

**JACKSON COUNTY SHERIFF'S DEPARTMENT
APPLICATION FOR EMPLOYMENT**

**150 E. SR 250
BROWNSTOWN, IN 47220
812.358.2141**



NAME _____
 LAST FIRST MIDDLE

PERMANENT ADDRESS _____
 NUMBER & STREET APT #

_____ CITY COUNTY STATE ZIP CODE

TELEPHONE DAYTIME: _____ TELEPHONE EVENING: _____

APPLICATION FOR: Full Time Part Time

MERIT OFFICER **RESERVE OFFICER** **JAIL OFFICER** **DISPATCHER** **OTHER** _____

THE JACKSON COUNTY SHERIFF'S DEPARTMENT IS AN EQUAL OPPORTUNITY EMPLOYER COMPLYING WITH ALL PROVISIONS
OF THE AMERICANS WITH DISABILITIES ACT.

REVISED ON 05/01/2019

JACKSON COUNTY SHERIFF'S DEPARTMENT BASIC ELIGIBILITY REQUIREMENTS

1. Must be a citizen of the United States of America
2. Merit Deputies and Reserve Officers must be at least 21 years of age, all others must be 18 or older.
3. Must possess a High School diploma or G.E.D.
4. Must follow all county rules and procedures.
5. Must not have any felony or serious misdemeanor charges.
6. Have minimum traffic convictions.
7. Must possess a full, non-restricted, current driver's license (Merit and Reserve Deputies only)
8. Must be of sound mental and physical health.
9. Have a good employment record, if previously employed.
10. Eye requirement: correctable to 20/50 (Deputies only) All others on a case-by-case basis.
11. Agree to a thorough physical examination by a department designated physician, if requested.
12. Be willing to submit to a driver's test judged by Department personnel.
13. Compete with other applicants by written test administered by department personnel, if requested.
14. Be willing to submit to a thorough background investigation by Department personnel.
15. Be willing to appear for a Department interview conducted by ranking officers.
16. Be willing to submit to a polygraph, voice stress test, and drug screen.
17. Must appear before the Merit Board for interview for interview and approval. (Merit Deputies only)
18. Become a resident of Jackson County within 1 year of employment, if requested.
19. Be willing to work a revolving shift schedule including weekends and holidays.

JACKSON COUNTY SHERIFF'S DEPARTMENT INSTRUCTION FOR APPLICANT

Make a copy of your drivers' license and attach to this application upon returning. The application must be filled out by the applicant only. It may be typed or printed in ink neatly, accurately, and thoroughly. Do not misstate or omit material. Information requested is subject to verification. Please read all instructions completely and carefully. It is absolutely essential that you include complete addresses with apartment numbers and whether it is a street, circle, court, lane, etc., with city, state, and zip code. In the event of any address or phone number change, after filing your application, mail notification of said change to us immediately. If not enough space is provided, attach plain white paper and complete all information requested. All information will be regarded as confidential. This application will be given every consideration, but it receipt does not imply that the applicant will be employed. Answer all questions in the application. If the question does not apply, state: "none", "n/a", or "does not apply". **DO NOT** enclose original birth certificates, only certified copies or duplicates.

Applications will not be considered until complete in every respect. Incomplete applications will not be considered. Any misrepresentation of facts on the applications will disqualify the applicant. Please do not make inquiry regarding the status of your application, as you will receive appropriate information concerning your application routinely, and in due time. Complete applications will be kept (1) full calendar year from the date the process ends. After the time, they will be considered inactive and destroyed. Several questions in this application are designed to give the Department a complete background on each applicant. Those particular responses to questions marked with an (*) asterisk shall not act as an automatic bar to selection but will be considered along with accompanying facts. No questions on this application are intended to secure information to be used for unlawful discrimination.

The Jackson County Sheriff's Department is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, color, sex, religion, creed, national origin, ancestry, disability as defined by law, political affiliation, or on the basis of age against individuals whose is between 40 to 70, except when age, sex, or physical requirement constitute a bona fide occupation qualification necessary to proper and efficient administration or as provided by law. No question on this application is intended to secure information to be used for such discrimination.

JACKSON COUNTY SHERIFF'S DEPARTMENT POLICY STATEMENT AND BACKGROUND INVESTIGATION

It is the policy of the Jackson County Sheriff's Department to recruit qualified individuals who will make the best employees from all segments of the surrounding community. In pursuing this goal, a background investigation of each applicant is conducted with respect to factors that may have a bearing upon the applicant's job performance or tend to measure job capability as a member of the Jackson County Sheriff's Department.

All members of the Jackson County Sheriff's Department are public servants and must present a good image of the department to the public on and off duty. Deputies and all other employees are in situations in which theft could easily occur; therefore, they must be of high integrity and character. Employees work long hours with their peers, and as a result, they should possess personal habits which make them compatible with other members of the department. A Deputy's job often involves critical and dangerous situations and they should not be prone to external pressures that would affect their ability to perform the job.

Accordingly, the following items and circumstances surrounding such items are reviewed:

1. Contents and completeness of the employment application.
2. Drivers' responsibility record.
3. Former employment record.
4. Criminal record.
5. References
6. Person history and character of the applicant.

A negative finding on any one of these factors shall not be automatic reason for rejection of an applicant. Instead, the circumstances underlying such matters will be considered as they relate to the applicant's ability to perform the job. Although it is impossible to state all relevant and material factors to a background investigation and to the applicant's being qualified, in each case the Department will consider whether the applicant's background, as set forth above, will have a bearing on the applicant's job performance or tend to measure their capability. The date and circumstances surrounding any negative finding in the background investigation, the requirements of the position, as well as the applicant's other qualifications, will be considered.

The background investigation phase of the hiring process shall be based upon objective factual findings and any required subjective determination shall be in accordance with the aforementioned policy and conducted in such a manner so as not to discriminate on the basis of race, creed, color, national origin, sex, age or disability. The background investigation phase shall be reviewed periodically so that it does not result in unintended discriminatory selection of applicants.

JACKSON COUNTY SHERIFF'S DEPARTMENT EMPLOYMENT APPLICATION

I. PERSONAL INFORMATION

A. Social Security Number: _____ Drivers' License Number: _____

B. Date of birth: _____ Age: _____ Sex: _____

Place of birth (city, state): _____

C. Are you a U.S. Citizen? _____ If not, explain on a separate sheet and attach Documentation.

D. Date application was completed: _____

II. PREVIOUS RESIDENCES

List chronologically (most recent first) all of your residences in the past fifteen (15) years. Include addresses while attending school, and all military addresses including off military base.

Date (From-To)	Address	City	State	Zip
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever applied for a position with the Jackson County Sheriff's Department? _____ If yes, what position? _____ Have you ever been employed by the Jackson County Sheriff's Department? _____ If yes, when and to what capacity? _____

V. LAW ENFORCEMENT EXPERIENCE

A. Have you ever been employed by a law enforcement agency? _____. If yes, when and what capacity? _____

B. Where did you complete your basic law enforcement training? _____

C. Date in which your law enforcement training was completed? _____

D. Did you receive a certification upon completion of training? _____

E. List any specialty training you have received _____

VI. EDUCATION

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

School Name & Address	Course of Study	# of hours completed	GPA on 4.0 scale	Years attended From-To	Degree/Diploma
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VII. MILITARY RECORD

Are you registered for selective service? _____ Selective Service Number: _____

Branch of service: _____

Dates of active duty (month/day/year) _____

Type of discharge: _____

Highest rank attained & rank at separation: _____

List any awards received: _____

Are you currently or have you ever been in the U.S. Reserve or National Guard? _____

If yes, what is your obligation (if any), unit and location? _____

VIII. EMPLOYMENT HISTORY

Starting with the present or the most recent employer, list all employment history. Include any part-time, temporary or seasonal employment. (Use additional sheets if necessary.)

Name, address, Telephone # of company	Dates month & year	Title & duties	Reason for leaving
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May we contact your current employer? (Circle) **Yes** **No**

IX. PERSONAL REFERENCES

List four (4) personal character references (not related to you.)

Name	Address	City	State	Zip	Phone #

X. SPECIAL SKILLS & QUALIFICATIONS

List any experience, skills, abilities, or special qualifications that you feel would be relevant to the job for which you are applying.

APPLICANTS STATEMENT AND AGREEMENT
READ CAREFULLY BEFORE SIGNING THIS APPLICATION FOR EMPLOYMENT

I understand that receipt of this application does not imply that I will be employed nor does it indicate there are current position(s) available.

I understand that any future employment may be contingent upon passing a medical examination. (Medical examinations shall be job related and consistent with business necessity.)

I hereby grant permission to investigate any of the information included in this application.

In making this application for employment, I understand that an investigation may be made whereby information is obtained through personal interviews with my neighbors, friends, or other's. This inquiry includes information as to my character, general reputation, personal characteristics, and mode of living.

I certify that I have personally completed this application and the information included in this application is correct. I understand that misrepresentation is just cause for rejection of this application or dismissal from employment.

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

Signature _____

Dated _____

Please check this application carefully. Be certain all items are complete before returning.

Deliver to:
Jackson County Sheriff's Department
150 E. SR 250
Brownstown, IN 47220