



1111 Bayou Road
La Marque, Texas 77568
409.938.9203



CITY OF LA MARQUE POLICE ENTRANCE EXAMINATION

POST DATE: April 23, 2019
EXAM DATE: **Thursday, June 13, 2019**
TIME: 6:00 p.m. (Doors open at 5:30 p.m.)
Doors close 6:00 p.m.
PLACE: Community Room
1109-B Bayou Road, La Marque, Texas 77568

To be eligible to take the examination you must perform the following:

1. Pick up a City of La Marque Employment Application from City Hall or from the City Website/Police Dept. website;
2. Complete the applications and return them prior to 4:30 p.m. on Wednesday, June 5, 2019 to the Civil Service Director at City Hall.

The Police Department application contains all instructions necessary regarding supporting documents required. A study guide for the exam is available and may be downloaded by visiting <http://www.ureconsultinggroup.com/Exam-Study-Guides.html>. It is strongly recommended that each applicant download and review the study guide before taking the entrance examination. If you have any questions, please call the Civil Service Director at (409) 938-9249.

ELIGIBILITY REQUIREMENTS:

The eligibility requirements for City of La Marque Entry Level Police Officer are established by the City of La Marque Civil Service Commission. The following represent part of these requirements. Applicants must:

1. Be at least 21 years of age at the time of testing and not over the age of 45 (need copy of driver's license).
2. Be a United States citizen (Certified Copy of Birth Certificate or Certificate of Naturalization)
3. Be a high school graduate or have GED certification (need copy of diploma)
4. Must meet the minimum requirements for licensure as a Peace Officer by the Texas Commission on Law Enforcement.
5. Be free of disease or physical and/or mental defects that would prevent the applicant from performing the essential duties of a Police Officer

The following documents must be requested and provided to the Civil Service Director within fifteen (15) calendar days of making of this application:

1. **A sealed envelope containing your High School transcript**
2. **A sealed envelope containing your College transcripts.**
3. **A complete and current credit report**

Applicants who have served in the military and want to receive five additional points to their passing score (70) must provide a **PHOTOCOPY OF FORM DD214, UNDELETED** WHICH INDICATES THAT THE INDIVIDUAL PERFORMED ACTIVE MILITARY SERVICE IN THE Armed Forces of the United States, and received an "**Honorable**" discharge. (Undeleted DD214 contains sections 23-30). General discharge under honorable conditions or any other discharges are ineligible. DD 214's must be submitted with application. **DO NOT PROVIDE YOUR ORIGINAL DD 214 AS IT WILL NOT BE RETURNED TO YOU.**

Patty Rees
Civil Service Director



1111 Bayou Road
 La Marque, Texas
 77568
 409-938-9202

LA MARQUE POLICE DEPARTMENT EMPLOYMENT APPLICATION



431 Bayou Road
 La Marque, Texas
 77568
 409-938-9269

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Date: _____

Name:

First: _____ Middle: _____ Last: _____

Residence Address: _____

City: _____ State: _____ ZIP: _____

Home phone: _____ Cellular: _____ Other: _____

Social Security #: _____ Driver License #: _____ Type/Class: _____ State: _____

Texas Certified Peace Officer: Yes No If Yes, PID: _____
 (OR)

Are you currently attending a TCOLE certified basic peace officer academy? Yes No If Yes, Graduation date: _____

The following documents must be submitted with this application. If any of the required documents are omitted, your application will not be considered.

- 1. **Valid Texas Driver License (Photostatic Copy)**
- 2. **Proof of U.S. Citizenship (i.e. Birth Certificate or Certificate of Naturalization)**
- 3. **High School Diploma or GED.**

The following documents must be requested and provided to the Human Resources Director within fifteen (15) calendar days of making of this application:

- 1. **A sealed envelope containing your High School transcript.**
- 2. **A sealed envelope containing your College transcripts (if applicable).**
- 3. **A complete and current credit report.**

 Applicant's Signature

Please fill out the application by completing all above fields or by using "N/A" and return it to the Civil Service Director/Human Resources. After completion of this application, a study guide, or a link to a digital version of a study guide, will be provided to you.

WE ARE AN EQUAL OPPORTUNITY PROVIDER

CITY OF LA MARQUE, TEXAS

MINIMUM QUALIFICATIONS FOR POLICE OFFICER

To be eligible for hire for the position of Police Officer with the City of La Marque, all candidates must meet the following minimum qualifications:

1.	Candidate must be at least 21 years of age, and not have attained the age of 45.
2.	Candidate must be a U.S. Citizen
3.	Candidate must have a high school diploma or GED.
4.	Candidate must have a valid Texas Driver License and at least 3 years of responsible driving experience, must not have received more than 3 traffic citations in the two-year period immediately prior to their most recent application.
5.	Candidate must not have had their driver license suspended in the last 3 years. Suspensions that occurred between the preceding 3 and 5 year period may be reviewed by the selection team to determine extenuating circumstances and receive approval on a case-by-case basis.
6.	Candidate must not have been convicted for Driving While Intoxicated (DWI), nor Driving Under the Influence (DUI), in the five year period immediately prior to most recent application, unless candidate has undergone therapy for the aforementioned addiction.
7.	Candidate must not be on probation for a criminal offense; must not have been convicted of any Felony offense, nor have executed at any time, confession to a felony offense, such confession being admissible at the time as evidence against you in any criminal proceeding ; nor must not have been convicted of any offense involving Moral Turpitude. Any conviction of a candidate for a misdemeanor charge other than a minor traffic violation must be explained in full by the applicant.
8.	Candidate must be able to make a passing score on a validated written exam that the City administers as part of their selection process.
9.	Candidate must not have a bad credit history, nor currently have excessive debts in relation to your ability to pay.
10.	Candidate must not have addictions to or habitually use any intoxicating beverages or any type of drug or narcotic; must not have used marijuana or hashish in the thirty-six (36) month period immediately prior to most recent application; must not have abused any type of drug or narcotic in the aforementioned time period; nor must not have used LSD, PCP, cocaine or its derivatives, methamphetamine, or heroin at any time.
11.	Candidate must have all other minimum qualifications, standards, knowledge, skills, and abilities to perform the essential job functions of a Police Officer as documented by the job description in the City of La Marque's Pay Plan.
12.	Candidate must be able to pass an oral review board, an extensive background investigation as well as a psychological and physical examination prior to employment.
13.	Candidate must be able to fluently speak, read and write the English language (must be able to speak at a level 4 [Advanced Professional Proficiency] rating according to the Interagency Language Roundtable). Here is a link to the rating system. http://www.govtilr.org/skills/ILRscale2.htm#4

BENEFITS OFFERED BY THE CITY OF LA MARQUE

VACATION PAY: 1 through 5 years of service - 10 days, 6 through 10 years of service - 15 days, 11 through 20 years of service - 20 days, and 21 and over years of service - 25 days.

SICK LEAVE PAY: Sick leave may be accumulated for a total of not more than one hundred thirty (130) working days, at the rate of eight (8) hours of each month of employment. Sick leave shall accrue from the date of employment; however, sick leave shall not be used until after completion of an initial probationary period with the City.

COMPENSATORY OR OVERTIME: Any officer who is required to work beyond his/her scheduled shift will be paid overtime or compensatory time at the rate of 1 ½ hours for each hour worked.

HOLIDAYS: The City of La Marque has eleven (11) paid holidays per year: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, Good Friday and Floating Holiday. Officers who are required to work holidays will be compensated at the rate of one and one-half times their normal salary.

LONGEVITY PAY: After two years of service an officer will receive \$6.00 per month for each year of service. The payment shall be paid by the City on the first regular payday in the month of November each year.

LIFE INSURANCE: The City of La Marque provides life insurance for each employee at no cost to the individual. The life insurance is in the amount of \$50,000 (with the option of purchasing up to \$50,000 additional) and also through Texas Municipal Retirement System a year's salary.

RETIREMENT: Employees participate in the Texas Municipal Retirement System (TMRS). The City of La Marque pays its portion at a 2 to 1 ratio and the employee contributes 7% of salary.

MEDICAL INSURANCE: The City of La Marque pays 100% of the employees cost and a 50% of the dependent coverage beginning the first day of the month following the completion of thirty continuous days of employment.

CREDIT UNION: An employee of the City of La Marque has the opportunity to join the Amoco Federal Credit Union. This facility allows for direct deposit, pay roll deductions for loans and the use of all available saving and checking accounts.

UNIFORMS: The Department will issue a full set of uniforms to the employee and equipment allowance of \$65.00/month. The Department will also furnish a leather duty rig (less the holster and firearm) and body armor.

TUITION REIMBURSEMENT: The City of La Marque offers reimbursement for tuition fees to employees taking occupation related courses toward a degree program or a job-related course.

CAFETERIA PLAN/SECTION 125: Through the Cafeteria Plan/Section 125 identified expenses can be sheltered from federal taxes. Payroll deductions will allow you to save tax dollars by reducing the amount of taxable income.

CERTIFICATION AND DEGREE COMPENSATION: Intermediate certification - \$75.00/month; Advance Certification - \$150.00/month; Master Certification - \$200.00/month; Associates Degree - \$55.00/month; Bachelors Degree - \$110.00/month; and Masters Degree - \$135.00/month.



Employment Application

1111 Bayou Road
La Marque, TX 77568

(409) 938-9202
(409) 935-0401

www.cityoflamarque.org

An Equal Opportunity Employer

We welcome and appreciate your interest in employment with the City of La Marque. We are an equal opportunity employer. No question on this application is intended to secure information for discriminatory purposes.

Applicants are required to submit accurate, complete and truthful information in response to questions on this application, on a resume, and other information provided, including post-offer medical history information and information related to the post-offer drug test provided by the City's designated physician. Failure to do so will be grounds for rejection of this application. Applicants must provide supplemental written information where necessary to accurately and completely respond to questions. If the applicant selected for this position is not a City employee, his/her employment history will be checked for a minimum of two previous employers, or for the past ten years, whichever is greater. If the applicant is a City employee, a review of the employee's personnel file and a reference check of the immediate supervisor will be reviewed.

This form is part of the examination process. Before completing the application, consider the duties of the job with or without reasonable accommodation and minimum qualifications for the specific job for which you are applying. You must meet the minimum qualifications of the position to be considered.

The City of La Marque reserves the right to disqualify any application which is incomplete. This application may be completed at your convenience; however failure to provide required documents by the published recruitment deadline may result in disqualification. All applicants are required to complete an application form prior to interviewing for a position (Resumes will not be accepted in lieu of completing the application, but may be attached).

Clearly Print or Type

Today's Date: _____

Position Applied For: _____

Your Name:

Last: _____ First: _____ Middle Initial: _____ Social Security #: _____

Have you ever used another name for work, school, or other purposes? Yes No **If Yes**, provide below:

Last: _____ First: _____ Middle Initial: _____

Last: _____ First: _____ Middle Initial: _____

Answer all questions completely and accurately. Notify us promptly of any change of address and/or telephone number.

Address: _____ Apt. No. _____ City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell Phone #: _____ E-Mail: _____

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Education Verified	Test Scores	Comments

Driver License Information

If the essential functions of the position for which you are applying require driving a vehicle of any kind, please complete this section. If your position requires a CDL, make sure that is included in the license information you submit:

Do you have a current and valid Driver License? Yes No

Driver License #: _____ State: _____ DL Class: _____ Restrictions: _____ Expiration Date: _____

Has your driver license been revoked, suspended, or restricted during the preceding three (3) years? Yes No If Yes, Explain:

On the Application Attachment I, list all traffic offenses and citations you have received during the preceding three (3) years, excluding only parking tickets.

Attach a photostatic copy of you current driver license or show it to the receptionist for verification. Verified By _____

Current Licenses/Certifications/Registrations

Submit a copy of the required certification with this application

Type: _____ Number: _____ State: _____ Agency: _____ Expiration: _____

Type: _____ Number: _____ State: _____ Agency: _____ Expiration: _____

Has your license/certification been denied, revoked, suspended or otherwise subject to discipline by the licensing and/or professional authority? Yes No N/A If Yes, provide details on a separate sheet.

Education History

Submit a copy of your transcript or diploma for the highest level or education obtained with this application

High School:

School Name: _____ City: _____ State: _____ Graduated? Yes No

If you didn't graduate, did you receive your GED? Yes No Test Center: Name/City: _____

College/University:

School Name: _____ City: _____ State: _____

Did you earn your Degree? Yes No Degree Type: _____ Field of Study: _____

Additional Academic/Vocational/Business Education

Name of School/College/Etc.	Field of Study	Trade School or College Semester Hours Earned	Type of Certificate Earned	Type of Degree Earned
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Military Service History

Have you ever served in any branch of The United States Armed Forces? YES NO

If YES, complete the following:

Enlistment Date _____ Discharge Date _____ Discharge Status _____

Employment History

List all employment (including military service) for at least the past 10 years or for your last 2 employers, whichever is greater. Begin with your present position and work back. **Explain any gaps in employment, school, or military service dates.** Attach additional sheets as needed. *OPTIONAL:* Additional information on your training and/or experience, which relates to the job opening, may be provided on attached sheets.

Commercial Driver License (CDL) required? Yes No

From _____ To _____ Job Title _____

Employer Name _____ Employer Address _____

City _____ State _____ ZIP _____ Phone # _____

Supervisor Name _____ Supervisor Phone _____ Co-Worker Name _____

Job Duties

Reason for Leaving _____ Salary _____

Commercial Driver License (CDL) required? Yes No

From _____ To _____ Job Title _____

Employer Name _____ Employer Address _____

City _____ State _____ ZIP _____ Phone # _____

Supervisor Name _____ Supervisor Phone _____ Co-Worker Name _____

Job Duties

Reason for Leaving _____ Salary _____

Commercial Driver License (CDL) required? Yes No

From _____ To _____ Job Title _____

Employer Name _____ Employer Address _____

City _____ State _____ ZIP _____ Phone # _____

Supervisor Name _____ Supervisor Phone _____ Co-Worker Name _____

Job Duties

Reason for Leaving _____ Salary _____

Commercial Driver License (CDL) required? Yes No

From _____ To _____ Job Title _____

Employer Name _____ Employer Address _____

City _____ State _____ ZIP _____ Phone # _____

Supervisor Name _____ Supervisor Phone _____ Co-Worker Name _____

Job Duties

Reason for Leaving _____ Salary _____

Please answer YES or NO to the following questions. If your answer is YES, complete the information below that question will all available information. Attach additional sheets as necessary.

1. Have you previously worked for any department of the City of La Marque, or are you currently employed by the City? YES NO

If YES, what year? _____ What Department(s)? _____
What Department(s)? _____

2. Are you related to anybody currently employed by the City of La Marque? YES NO

If YES, complete the following:

What Department? _____ Name: _____ Relationship: _____
What Department? _____ Name: _____ Relationship: _____

3. Have you ever been disciplined or discharged for theft or related offenses by any employer? YES NO

If YES, complete the following:

Employer Name: _____ Address: _____

Describe the
Circumstances

4. Have you ever been disciplined or discharged for fighting, assault, or related offenses by any employer? YES NO

If YES, complete the following:

Employer Name: _____ Address: _____

Describe the
Circumstances

5. Have you ever been disciplined or discharged for insubordination or violation of safety ruled by any employer? YES NO

If YES, complete the following:

Employer Name: _____ Address: _____

Describe the
Circumstances

6. Have you ever been discharged or asked to resign from any job whether or not listed on this application? YES NO

If YES, complete the following:

Employer Name: _____ Address: _____

Describe the
Circumstances

Criminal Conviction Record

Failure to answer the following question will disqualify you from further consideration for your application

Have you ever been **CONVICTED OF**, plead guilty to, or no contest to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and/or felonies), in any court other than Juvenile Court? YES NO

If YES, complete the **Application Attachment I** in detail. A conviction will not automatically exclude you from consideration for employment. The nature, seriousness, number of offenses, length of time since offenses, your work record with other employers after the offenses, and the nature of the position shall be considered.

RELEASE AND AUTHORIZATION - READ THE BELOW CAREFULLY BEFORE SIGNING

I certify that I have made no willful misrepresentation in this application, my resume and any other documents submitted by me, nor have I withheld information in my statements and answers to questions, and I confirm that the information provided on this application and any other documents I have submitted is true, correct and complete. I am aware that the information given by me in my application may be investigated. I agree to provide supplemental information if requested by the City of La Marque's designee. I further understand that falsification or omission of information including post-offer medical history information provided to the City's designated physician are grounds for rejection of this application and, should I be employed, may be grounds for dismissal. I understand that if any information provided on this form or others should change between the date I submit this application and the date of any employment offer and/or hire date, that I must communicate those changes in writing to the Human Resources Manager or designee in a timely manner. I further understand that this application, resume, and any other documents attached become the property of the City of La Marque and will not be returned. I understand, voluntarily authorize, and request, without reservation, any party or agency contacted by the City of La Marque including present and prior employers to furnish requested information to support my application.

Signature _____

Date _____

NOTICE OF CONDITIONS OF EMPLOYMENT

I understand that as a condition of employment with the City of La Marque, I will be required to pass a drug test and agree to abide by the City's Alcohol and Drug Policy.

I understand that providing false or incorrect information in this application may result in my termination from employment.

I understand that the City of La Marque is an at-will employer, and that neither this application, nor any City policy gives any employee a property interest in a job. I understand that no employee or official of the City is authorized to change this policy or to offer permanent employment.

I understand that if I am hired it will be my responsibility to read and understand the City of La Marque Employee handbook and any updates or changes which are approved.

Signature _____

Date _____

APPLICATION ATTACHMENT I - CRIMINAL HISTORY

Failure to fully complete this form shall result in your disqualification in the applicant process, or if hired, termination.

To provide information on additional offenses, please add additional copies of this page as needed.

The information sought on this form will be used solely for the purpose of assisting the City of La Marque in conducting a criminal history check. More information may be necessary to complete the investigation and failure to provide such information on request will disqualify you from further consideration for employment.

Your criminal record, the nature & seriousness of your crime, the number of offenses, length of time since offenses, your work record with other employers after the offenses, and the nature of the position for which you are applying will be considered by the City of La Marque.

Please complete the below section if you have ever been convicted of, plead guilty to, no contest to, received probation, deferred adjudication or been placed on any form of diversion for any criminal offense (misdemeanor and/or felony) in any court other than Juvenile Court.

Full Name _____ Social Security Number _____ Date of Birth _____

I have NO criminal history to report I DO have the below criminal history to report

Sentence

Probation, deferred adjudication or other form of pre-trial diversion. YES NO

Jail YES NO

Fine YES NO If YES, \$ amount _____

Other YES NO

Criminal offense that you were charged with _____

City/County _____ State _____ Date _____

Explain

*Use the next page to include additional information if necessary.

Reporting Requirements

Parole/Probation Officer Name: _____

Address _____ Telephone # _____

If on Probation or Parole, ending date _____

Traffic Offenses and Citations

List all traffic offenses and citations you have received during the preceding 3 years, excluding only parking tickets. Use the next page to include additional information if necessary.

Offense	Date	City/State	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EEOC SURVEY

PLEASE NOTE: This information will be maintained separately from your application and will not be considered in the application evaluation process. Completing this form is voluntary.

The City of La Marque is required by the Equal Employment Opportunity Commission of the United States to collect and maintain the information requested below for EEO statistical reporting purposes. Qualified applications are considered for the City of La Marque positions, and employees are treated during their employment without regard to race, color, religion, sex, national origin, age, marital status, medical condition or handicap. Please print when completing this form. Thank you.

Name: _____ Date: _____

Position applied for: _____

How did you learn about this vacancy? (please check as applicable)

- | | | |
|-----------------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> City's Website | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Internet |
| <input type="checkbox"/> Public Library | <input type="checkbox"/> School | <input type="checkbox"/> Job Posting |
| <input type="checkbox"/> Word of Mouth | <input type="checkbox"/> Walk-In | <input type="checkbox"/> Other |

Date of Birth: _____

Marital Status: Single Married Divorced Widowed

Gender: Female Male

SELF-IDENTIFICATION DESCRIPTIONS: Use the following Racial Classifications to self-identify you under ethnic origin.

BLACK OR AFRICAN AMERICAN	<input type="checkbox"/>	A person having origins in any of the Black racial groups of Africa.
ASIAN or PACIFIC ISLANDER	<input type="checkbox"/>	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
AMERICAN INDIAN or ALASKAN NATIVE (Not Hispanic or Latino)	<input type="checkbox"/>	A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
HISPANIC OR LATINO	<input type="checkbox"/>	A person of Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin, regardless of race.
WHITE (Not Hispanic or Latino)	<input type="checkbox"/>	A person having origins in any of the original peoples of Europe, North Africa, or the Middle East/
Other	<input type="checkbox"/>	Please explain: _____

Handicapped / Disabled: Yes No

Signature: _____

Date: _____