

E-133 (0303) Inv. No. 550950 PERS-283 (03/03)

THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

PRINT IN BLACK INK OR TYPE. These instructions must be followed exactly. Fill out applicable applicable, enter "NA." Do not leave questions blank. Be suit to sign when completed. The Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age of services. You may make copies of this application and enter different position titles, but each be accepted in lieu of applications, unless specifically stated in the job vacancy notice. This a subject to disclosure.

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Rockets to Asst. Dir. of
Chaplains in position
CREATED just for him.

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AN EQUAL OPPORTUNITY EMPLOYER

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Do you write in a language other th		equired for this pos	tion) Yes 🗆 No 🛂	
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EMPLOYMENT HISTORY

This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

- Include ALL employment. Begin with your current or last position and work back to your first.
- 2. Employment history should include each position held, even those with the same employer.
- 3. EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.
- Give a brief summary of the technical and, if appropriate, the managerial responsibilities of each position you have held.
- 5. For supervisory/managerial positions, indicate the number of employees you supervised.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach

Control AC. ()	a typed emplo	yment history prov	iding the same inform	nation <u>in the sa</u>	ime format	as this application form.		
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Rev. Michael E. Rutledge, D. Min

Education

Post-graduate studies, Houston Graduate School of Theology, Houston, TX. and Southwestern Baptist Theological Seminary, Ft. Worth, TX..

Doctor of Ministry Degree, New Vision University, Lincolnton, NC - May 2003

Master of Arts Degree in Theology and Ethics, Ashland Theological Seminary, Ashland University, Ashland, OH - May 1993.

Bachelor of Arts, Tougaloo College, Jackson, MS., May 1979. Major: History - Political Science. Minor: Mathematics - Chemistry.

Ministerial Experience

Ordained To The Work Of The Gospel Ministry: January 1990 Licensed To The Work Of The Gospel Ministry: March 1982

Mt. Ararat Baptist Church – 5801 W. Montgomery Rd – Houston, TX 77091

Sr. Pastor - January 2006 - Present

Chief Under Shepherd of God's flock numbering 800+ souls. Have chief oversight and responsibility for the perfecting (equipping) of the saints for the work of the ministry, to the building up of the body Christ.

Mount Carmel Community Baptist Church – 708 N. 5th Street – P. O. Box 597 - Steubenville, OH

Pastor - March 1999 to 2006

Founder and Chief Under Shepherd of God's flock. Have chief oversight for the perfecting of the saints for the work of the ministry, to the building up of the body of Christ.

Built 10k-sq. ft. Worship Complex housing Worship ministries and the Mount Carmel CREDO Center (Christian Recreational Educational Development Opportunity-Center). Credo Center is a center of ministry designed to enhance the educational skills of youth and disadvantaged persons through one on one ministry. The Center encompasses a computer lab, a reading and book club, community partners.

Mount Carmel ministers to the community through 5 Bible studies (2 on campus and 3

off campus), impact the lives 400+ persons; Radio Broadcast that touches the lives of persons in 3 states (from Steubenville, OH, East Liverpool, OH, Pittsburgh, PA and Wheeling, W.Va.): Bi-weekly evangelistic outreach, Prison Ministry, Men, Women and Youth Ministries. An accredited university extension site "New Vision University" offering the Bachelor of Theology, Master of Theology and Divinity Degrees as well as the Doctor of Ministry Degree

MT. Zion Baptist Church – 229 N. 7th Street - Steubenville, OH Pastor - July 1997 to March 1999

Chief Under Shepherd of God's flock numbering 200+ souls. Have chief oversight and responsibility for the perfecting (equipping) of the saints for the work of the ministry, to the building up of the body Christ.

Pastoral Accomplishments:

- Church Growth: 33%
- Enhance Christian Education by expanding Sunday School outreach, implemented MT. Zion Christian Education Academy
 - Instituted Street Ministry Outreach which have eliminated violence in
 - surrounding community
 - Acquired additional property to build community recreational educational

Peoples Baptist Church - Canton, OH

Assistant Pastor - July 1994 to July 1997

Direct the day to day administration and ministration of all church ministries and functions. Principal responsibilities include oversight of all community involvement and activities, all benevolent programs of the church community; Christian Education Director; Facilitate and coordinate all ministerial and educational workshop as well as plan and coordinate all evangelistic outreach programs.

Ministerial Accomplishment:

Increase active Membership of Peoples Baptist Church by 39%. Developed and enhanced the Teaching ministry of the overall church by instituting Teacher Training Institute, New Member Orientation Class, Saturday Bible Class on Various Topics that affected and effected the Church i.e., Stewardship, Faith, OT and NT Survey, Minister Classes etc. Increase Sunday School by 40%

Andrew's Army: The Mission of Andrew's Army is to provide a quality Christian environment that will develop and support our men in practicing their faith within the 'ekklesia' as well as, in the midst of society. This will produce a witnessing faith and a living believer.

Esther's House: The mission of Esther's House is to provide a quality Christian environment that will mentor and shape the minds and lives of the women of The Peoples family and surrounding community.

Sunday School: Refocus the thrust of Sunday School by allowing all instructors and students to become the evangelistic thrust of the church. Sunday School has increase in attendance and support by 46%. The growth has happen as the Word has become the center and thrust of instruction.

United States Navy

Chaplain -1989 to 1997

Responsibilities include providing pastoral care to the men and women of the Military Sea Services of the United States of America. Assignments have included the following:

Chaplain - Pastor - Naval Air Station, Norfolk, Va.

Chaplain - Mayport Naval Station, Mayport Florida Senior Staff Chaplain - USS Jason, AR-9, San Diego, Calif.

Ship Chaplain - USS Theodore Roosevelt CVN-71, Norfolk, Va.

Staff Chaplain - Marine Corps Base, Camp Lejune, NC

Professional Associations and Affiliations

- Dean of Congress of Christian Education of the Ohio Baptist State Convention, Inc. Dr. A.L. Owens Convention President
- President of Congress of Christian Education-Eastern Ohio Baptist District Association
- Dean of Congress of Christian Education Eastern Ohio Baptist District Association (1998 to 2000)
- Professor American Baptist Collage- Youngstown Extension and New Vision University, Colliers, W. VA
- Formerly Third Vice President of The Ohio Baptist State Convention President Dr. A. L. Owens
- Mayor's Literacy Commission (City Of Canton) Treasurer
- Inter-Denominational Ministerial Association of Stark County And Vicinity, Inc. (President-1995 1997) (General Secretary -1992 1995)
- National Baptist Convention USA, Inc. (President Dr. William Shaw)
- Eastern Ohio Baptist District Association
- North Ohio Baptist District Association
- Ohio Baptist General Convention
- Alpha Phi Alpha Fraternity, Inc.

References

Furnished Upon Request



THE STATE OF TEXAS APPLICATION FOR EMPLOYMENT

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Rutledge's SECOND app for Regional Chaplain NOTHING Extraordinary Very Little Training or Experience He is STILL a Chaplain 1

llowed exactly. Fill out application form completely. If questions are not e to sign when completed. The State of Texas is an Equal Opportunity national origin, sex, religion, age or disability in employment or the and enter different position titles, but each copy must be signed. specifically stated in the job vacancy notice. This application becomes

about information that the State of Texas collects about you. You are entitled to receive and review the information upon request. You also have the right to ask the state agency to correct any information that is determined to be incorrect. (Reference: Government Code, Sections 552.021, 552.023 and 559.004.)

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of School	Name and Location of School	From Mo. Yr.	Mo.	To Yr.	Graduated	Graduation Date	Hours Completed	of Diploma or Degree	Fields of Study
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AN EQUAL OPPORTUNITY EMPLOYER

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LICENSE/CERTIFICATION (P.E., R.N., Attorney, C.P.A., etc.)	Date issued	Date expires	Issued by/Location of issuing authority (State or other authority) (City & State)	License No.
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Special Training/Skills/Qualificati	ions: List all j	ob related training	ng or skills you possess and machines or office equipmen	t you can use, such as
	ipment, comp	outer equipment,	types of software and hardware. (Attach additional page	if necessary.)
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Sign Language (If required for this p	osition) Yes [_] NO [【☑	Are you a certified if	nterpreter? Yes 🗌 No 🄀
Do you speak a language other than	n English? /lf	required for this	nosition) Yes No 50	
If yes, what language(s) do you spe		required for this		Good Excellent
Do you write in a language other that	an English? (If	required for this	s position) Yes 🔲 No 🔂	
If yes, which language(s)			and the same of th	
Have you ever been employed by th	e State of Tex	as? Yes 🄀 No	Are you currently employed by the State	of Texas? Yes 🔀 No 🗌
If you have been previously employe	ed by the State	e of Texas, list th	ne agency/agencies:	
FORMER FOSTER YOUTH (Verific	ation may be	required)		
			nily and Protective Services on the day before your 18 th b	irthday? Yes No
If yes, are you currently 25 ye	ars of age or y	/ounger: Yes [
MILITARY SERVICE (A copy of a re	port of separa	tion from the An	med Services may be required.)	
Are you a veteran? Yes 🗌 N	o 🔀 📑	f yes, list type o	f	
Dates of Service (From/To):				
Are you a surviving spouse of	a veteran wh	o has not reman	ried? Are you a surviving orphan of a	veteran?
If yes, complete dates of servi	ice for veterar			
PLEASE	READ THE I	OLLOWING	STATEMENTS CAREFULLY AND INDICATE YOU	P
			TANCE BY SIGNING IN THE SPACE PROVIDED	
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 I certify that all the information complete, and I understand the 	i provided by lat any misst:	me in connect atement, falsific	ion with my application, whether on this document or r cation, or omission of information may be grounds for r	efusal to hire or, if
hired, termination.			1	
			equired to provide legal proof of authorization to work o are 18 through 25 and required to register with the S	
present either proof of registra				belective Service, to
			Texas Department of Public Safety, the Federal Burea	u of Investigation or
other organizations, for any cr 5. I authorize any of the persons			e with applicable statutes. I in this application to give you any and all information	concemina my
previous employment, educati	ion, or any ot	her information	they might have, personal or otherwise, with regard to	any of the subjects
covered by this application, ar			from all liability from any damages which may result from	
information to you.				
FUIC ADDITION SUICE DE 1	CIONED	OLON LIESE =	for the second s	CC 12
THIS APPLICATION MUST BE	שוטוכט	SIGN HERE	Vignature - Applicant	0001002

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Last First	Middle	3
Position Title: Payole Chaplan	Immediate Supervisor Name:	Full-Time 🔀
Employer: TDC3 - Parole - Region 3 HQ	GWENETTE MINICH	Part-Time
Mailing Address: 1010 NW Roomay	Title:	Summer Temp/Project
City & State/ZIP: Houston, Tx. 77092 Employer's Telephone No.: AC (713) 685 3188	Supervisor's Telephone No.:	Give average #
Starting Date Leaving Date Current/ Technical	AC (713) 685 7100	of hours worked per
Mo. Day Yr. Mo. Day Yr. Final Salary Non-Managerial	If supervisory, number of employees you supervised:	week if part-time:
301C Supervisory/Managerial		
Summary of experience including special training/skills/qualifications you have used in the	e performance of this job:	
Marrolle Olhur Trading Acadomy Sopt 2008		
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Training for TDES Pards District Bre-Entry Com	Her SUPT 2010	
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May 2009		
HAM DOO!		
On all the state of the state o		
Specific reason for leaving: Position Title: Senton Paston	Immediate Supervisor Name:	Full-Time
Employer: MT. Arrand Baptest Church	-	Part-Time
Mailing Address: 5801 W. Montsomery	Title:	Summer
City & State/ZIP: Housto, Tx 7709/ Employer's Telephone No.: AC (713) 692 995 Y	Supervisor's Telephone No.:,	Temp/Project Give average #
Starting Date Leaving Date Current/ Technical	AC(713) 698 9954	of hours worked per
Mo. Day Yr. Mo. Day Yr. Final Salary Non-Managerial Supervisory/Managerial	If supervisory, number of employees you supervised:	week if part-time:
Summary of experience including special training/skills/qualifications you have used in the Report of the Report of the Property of the Proper	ONE Housered plus	Baptist congregation
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Specific reason for leaving:

EMPLOYMENT HISTORY



This information will be the official record of your employment history and must accurately reflect all significant duties performed. Summaries of experience should clearly describe your qualifications.

- 1. <u>Include ALL employment. Begin with your current or last position and work back to your first.</u> Employment history should include each position held, even those with the same employer.
- 2. EMPLOYER ADDRESSES MUST BE COMPLETE MAILING ADDRESSES, INCLUDING ZIP CODE.
- Answer all questions and completely summarize your experience including technical and managerial responsibilities and any special training, skills and qualifications for each position you have held.

If you need additional space to adequately describe your employment history, you may use this employment history sheet or attach a typed employment history providing the same information in the same format as this application form.

Nan	ne:	Rutt	edia	Last			Mulmol		BloreHe Middle		
Position Emplo	on Title	»:							Immediate Supervisor Name:	Full-Time Part-Time	
}	g Addr State/								Title:	Summer Temp/Project	吕
	oyer's T tarting Day	elephone Date Yr.		AC (Leaving Day) Date Yr.	Current/ Final Salary	Technical Non-Managerial Supervisory/Managerial		Supervisor's Telephone No.: AC () If supervisory, number of employees you supervised:	Give average # of hours worked p week if part-time:	er
Summ	nary of	experienc	ce inclu	ding spo		Does n	not even presessented in FIR	ent			
Specif Positio		on for le	aving:						Immediate Supervisor Name:	Full-Time	
Employ Mailing City &	yer: g Addre State/Z	ss: IP:						n, islamid Alliyer (PRIII)	Title:	Part-Time Summer Temp/Project	
		lephone)				Supervisor's Telephone No.:	Give average #	
Mo.	Day	Yr.	Mo.	eaving I Day	Yr.	Current/ Final Salary	Technical Non-Managerial Supervisory/Managerial		AC () If supervisory, number of employees you supervised:	of hours worked pe week if part-time:).
				ling spe	cial traini	ng/skills/quali	fications you have used	in the	performance of this job:		
Specific	C 1692	on for lea	aving.				***************************************			·	

			Last			First			Middle		
Position Title:							····	71	Immediate Supervisor Name:	Full-Time	Г
Employer:									-	Part-Time	Ť
Mailing Addre	ss:							-	Title:	Summer	Ť
City & State/2									Title.	Temp/Project	卞
		No: AC	٠,	١		•		1	Supervisor's Telephone No.:	Give average #	
Employer's To Starting I			eaving	Date	Current/	Technical			AC ()	of hours worked p	er
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pecific reas osition Title: mployer: (ailing Addres ity & State/Zi	ss: P:		,					7	mmediate Supervisor Name: Fitle: Supervisor's Telephone No.:	Full-Time Part-Time Summer Temp/Project Give average #	
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Vio. Day	Yr.		Day	Yr.	Final Salary	Non-Managerial	\dashv		AC () supervisory, number of employees you	week if part-time:	51
						Supervisory/Manageria	曲		upervised:		
unimary of ea	фененос	: tilCiOOII	ig spe	ad Gaun	г узкиз/циан	cations you have use		ic bi	erformance of this job:		

Specific reason for leaving:

H1/K0

TEXAS DEPARTMENT OF CRIMINA

PAYROLL STATUS CHAN

NEW HIRE

RUTLEDGE, MICHAEL E NAME:

SSN:

REASON: NEW HIRE

OLD INFORMATION:

REASON CODE: EFFECTIVE DT:

TITLE:

POSITION:

UNIT/PDC:

HAZ/LONG CD:

FTE:

TB-GRP/STP:

SALARY:

OT ELIG:

JOB CLASS:

EMP TYPE:

DESC: MON=08:00RW, TUES=08:00RW, WED=08:00RW

NEW INFORMATION:

REASON CODE: AC/010

EFFECTIVE DT: 07-21-2008 CHAPLAIN I

TITLE:

717172 POSITION:

H1/HO UNIT/PDC:

8 HAZ/LONG CD:

1.00

TB-GRP/STP: B-07/00 SALARY:

2,664.33

Rutledge enters TDCJ as a

Chaplain I

July 21, 2008

OT ELIG:

N

JOB CLASS:

5081 CRF

EMP TYPE: LAST PROM: LAST MERIT:

00-00-0000 00-00-0000

0.00

ATTACH: ATFL AUTHORITY TO FILL

NEW HIRE:

BIRTH: RET:

MAR' ST:

NUM EXP:

ADDTL WH:

PAYROLL DUE: TOTAL HOURS: 072:00 GROSS: \$1,042.57

1. 07/21/08-07/31/08 184:00/072:00

 $bar{1}$ ACCOUNT CLEAR: MAILING ADDRESS:

PREPARED BY: TESSIE A DOHERTY APPROVED BY: MADELINE M DRTIZ

AUDITED BY: KAREN L CROWLEY

AUDITED BY: __ TRACEY D GIBSON.

/ HUMAN RES SPEC II 06-11-2008 / DIRECTOR III 06-11-2008

07-25-2008 / ACCOUNTANT II

/ ACCOUNTANT III 07-25-2008

02/2005 PRINTED: 08-07-2008 PERS25

PM/PM

TEXAS DEPARTMENT OF PAYROLL STATU Rutledge ROCKETS to Chaplain III Feb. 1, 2013

Reg. Chaplains are Chaplain III **Rutledge is Asst. Director of Chaplains**

CHANGE

RUTLEDGE, MICHAEL E NAME:

SSN:

REASON: PROMUTION OF A CLASSIFIED EMPLOYEE

OLD INFORMATION:

NEW INFORMATION:

HAZ/LONG CD:

REASON CODE: **FY/Y13** REASON CODE: AC/020 EFFECTIVE DT: 09-01-2012 **EFFECTIVE DT: 02-01-2013**

CHAPLAIN III TITLE: CHAPLAIN I TITLE: 020876 POSITION: 717172 POSITION: H1/HO PM/PM UNIT/PDC: UNIT/PDC:

HAZ/LONG CD:

1.00 1.00 FTE: TB-GRP/STP: B-17/00 TB-GRP/STP: B-21/00 3,894.25 2,970.91 SALARY: SALARY:

OT ELIG: OT ELIG: 5081 JOB CLASS: 5083 JOB CLASS: EMP TYPE: **CRF** EMP TYPE: **CRF**

02-01-2013 LAST PROM: 00-00-0000 0.00 LAST MERIT:

DESC:

Why - Promotion of Classified Employee

Marvin Dumbar Promoted his FRIEND, a fellow African American with NO APPLICATION process ... making use of the VERY RARELY used exception for Military staff, the only ATTACH: ATFL AUTHORIT "staff" that can be promoted without normal competition. So, Dumbar KNOWS enough to circumvent those with more experience, education and DEDICATION ... and many cannot help seeing a racial card being played.

Military WORKED for Dumbar there, but did NOT matter at the Goodman. Moreover, in Open Records, the military of one was redacted too ... in fact, ALL three NOT chosen for Goodman were head-and-shoulders taller in experience, education and dedication Rutledge, to say nothing more of the novice newly minted Warden Beard chose for his "handler" mentor co-violator in TDCJ's honor.

> Hard to imagine this goes on 15 years after the exposure of Bill Pierce's hire, who did not even have an accredited B.A. -- But here it is!

****** NEW HIRE:

******** PAYROLL DUE: TOTAL H

1. 02/01/13-02/28/13

************** MAILING ADDRESS:

PREPARED BY: TESSIE A APPROVED BY: MADELINE AUDITED BY: SAMANTHA

JILL J GUNN AUDITED BY:

/ MANAGÉR IV

02-05-2013

02/2005 PERS25

PRINTED: 02-19-2013(1)

فنقبسنتس يوا

TEXAS DEPARTMENT OF CRIMINAL JUSTICE EMPLOYMENT APPLICATION SUPPLEMENT

Please check those that apply
New Applicant
Former Employee
Veteran's Reinstatement
ERS Retirce

INSTRUCTIONS: All questions must be answered in full. Print in BLACK INK or TYPE. If you are applying for a Correctional Officer or Parole Officer position, you are required to complete and submit a PERS-282B, Statement of Availability. To download this form, select the Employment link from the TDCJ website (www.tdcj.state.tx.us) then scroll down to the appropriate link under Download Employment Application Forms.

NOTE TO APPLICANTS: With few exceptions, you are entitled upon request: (1) to be informed about the information the Agency collects about you; and (2) under sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under section 559.004 of the Government Code, you are also entitled to request, in accordance with the Agency's procedures, that incorrect information that the Agency has collected about you be corrected.

Ago	ency has collected about you be corrected.
1.	NAME: Rutter Michael Buerette 2. SOCIAL SECURITY NO.:
	(As it appears on your Social Security Card)
3.	DATE OF BIRTH: 4. PLACE OF BIRTH (STATE): (NOTE: The date and place of birth are required to establish that the applicant is at least 18 years old and to help establish identity in conducting a criminal background investigation.)
5.	DRIVER'S LICENSE NO.: STATE
6.	Have you previously been employed by TDCJ or worked in a TDCJ facility on a contract basis? Yes No X 1f yes, give unit(s)/department(s) and dates:
7.	Are you related to any employee of TDCJ or member of the Texas Board of Criminal Justice? If yes, list name, relationship and unit/department of assignment:
8.	May we contact your present employer for a reference? Yes No No Not presently employed
9.	Have you ever been fired or asked to resign from a job? Yes No No No If yes, provide the name of the employer, dates of employment and the reason you were fired or were asked to resign:
11.	Are you willing to work any day of the week required for the position for which you are applying? Yes No No If you are a male, age 18 through 25, have you registered with the Selective Service? Yes No I am not a male, age 18-25. Are you or any immediate member of your family (to include, but not limited to your parent, brother, sister, spouse or child)
12a.	related to any TDCJ offender (incarcerated or on parole)? offender(s):
	Are you now or have you ever been involved in a spousal relationship with a TDC. Juneauer (incarcerated or on parole)? This includes marriage, common-law marriage, lived together or had a child together? If yes, provide the name of the offender(s):
	Do you have a current business partnership or gang association with a current TDC orienter (incarcerated or on parote): Yes No . If yes, provide the name of the offender(s):
	NOTES
	 If you answered yes to Question 12a, 12b or 12c, above, you are required to complete and submit a PERS-282A,— Additional Offender Information form. This form is available from the TDCJ website.
	• If you have a personal relationship with an offender, who is not a relative, be sure to read the "Offender Relationships" paragraph on Page 3 of this Supplement.
	(Continued on Page 2)
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of law con	mmitted before you	or 17th hirthday, if the fi	Vhen answ inal decisi Federal	ion was ma or State La	de in juvenile court o w; 3) minor traffic	do not include: 1) any violation or under a youth offender law; 2) e violations. DWI, DUI, Open be listed.
13. Do you ha Yes □	we any criminal ch No . If yes, p	narges currently pending	? (exampl	es: paying	fines or restitution,	waiting for court date, etc.)
14. Are you of	n parole or probati ase explain:	on, deferred adjudication	n or under	<u>ā pro</u> -trial	diversion agreement	? Yes \(\text{No} \(\text{No} \)
If yes, list	each one below.	d of a crime (misdemean Attach an additional pag poses of employment v includes deferred adjud	ge if neces	sary. Inch	ide those that may ons include sentenc	not appear on your record at this ed to confinement, paid fine, time
Conviction Date	Felony or Misdemeanor	Offense		Offense Class	City & State	Punishment
other La	w Enforcement W	eapons as may be necess	sary to per	form your	a conviction of a cr	n, do you agree to use firearms and No Not Applicable ime involving domestic violence, a
	our or hour way	er been a member of a str ever been a member of ependence from governi	for affilia	ated with a	n organization that	promotes racial, ethnic or gender of the United States Government?
-		er of these questions, pro		following in	nformation:	
		on and dates of members				
b. Positi	ion or positions yo	u held in the organizatio	n:	<u>-</u>	•	

Do you have any tattoos or markings on your body that signify membership or affiliation with a street gang or that are associated with organizations that promote racial, ethnic or gender superiority or separation, independence from governmental

c. Arrests and/or convictions resulting from your activities as a member:

laws and regulations or overthrow of the United States Government? Yes

Page 2

No If yes, provide a description and

location of those tattoos or markings:

CONDITIONS OF EMPLOYMENT

Minimum Standards for all Applicants 1. Must be a citizen of the U.S. or alien authorized to work in the U.S. 2. Must be at least 18 years of age. 3. Must possess a High School Diploma from an accredited senior school or equivalent or a state-issued General Education Development (GED) certificate. 4. Must not be on probation for any criminal offense. 5. Must not have pending charges for any criminal offense or have an outstanding warrant. 6. Convicted felons (or those convicted of an equivalent offense under the Uniform Code of Military Justice) do not become eligible for consideration until 15 years have elapsed since termination of sentence. 7. Must not be on active duty in the military (persons on terminal leave from active duty may apply). 8. Males, age 18 through 25, must be registered with the Selective Service if required to do so by Federal Law. 9. Must be able to perform the essential functions of the position applied for, with or without reasonable accommodation. 10. Must pass the TDCJ drug test.
Additional Minimum Standards for Correctional Officer and other Security Applicants 1. Never have been convicted of a felony. 2. Not have been convicted of a Class A or B misdemeanor, or the equivalent, within the last 5 years. 3. Never have been convicted of a drug-related offense. 4. Never have been convicted of an offense that involved domestic violence. 5. Must pass the TDCJ pre-employment test.
IMPORTANT NOTE: For purposes of employment with TDCI, convictions include sentenced to confinement, paid fine, time served, placed on probation (includes deferred adjudication) and court-ordered restitution.
Additional Standards for Non-Security Applicants are stated in job posting and position descriptions. In addition, Parole Officers are required to have access to and be willing to use their own transportation for work and that they carry liability insurance. Parole Officers must not have been convicted of any offense involving domestic violence. Minimari standards for entry level Substance Abuse Counselor applicants will be explained by the contact person listed on the job posting.
Assignments Initial assignment locations within TDCJ are determined by applicant preference, consistent with the needs of the Agency. The Agency reserves the right to reassign employees to different locations if necessary to meet its needs. Employees may submit a request for reassignment to another location in accordance with published procedures. However, there are many requests on file for certain areas and the waiting time for reassignment to these areas may be excessive.
Employee Drug and Alcohol Testing All employees are subject to reasonable suspicion drug and alcohol testing
Overtime Employees who are authorized overtime and required to work overtime will be given Fair Labor Standards Act (FLSA) compensatory time. This compensatory time will be banked, used or cashed out consistent with Agency policy.
Falsification of Application It is important that the employment application be filled out completely and accurately. Any determination that the application has been falsified is grounds for refusing employment or terminating employment if aready employed.
Organizational Affiliations Affiliation with organizations that threaten the safety and security of an agency facility may result in disqualification or termination of employment.
Employment Rights Employees of TDCJ are "at will" employees. This means that employment is for no definite period and may, regardless of the date or payment of wages and salary, be terminated at any time without prior notice.
Offender Relationships TDCI employees are prohibited from continuing or establishing a relationship with an offender or an offender's family member, if the relationship jeopardizes or has the potential to jeopardize the security of the Agency or compromises the effectiveness of the employee. Prohibited relationships include those involving cohabitation, sexual misconduct or actions that jeopardize or have the potential to jeopardize the security of the Agency. This means that employees may not have personal contact or relationships with offenders currently incarcerated or on parole outside of their official duties if this contact or relationship would jeopardize or has the potential to jeopardize the security of the Agency. Prohibited contact includes living together, writing letters or notes, telephone contact, visitation and depositing funds into an offender's trust fund. If an employee had a child together with an offender, employee contact with the offender or offender's lamily may be limited to that which is necessary to foster a relationship with the child. As a condition of employment with TDCJ, employees with prohibited relationships must sever those relationships. Sever means to cease any and all cohabitation, intimate encounters, verbal or written communications, visitation and other prohibited contact. Continuation of a prohibited relationship after employment with TDCJ may result in dismissal from employment if a determination is made by the Agency that the relationship jeopardizes or has the potential to jeopardize the security of the Agency.
Additional Information Information concerning any event that may affect eligibility for employment with this Agency that occurs after the application has been submitted, to include criminal charges, must be provided in writing immediately to the Section Director, Recruitment and Selections, TDCJ Human Resources Headquarters, 3009 Highway 30 West, Huntsville, TX 77340-3561. Failure to do so may be considered falsification of the application for employment and may result in disqualification or termination of employment.
CERTIFICATION: I certify that my answers are true, complete and correct to the best of my knowledge and that I have not evaded or omitted any part thereof to reflect an untruth. I understand that falsification constitutes grounds for refusing or terminating employment. I have also read and understood and I agree to the Conditions of Employment and Document Requirements in this Supplement.
Signature: Date: 11 Marsh 68

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REQUIRED DOCUMENTS

Applications will not be processed without the required documents. Documents in the application must be photocopies and will become a permanent part of the application. DO NOT INCLUDE ORIGINALS.

- 1. A copy of your current DRIVER'S LICENSE with a photograph and/or date of birth, sex, height, eye color and address. Temporary permits and/or receipts are not acceptable without the license with photograph. You will also need to present the original license during screening for Correctional Officer applicants or during employment in-processing for non-correctional applicants. (SEE NOTE 1 AND 2, BELOW.)
- 2. A copy of your SOCIAL SECURITY CARD. This must be a copy of the original card issued by the Social Security Office. The following are not acceptable: metal or other reproductions; altered cards; laminated cards that were not signed before lamination; laminated cards that have the statement, "This card is invalid if laminated" on the back and cards that contain the statement, "Not valid for employment purposes." You will also need to present the original card at the same time you present your driver's license.
- 3. For positions that do not require a college degree: A copy of a DIPLOMA or TRANSCRIPT that documents the highest level of education completed or a copy of a state-issued GED Certificate. Military GED certificates are not acceptable and must be converted to state certificates. For positions that do require a college degree: A copy of your COLLEGE DIPLOMA or TRANSCRIPT. Windham School System requires official college transcripts verifying highest degree conferred. SEE NOTE 3, BELOW.
- 4. A copy of the DD Form 214 you were issued for the final period of active duty, if you served in the U.S. military. This must be a complete Member 4 Copy or other copy, which includes the type of discharge. If you are on terminal leave from active duty, attach a letter from your commander indicating the date of discharge and type of discharge. The DD Form 214 must be submitted after the discharge date. If you no longer have your copy of your DD Form 214, you may request a copy on-line at: http://www.archives.gov/research_room/vetrecs
- 5. If you are a male, age 18 through 25, you must provide a copy of your SELECTIVE SERVICE REGISTRATION CARD or proof of exemption from Selective Service registration. If your card is not available, you may obtain proof of registration from the Internet and submit a printed copy of this proof. You may obtain proof of registration or register at the following address: http://www.sss.gov/regist.htm
- 6. A DISPOSITION for each item reported in questions 13, 14 and 15. A disposition is a statement of the charge, date and the results of the case. If the charge was dismissed, the disposition must state the reason for dismissal. Dispositions can normally be obtained from the clerk of the court having jurisdiction over the case.

NOTES:

- 1. Your original Driver's License and Social Security Card may be used to verify your identity and eligibility for employment in the U.S. Both will be immediately returned to you. Verification of eligibility for employment in the U.S. is required by the Immigration Reform and Control Act of 1986.
- 2. If you do not have a driver's license, any of the following documents are acceptable: State-issued ID Card; U.S. Military ID Card; School ID Card with photograph; ID Card issued by a federal, state, or local government agency; Voter Registration Card; U.S. Passport; Certificate of U.S. Citizenship; Certificate of Naturalization; Unexpired Foreign Passport with Employment Authorization; or, Alien Registration Card with photograph.
- 3. Foreign/International diplomas or education credentials must be evaluated by a TDCJ-approved evaluation service or a member organization of the National Association of Credential Evaluation Services (NACES).

PERS-282 (09/04)