

Bobby Dowell, Chief of Police



1941 East Jeter Road
Bartonville, Texas 76226

Bartonville Police Department

Main (817)693-5287
Fax (817)491-6367

Family - Integrity - Honesty - Professionalism - Team

Dear Applicant,

Thank you for inquiring about the police officer position with the Bartonville Police Department. Attached you will find the initial process outline. It is an exciting time at the Bartonville Police Department. It is an excellent location to work and call home.

We have a relaxed employee atmosphere where you can make a difference and find yourself to be an important part of the family instead of just another number. The town encompasses approximately 7 square miles in southern Denton County. We have a strong commitment to service in the community and focus our efforts in that direction. We are committed to maintaining the most up to date equipment and technology.

Officers work 12-hour shifts with every other Friday, Saturday and Sunday off. We strive to keep the family first when arranging for time off. Education and in-service training are encouraged. The department furnishes all standard equipment and uniforms. We have a competitive employee benefits and pay package and our retirement system is the best TMRS has to offer.

If you would like to become part of the Town of Bartonville Police Department family email chief@townofbartonville.com or check out the employment section on the town's website for further information.

A handwritten signature in black ink that reads "Bobby Dowell".

Chief Bobby Dowell
Bartonville Police Department

Bartonville Police Officer Application Qualification Information

To start the application process, the applicant must complete the following:

1. Complete the basic application and return it as outlined on the application.
2. Copies of the following documents will also be submitted with the application:
 - a. Texas Peace Officer License
 - b. Driver's License

The minimum qualifications for all police officer applicants includes the following:

1. Two years full time paid police officer experience.
2. Intermediate certification.
3. High school graduate or GED.
4. Pass a background investigation.
5. Licensed by TCOLE.
6. Pass an oral interview.
7. Pass a physical examination, psychological screening, and drug test.
8. Be of good moral and ethical character.
9. Any other standards set by law or by policy of the Texas Commission on Law Enforcement.
10. Possess a valid Texas Driver's license.

The following are absolute disqualifiers for employment:

1. Any misstatement of fact, significant admission or omission during the application or background process shall be grounds for disqualifying action, including inconsistent statements made during the initial background interview, personal history statement.
2. Adult conviction (including a deferred disposition) or admission of any offense above a class C misdemeanor.
3. Admission of any hallucinogenic drug use.
4. Admission of any misdemeanor drug use within the past 3 years.
5. Admission of any illegal drug use or possession while employed in any law enforcement capacity.

Bartonville Police Officer Application Qualification Information

Disqualifiers, continued:

7. Termination or disciplinary action for any of the following;
 - a. Untruthfulness;
 - b. Any sustained pattern of acts constituting racial, ethnic or sexual harassment or discrimination;
 - c. Fighting in the workplace as an adult;
 - d. Gross insubordination, dereliction of duty or persistent failure to follow established policies and regulations.
8. Dishonorable discharge from the U.S. military Service.
9. Having undergone personal bankruptcy more than once.
10. Three or more moving violation convictions within three years.
11. Two or more chargeable, motor vehicle collisions within three years prior to the application.

APPLICANTS MAY BE DISQUALIFIED FOR EMPLOYMENT AT ANY TIME IN THE SCREENING PROCESS.





BARTONVILLE POLICE DEPARTMENT APPLICATION FOR EMPLOYMENT



Applications may be returned via mail, fax or email to: Town of Bartonville, 1941 E. Jeter Road Bartonville, TX 76226
tdixon@townofbartonville.com or Fax: 817.491.6367

Last Name		M.I.	First Name	
Address (Street)			APT.#	Telephone ()
Town /State	ZIP Code	Alternate Phone Number ()		Social Security Number
Email Address:				

Position Desired:	How did you learn about the position?
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Desired Salary:
Have you ever been employed by the Town of Bartonville? If so, when? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a legal right to live and work in the U.S.A.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a current Texas Drivers License? If so show number and type(i.e. class C, B, CDL...).	
License Number	Type of License
Military Service <input type="checkbox"/> Yes <input type="checkbox"/> No	Honorable Discharge Yes No
Type of Military Training	
Have you ever been convicted of a Felony or a DWI? <input type="checkbox"/> Yes <input type="checkbox"/> No (Conviction will not necessarily disqualify you from employment)	
What Counties/States	
If the position for which you are applying requires operation of a motor vehicle, list any traffic violations occurring during the past 5 years:	

EDUCATION: Please describe below any education or training you have received which qualifies you for the job you are applying. (Transcripts may be required).

High School/GED: (name)	(city)	(state)	(date graduated)	(degree held)
College: (name)	(city)	(state)	(date graduated)	(degree held)
Other: (name)	(city)	(state)	(date graduated)	(degree held)
Postgraduate studies: (name)	(city)	(state)	(date graduated)	(degree held)
Licenses held:	Expiration date:			
Licenses held:	Expiration date:			
Certifications held:	Expiration date:			
Certifications held:	Expiration date:			
Languages fluent in:				
Other certifications:				

Last Name:

First Name:

PRESENT OR MOST RECENT JOB: Complete the following, do not say “see resume.” Start with your most recent employment and work back. Be sure to include employer’s mailing address. List employment for previous 10 years.

1	Former or Current Employer			Type of Business		
	Address			City	State	Zip Code
Dates Employed		Salary		Supervisor Name		Phone Number
From:	To:	From:	To:			
Job Title				Reason for Leaving		
May we contact your present employer regarding your character, qualifications, and record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Description of Duties:						

2	Former or Current Employer			Type of Business		
	Address			City	State	Zip Code
Dates Employed		Salary		Supervisor Name		Phone Number
From:	To:	From:	To:			
Job Title				Reason for Leaving		
May we contact your present employer regarding your character, qualifications, and record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Description of Duties:						

3	Former or Current Employer			Type of Business		
	Address			City	State	Zip Code
Dates Employed		Salary		Supervisor Name		Phone Number
From:	To:	From:	To:			
Job Title				Reason for Leaving		
May we contact your present employer regarding your character, qualifications, and record of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No						
Description of Duties:						

(Attach additional sheets if necessary)

Last Name:

First Name:

References: Include supervisors and persons **we may contact** to verify your performance and qualifications.

1	Name:	Occupation:
Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Organization:
Mailing Address:		Daytime Phone:

2	Name:	Occupation:
Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Organization:
Mailing Address:		Daytime Phone:

3	Name:	Occupation:
Your Supervisor? <input type="checkbox"/> Yes <input type="checkbox"/> No		Organization:
Mailing Address:		Daytime Phone:

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY, THEN SIGN AND DATE BELOW.

ACCURACY OF INFORMATION: Please review each page to make sure all parts are accurate and complete. I understand that my eligibility will be based on the information contained on this application.

FALSIFICATION OF INFORMATION: I hereby certify that all statements made on this application are true and correct and I understand that any false statement made by me on this application could cause me to be ineligible for employment or terminated from employment. Further, I understand that I am required to abide by all rules and regulations of the employer.

VERIFICATION OF INFORMATION: I authorize the Town of Bartonville to investigate and verify the facts claimed by me on this application. I further authorize my former employers to provide any information requested by the Town of Bartonville.

EMPLOYMENT AT WILL: I understand that nothing in this Application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by the Town, my employment will be at will, for an indefinite period of time and may be terminated at any time, with or without cause or notice, at the option of the Town or myself. I understand that I have the right to end my employment at any time and that the Town retains that same right. I also understand that no one has the authority to enter into any contract, agreement or modification of the foregoing unless such contract, agreement or modification is in writing and signed by the Town Manager of the Town of Bartonville.

The Town of Bartonville is an equal opportunity employer.

Applicant Signature

Date

Printed Name

Bobby Dowell
Chief of Police
Bartonville Police

rdowell@townofbartonville.com



1941 East Jeter Road
Bartonville, Texas 76226
Administration (817)693-5287
Fax (817)491-6367

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, the undersigned, do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself to any authorized agent of the Town of Bartonville, whether the said are of public, private or confidential in nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit agencies including records of loans, commercial and credit agencies, credit reports and ratings, and other financial statements and records wherever filed: Medical and psychiatric treatment and consultation including records of hospitals, clinics, private practitioners, and the U.S. Veterans Administration, if applicable employment and pre-employment records, including background reports, efficiency ratings, complaints, or grievances filed against me and the records and recollections of attorneys at law or other counsel involving either criminal or civil actions in which I presently have or have had an interest.

I understand that any information obtained through a personal history background investigation which is developed directly or indirectly, in whole or in part, based upon this authorization, will be considered toward the determination of my suitability for employment with the Town of Bartonville. I further understand that all materials pertaining to this background investigation becomes the property of the Town of Bartonville and will not be returned to me.

I agree to indemnify and hold harmless the Town of Bartonville, 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 fees, arising out of or by reason of complying with this request. I further understand that in the event my application is disapproved, the information will not be divulged, and will remain confidential to all parties, public or private.

A photocopy of this release form will be as valid as an original hereof, even though such copy does not bear an original writing of my signature.

Applicant Signature

Date

Applicant Printed Name

Printed Full Name _____

Date of Birth _____

Social Security # _____

Driver's License # _____ State _____

Phone # _____

Subscribe and sworn to before me, a Notary Public, this _____ day of _____, 20_____.

Notary Public for the State of Texas

(Seal)

EEO-1 Voluntary Self Identification Form

The Equal Employment Opportunity Commission (EEOC) requires all private employers with 100 or more employees as well as federal contractors and first-tier subcontractors with 50 or more employees AND contracts of at least \$50,000 complete an EEO-1 report each year. Covered employers must invite employees to self-identify gender and race for this report.

Completion of this form is voluntary and will not affect your opportunity for employment, or the terms or conditions of your employment. This form will be used for EEO-1 reporting purposes only and will be kept separate from all other personnel records only accessed by the Human Resources department. Please return completed forms to the HR department.

If you choose not to self-identify your race/ethnicity at this time, the federal government requires the Town of Bartonville to determine this information by visual survey and/or other available information.

NAME: _____

JOB TITLE: _____

DATE COMPLETED: _____

GENDER:

(Please check one of the options below)

Male Female

RACE/ETHNICITY:

(Please check one of the descriptions below corresponding to the ethnic group with which you identify.)

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.

Asian (Not Hispanic or Latino): 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, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Native American or Alaska Native (Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

Two or more races (Not Hispanic or Latino): All persons who identify with more than one of the above five races.

I do not wish to disclose.