

**CITY
OF
SOUTH HOUSTON
POLICE
DEPARTMENT**



**APPLICATION TO SIT FOR CIVIL
SERVICE EXAM**

***THE SOUTH HOUSTON POLICE DEPARTMENT IS AN
EQUAL OPPORTUNITY EMPLOYER***

SOUTH HOUSTON POLICE DEPARTMENT CIVIL SERVICE COMMISSION APPLICATION FOR CIVIL SERVICE EXAMINATION

APPLICANT'S SOCIAL SECURITY NUMBER: _____

TEXAS DRIVERS LICENSE NUMBER: _____

THIS APPLICATION IS A PRELIMINARY FORM USED TO DETERMINE YOUR ELIGIBILITY TO PARTICIPATE IN THE ENTRANCE EXAMINATION PROCESS, A FIRST STEP FOR EMPLOYMENT AS A POLICE OFFICER FOR THE SOUTH HOUSTON POLICE DEPARTMENT.

PERSONAL HISTORY STATEMENT

(PLEASE PRINT)

1. NAME: _____
LAST FIRST MIDDLE

2. ADDRESS: _____
STREET CITY STATE ZIP

3. PHONE (HOME) _____ (WORK) _____ (PGR/CELL) _____

4. DATE OF BIRTH: _____ BIRTHPLACE _____
MO / DAY / YEAR CITY / STATE

5. EDUCATIONAL HISTORY: LIST ALL DIPLOMAS, DEGREES AND CERTIFICATES

6. ARE YOU NOW OR HAVE YOU EVER BEEN A CERTIFIED PEACE OFFICER IN TEXAS OR ANY OTHER STATE? YES _____ NO _____

7. WORK HISTORY: (Include all full time employment) _____

8. PRESENT EMPLOYMENT: _____

9. LIST FORMER EMPLOYERS FOR THE PAST FOUR YEARS: (Show inclusive dates)

10. LIST PREVIOUS RESIDENCE FOR THE PAST FOUR YEARS: _____

11. HAVE YOU BEEN PREVIOUSLY EMPLOYED BY A FEDERAL, STATE OR LOCAL GOVERNMENT?(DESCRIBE)

12. NAME AND ADDRESS OF FIVE REFERENCES YOU HAVE KNOWN FOR A MINIMUM OF TWO YEARS:

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____

FOR OFFICIAL USE ONLY

DATE OF APPLICATION _____
NOTICE OF EXAMINATION _____
EXAMINATION DATE _____ CONDUCTED BY _____
RESULTS POSTED _____
PHYSICAL EXAM _____ PHYSICIAN _____ PASSED OR REJECTED _____
PSYCHOLOGICAL EXAM _____ MD/PHD _____
POSITION ON LIST _____
VACANCY REQUEST DATE _____
CERT. TO MAYOR _____
REPORTING NOTIFICATION DATE _____
BASE PAY ENTRY DATE _____

REQUIREMENTS FOR APPLICANTS FOR CLASSIFIED POSITIONS IN THE SOUTH HOUSTON POLICE DEPARTMENT

1. YOU MUST BE A CITIZEN OF THE UNITED STATES ABLE TO SPEAK, READ AND WRITE THE ENGLISH LANGUAGE.
2. **YOU MUST PRESENT A VALID TEXAS DRIVERS LICENSE AT THE TIME OF THE WRITTEN EXAMINATION.**
3. YOU MUST NOT BE LESS THEN 21 YEARS OF AGE NOR MORE THEN 35 YEARS OF AGE AT THE TIME OF OFFICIAL APPOINTMENT, WITH THE EXCEPTION THAT **A LICENSED PEACE OFFICER SHOWING PROOF OF 5 YEARS OR MORE ACTIVE EXPERIENCE AS A PEACE OFFICER MAY BE ACCEPTABLE UP TO THE AGE OF 45.**
3. YOU MUST HAVE GRADUATED FROM AN ACCREDITED SENIOR HIGH SCHOOL. IN LIEU OF A HIGH SCHOOL DIPLOMA, A G.E.D. CERTIFICATE IS ACCEPTABLE.
4. YOU MUST PASS A RIGOROUS PHYSICAL AGILITY TEST.
5. APPLICANT'S DRIVING RECORD MUST REFLECT A HISTORY OF PRUDENCE AND MATURITY IN OPERATING A MOTOR VEHICLE. APPLICANTS MUST NOT HAVE RECEIVED MORE THEN TWO TRAFFIC CITATIONS WITHIN THE 12 MONTHS PRIOR TO APPLICATION.
6. YOU MUST NOT HAVE HAD YOUR DRIVERS LICENSE SUSPENDED WITHIN 5 YEARS OF MAKING APPLICATION.
7. YOU ARE REQUIRED TO EXPLAIN IN FULL ANY PENDING LAWSUITS IN WHICH YOU ARE IN ANY WAY INVOLVED.
8. YOU MUST NOT BE ON PROBATION OR DEFERRED ADJUDICATION FOR ANY CRIMINAL OFFENSE.
9. YOU MUST NOT HAVE BEEN CONVICTED OF ANY FELONY OFFENSE OR CRIME OF MORAL TURPITUDE, IN ANY STATE.
10. YOU MUST NOT HAVE ANY CONVICTION OF A MISDEMEANOR CHARGE OTHER THEN MINOR TRAFFIC VIOLATIONS.
11. YOU MUST NOT BE DELINQUENT IN ANY JUST FINANCIAL OBLIGATION, NOR HAVE HAD A BAD CREDIT HISTORY, NOR CURRENTLY HAVE EXCESSIVE DEBTS IN RELATION TO YOUR ABILITY TO PAY.
12. **IF YOU ARE A VETERAN YOU MUST PRESENT A COPY OF YOUR DISCHARGE PAPERS AT THE TIME OF THE CIVIL SERVICE TEST. THE COPY WILL REMAIN IN YOUR APPLICATION.**
13. IF YOU HAVE EVER BEEN REJECTED FROM THE MILITARY SERVICE BY THE SELECTIVE SERVICE BOARD OR ANY BRANCH OF THE SERVICE, OR IF YOU HAVE A 1-Y OR 4-F CLASSIFICATION, YOU MUST FURNISH IN WRITING, FROM THE CLASSIFYING AUTHORITY, OR SELECTIVE SERVICE BOARD, THE REASON FOR THE REJECTION OR CLASSIFICATION.
14. YOUR CHARACTER AND REPUTATION MUST BE OF THE HIGHEST ORDER AS DETERMINED BY A COMPLETE BACKGROUND INVESTIGATION.
15. YOU MUST APPEAR BEFORE AN ORAL INTERVIEW BOARD PRIOR TO BEING CONSIDERED FOR EMPLOYMENT BY THE SOUTH HOUSTON POLICE DEPARTMENT.

AN APPLICANT MAKING A FALSE STATEMENT EITHER ORALLY OR WRITTEN RELATING TO APPLICATION INFORMATION, OR FAILING TO MEET ANY OF THE AFOREMENTIONED REQUIREMENTS, SHALL BE SUBJECT TO A RECOMMENDATION FOR REJECTION AT ANY TIME DURING THE APPLICATION PROCESS AND SHALL NOT BE ELIGIBLE FOR RE-APPLICATION FOR A PERIOD OF NOT LESS THEN ONE YEAR.