

*City of Corsicana*  
*Civil Service Commission*



**PRE-EMPLOYMENT APPLICATION FOR POLICE OFFICER**

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

**PLEASE PRINT**

NAME: \_\_\_\_\_  
(FIRST) (MIDDLE) (LAST)

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

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

DATE OF BIRTH: \_\_\_\_\_  
(MONTH) (DAY) (YEAR)

Are you a citizen of the United States YES \_\_\_\_\_ NO \_\_\_\_\_

Are you related to a City Employee, City Manager  
or City Council Member YES \_\_\_\_\_ NO \_\_\_\_\_

**EDUCATION**

High School Diploma or G.E.D YES \_\_\_\_\_ NO \_\_\_\_\_

College Degree or Associate Degree YES \_\_\_\_\_ NO \_\_\_\_\_

If no degree, number of college hours completed \_\_\_\_\_

Certified Texas Peace Officer License YES \_\_\_\_\_ NO \_\_\_\_\_

Have you served in the U.S. Armed Forces YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, Did you receive a Honorable Discharge YES \_\_\_\_\_ NO \_\_\_\_\_

Have you graduated from or attending a certified academy  
Recognized by TCOLE YES \_\_\_\_\_ NO \_\_\_\_\_

**ARE YOU WILLING TO WORK SHIFTS?**

Days, Evenings or Nights YES \_\_\_\_\_ NO \_\_\_\_\_

Sign, Date and Return Application To: City of Corsicana – Civil Service Office  
200 North 12<sup>th</sup> Street  
Corsicana, Texas 75110  
(903)654-4822

Qualified applicants will be notified of the next Civil Service Entry Level Examination

**NOTICE: All documentation (proof) of eligibility must be in the Civil Service Office by the deadline to register for the exam.**

I understand the above statement \_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_  
**Date**

# **Corsicana Police Employment Standards**

## **Officers (State of Texas Requirements):**

- Must be 21 years of age
- High School Diploma or GED
- If a veteran, an Honorable Discharge
- No conviction for any felony
- No conviction for an offense above Class B misdemeanor
- No conviction for a Class B Misdemeanor in last 10 years
- Drug use; must not have used any marijuana within the past two (2) years, or any controlled substances or dangerous drugs (other than prescribed for their use) within the past five (5) years. Any drug use before that period must not have been of a repetitive and/or addictive nature and must be fully explained to the satisfaction of the director.
- Good moral character
- Must be licensed (after attending basic academy and passing state licensing exam).

## **Civil Service:**

- Must not have reached their 45th birthday (before hiring)
- Applicants must:
  1. Have 30 hours of college (supported by official transcripts from all colleges/universities); or
  2. Graduated from or is attending a certified academy recognized by the Texas Commission of Law Enforcement (TCOLE); or
  3. Two years of active military service with an honorable discharge; or
  4. Be a certified Police Officer.
- Must pass entry level exam (pen and paper)
- Must pass physical agility test
- Must pass exhaustive background investigation including a driving record check
- Must pass Polygraph
- Must pass Oral Board
- Must pass medical exam, psychological exam and drug test (after conditional offer)

## **City Standards:**

- Hiring list is good for 6 months or until exhausted.
- Must hire from the list developed via civil service testing.
- By-pass, for cause only.
- City Manager, by state law, makes hiring decision.
- Firing and discipline by the Chief of Police.
- Promotions are competitive, written test.

## **Hiring Standards for Civilians:**

- If a veteran, an Honorable Discharge
- No conviction for a felony
- No conviction for a Class A Misdemeanor in the last 7 years.
- No conviction for a Class B Misdemeanor in the last 5 years.
- Must have good moral character.
- Must have a good driving record, if the duties of the position will include driving.
- Must have a high school diploma or GED.
- Must pass a comprehensive background investigation.
- Must pass an Oral Board.
- Must pass a Polygraph.

Must pass a medical exam, psychological exam and drug screen prior to appointment (after conditional offer).