \_\_\_\_\_ TO (mo/yr) \_\_\_\_\_

ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE \_\_\_\_\_

POSITION TITLE \_\_\_\_\_ STARTING SALARY \_\_\_\_\_ FINAL SALARY \_\_\_\_\_

SUPERVISOR'S NAME AND TITLE \_\_\_\_\_ PERSON(S) WE MAY CONTACT FOR REFERENCE \_\_\_\_\_

BRIEFLY DESCRIBE YOUR DUTIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ DATES EMPLOYED: FROM (mo/yr) \_\_\_\_\_ TO (mo/yr) \_\_\_\_\_

ADDRESS \_\_\_\_\_ STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ PHONE \_\_\_\_\_

POSITION TITLE \_\_\_\_\_ STARTING SALARY \_\_\_\_\_ FINAL SALARY \_\_\_\_\_

SUPERVISOR'S NAME AND TITLE \_\_\_\_\_ PERSON(S) WE MAY CONTACT FOR REFERENCE \_\_\_\_\_

BRIEFLY DESCRIBE YOUR DUTIES \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

EMPLOYER \_\_\_\_\_ DATES EMPLOYED: FROM (mo/yr) \_\_\_\_\_ TO (mo/yr) \_\_\_\_\_

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REASON FOR LEAVING

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**PLEASE READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS APPLICATION FORM:**

Ellis County does not discriminate in hiring or any other decision on the basis of race, color, sex, citizenship, national origin, ancestry, or on the basis of age or physical or mental disability unrelated to ability to perform the work required. No question on this application is intended to secure information to be used for such discrimination.

I voluntarily give Ellis County the right to make a thorough, post-offer investigation of my past employment and activities. I agree to cooperate in such investigation and release from all liability of responsibility all persons, companies or corporations supplying such information. I consent to take an employment physical examination, and passing same is a condition of employment, and such further physical examinations as may be required by Ellis County at such times and places as Ellis County shall designate.

I understand that my employment is at will, and that either party is free to terminate the employment relationship at any time without a reason. I also understand that my employment may be terminated for any misstatement or omission of fact appearing on this application form.

If employed, I will be required to complete an Employment Verification Form (I-9), and show satisfactory evidence of identity and eligibility for employment as outlined by the I.N.S.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**\*RETURN COMPLETED APPLICATIONS TO:**

**ELLIS COUNTY GOVERNMENT  
DEPARTMENT OF HUMAN SERVICES  
101 W. MAIN STREET, SUITE B-103  
WAXAHACHIE, TX 75165  
(972) 825-5160**

**\*SHERIFF'S DEPARTMENT AND DETENTION OFFICER APPLICANTS MUST  
APPLY IN PERSON AT 300 S. JACKSON STREET, WAXAHACHIE, TX 75165**



**ELLIS COUNTY SHERIFF'S OFFICE**  
**JOHNNY BROWN, Sheriff**

July 31, 2009

Dear Applicant:

Thank you for your interest in being a part of the Ellis County Sheriff's Office. Upon receipt of your completed application the Lieutenant of the division(s) you show an interest in will review it. If after reviewing your application the Lieutenant finds he/she is interested in interviewing you as a possible candidate, they will contact you and make the appointment.

Please do not call the Sheriff's Office to check on the status of your application. Other than PENDING, your application will have no status until after you are called in for an interview.

Also, please know that current policy forbids the hiring of anyone who is a family member of a current Sheriff's Office employee.

Once again, thank you for your interest in this Office.

Sincerely,

Johnny D. Brown  
Ellis County Sheriff

**ELLIS COUNTY SHERIFF'S OFFICE**

300 S. Jackson St.  
Waxahachie, Texas 75165  
(972) 825 - 4901

**JOHNNY D. BROWN**  
**SHERIFF**

January 01, 2009

To: All Ellis County Sheriff's Office Applicants

Applications will be **completed in their entirety and will be on file PRIOR TO ANY OFFER OF EMPLOYMENT. Applications will not be considered unless they are complete.** This facility is a 24-hour a day, seven days a week operation, **if employed you must be available to work nights, weekends and rotating shifts.**

All blanks must be completed. N/A will be placed in the blank if the information is not applicable. Notarization of all forms must be done as required and is the responsibility of the applicant.

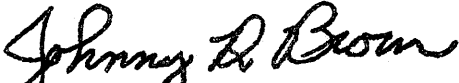
**Applicants for a Peace Officer, Reserve, or Jailer must meet the following minimum requirements:**

- A. Peace Officer or reserve-21 years of age. Applicants must have a basic TCLEOSE Peace Officer certification for appointment as a Peace Officer or Reserve Officer.
- B. Jailer-must be 21 years of age. TCLEOSE certification is not required.

**Applicants for these positions must also:**

- A. Be fingerprinted and subjected to a search of local, state and national records and fingerprint files to disclose any criminal record.
- B. Not be on court-ordered community supervision or probation to include Deferred Adjudication for any criminal offense above the grade of Class C Misdemeanor.
- C. Not have been convicted of or received Deferred Adjudication for a misdemeanor offense above the grade of a Class C Misdemeanor within the last ten (10) years.
- D. Not have ever been convicted of or received Deferred Adjudication for a felony offense.
- E. Not have ever been convicted of a misdemeanor or felony offense or placed on deferred adjudication if the offense directly relates to the duties and responsibilities of any office requiring such license.
- F. Be of good moral character
- G. Be subjected to a Background investigation.
- H. Be a high school graduate or have passed a GED test indicating High School Graduation level, or have 12 semester hours college credit.
- I. Be examined by a licensed physician and be found free of any defect which may adversely affect the performance of duty appropriate to the position sought and to show no trace of drug dependency or illegal drug use.
- J. Be examined by a licensed psychologist or psychiatrist and be declared to be in satisfactory psychological and emotional health.
- K. Not have been discharged from any military service with less than an honorable discharge.

Applicants for other positions with the Sheriff's Office will be required to meet the standards necessary for the position applied for and will be subjected to a background check.

  
Johnny D. Brown  
Sheriff



**ELLIS COUNTY SHERIFF'S DEPARTMENT**  
**Johnny Brown, Sheriff**

Dear Applicant:

Thank you for your interest in employment with the Ellis County Sheriff's Office

Ellis County Sheriff's Office Policy requires a period of one (1) year Probationary/Training Time. During this required probationary time there is an 80% training wage for the first six (6) months and a 90% training wage for the second six months. Full salary will be after the one (1) year Training/Probationary period has been completed. The Training wage may be waived, at the Sheriff's discretion, for those with significant experience.

Note the following positions and salary scale:

**Effective January 01, 2009**

<b>Position</b>	<b>80% Salary</b>	<b>90% Salary</b>	<b>Full Salary</b>
Dispatcher I	\$ 12.4429	\$ 13.9983	\$ 15.5536
Clerk II	\$ 13.0050	\$ 14.6306	\$ 16.2562
Civilian Animal Control	\$ 12.8050	\$ 14.4056	\$ 16.0062
Detention Officer I	\$ 13.2375	\$ 14.8922	\$ 16.5469
Deputy Sheriff I	\$ 16.1808	\$ 18.2034	\$ 20.2261

Johnny Brown, Sheriff