

Potter County Sheriff's Office  
 13103 NE 29<sup>th</sup> Ave.  
 Amarillo, Texas 79111  
 806-379-2900

APPLICATION FOR EMPLOYMENT  
**POTTER COUNTY SHERIFF'S OFFICE**  
 An Equal Opportunity Employer

*"POTTER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND CONSIDERS APPLICATIONS WITHOUT REGARD TO RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY OR ANY OTHER LEGALLY PROTECTED STATUS."*

DATE: \_\_\_\_\_

POSITION APPLIED FOR:  Clerk (civilian)  Corrections Officer  Telecommunicator  Medical Officer  Patrol

NAME:

\_\_\_\_\_  
 (Last) (First) (Middle)

ADDRESS: \_\_\_\_\_  
 (Street) (City) (State) (Zip)

TELEPHONE: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_  
 (Home) (Other)

DRIVER LICENSE NUMBER: \_\_\_\_\_ DL STATE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Under what other names have you been employed? \_\_\_\_\_

Have you previously been employed by Potter County? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, when \_\_\_\_\_

List any relatives employed by Potter County \_\_\_\_\_  
 (Name) (Relationship)

Have you been informed of and do you understand the requirements of the job for which you are applying? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, can you perform the functions of the job with or without a reasonable accommodation? Yes \_\_\_\_\_ No \_\_\_\_\_

**EMPLOYMENT EXPERIENCE: List present or most recent position first. Resume may be attached for additional information.**

From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Job Title: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_  
 Employer: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_

List any law enforcement or corrections experience: \_\_\_\_\_

**MILITARY SERVICE:**

Branch: \_\_\_\_\_ Dates of Service: \_\_\_\_\_ Rank at Discharge: \_\_\_\_\_

Duties: \_\_\_\_\_

Are you a member of the National Guard or Reserve: Yes \_\_\_\_\_ No \_\_\_\_\_ Active \_\_\_\_\_ Inactive \_\_\_\_\_

High School	No. of Years Completed	Did you graduate? Yes _____ No _____	GED? Yes _____ No _____
College	No. of Years Completed	Did you graduate? Yes _____ No _____	Degree/Major Subject
Graduate/Professional	No. of Years Completed	Did you graduate? Yes _____ No _____	Degree/Major Subject
Trade, Business or Correspondence School	No. of Years Completed	Did you graduate? Yes _____ No _____	Degree/Major Subject

**ADDITIONAL INFORMATION:**

Have you ever been convicted of or plead guilty or no contest to a criminal offense other than a traffic offense? (Traffic offense means an offense involving use of a vehicle for which you received a citation instead of being arrested.) Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain, including the offense, date and location of each conviction.

\_\_\_\_\_

Do you currently use illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

State any additional information that may be helpful in considering your application: \_\_\_\_\_

\_\_\_\_\_

Person to be notified in case of emergency:

(Name)	(Address)	(Phone)
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REFERENCES: List three persons, other than relatives, who have knowledge of your character, experience or ability.

Name:	Address:	Occupation:	Telephone Number:
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\_\_\_\_\_  
\_\_\_\_\_

**\*\*Attention Corrections Officer, Telecommunicator, and Medical Officer Applicants\*\***

The minimum eligibility requirements for licensure as a telecommunicator or corrections officer are listed below (note - Medical Officers will be licensed as Corrections Officers). Please check each requirement indicating your eligibility.

- 18 years of age or older
- U.S. Citizen
- High school diploma or high school equivalency certificate (GED)
- Has never been on court-ordered community supervision or probation for any criminal offense above the grade of Class B misdemeanor
- Has not been on court-ordered community supervision or probation for a Class B misdemeanor within the last ten years from the date of the court order
- Has never been convicted of an offense above the grade of a Class B misdemeanor
- Has not been convicted of a Class B misdemeanor within the last ten years
- Has never been convicted or placed on community supervision in any court of an offense involving family violence as defined under Chapter 71, Texas Family Code
- Has never received a dishonorable or other discharge based on misconduct which bars future military service

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I understand that any false or incomplete statements may cause my application to be rejected. I understand that, if considered for employment, I will be required to submit a Personal History Statement at a later date and will be subjected to a background investigation. If I am hired, I understand that false or misleading information given in my application or interview(s) may result in dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. If the job for which I am applying requires operation of a motor vehicle, I authorize Potter County to check my driving record. I understand and acknowledge that any employment relationship with Potter County is "at will", which means that an employee may resign at any time and Potter County, through its elected officials and department heads, may discharge any employee at any time with or without cause and with or without notice. I understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Potter County Commissioners Court. I understand that Potter County may amend any personnel policy or term of my employment at any time, without prior notice. I understand that I am required to abide by all rules and regulations of Potter County.

TODAY'S DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

**You Can Submit Your Application Multiple Ways**  
Email: [soemployment@mypottercounty.com](mailto:soemployment@mypottercounty.com)  
Fax: 806-379-2992  
In Person: 13103 NE 29th Ave. Amarillo, TX 79111





# EEO DATA CARD



**DISCLAIMER:** *This information does not become a part of the hiring process, nor will the information be considered by those involved in the hiring process. This data is being collected under EEOC monitoring requirements.*

**NAME:** \_\_\_\_\_ **TODAY'S DATE:** \_\_\_\_\_

**SOCIAL SECURITY NUMBER:** \_\_\_\_\_ **MALE ( )** **FEMALE ( )**

**DATE OF BIRTH:** \_\_\_\_\_

**CHECK ONE ONLY:**

- ( ) White (but not of Hispanic origin)
- ( ) Black (but not of Hispanic origin)
- ( ) Hispanic: All person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish Culture or origin regardless of race
- ( ) Asian or Pacific Islanders
- ( ) American Indian or Alaskan Native

**POSITION APPLIED FOR:** \_\_\_\_\_

**WHERE DID YOU LEARN ABOUT THIS JOB? (Please be very specific):**

\_\_\_\_\_ Amarillo Globe News                      \_\_\_\_\_ Potter County Website  
\_\_\_\_\_ Facebook                                      \_\_\_\_\_ Indeed  
\_\_\_\_\_ Employee Referral (Who?) \_\_\_\_\_  
\_\_\_\_\_ Job Fair: \_\_\_\_\_ (location)  
**Other:** \_\_\_\_\_ (Please specify)

**SIGNATURE:** \_\_\_\_\_