



RICHLAND POLICE DEPARTMENT

Honor – Integrity – Pride – Service

Zachary Hoffman, Chief of Police

103 W. Main Street, Richland, Texas 76681

P.O. Box 179, Richland, Texas 76681

Office: (430) 360-1109

Fax: (430) 360-1110

www.rpdx.org

contact@rpdx.org



PRE-EMPLOYMENT APPLICATION INFORMATION

Background investigations usually take several weeks and are conducted by a background investigator. Your background investigation will be conducted once you complete and submit your Personal History Statement. Background investigations will only be conducted when a need arises to fill an open position within our organization. A background investigation will include the following areas:

- Personal and family history.
- Employment history.
- Education.
- Driving history.
- Personal references.
- Residential history.
- Criminal history.
- Financial history.

The following items must be submitted with your Personal History Statement:

- A copy of your Social Security Card.
- An original certified copy of your Birth Certificate.
- A copy of your valid Texas driver's license or a copy of your valid out-of-state driver's license.
 - Note: You must have a valid Texas driver's license prior to an offer of employment.
- A copy of your high school diploma or GED certificate, or an Honorable Discharge from the Armed Forces of the United States after at least twenty-four (24) months of active service.
- A sealed certified copy of your college transcripts.
- A copy of your college diploma.
- A copy of your Peace Officer certificate from your Police Academy.
- A copy of your Texas Peace Officer license.
- A copy of your DD-214 Member 4 form indicating an Honorable Discharge from military service (if applicable).
- An original certified copy of your naturalization papers (if applicable).
- A copy of your current proof of automotive liability insurance.
- A copy of a TCOLE-approved firearms qualification within the last twelve (12) months (if applicable).



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When submitting the completed documents in-person, please place them in a sealed manila envelope marked **“CONFIDENTIAL – FOR POLICE ADMINISTRATION”**.

I HEREBY CERTIFY THAT THERE ARE NO WILLFUL MISREPRESENTATIONS, OMISSIONS, OR OTHER FALSIFICATIONS IN THE FOREGOING STATEMENTS AND ANSWERS TO QUESTIONS CONTAINED HEREIN.

I AM FULLY AWARE THAT ANY SUCH MISREPRESENTATION, OMISSION, OR FALSIFICATION WILL BE GROUNDS FOR IMMEDIATE REJECTION OF MY APPLICATION OR, IF HIRED, TERMINATION OF MY APPOINTMENT WITH THE RICHLAND POLICE DEPARTMENT.

APPLICANT SIGNATURE

PRINTED NAME OF APPLICANT

DATE

STATE OF TEXAS

COUNTY OF _____

SWORN AND SUBSCRIBED TO ME THIS _____ DAY OF _____, _____.

NOTARY PUBLIC SIGNATURE

PRINTED NAME OF NOTARY

MY COMMISSION EXPIRES: _____

(SEAL)



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PRE-EMPLOYMENT APPLICATION INFORMATION

AUTHORIZATION FOR RELEASE OF INFORMATION AGREEMENT

TO WHOM IT MAY CONCERN:

I am an applicant for a position with the Richland Police Department. The Department needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public interest that all relevant information concerning my personal and employment history be disclosed to the Richland Police Department.

I hereby authorize any representative of the Richland Police Department bearing this release to obtain any information in your files pertaining to my employment records and I hereby direct you to release such information upon request of bearer. I do hereby authorize a review of and full disclosure of all records or any part thereof concerning myself by and to any duly authorized agent of the Richland Police Department whether such records are of public, private or confidential nature. The intent of this authorization is to provide full and free access to the background and history of my personal life for the specific purpose of pursuing a background investigation that may provide pertinent information for the Richland Police Department. It is my specific intent to provide access to personnel information, however personal or confidential it may appear to be.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military records, my financial status, my criminal history, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law or other counsel, whether representing me or another person in my case, either criminal or civil, in which I presently have or had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and/or sealed.

I hereby release you, your organization, and all others from liability or damages that result from furnishing the information requested, including any liability or damages pursuant to any state or federal laws. I hereby release you, as the Custodian of Records of _____, including its officers, employees, or related personnel, both individually and collectively from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family, or associates of compliance with this authorization and request to release information or any attempt to comply with it. I direct you to release such information upon request of the duly authorized agent of the Richland Police Department regardless of any agreement I may have with you previously to the contrary.

The Richland Police Department may discontinue processing my application if you refuse to disclose the information requested.



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PRE-EMPLOYMENT APPLICATION INFORMATION

For and in consideration of the Richland Police Department acceptance and processing for employment, I agree to hold _____, its agents and employees, harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me with the Richland Police Department. I understand that should information of a serious criminal nature surface as a result of the investigation, such information may be turned over to the proper authorities.

I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and to disclose records and I waive those rights with the understanding that information furnished will be used by the Richland Police Department in conjunction with employment procedures.

A photocopy or faxed copy of this release form will be as an original thereof, even though said photocopy or fax copy does not contain an original writing of my signature.

This waiver is valid for a period of one (1) year from _____, the date of my signature.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, including reasonable attorney's fees arising out of or by reason of complying with this request.

APPLICANT SIGNATURE PRINTED NAME OF APPLICANT DATE

STATE OF TEXAS

COUNTY OF _____

SWORN AND SUBSCRIBED TO ME THIS _____ DAY OF _____, _____.

NOTARY PUBLIC SIGNATURE PRINTED NAME OF NOTARY

MY COMMISSION EXPIRES: _____

(SEAL)



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PRE-EMPLOYMENT APPLICATION INFORMATION

**PERSONAL INQUIRY WAIVER FORM
AUTHORITY TO RELEASE INFORMATION**

I, _____, hereby request and authorize you to furnish the City of Richland, Texas, with any and all information they may request concerning my financial status. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested.

**THE INFORMATION WILL BE USED FOR THE PURPOSE OF DETERMINING MY ELIGIBILITY FOR
EMPLOYMENT WITH THE CITY OF RICHLAND, TEXAS.**

I hereby release you and your organization from any liability which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve with the City of Richland, Texas.

APPLICANT SIGNATURE

PRINTED NAME OF APPLICANT

DATE

STATE OF TEXAS

COUNTY OF _____

SWORN AND SUBSCRIBED TO ME THIS _____ DAY OF _____, _____.

NOTARY PUBLIC SIGNATURE

PRINTED NAME OF NOTARY

MY COMMISSION EXPIRES: _____

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CONFIDENTIAL INFORMATION AGREEMENT FORM

A thorough investigation will be conducted to determine your qualifications for a position with the City of Richland, Texas. To a great extent, your employment will depend on information obtained in confidential interviews with people with whom you have associated.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT

APPLICANT SIGNATURE PRINTED NAME OF APPLICANT DATE

WITNESS SIGNATURE PRINTED NAME OF WITNESS

[** This space intentionally left blank. **]



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PRE-EMPLOYMENT APPLICATION INFORMATION

REJECTION AGREEMENT

I understand that it is the policy of the Richland Police Department not to disclose any information regarding why an applicant has been rejected for employment. I agree and understand that, if in the event I am rejected, no information regarding that decision will be released to me.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT

APPLICANT SIGNATURE

PRINTED NAME OF APPLICANT

DATE

WITNESS SIGNATURE

PRINTED NAME OF WITNESS

[** This space intentionally left blank. **]