



Decatur County Sheriff's Department Application for Employment

GENERAL INSTRUCTIONS

THIS APPLICATION MUST BE PERSONALLY COMPLETED BY THE APPLICANT. ANSWER ALL QUESTIONS. IF THE QUESTION DOES NOT APPLY, STATE: "NONE" OR "DOES NOT APPLY." DO NOT INCLUDE YOUR ORIGINAL BIRTH CERTIFICATE. IT IS IMPORTANT TO CLEARLY AND LEGIBLY COMPLETE ALL CONTACT INFORMATION. APPLICATIONS WILL NOT BE CONSIDERED IF NOT COMPLETE IN ALL RESPECTS. ANY MISREPRESENTATION OF FACTS WILL DISQUALIFY THE APPLICANT. **DO NOT MAKE INQUIRY TO THE STATUS OF YOUR APPLICATION. IF YOUR CONTACT INFORMATION CHANGES, PROVIDE CHANGES BY RESUBMITTING THIS COVER SHEET.** COMPLETE APPLICATIONS WILL BE KEPT FOR ONE YEAR, AFTER THAT TIME THEY WILL BE CONSIDERED INACTIVE AND WILL BE DESTROYED.

Name: _____
Last First Middle Maiden
(if applicable)

Permanent Address: _____
Street or Rural Route Apt. Number

City State Zip County

Telephone Numbers: (Include area codes)
(Home) _____ (Business) _____ (Cell) _____

E-mail Address: _____

BASIC ELIGIBILITY REQUIREMENTS

1. MUST BE A UNITED STATES CITIZEN
2. MUST BE AT LEAST 21 YEARS OF AGE WHEN APPOINTED (Law Enforcement Positions)
3. VISION REQUIREMENT: CORRECTABLE TO 20/50
4. MUST POSSESS A VALID DRIVERS LICENSE
5. MUST POSSESS A HIGH SCHOOL DIPLOMA OR EQUIVALENT
6. MUST BE WILLING TO SUBMIT TO PHYSICAL AND MENTAL EVALUATIONS
7. MUST BE WILLING TO SUBMIT TO SUBSTANCE ABUSE TESTING
8. MUST BE WILLING TO SUBMIT TO A BACKGROUND INVESTIGATION

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
COMPLYING WITH ALL PROVISIONS OF
THE AMERICANS WITH DISABILITIES ACT**

Position for which you are applying _____

I. INITIAL REQUIREMENT DATA

A. Age: _____ Date of Birth: _____ (Attach Copy of Birth Certificate)

Race: Asian Black Hispanic Native American White
 Other (Specify) _____

B. Are you a U.S. citizen? Yes No

If no, explain on a separate sheet and attach documentation.

Social Security Number: _____

(For background clearance and payroll information this number is required.
 The application **will not** be processed without it.)

II. EDUCATION DATA (Attach transcripts for all listed)

List information for high school and all accredited colleges/universities you have attended.

Name and Address of School	Course of Study	Number of Hours Completed	GPA on a 4.0 Scale	Did you Graduate?	List Diploma or Degree

III. LAW ENFORCEMENT EXPERIENCE

A. Have you ever been employed as a sworn or merit police officer by a law enforcement agency?

Yes No Full Time Reserve / Volunteer

Did you complete a state certified law enforcement academy? Yes No

If yes, list the date of completion, location and academy name:

Date law enforcement training was completed: _____

Did you receive a certification upon completion of training? Yes No

Number of basic training weeks _____ Total training hours _____

Agency	Dates		List Full Time or Reserve and Highest Rank Held	Reason for Leaving
	From	To		

B. Are you eligible for re-employment? Yes No If no, explain fully on a separate sheet.

C. List any specialty training you have received.

D. Were you ever disciplined? Yes No If yes, explain fully on a separate sheet.

IV. MILITARY HISTORY AND STATUS

A. Have you ever served in the military on active duty?

Include initial active duty training with the National Guard and the Reserves.

Yes No **If yes, attach a copy of your DD214.**

Military Branch	Dates		Highest Rank Attained and Rank at Separation	Type of Discharge and Re-Enlistment Code
	From	To		

B. Are you eligible to re-enlist? Yes No If no, explain fully on a separate sheet.

C. Are you currently on active duty (full-time)? Yes No

What is your expected end of service obligation date? _____

D. List any citations and awards received.

E. Were you ever disciplined (court martial, article 15, captain's mast, etc.) while on duty?

Yes No If yes, explain fully on a separate sheet.

V. FAMILY DATA

A. Marital Status: Married Single Divorced Separated

B. Spouse's Maiden Name (if applicable): _____

C. Dependents (if applicable)

Name	Age	Relationship

D. Are you legally required to make child support payments? Yes No

Are you current on child support payments? Yes No

If no, explain. _____

VI. EMPLOYMENT DATA

A. Have you ever been discharged from, or resigned to prevent being discharged, from a position of employment? Yes No If yes, explain fully on a separate sheet.

B. List chronologically (beginning with the most recent employment)

all past and current employment including part-time. (Use additional sheets, if necessary)

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From _____ To _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone : _____

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From _____ To _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone : _____

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From _____ To _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone : _____

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From _____ To _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone : _____

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From _____ To _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone : _____

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From _____ To _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone : _____

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From _____ To _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone : _____

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From _____ To _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone : _____

Name of Employer or Business: _____

Title: _____ Duties: _____

Dates of Employment: From _____ To _____
Month Year Month Year

Reason for Leaving: _____

Address of Business: _____

City: _____ State & Zip: _____ Phone : _____

C. Have you ever received a ticket for a traffic offense? Yes No If yes, describe below.

Date	Location	Charge	Fine or Sentence

D. Have you ever been arrested for a criminal offense? Yes No If yes, describe below.

Date	Location	Charge	Fine or Sentence

E. Have you ever been convicted of a felony? Yes No
If yes, explain on a separate sheet of paper.

F. Have you ever been arrested for an act that would have been a crime had it been committed by an adult? Yes No If yes, describe below.

Date	Location	Charge/Offense	Disposition of Case

G. Have you ever been or are you currently involved as a plaintiff, defendant, petitioner or respondent in any civil court case?
 Yes No If yes, fully explain or on a separate sheet.

IX. MISCELLANEOUS

A. Do you own your own home? Yes No

If yes, how much is current mortgage indebtedness? _____

B. What is the amount of your indebtedness, other than home? _____

C. Annual Income: Applicant _____ Spouse _____

D. Are you a proprietor or part owner of any business or firm?

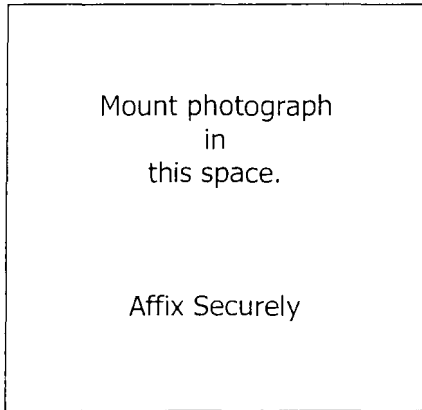
Yes No If yes, describe nature of business.

Are there any business license(s) in your name, (i.e., liquor license)? Yes No

E. Do you currently possess a handgun permit? Yes No

F. Have you ever been denied a handgun permit or had a handgun permit revoked? Yes No

If yes, why? _____



Photograph to be front view, head and shoulders, 2½" square, and taken within the past six months.

Other photographs are not acceptable.

I certify:

- 1. All required items are included with this application.**
 - A. Birth Certificate (copy only)**
 - B. High School and, if applicable, college transcripts (grade reports are not accepted)**
 - C. Military - DD214 (if applicable), DD217 (if active duty)**
 - **If active duty, letter of endorsement from military commander**
 - **Any supporting letters of commendations from military personnel file**
 - **Copies of specialized training certificates and awards**
 - D. Previous law enforcement documentation**
 - **Copy of law enforcement academy certificate**
 - **Copies of commendations and awards**
 - E. Photograph - 2½" x 2½" head and shoulders**

I swear or affirm under penalty of perjury all information contained in this application is true and accurate to the best of my knowledge.

Signature _____

Date _____

Check application carefully - be certain all items are complete before mailing.

This application will be returned to you if all information is not complete and all required documents are not attached.

AUTHORIZATION TO RELEASE INFORMATION

I, _____, hereby authorize any person, agency, partnership, or corporation having any information concerning my **CREDIT RECORD, EDUCATIONAL RECORD, MEDICAL RECORD, EMPLOYMENT RECORD, MILITARY RECORD, OR SELECTIVE SERVICE RECORD**, to release such information to the Decatur County Sheriff's Department. This information is to be used for possible employment with the Decatur County Sheriff's Department and will not be available for public inspection.

I hereby release such person, agency, partnership or corporation from any liability which may be incurred in releasing this information to the Decatur County Sheriff's Department, including liability under any Federal Law.

(Signature)

(Printed Name)

(Date)

(Witness Signature)

(Printed Name of Witness)

(Date)