



BARBOUR COUNTY SHERIFF'S OFFICE

24 ROBERTSON AIRPORT ROAD, CLAYTON, ALABAMA 36016

PHONE 334-775-3434 FAX 334-775-1096

APPLICATION FOR EMPLOYMENT

Please Read Carefully:

Conditions of employment are stated at the end of this form. Please read carefully before you sign this application.

You are not required to answer any question(s) you feel may violate federal, state and/or local law or which you feel is not related to the position for which you are applying. However, the applicable areas of the application must be completed in full, even *if attaching a resume*. Please include all of your most recent employers, even if you only worked for them for a short period of time.

We consider applicants for all positions without regard to age, sex, religion, race, color, national origin, creed, marital status, political affiliation or disability.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

(PLEASE TYPE OR PRINT)

TODAY'S DATE:		AVAILABLE START DATE:			POSITION DESIRED			
HOURS OF AVAILABILITY:		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	AM							
	PM							

Applying for: Full time Part time Temporary

Have you ever filed an application with the Barbour County Sheriff's Office before? Yes No If yes, give position & date(s) _____

FOR SWORN LAW ENFORCEMENT POSITIONS:

Are you at least 21 years of age? YES NO Are you currently Post Certified? YES NO

Would you be able to provide a copy of the following documents upon hire for future entry into the Police Academy:

- Birth Certificate
- High School Diploma or State Equivalency Certificate
- Valid Driver's License
- Social Security Card
- DD214 for military (if applicable)
- High School/College Transcript (if applicable)
- Valid ACT Work keys Assessment (if applicable)

GENERAL INFORMATION:

Name: _____
Last First Middle

Current Address _____
Street Apt# City/State Zip

Former Address _____
Street Apt# City/State Zip

Phone () _____ Alternate Phone () _____

Best time to contact you is ____ : ____ AM PM Social Security Number _____ - _____

Email Address: _____

Desired Salary Range: \$ _____ (Hourly or Salary)

Please Read Carefully:

EMPLOYMENT HISTORY: Your application may not be considered unless every question in this section is answered.
Please provide the correct telephone numbers of past employers. You may include volunteer work and/or military experience.

MOST RECENT EMPLOYER		Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		Are you still working? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, may we contact? YES <input type="checkbox"/> NO <input type="checkbox"/>
COMPANY NAME:		DATES EMPLOYED: (Month and Year)		
		FROM:	TO:	
ADDRESS:	JOB TITLE:			
TELEPHONE:	SUPERVISOR:	REASON FOR LEAVING:		

DUTIES AND RESPONSIBILITIES:

SECOND MOST RECENT EMPLOYER		Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		Are you still working? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, may we contact? YES <input type="checkbox"/> NO <input type="checkbox"/>
COMPANY NAME		DATES EMPLOYED: (Month and Year)		
		FROM:	TO:	
ADDRESS:	JOB TITLE:			
TELEPHONE:	SUPERVISOR:	REASON FOR LEAVING:		

DUTIES AND RESPONSIBILITIES

THIRD MOST RECENT EMPLOYER		Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		Are you still working? YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, may we contact? YES <input type="checkbox"/> NO <input type="checkbox"/>
COMPANY NAME:		DATES EMPLOYED: (Month and Year)		
		FROM:	TO:	
ADDRESS:	JOB TITLE:			
TELEPHONE:	SUPERVISOR:	REASON FOR LEAVING:		

DUTIES AND RESPONSIBILITIES

MILITARY EXPERIENCE				JOB TITLE/RANK
BRANCH OF MILITARY:		DATES EMPLOYED: (Month and Year)		
		FROM:	TO:	
ADDRESS:	TELEPHONE:			
SUPERVISOR:				

DUTIES AND RESPONSIBILITIES:

REFERENCES: Include only individuals familiar with your work ability. *Do not include family members.*

Name	Address/Telephone	Years known	Relationship
Name	Address/Telephone	Years known	Relationship
Name	Address/Telephone	Years known	Relationship

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? YES NO
(Proof of identity and eligibility will be required upon employment)

How Did You Hear About Us? Advertisement Employment Agency Inquiry Current Employee _____
 Other _____ Former Employee _____

Have you ever been employed with the County before? YES NO If YES, what division? _____
 From: _____ To: _____ Job Title _____ Reason for Leaving _____

Do you have any relatives employed with the Barbour County Sheriff's Office? YES NO
 If YES, list names, positions: _____
 Have you ever been convicted of a felony? YES NO If YES, please list when, where, nature of the charge: _____

(A conviction record will not necessarily disqualify applicant)

Are you currently on 'lay off' status and subject to recall? YES NO Can you travel if the job requires it? YES NO

EDUCATION:	Name and Location	Graduate? - Degree?	Major – Course of Study
High School			
College or University			
Other training or Trade Schools			
Certificate(s) or License(s) held			

Please list any other job-related training or skills you possess. You may include any professional, trade, business, or civic activities and offices held; additional qualifications acquired from other experience or any job related training received in the military, if applicable _____

DO NOT ANSWER THE FOLLOWING QUESTION UNLESS YOU HAVE BEEN INFORMED OF THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING: Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities involved in the job or occupation for which you are applying for? YES NO

Answer the following questions **ONLY** if the position sought requires the operation of a motor vehicle/heavy equipment: Do you have a valid Driver's License? YES NO

Any moving violation(s) in the past 3 yrs? YES NO If YES, please describe:

Have you filed a lawsuit against a previous employer in the last 5 years? Yes _____ No _____

Have you had a lawsuit filed against you by anyone in the last 5 years? Yes _____ No _____

SEE REVERSE ►

IMPORTANT INFORMATION TO APPLICANT

Federal law prohibits the *Barbour County Sheriff's Office* from hiring any person unless he/she presents documents which establish identity and eligibility to work in the United States. Therefore, the *Barbour County Sheriff's Office* will require that each new hire present such documents as a condition of employment.

The use, possession, or being under the influence of illegal drugs or alcohol while on County time is prohibited. Pre-employment drug screens are conducted for Safety Sensitive Positions in accordance with the *Barbour County Sheriff's Office* Substance Abuse Policy.

For sworn law enforcement positions, the *Barbour County Sheriff's Office* requires pre-employment testing that may include a psychological profile, a voice stress or polygraph test, and/or a physical agility/ability test.

PRE-EMPLOYMENT STATEMENT

I certify that all information supplied in this application, and any attached resume, is true and correct. I understand that, because *Barbour County Sheriff's Office* will rely on this application in making its employment decision, any false or misleading information furnished by me regarding this application may result in the rejection of this application or termination if employed by the *Barbour County Sheriff's Office*.

In consideration of my employment, I agree to conform to the rules and regulations of the *Barbour County Sheriff's Office*, and further agree that my employment and compensation are at the will of the *Barbour County Sheriff's Office* and can be terminated at any time at the option of either the *Barbour County Sheriff's Office* or myself. I further understand that neither the policies, rules or regulations of employment nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract.

I certify that the above statements have been read by me and that the statements I have made on this application are true and correct.

X Signature: _____ **Date:** _____

RELEASE

I hereby authorize all educational institutions which I have attended, all branches of U.S. military service in which I have served, all of my former employers, all corporations, companies, persons, law enforcement agencies, all credit bureaus, all court systems, and all of their representatives to furnish to the *Barbour County Sheriff's Office* or its representatives any and all information concerning my education, military service, former employment, credit history, and/or criminal convictions. In addition, I hereby agree to hold harmless and to release all of said institutions, services, employers, bureaus, courts, and representatives from any and all claims that I may have, or which may arise against any and/or all of them *including Barbour County Sheriff's Office* and department personnel who are conducting this investigation as a result of their furnishing information to the *Barbour County Sheriff's Office*. I further authorize the procurement of an investigative consumer report and understand that such a report may contain information about my background, character, and personal reputation and that further information may be available upon written request within a reasonable period of time. I understand this will also apply to any future update reports that may be requested in the event that I am hired with the *Barbour County Sheriff's Office*.

X Signature: _____ **Date:** _____

For background verification purposes please provide:	
Drivers' License Number:	_____
State of Issue:	_____ Expiration: ___/___/___

THIS APPLICATION IS CURRENT FOR AS LONG AS THE POSITION IN WHICH YOU ARE APPLYING IS OPEN. ONCE THIS POSITION HAS BEEN FILLED, IF YOU WISH FURTHER CONSIDERATION FOR AN OPEN POSITION, IT WILL BE NECESSARY TO SUBMIT A NEW APPLICATION.