|  |
| --- |
| OVERVIEW OF THE HIRING PROCESS |

1. Apply online (<https://www.mdanderson.org/about-md-anderson/careers.html>)
2. Application review (meet minimum qualifications) / Pre-screen test (if needed)
3. First Interview
4. Background investigation
	* Prescreen
	* Polygraph
	* Criminal history check
	* Records check
	* Employment verification
5. Second interview (Panel Interview)
6. Human Resources extends offer
7. Medical evaluation (TB skin test and drug screening)

|  |  |  |
| --- | --- | --- |
|  |  |       |
| Signature of Applicant |  | **Date** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Interviewee/Witness |  | Date |

*Note: When entering form in Microsoft Word, fields in* ***bold*** *will auto-populate in other areas of the document.*

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| APPLICANT INTERVIEW |

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|  ,  |
| Applicant |
|   |
| Date |

# Personal

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |       |  |       |
| **Last Name** |  | **First Name** |  | **Middle Name** |
|       |
| Residence Address |  |  |  |  |
|       |  |       |  |       |
| City |  | State |  | Zip Code |
|       |  |       |  |       |
| Contact Number |  | Alternate Number |  | **Email Address** |
|       |
| **Social Security #** |
|       |  |       |  | [ ]  Valid | [ ]  Suspended |
| **Driver License #** |  | **State Issued** |  | Driver License Status |
|       |  |       |  |       |
| **Date of Birth** |  | Birth City |  | Birth State |

# Education

|  |  |  |  |
| --- | --- | --- | --- |
|       |  | [ ]  Graduated. Year:       | [ ]  GED |
| Name of High School |  | Graduation Status |
|       |  |  |  |
| City, State |  |  |
|       |  |       |  |       |
| College or University |  | City, State |  | Years Attended |
|       |  |       |  |       |
| Degree Type |  | Major |  | Minor |
|       |  |       |  |       |
| College or University |  | City, State |  | Years Attended |
|       |  |       |  |       |
| Degree Type |  | Major |  | Minor |
|       |  |       |  |       |
| College Hours if Non-Degreed |  | Major |  | Last Date Attended |
| Military History: | [ ]  No [ ]  Yes |       |  |       |  |       |
| Protected Veteran: | [ ]  No [ ]  Yes | Last Year Attended |  | Type of Discharge |  | Rank at Discharge |
| [ ]  | Army | [ ]  | Navy | [ ]  | Marine Corps | [ ]  | Coast Guard | [ ]  | Air Force |

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| APPLICANT INTERVIEW |

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|  ,  |
| Applicant |
|   |
| Interview Date |

# Job Qualifications and Requirements

|  |  |
| --- | --- |
| My answers to this questionnaire relate to the position for which I have applied. **Position**: |       |

Underlined ‘Yes’ selections require initials for acknowledgement.

|  |
| --- |
| 1. I am willing to work any shift assigned, fixed, rotating shifts and weekends including Saturday and Sundays.
 |
|  |  | [ ]  | Yes |
|  |  | [ ]  | No. Explain: |       |

|  |
| --- |
| 1. I am willing to work Mandatory Overtime as required?
 |
|  |  | [ ]  | Yes |
|  |  | [ ]  | No. Explain: |       |

|  |  |  |
| --- | --- | --- |
| 1. I have been informed of the current starting salary:
 | $      | /year |
|  |  | [ ]  | Yes |
|  |  | [ ]  | No |

|  |
| --- |
| 1. I have read the Job Description for the position and am able to perform all the duties that are required.
 |
|  |  | [ ]  | Yes |
|  |  | [ ]  | No. Explain: |       |

|  |
| --- |
| 1. UNIFORMED POSITIONS, MALES ONLY: All men must be clean-shaven, except for mustaches. I am able to comply with this requirement.
 |
|  |  | [ ]  | Yes |
|  |  | [ ]  | No. Medical proof of skin condition must be provided. |

|  |
| --- |
| 1. UNIFORMED POSITIONS, PSOs ONLY: I am able to escort a medical professional to the MD Anderson morgue for the purpose of performing 10-66 Morgue Calls for the escort of a body or donated eyes.
 |
|  |  | [ ]  | Yes |
|  |  | [ ]  | No |

|  |
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| APPLICANT INTERVIEW |

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|  ,  |
| Applicant |
|   |
| Interview Date |

# Work History, Job Description and Retention

1. Are you currently employed?

|  |  |  |
| --- | --- | --- |
| [ ]  | No. How long have you been unemployed? |       |
| [ ]  | Yes.  | Employer: |       | Years: |       |
|  |  | Current Title: |       |
|  |  | Job Duties: |       |

2. Have you ever been terminated or asked to leave from a job?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

3. Have you ever been reprimanded or disciplined at your present job or any job you ever had for anything? This includes poor work performance, attendance, tardiness, or misconduct.

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

4. Have you ever left a job without giving notice?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

5. What would your coworkers or supervisor say about you? For instance, when we call them, how will they describe you?

|  |
| --- |
|       |

|  |
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| APPLICANT INTERVIEW |

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|  ,  |
| Applicant |
|   |
| Interview Date |

# Written Interview

Answer all questions honestly and truthfully. Print or type your answers.

|  |
| --- |
| 1. Why do you want to work for The University of Texas Police at Houston? |
|       |
| 2. What are you future career goals? |
|       |
| 3. Why do you want to leave your present job? |
|       |
| 4. Describe the working environment at your present or past job? |
|       |
| 5. What is Customer Service to you? |
|       |
| 6. Are there any other names which you have used other than the name on the application? If so, list them here: |
|       |

|  |
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| APPLICANT INTERVIEW |

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| --- |
|  ,  |
| Applicant |
|   |
| Interview Date |

# Criminal and Drug Use History

1a. Have you EVER been arrested or detained by any law enforcement agency or convicted of a felony offense (i.e. traffic offenses, bad checks)? Include expungements of criminal charges.

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

1b. Do you have any open warrants?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

1c. Have you had any traffic tickets in the last 10 years?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

2. If you have you ever used illegal drugs, when was the last time? This includes medicinal, recreational, or experimental purposes.

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

3. Have you ever taken someone else’s prescribed medication?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

4. Have you ever bought or sold any illegal drugs or prescription medications that were not prescribed to you?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

|  |
| --- |
| APPLICANT INTERVIEW |

|  |
| --- |
|  ,  |
| Applicant |
|   |
| Interview Date |

# Criminal and Drug Use History, continued

5. Have you ever been under the influence of alcohol or drugs at work or school?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

6. Have you ever missed work or class due to alcohol or drug use?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

7. Have you ever driven a motor vehicle while under the influence of a drug or alcohol?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

8. Have you ever stolen anything or allowed anything to be stolen? This includes shoplifting and places of employment.

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

|  |
| --- |
| APPLICANT INTERVIEW |

|  |
| --- |
|  ,  |
| Applicant |
|   |
| Interview Date |

# Personal References

List three (3) personal or professional references. DO NOT INCLUDE MEMBERS OF YOUR FAMILY.

|  |  |  |
| --- | --- | --- |
| 1. | Name:  |       |
|  | Telephone No.: |       |
|  | Email: |       |
|  | Relation to Applicant: |       |

|  |  |  |
| --- | --- | --- |
| 2. | Name:  |       |
|  | Telephone No.: |       |
|  | Email: |       |
|  | Relation to Applicant: |       |

|  |  |  |
| --- | --- | --- |
| 3. | Name:  |       |
|  | Telephone No.: |       |
|  | Email: |       |
|  | Relation to Applicant: |       |

|  |  |  |
| --- | --- | --- |
|  |  |   |
| Signature of Applicant |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Interviewee/Witness |  | Date |

|  |
| --- |
| APPLICANT INTERVIEW |

|  |
| --- |
|  ,  |
| Applicant |
|   |
| Interview Date |

Statement below require initials for acknowledgement.

|  |  |  |  |
| --- | --- | --- | --- |
|  | I, |   | , have been advised that any intentional |
|  | misstatements or omission of material facts in this application may be cause for dismissal from this process. |

1. Do you have anything that was not asked in this questionnaire that might be considered "deceptive” or “misleading" if found out later after this interview? For example, illegal drug use, an arrest, theft or termination.

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain: |       |

2. Are there any other jobs you've had in the last 10 years which are not written down on your application?

|  |  |
| --- | --- |
| [ ]  | No |
| [ ]  | Yes. Explain why they aren't listed on your resume: |
|  |       |

By signing below, you acknowledge that you have filled out this application completely and truthfully, and have not intentionally omitted any information on the application or during the verbal interview.

If you agree, sign below:

|  |  |  |
| --- | --- | --- |
|  |  |   |
| Signature of Applicant |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Interviewee/Witness |  | Date |

|  |
| --- |
| RECORDS INQUIRY |

|  |
| --- |
|  ,  |
| Applicant |
|   |
| Interview Date |

|  |
| --- |
| The information you disclose on this page will be verified through the Justice Information Management Systems (JIMS) and the National Crime Information Center (NCIC). Misleading statements, falsifications or omissions could disqualify your application. |

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |   | Position Applied for: |   |

# Personal Information (type or print clearly)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |   |  |   |  |   |
|  | Last |  | First |  | Middle |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Race: |       | Gender: | [ ]  M | [ ]  F | Date of Birth: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Driver License #: |   | State Issued: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Social Security #: |   | Other: |       |

# Criminal History Request

|  |  |
| --- | --- |
| [ ]  | Maine |
| [ ]  | Vermont |

Two U.S. states are non-participants in the (NCIC). Check the corresponding box if you resided in either of these states:

|  |
| --- |
| BELOW FOR OFFICE USE ONLY |

**Harris County**

|  |  |  |  |
| --- | --- | --- | --- |
| Data Source:  | [ ]  JIMS through internet, or | [ ]  Phone Operator:  |  |
| Warrants: | [ ]  No. | *Type operator's name.* |
|  | [ ]  Yes. | Warrant #: |       |
|  | Charge: |       |
| Agency: |       | Phone #: |       |

**City of**

|  |  |  |  |
| --- | --- | --- | --- |
| Data Source:  | [ ]  JIMS through internet, or | [ ]  Phone Operator:  |  |
| Warrants: | [ ]  No. | *Type operator's name.* |
|  | [ ]  Yes. | Warrant #: |       |
|  | Charge: |       |
| Agency: |       | Phone #: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| Police Dispatcher Signature: |  | Unit #: |       |

|  |
| --- |
| POLYGRAPH EXAMINATION |

|  |
| --- |
|  ,  |
| Applicant |
|   |
| Interview Date |

|  |  |  |
| --- | --- | --- |
| I, |   | , do hereby on this date voluntarily and without duress, |
| coercion, unlawful influence of inducement, or promise of reward or clemency or immunity, request an examination on the polygraph, as known as a “lie detector”. |

All candidates for employment with The University of Texas Police at Houston will be required to undergo a Polygraph Examination. This examination will not serve as a sole basis for disqualification. Rather it will be used as a tool to guide the Investigator.

The polygraph examiner will ask questions on the following topics:

1. Employment History
2. Education
3. General Health
4. Misconduct / Arrests / Drug Use
5. Falsification of Application

Information as to the location, date, and time of the polygraph exam will be provided by a recruiting representative from The University of Texas Police at Houston.

|  |  |  |
| --- | --- | --- |
|  |  |   |
| Signature of Applicant |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Interviewee/Witness |  | Date |

|  |
| --- |
| OUTSIDE EMPLOYMENT/EXTRA JOB POLICY |

|  |
| --- |
|  ,  |
| Applicant |
|   |
| Interview Date |

|  |  |  |
| --- | --- | --- |
| I, |   | , hereby agree that I will not engage in any outside |
| employment, extra-job or business entity in which I am employed, contracted, or owner/operator of without the prior consent of the Chief of Police of The University of Texas Police at Houston and the approval of any appropriate official required under Chapter III, Section 3, of the Rules and Regulations of the Board of Regents of The University of Texas System as long as I am employed with The University of Texas System. |

|  |  |  |
| --- | --- | --- |
|  |  |   |
| Signature of Applicant |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Interviewee/Witness |  | Date |

|  |
| --- |
| JOB REQUIREMENTS FORM |

|  |
| --- |
|  ,  |
| Applicant |
|   |
| Interview Date |

|  |
| --- |
| This page to be completed only by applicants for uniformed positions, such as Police Officer, Public Safety Officers and Police Telecommunicators. |

|  |  |  |
| --- | --- | --- |
| I, |   | , have been informed of the job requirements of The University |
| of Texas Police at Houston (UT Police) which include: |

* Fixed shifts and willingness to work any shift assigned
* Weekend work required (Saturday and Sunday)
* Mandatory overtime (when required)
* Training program (5 to 6 weeks at UT Police Headquarters)
* Salary of the position that was applied for on the application

I understand the above mentioned requirements and as a condition of my possible employment with UT Police. By signing below, I agree to do so without duress, coercion, unlawful influence or future promises.

|  |  |  |
| --- | --- | --- |
|  |  |   |
| Signature of Applicant |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Interviewee/Witness |  | Date |

|  |
| --- |
| APPLICANT INTERVIEW |

|  |
| --- |
|  ,  |
| Applicant |
|   |
| Interview Date |

# Departmental Checklist

|  |
| --- |
| For applicant reference only. This page will be completed by UT Police staff. |

Authorization for Working in the U.S.:

|  |  |
| --- | --- |
| [ ]  | U.S. Citizen |
| [ ]  | Work Visa |       |
| [ ]  | Permanent Resident Card (Form I-551) |       |
| [ ]  | Employment Authorization Document (EAD) |       |
| [ ]  | Form I-94 or Form I-94A |       |

Required documents and date they were provided:

|  |  |  |
| --- | --- | --- |
| [ ]  | Texas Driver License |       |
| [ ]  | Social Security Card |       |
| [ ]  | Original High School Diploma or GED Cert. |       |
| [ ]  | Military Discharge / DD 214 |       |
| [ ]  | College transcripts |       |