

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
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 Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government 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.

APPLICANT'S INFORMATION:

Name: _____ Month/Day of Birth: _____
(Last, First, MI) (mm/dd)

The below named employee of the Texas Department of Criminal Justice referred me for a correctional officer, maintenance supervisor, or equipment operator (truck driver) position.

Today's Date

Applicant's Signature

TDCJ EMPLOYEE'S INFORMATION:

Payroll Name: _____ Month/Day of Birth: _____
(Last, First, MI) (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, maintenance supervisor, or equipment operator (truck driver) position with the Texas Department of Criminal Justice. I understand I will receive a \$100 gift card **and** eight hours of administrative leave for an applicant referral that results in a newly hired CO, maintenance supervisor, or equipment operator (truck driver). I acknowledge that the value of the gift card is considered taxable income and choose from the following options:

- Walmart Target HEB Kroger Shell Exxon Academy Amazon

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 submitted along with the State of Texas Application for Employment, or at time of the applicant's job interview. It cannot be submitted separately or added to the application at a later date.

APPLY TODAY!

Visit our website: www.tdcj.texas.gov and select **Career Opportunities**.

Correctional Officer:

- ★ Select **Schedule CO Pre-Employ Test** in left side bar.
- ★ 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.

Maintenance Supervisor or Equipment Operator (truck driver):

- ★ Select **TDCJ Job Search**.
- ★ Choose a maintenance supervisor or equipment operator position and follow the directions at the bottom of the posting on how to apply.