



**J.A. Vest, Sheriff**

**Gaines County Sheriff's Office**

305 E Avenue A, Seminole, Texas 79360

(432) 758-9871 | fax: (432) 955-1010

## **Hiring Process**

### **1. Initial Forms turned in:**

- **Gaines County Application.**
- **Gaines County Personnel History Statement "PHS".**
- **Signed Job Description.**
- **Authorization to Release Information Form.**

**All forms and documents submitted that are required for background by due date.**

*"Make sure all forms that are required to be signed and notarized are completed prior to turning them into Sheriff's Office."*

### **2. Background Investigation:**

- a. **Background Investigator will do an in-depth investigation into your background, truthfulness and moral character. Based on the findings of the investigation, you could either proceed to Step 3 or be cut from the process.**

### **3. Written Testing:**

- a. **Basic reading comprehension test**

### **4. Interview Board:**

- a. **The interview board will render a decision on promoting you further in the process or terminating the process.**

### **5. Conditional Offer of Employment from the Sheriff:**

- a. **Employment is contingent on passing the following steps:**
  - i. **Psychological Exam**
  - ii. **Medical Exam and Drug Screen**
  - iii. **AFIS Fingerprinting Background Check**

### **6. If all Steps are passed, you will be directed with further instructions from the office of the Sheriff to obtain a start date.**

*Applicants hired while the subject of a misconduct investigation with a previous employing agency may initially be hired on a provisional basis of 90 days.*

*During that provisional period, this agency will obtain and review the completed misconduct investigation report from the previous employing agency or TCOLE and may choose to terminate the provisional employment based on those findings.*

*This provisional period is unrelated to any other probationary hiring periods used by this agency.*