



# Thomas County Sheriff's Office

## APPLICATION FOR EMPLOYMENT

### GENERAL INFORMATION

Evaluations of applications are based on individual merit. Information MUST BE COMPLETE so that all applications can be given equitable consideration. All qualified applicants will receive consideration for employment regardless of race, color, religion, sex, age, national origin, or disability. One application must be completed for each position for which you apply. THIS APPLICATION MUST BE SIGNED AND DATED. INCOMPLETE APPLICATIONS MAY BE REJECTED. RESUMES ARE NOT ACCEPTED IN LIEU OF COMPLETED APPLICATIONS.

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### PERSONAL INFORMATION

Name \_\_\_\_\_  
                            first                            middle                            last

Address \_\_\_\_\_  
                            street                            apt.#                            city                            state                            zip

Telephone Number \_\_\_\_\_  
  home                            work                            other

Social Security Number \_\_\_\_\_

Drivers License Number \_\_\_\_\_ State \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Sex: M( ) F( )                              Height \_\_\_\_ ft. \_\_\_\_ in.                              Weight: \_\_\_\_\_

Eyes: \_\_\_\_\_                              Hair: \_\_\_\_\_

Are you over 18 years old?   ( ) Yes                              ( ) No

Are you a citizen of the U.S.?   ( ) Yes                              ( ) No

Have you ever been bonded?   ( ) Yes                              ( ) No

If yes, on what jobs \_\_\_\_\_

Were you previously employed by the Thomas County Sheriff's Office?   ( ) Yes                              ( ) No

If yes, when \_\_\_\_\_

### EDUCATION

#### HIGH SCHOOL

Name and Location: \_\_\_\_\_

Circle highest grade completed:   7 8 9 10 11 12                              Graduated?   ( ) Yes ( ) No

If not a high school graduate, do you have a GED?   ( ) Yes                              ( ) No

#### COLLEGES/UNIVERSITIES

NAME OF SCHOOL	ADDRESS	MAJOR	DEGREE EARNED

## EDUCATION CONTINUED

Describe special vocational or business courses you have taken which relate to the job for which you are applying: \_\_\_\_\_

Special skills, qualifications, and certifications (including language skills, typing skills, and business equipment or machine operating skills) which relate to the job for which you are applying:

Have you received any traffic Citations in the past 3 years?  Yes  No

Please indicate the type of offenses and dates:

Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a misdemeanor?

Yes  No

Have you (since the age of 18) ever been convicted of or plead guilty or no contest to a felony?

Yes  No

If yes, describe the circumstances:

### Military Record

Selective Service Classification \_\_\_\_\_

Branch \_\_\_\_\_ Rank Attained \_\_\_\_\_

Date of Entry \_\_\_\_\_

Date of Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

List three personal references. Do not list relatives or former employers

Name	Address	Phone #	Years Known
		Home: Work: Mobile: Fax:	
		Home: Work: Mobile: Fax:	
		Home: Work: Mobile: Fax:	

List relatives employed with the County.

Name	Address	Phone #	Relationship

**EMPLOYMENT HISTORY**

*Most recent first, attach additional pages if necessary.*

Company name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_, Total years \_\_\_\_\_ Months \_\_\_\_\_  
Your Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Your Specific Duties \_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_, Total years \_\_\_\_\_ Months \_\_\_\_\_  
Your Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Your Specific Duties \_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_, Total years \_\_\_\_\_ Months \_\_\_\_\_  
Your Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Your Specific Duties \_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_, Total years \_\_\_\_\_ Months \_\_\_\_\_  
Your Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Your Specific Duties \_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Company name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
Employed from \_\_\_\_\_ to \_\_\_\_\_, Total years \_\_\_\_\_ Months \_\_\_\_\_  
Your Position \_\_\_\_\_ Supervisor \_\_\_\_\_  
Your Specific Duties \_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

I certify that the statements and information made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements herein are sufficient grounds for rejections of this application or dismissal from employment from the Thomas County Sheriff's Office. I further understand that I may be required to submit to a pre-employment voice stress test examination and a literacy and skills test.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## AUTHORIZATION AND RELEASE

My signature on this application form attests to the fact that all information included is true to the best of my knowledge. I am aware that falsification on any part of this application form and attached resume or credentials may disqualify me for employment or result in immediate dismissal, regardless of when discovered. I understand that any employment pursuant to this application shall be subject to the condition that I pass the pre-employment drug screening urinalysis test and physical examination and that information regarding use of drugs may be disclosed to the appropriate county representative as a part of the employment process. All medical information will be classified as confidential.

Furthermore, I hereby authorized the Thomas County Sheriff's Office, its agents and/or representatives, to contact any person or entity named on my application and any attached resume or credentials, for employment for the purpose of confirming the information contained therein and/or obtaining other information which may be material to my qualifications for employment. I also authorize the Thomas County Sheriff's Office to perform a criminal background investigation and driving history. I hereby release the Thomas County Sheriff's Office, its agents or representatives, and any person or entity providing information pursuant to this Authorization and Release of information, from all liability based upon the provision of that information.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPLICANT NOTICE

Applicants requesting employment with the Thomas County Sheriff's Office must provide copies of the below listed documents when submitting an application:

Driver's License

Full body length photograph of frontal and side profile in business casual

Social Security Card

Birth Certificate

High School / College Diploma

DD214 (if prior military)

Please provide phone numbers for personal references and insure that present / past employer information is current. Please **do not** provide pager numbers.

Failure to comply with above requests will result in rejection of your application. Thank you for your interest.

The elements of the selection process are as follows: Interview, Administrative Review, Qualifications (if appropriate), voice stress test/medical/drug screens.

Reapplication – Rejected applicants may reapply for consideration in six months; however, those applicants who are disqualified for reasons which assure another rejection shall not be reconsidered.

Duration of the Selection Process – Completion of the recruitment and selection process can take from 30 to 120 days. Applicants found eligible, but not immediately selected, may be contacted for subsequent placement. Reapplication shall be required if the applicant is not selected within one year.