

*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).



## **CITY OF CORSICANA POLICE DEPARTMENT DISQUALIFICATIONS**

**Any of the following statements noted below may disqualify the applicant from further consideration at any stage of the employment process on a temporary or permanent basis. This list is not all-inclusive.**

1. The applicant fails to complete and submit the application packet in the manner prescribed in the notice of the examination. Incomplete applications shall result in disqualification.
2. The applicant must not have made any false statement in any material fact, or practiced, or attempted to practice any deception, or fraud in any part of the application or examination.
3. Applicant is found to lack any of the established minimum qualifications for the position for which the applicant applies or becomes dispossessed of any of the required qualifications during the hiring process.
4. Applicant is without good moral character, as demonstrated by past conduct.
5. Has been found guilty of any felony or misdemeanor involving moral turpitude or other conduct which, if engaged in by a member of the classified service, would be grounds for indefinite suspension.
6. Failure to pass or report for any portion of the hiring process including, the written examination, the physical ability test, the background investigation, panel interview, Chief interview, and mental and physical examination.
7. The work history of the applicant must reveal an honest, competent and cooperative employee.
8. The applicant must not have been dismissed from the public service for any misconduct, including unauthorized absence from duty, during the five (5) year period prior to the date of examination.
9. The applicant must be able to fully account for all periods of unemployment.
10. The applicant must have received an honorable discharge from military service, if applicable.
11. In accordance with TCOLE requirements, an applicant for position in the police department must meet the current minimum standards for licensure thru TCOLE:
  - A. Not currently under indictment for any criminal offense;
  - B. Have not ever been on court- ordered community supervision or probation for any criminal offense above the grade of a Class B misdemeanor or a Class B misdemeanor within the last 10 years from the date of the court order;
  - C. Have not been convicted of an offense above the grade of a Class B misdemeanor or class B misdemeanor within the last 10 years;
  - D. Have not ever been convicted of a family violence offense;
  - E. Not prohibited by state or federal law from operating a motor vehicle;
  - F. Not prohibited by state or federal law from possessing firearms or ammunition.
12. The applicant's driving record must meet the qualifications set forth in the City's Auto Use Policy.

13. All applicants for the Police Department must have telebinocular visual acuity not to exceed 20/100 that is correctable to 20/20. All applicants must be able to distinguish the colors red, green, and yellow.
14. The applicant must have demonstrated an ability to discharge his/her financial obligations. Applicants who have difficulties with this requirement will be permitted an opportunity to explain.
15. The applicant must be mentally and physically able to perform the duties of the position which he or she seeks.
16. 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.
17. The general reputation and character of the applicant shall be closely examined to determine that the applicant is suitable for the position sought, in the judgment of the Director or his/her designee. A history of illegal or disruptive activities or intentions must not be present.

I have read the eligibility requirements and disqualifiers for the position of Police Officer with the City of Corsicana and I attest that I meet the requirements for this position.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Sign Name

\_\_\_\_\_

Date

Return this packet to the Civil Service Office in order to be placed on our test roster. Upon submittal of application packet to the Civil Service Office, you will be forwarded a Personal History Statement that must be completed and returned on the test day.