

**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:**

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   |
|----------------|---------|-------|-------|-------|
| _____          | _____   | _____ | _____ | _____ |
| _____          | _____   | _____ | _____ | _____ |
| _____          | _____   | _____ | _____ | _____ |
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| _____          | _____   | _____ | _____ | _____ |
| _____          | _____   | _____ | _____ | _____ |
| _____          | _____   | _____ | _____ | _____ |

**III. FAMILY HISTORY**

List all family members in the following order: parents, stepparents, foster parents, brothers, sisters, spouse, children, in-laws, and ex-spouses. Attach copies of your marriage certificates and divorce decrees.

| Relationship | Name | Address | City | State | Zip | Telephone |
|--------------|------|---------|------|-------|-----|-----------|
|--------------|------|---------|------|-------|-----|-----------|

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**IV. JOB DATE**

Position Desired: \_\_\_\_\_

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

**I am willing to work any shift assigned to me or change shifts whenever necessary by my department head for the efficient operation of the department, including working weekends and holidays.**

**SIGNED: \_\_\_\_\_**

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? \_\_\_\_\_

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**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 \_\_\_\_\_

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**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,<br>Telephone # of company | Dates<br>month & year | Title &<br>duties | Reason for<br>leaving |
|--|-----------------------|-------------------|-----------------------|
|--|-----------------------|-------------------|-----------------------|

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

May we contact your current employer? (Circle) **Yes** **No**



**IX. PERSONAL REFERENCES**

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

| <b>Name</b> | <b>Address</b> | <b>City</b> | <b>State</b> | <b>Zip</b> | <b>Phone #</b> |
|-------------|----------------|-------------|--------------|------------|----------------|
|             |                |             |              |            |                |
|             |                |             |              |            |                |
|             |                |             |              |            |                |
|             |                |             |              |            |                |

**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.

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**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**