

CANDLER COUNTY SHERIFF'S OFFICE

APPLICATION FOR EMPLOYMENT

PLEASE PRINT: USE BLACK OR BLUE INK

Name: _____ Social Security Number: _____
(Last) (First) (Middle Initial)

Address: _____
(Street Address) (City) (State) (Zip Code)

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____

Are you willing to work shift work (nights, holidays, weekends, etc.)? YES NO

Full Time Part Time Temporary Seasonal

Position Applied For: _____

Date Available For Employment _____

Are you at least 21 years of age? Yes No

Are you able to perform all the duties listed in the job announcement? Yes No

If you answered 'No' concerning the job duties, please explain:

Are you a high school graduate? Yes No If you are not a high school graduate, do you have a GED? Yes No
***Applicants must be able to provide proof of High School diploma, GED, or College degree.**

High School Name: _____ Location: _____

College/University Name and Location: _____

Major Course of Study: _____ Hours Earned: _____

Quarter Hours Earned: _____ Semester Completed: _____ Type of Degree: _____

Will you accept the approved starting pay for the position you have applied for? Yes No N/A

Are you related to anyone currently employed by Candler County? Yes No

Relative's Name: _____ Relationship: _____

Department: _____

Are you currently authorized to work for Candler County without sponsorship under US Immigration Law? Yes No

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Can you submit legal verification of your right to work in the United States? Yes No

How did you learn of this employment opportunity?

Employment Board ___ Television ___ Career Fair ___ Internet ___ Newspaper ___ City Web Site ___ Referral ___

Other Specify: _____

In accordance with the Immigration Reform and Control Act of 1986, proof of authorization to be employed in the United States will be required of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.

Have you ever been charged with, convicted of, or pleaded guilty or nolo to a felony or misdemeanor, including DUI? *

Yes No If Yes, when? Where? For What?

***Conviction of a crime will not necessarily disqualify you from employment. All convictions must be listed, attach additional information if necessary.**

Active Military Service (list date, serial or service number for all active service) Must provide copy of DD214

From: _____

To: _____

Serial or Service Number: Branch of Service: _____

Type of Discharge received: Honorable Discharge ___ General Discharge ___ Bad Conduct Discharge ___

Describe your **ten-year work history** beginning with your current or most recent job. Include military, volunteer experience **and periods of unemployment**. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with zip codes and phone numbers for all employers are necessary. A resume may be attached only as additional information and will not be accepted in lieu of completing this section.

IF YOU HAVE PRIOR LAW ENFORCEMENT EXPERIENCE YOU MUST LIST ALL LAW ENFORCEMENT EMPLOYMENT, EVEN IF IT WAS MORE THAN 10 YEARS AGO.

MAY WE CONTACT YOUR CURRENT EMPLOYER? Yes No

Current Organization/Firm _____

Street Address _____

City _____ State _____ Zip Code _____

From Mo/Yr _____ To Mo/Yr _____

Telephone _____

Supervisor's Name, Title and Phone Number _____

Starting Salary _____ Leaving Salary _____

Reason For Leaving _____

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Official Job Title _____ Full Time ___ Part Time ___ Volunteer ___

Describe Specific Job Duties

Current Organization/Firm _____

Street Address _____

City _____ State _____ Zip Code _____

From Mo/Yr _____ To Mo/Yr _____

Telephone _____

Supervisor's Name, Title and Phone Number _____

Starting Salary _____ Leaving Salary _____

Reason For Leaving _____

Official Job Title _____ Full Time ___ Part Time ___ Volunteer ___

Describe Specific Job Duties

Current Organization/Firm _____

Street Address _____

City _____ State _____ Zip Code _____

From Mo/Yr _____ To Mo/Yr _____

Telephone _____

Supervisor's Name, Title and Phone Number _____

Starting Salary _____ Leaving Salary _____

Reason For Leaving _____

Official Job Title _____ Full Time ___ Part Time ___ Volunteer ___

Describe Specific Job Duties

Current Organization/Firm _____

Street Address _____

City _____ State _____ Zip Code _____

From Mo/Yr _____ To Mo/Yr _____

Telephone _____

Supervisor's Name, Title and Phone Number _____

Starting Salary _____ Leaving Salary _____

Reason For Leaving _____

Official Job Title _____ Full Time ___ Part Time ___ Volunteer ___

Describe Specific Job Duties

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

Which State: _____

Driver's License No. _____ Class _____ Date of Expiration: _____

Do you have a commercial driver's license? Yes No

Which State: _____ Which Type: _____

Driver's License No. _____ Class _____ Date of Expiration: _____

List all states where you have had a driver's license: _____

If applying for a position that requires operating a vehicle or equipment, applicant must provide an MVR for the past 7 years

Have you incurred traffic charges within the last seven years? Do not include parking tickets. Yes No

If Yes, give date(s) and types of charge(s): _____

Has your driver's license ever been suspended or revoked? Yes No

If Yes, give reason: _____

SKILLS

Word Processing

Typing (wpm) _____
Data Entry (kph) _____
Microsoft Word _____
Other _____

Database

dBase IV _____
Microsoft Access _____
Other _____

Electronic Mail

Explor _____
Outlook _____
Other _____

Spreadsheets

Lotus _____
Quattro _____
Excel _____
Other _____

Other Skills

Bookkeeping _____

Graphics

Harvard Graphics _____
Power Point _____
Page Maker _____
Other _____

Weapons

Glock _____
Shotgun _____
Rifle _____
TASER _____
OC Spray _____

Languages Spoken:

What special skills, qualifications or certifications have you gained from former employers or other experiences that relate to the type of work for which you are applying?

List Certificates or Licenses:

Certificate/Licenses Date Issued Expiration Date

Please answer the following when applying for a Deputy Sheriff or Reserve Deputy Sheriff Position

Are you a citizen of the United States? Yes No

Are you at least 21 years old? Yes No

Have you ever been **EMPLOYED** by the Candler County Sheriff's Ofc.: If Yes, give job title, supervisor name, phone number and dates of employment below: Yes No

Job Title _____ Department Supervisor's Name _____

Telephone Number _____ Dates Employed _____

(Internal Use Only) Eligible For Rehire: Yes No

Have you ever **APPLIED** for employment to the Candler County Sheriff's Ofc: Yes No

If yes, when _____ What position(s) did you apply for _____

What was the outcome?

I certify that the information given in this application is true and complete to the best of my knowledge. I understand that this application is not a contract of employment. I further understand that should employment be offered, it shall be contingent upon successful completion of a Candler County sponsored drug test and background check conducted by the Candler County Sheriff's Office or assigned agent. I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered. I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application.

I hereby release from liability the employer and its representative for seeking gathering and using such information and all other persons, corporations or organizations for furnishing such information. The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law. I understand that it is the county's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

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By signing this application, I hereby acknowledge that I understand and agree to all provisions outlined herein:

Applicants Signature: _____ Date: _____

The Candler County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services

SUBSTANCE ABUSE TESTING NOTICE

AUTHORIZATION AND RELEASE FOR CANDLER COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICANT

I hereby acknowledge that I have applied for employment with the Candler County Sheriff's Office and I have been informed that a substance abuse test is required for this employment. I agree to provide all necessary samples of body fluid and to otherwise cooperate in all respects with the collection and testing procedures.

I authorize the county physician or other responsible entities performing or assisting in the testing procedure to release the results of any substance abuse test to the Candler County Sheriff's Office

I authorize the Candler County Sheriff's Office to receive and review the results of any substance abuse test.

I realize that failure to appear at the designated time or failure to take the test or cooperate with the testing or collection procedure will disqualify me from further consideration for employment with the Candler County Sheriff's Office.

I HAVE CAREFULLY READ, OR HAD READ TO ME, AND UNDERSTAND THIS DOCUMENT.

Signature of Applicant Date

Printed name of Applicant

Social Security Number

Witness Signature

PLEASE WRITE A SHORT STATEMENT, IN YOUR OWN WORDS, AS TO WHY YOU WOULD
LIKE TO WORK FOR THE CANDLER COUNTY SHERIFF'S OFFICE.

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CANDLER COUNTY SHERIFF'S OFFICE AFFIDAVIT OF APPLICATION

As the applicant, I state that I understand and/or certify the following:

1. That if I do not wish to answer a question in the application process, I may do so; however, my application may not be processed.
2. Exclusive of the aforementioned statement, all information that is recorded in the application process will be used in relation to consideration or qualification of the applicant for employment only, and no other purpose.
3. That I have read and understand all questions and instructions in this application and that my answers during the application process are true and complete to the best of my knowledge and belief.
4. That truthful and complete responses in the application process are required.
5. That discovery of intentional omissions or incorrect answers may be basis for the termination of the application process and may result in criminal prosecution for the offense of False Statements under Georgia Code Section 16-10-20, a felony punishable by a maximum fine of \$1,000.00 or imprisonment for not less than one (1) or more than five (5) years, or both; or for the offense of False Swearing under Georgia Code Section 16-10-7, a felony punishable by a maximum fine of \$1,000.00 or imprisonment for not less than one (1) or more than five (5) years or both.
6. That falsification during the application process by an individual hired may result in termination of employment with this agency.
7. That the Candler County Sheriff's Office operates within the scope of a Standard Operating Procedure (SOP) and if an offer of employment is made and accepted, the applicant agrees to work in accordance with these policies and procedures.
8. That all information provided will be verified either by interview, testing, psychological testing, medical examination, drug screening, layered voice analysis, and/or computer verification of driver's/criminal history and driver's license status.
9. I understand that if offered employment, my probation period will be a minimum of twelve months as stated in the Candler County Sheriff's Office Personnel Policies Manual. In the event I achieve agency work performance standards within the probationary period, I will be classified as a regular employee. I also understand as a regular employee, should my work performance fall below agency standards, that I may be disciplined, up to and including termination. I further understand that if I am terminated, I must return all property issued to me by the Candler County Sheriff's Office, or make suitable restitution for same.
10. That I may be terminated for any good and sufficient cause, to include, but not limited to criminal activity or violation of Candler County Sheriff's Office policies and procedures. I understand that I may have appeal rights as provided for in the Candler County Sheriff's Office Standard Operating Procedures Manual.

Applicant's Signature

Date

Before me personally appeared the above said person who says that he/she executed the above Affidavit of his/her own accord, with full knowledge of the purpose therefore.

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public's Signature
(Place Commission Information and Seal)

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AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION AND CRIMINAL HISTORY RECORD INFORMATION

I, the undersigned, do hereby authorize the procurement, review and disclosure of all records concerning myself to any duly authorized officers or agents of the Candler County Sheriff's Office, whether said records are of a public, private or confidential nature.

The intent of this authorization is to demonstrate my unconditional consent for the full and complete disclosure of records from educational institutions; financial or credit agencies including credit reports and/or ratings, and other financial statements wherever filed; medical and psychiatric treatment and/or consultation including hospitals, clinics, private practitioners, and the United States Veterans Administration; employment and pre-employment records including internal investigations, reports, background reports, polygraph exam results, efficiency or fit-for-duty reports, complaints, or grievances filed by or against me; all forms of social media network information; the records of my attorney(s) at law or other counsel, either criminal or civil, that has/have represented me in any other matter which I presently have or have had an interest; and any other document or article of information deemed pertinent by the Candler County Sheriff's Office for the purposes of assessing the employment suitability of:

NAME OF APPLICANT (please print): _____

I understand that any information obtained by a personal history background investigation, which is prepared in reliance – in whole or in part – upon this Release will be considered in determining my suitability for employment with the Candler County Sheriff's Office. I also certify that any person(s) or entities who may furnish information concerning me shall not be held accountable or liable for giving such information; and I hereby specifically release such person(s) or entities from any and all liability which may or could be incurred as a result of furnishing such information. I also release the Candler County Sheriff's Office from any and all liability associated with the requesting and/or procuring of such information.

I hereby authorize the Candler County Sheriff's Office to receive any criminal history record information and driver's history information pertaining to me or my spouse (if applicable) which may be in the files of any criminal justice agency. A photocopy of the release form will be valid as an original thereof, even though said photocopy does not contain any original writing of my signature.

APPLICANT'S SIGNATURE:

_____ SEX: _____ DATE OF BIRTH: _____ SSN: _____

ADDRESS:

Sworn and subscribed in my presence this _____ day of _____, _____

Notary Public's Signature
(Place Commission Information and Seal)

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EMPLOYMENT NOTIFICATION AND RELEASE

Name (first, middle, last): _____

Maiden Name: _____ Dates Used (from-to): _____

Social Security Number: _____ - _____ - _____ Driver's License Number _____

Position Applied For: _____ Home Telephone: _____ Work Telephone: _____

Race: _____ Sex: _____ Male _____ Female

Date of Birth (month-day-year): _____ - _____ - _____ What is your current salary? _____

Current Address Month/Year

Street _____ From: _____

City, State, County _____ To: _____

Chronologically list all places of residence for the past ten years Month/Year

Street _____ From: _____

City, State, County _____ To: _____

Street _____ From: _____

City, State, County _____ To: _____

Street _____ From: _____

City, State, County _____ To: _____

The purpose of this release is to allow the Candler County Sheriff's Office or their assigns, to obtain pre-employment information which may include any lawful investigation not limited to my educational, criminal, driving, credit, and employment histories, while maintaining compliance with all governmental laws.

If the Candler County Sheriff's Office considers the background check unfavorable, I agree that the Candler County Sheriff's Office may deny me the assignment or discharge me from employment. I release the Candler County Sheriff's Office, its officers, agents, employees, and assigns from all liability resulting from the collection, use, storage, or discharge of information obtained for pre and post-employment, promotion, reassignment, and/or retention as an employee.

I certify that the information contained within the employment application and notification and release are complete and true. I have read this release and consent, understand its terms, realize its significance, and sign it voluntarily.

Applicant Signature: _____ Date: _____

***Please fax or email completed form to 912-685-4983 or applicant@candlersheriff.com

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SOCIAL ACQUAINTANCES

Applicant's Name: _____

List five people whom you know well and who live in the United States. They should be a good friend, peer, colleague, etc, whose combined association with you covers as much as possible of the last 10 years. DO NOT list your spouse, former spouse, other relatives, or anyone who is listed elsewhere in this application.

1. Complete Name (Last, Middle, First):

Home Address: _____ (City, State, Zip Code): _____

Day Phone (Including Area Code): _____ Evening Phone (Including Area Code): _____

Cell Phone (Including Area Code): _____ Years Acquainted and Relationship: _____

Occupation:

2. Complete Name (Last, Middle, First):

Home Address: _____ (City, State, Zip Code): _____

Day Phone (Including Area Code): _____ Evening Phone (Including Area Code): _____

Cell Phone (Including Area Code): _____ Years Acquainted and Relationship: _____

Occupation:

3. Complete Name (Last, Middle, First):

Home Address: _____ (City, State, Zip Code): _____

Day Phone (Including Area Code): _____ Evening Phone (Including Area Code): _____

Cell Phone (Including Area Code): _____ Years Acquainted and Relationship: _____

Occupation:

4. Complete Name (Last, Middle, First):

Home Address: _____ (City, State, Zip Code): _____

Day Phone (Including Area Code): _____ Evening Phone (Including Area Code): _____

Cell Phone (Including Area Code): _____ Years Acquainted and Relationship: _____

Occupation:

5. Complete Name (Last, Middle, First):

Home Address: _____ (City, State, Zip Code): _____

Day Phone (Including Area Code): _____ Evening Phone (Including Area Code): _____

Cell Phone (Including Area Code): _____ Years Acquainted and Relationship: _____

Occupation:

NEIGHBOR REFERENCES

Applicant's Name: _____

List three references who reside next to you or across the street from your current address. If you have no current references residing next to you or across the street from your current address, you may use former neighbor references, landlords or roommates.

1. Complete Name (Last, Middle, First):

Home Address: _____ (City, State, Zip Code): _____

Day Phone (Including Area Code): _____ Evening Phone (Including Area Code): _____

Cell Phone (Including Area Code): _____ Years Acquainted and Relationship: _____

Occupation:

2. Complete Name (Last, Middle, First):

Home Address: _____ (City, State, Zip Code): _____

Day Phone (Including Area Code): _____ Evening Phone (Including Area Code): _____

Cell Phone (Including Area Code): _____ Years Acquainted and Relationship: _____

Occupation: _____

3. Complete Name (Last, Middle, First):

Home Address: _____ (City, State, Zip Code): _____

Day Phone (Including Area Code): _____ Evening Phone (Including Area Code): _____

Cell Phone (Including Area Code): _____ Years Acquainted and Relationship: _____

Occupation: _____

SOCIAL NETWORK USAGE AND HISTORY

Do you currently have, or ever had an account with any of the following social networking sites?

Facebook ©	Yes	No
MySpace ©	Yes	No
Twitter ©	Yes	No
LinkedIn©	Yes	No

The Candler County Sheriff's Office requires all law-enforcement applicants to provide access to their social media accounts as a pre-employment condition. Applicants are not required to provide usernames or passwords, but, if asked they must log on to their social networking sites and allow a police background investigator to review the contents.

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BACKGROUND QUESTIONNAIRE

1. Do you have a valid driver's license? _____ If no, explain: _____

2. Has your driver's license ever been suspended for any reason? _____

If yes, provide an explanation, location and date:

3. Have you ever been convicted or pled NOLO to D.U.I.? _____

If yes, provide explanation, location and date. Also attach the court disposition.

4. Have you ever been convicted or pled NOLO to a misdemeanor offense? _____

If yes, provide an explanation, location and date. Also attach the court disposition.

5. Have you ever been convicted or pled NOLO to a felony offense? _____

If yes, provide explanation, location and date. Also attach the court disposition.

6. Are you a U.S. military veteran? _____ If yes, provide a copy of your DD-214.

7. While in the military, were you subject to punishment under the U.C.M.J.? _____

If yes, explain and attach supporting documents.

8. Have you ever been suspended, terminated or forced to resign in lieu of termination from any place of employment? _____

If yes, provide an explanation, date and employer. _____

9. At this time, do you have any criminal charges pending against you, including, but not limited to, traffic citations or domestic violence? _____

If yes, provide an explanation, including the date and the law enforcement agency.

10. Have you ever been convicted or pled NOLO under the First Offenders Act? _____

If yes, provide an explanation, including the location and date. Also attach court disposition.

11. Have you ever been involved in the purchase, sale, distribution or manufacturing of ANY illegal drugs? _____

If yes, provide an explanation, date, time, your age at the time and the location. _____

12. Have you ever used an illegal drug, including but not limited to Marijuana, Cocaine, Heroin, Angel Dust, PCP, LSD, Acid or any other hallucinogenic such as Crack, Crank, Opium, Quaaludes, Speed, Mushrooms, Peyote, Ecstasy or MDMA, Ice, Hashish, Steroids, Crystal, Methadone, Morphine, Valium or any other illegal substance not mentioned above?

If yes, furnish complete details below.

DRUG USED	DATE FIRST USED	DATE LAST USED	# OF TIMES USED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

13. Do you have an employment application currently pending with any other law enforcement agency? _____

If yes, provide details _____

14. Within the past two years, have you applied for employment with any other law enforcement agency? _____

If yes, provide details _____

15. Will you accept shift and/or rotating shift work? _____ Yes _____ No

16. The following question applies only to persons who are currently, or have in the past been, employed by a law enforcement agency:

Were you ever the subject of an Internal Affairs investigation? _____

If yes, provide explanation, the date and the law enforcement agency: _____

17. Have you undergone a polygraph or layered voice analysis examination within the past two years? _____

If yes, where was the examination given and for what purpose _____

Answering yes or no to any of the above questions will not necessarily result in disqualification from the hiring process; however, intentional omissions or dishonesty in any of the documents submitted, as part of your application or during any part of the hiring process, will serve as justification for immediate removal from further consideration.

Candler County Sheriff's Office
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Metter, Georgia 30439
912-685-2568
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www.candlersheriff.com