

TEXAS DEPARTMENT OF CRIMINAL JUSTICE CORRECTIONAL OFFICER APPLICANT REFERRAL

NOTE TO APPLICANTS AND EMPLOYEES: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Tex. Gov't Code §§ 552.021 and 552.023, to receive and review the collected information. Under Tex. Gov't Code §559.004, you are also entitled to request, in accordance with TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.

Name: _____
(Last, First, MI)

Applicant's Month/Day of Birth: _____
(mm/dd)

The below named employee of the Texas Department of Criminal Justice referred me for a correctional officer position.

Today's Date

Applicant's Signature

Payroll Name: _____
(Last, First, MI)

Employee's Month/Day of Birth: _____
(mm/dd)

Your name as you want it to appear on the award certificate: _____

Job Title: _____ Unit or Department: _____

Home Mailing Address: _____

City, State, Zip: _____

I have referred the above named applicant for a correctional officer position with the Texas Department of Criminal Justice.

Today's Date

Employee's Signature

IMPORTANT INSTRUCTIONS: Both the applicant and employee shall complete and sign the appropriate section of the form. The completed form shall be included in the State of Texas Application for Employment when it is submitted during the pre-employment test for a correctional officer position. It cannot be submitted separately or added to the application at a later date.

Be a Correctional Officer APPLY TODAY!

- ★ Visit our website: www.tdcj.texas.gov
- ★ Select **Employment**.
- ★ Select **Schedule CO Pre-Employment Test**.
- ★ Choose test location and date.
- ★ Download and complete the employment application forms.
- ★ Bring your completed State of Texas Application for Employment, TDCJ Employment Application Supplement, and all required documents to your scheduled correctional officer pre-employment testing appointment.