



Howard County Sheriff's Office

APPLICATION FOR EMPLOYMENT

TO THE APPLICANT: The Howard County Sheriff's Office is an equal opportunity employer. Please furnish complete and accurate information. It is important for you to answer all questions. Any question that does not apply must be answered with N/A or none. Incomplete applications will not be considered.

A resume detailing your professional, educational, and social activities is recommended for submission as part of this application. If there are any other experiences, skills, or qualifications, which you feel would enhance your application; you may attach an additional sheet of paper with the information.

It is the policy of this agency to consider all applicants for employment based on their qualifications. This Agency fully complies with all applicable laws, which prohibit discrimination on the basis of race, color, religion, sex, national origin, age, political affiliation, military, or disability status. No question within this application is intended to secure information to be used for unlawful discrimination.

You may be required to pass a drug screen test as part of this application process. The safety of our current and future employees is paramount. This agency intends for the workplace to be a drug-free environment.

Applications remain active for a period of one (1) year from the date they are filed. After one (1) year, the applications are retired to an inactive file and will remain in that status for the period of time required by law. If you have not received employment within one (1) year and you wish to be considered for future employment positions when they become available, you must resubmit a new application. The applicant is responsible for notifying this office of any changes to the address or telephone number.

We are pleased that you have taken the time to apply for employment with this agency. The Howard County Sheriff's Office offers to the individual challenging and self-rewarding work opportunities.

DISCLAIMER

I understand and agree that:

- Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.
- It is my understanding that HCSO will make a thorough investigation of my entire work history and may verify all data given by my application for employment, related papers, or oral interviews. I authorize such investigation and in giving and receiving of any information requested by HCSO and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent me from being hired, or if hired, may subject me to immediate dismissal.
- I agree that my employment may be terminated by this office at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to a search of my person or of any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination.
- Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these conditions of my continuing employment.
- I further understand this is an application for employment and that no employment contract is being offered.
- I understand if I am employed, such employment is for no definite period of time and the HCSO can change wages, benefits and conditions at any time.
- I agree to submit to a truth verification examination upon request.

Date: _____ Signature _____

Print Name

HOWARD COUNTY SHERIFF'S OFFICE

Minimum Qualification Requirements

- An applicant must have reached his or her twenty-first (21) birthday.
- An applicant shall be a high school graduate as evidenced by a diploma issued by a high school accredited by the department or agency of a state authorized to accredit high schools. An equivalency diploma (G.E.D.) issued by such an accredited high school is acceptable.
- The applicant shall possess a valid driving license from the state of residence.
- A dishonorable discharge from military service shall disqualify the applicant.
- Applicants receiving compensation or pension benefits from military service connected disabilities does not disqualify the applicant for the particular job or position applied for.
- Applicants shall not have been convicted of a felony pursuant to the attached "police statement on the employment of ex-offenders".
- Applicant must be able to pass a written aptitude test, a thorough background investigation and a final oral interview.
- Written aptitude testing will be conducted periodically as a need arises.
- Applications are kept active for a period of one (1) year. An applicant may contact our personnel office to extend his or her application "active status" for an additional year if so desired.
- All applicants are required to assist and cooperate with the Howard County Sheriff's Office in obtaining past employment records, medical records and personal history information.

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

All statements made by the applicants of employment on this application form will be checked for accuracy. We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veteran's status, sex, national origin, disability, or any other legally protected status.

Personal Information

Name: _____

Current Address: _____
Address City State Zip Code

Contact Number: _____ Email: _____

Date of Birth: _____ Social Security Number: _____ / _____ / _____

Do you have a legal right to work in the United States? Yes No

Have you ever applied for a job with us before? Yes No

Have you ever worked for us before? Yes No

Have you ever been convicted of a felony that has not been expunged or sealed? Yes No

If yes, please explain:

Do you have an arrest record which has not been expunged or sealed? Yes No

If yes, please explain:

Are you currently required to register as a sex offender? Yes No

If yes, please explain:

Have you ever held a position of trust (handling money or confidential) material? Yes No

If yes, please explain:

Employment Desired

Position: Deputy Reserve Deputy Corrections Officer Dispatch Support Staff

Employment Desired: Full Time Part Time Temporary

How soon could you report to work: _____

If part time, what days and time; Days: _____ Hours: _____

Education

Highest Grade Completed: High School 9 10 11 12

College, Trade, or Business: _____

School	Address	Major Study	Degree or Diploma
High School			
College / University			
Trade / Business			

Additional Training / Skills, experience, special achievements or certifications relevant to position seeking:

Military

Have you ever served in the Armed Forces? Yes No

If yes, which branch of service? _____ Date of entry? _____ Date of discharge? _____

Did you receive an honorable discharge? Yes No

If no, state type of discharge and an explanation:

Drivers Record

Do you currently have a valid driver's license? Yes No

Driver's License Number: _____

If no, please explain:

Have you had any motor vehicle crashes in the past 3 years? Yes No

If yes, please list date and location:

Have you had any moving violations in the past 3 years? Yes No

If yes, please list date, location and charge:

Limitations of Controlled Substance

I agree to the following statements:

Have you ever delivered a controlled substance for gain? Yes No

Have you used any type of controlled substance for one year prior to this application? Yes No

I agree to submit to a drug screen test. Yes No

I agree to submit to being fingerprinted. Yes No

I agree to submit to a truth verification examination. Yes No

I agree to submit to full background examination. Yes No

Personal References

Please list three references other than relatives, previous employers or employees of the HCSO:

Name: _____ Address _____

Telephone: _____ Occupation: _____ Years Known: _____

Email: _____

Name: _____ Address _____

Telephone: _____ Occupation: _____ Years Known: _____

Email: _____

Name: _____ Address _____

Telephone: _____ Occupation: _____ Years Known: _____

Email: _____

Howard County Sheriff's Office Employee References:

Name: _____ Address _____

Telephone: _____ Occupation: _____ Years Known: _____

Email: _____

Name: _____ Address _____

Telephone: _____ Occupation: _____ Years Known: _____

Email: _____

Name: _____ Address _____

Telephone: _____ Occupation: _____ Years Known: _____

Email: _____

Employment History

Please list all employment for past 10 years, starting with the most recent position. All information must be complete. You may attach a resume, but not in place of completing the required information. Use supplemental sheet if needed.

Employer: _____

Address: _____ Phone: _____

Type of Business: _____ Supervisor: _____

From (Month/Year): _____ To (Month/Year): _____

Employer: _____

Address: _____ Phone: _____

Type of Business: _____ Supervisor: _____

From (Month/Year): _____ To (Month/Year): _____

Employer: _____

Address: _____ Phone: _____

Type of Business: _____ Supervisor: _____

From (Month/Year): _____ To (Month/Year): _____

Employer: _____

Address: _____ Phone: _____

Type of Business: _____ Supervisor: _____

From (Month/Year): _____ To (Month/Year): _____

Employer: _____

Address: _____ Phone: _____

Type of Business: _____ Supervisor: _____

From (Month/Year): _____ To (Month/Year): _____

Job Applicant's Agreement and Certification

I certify the information given by me in this application is true in all respects, and I agree that if the information is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in this application to verify my statements, and I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

I understand nothing contained in this employment application or in the granting of an interview is intended to create an employment contract between Howard County Sheriff's Office and myself for either employment or for the providing of any benefit. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon Howard County Sheriff's Office unless made in writing. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and that Howard County Sheriff's Office retains the same right.

I understand that prior to being offered employment with Howard County Sheriff's Office I may be requested to take an employment examination. In the event I have a disability, which will affect my ability to take the test, I will so inform Howard County Sheriff's Office prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. Howard County Sheriff's Office reserves the right to require medical documentation concerning the need for the accommodation.

I understand that if employed, policies and rules which are issued are not conditions of employment and that the employer may revise policies or procedures, in whole or in part, at any time.

I understand this application will be kept on active file for one (1) year from the date completed, after which time I would have to reapply in accordance with established company procedures.

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal, educational, or work history except where I have specifically indicated otherwise in this application. In the event that I am employed by the Sheriff's Office, I agree to comply with all its orders, rules and regulations.

I have read, understand and agree to the above statements and conditions of employment.

Signature of Applicant

Date