

# APPLICATION

*Christian County Sheriff's Office*

*Populi Suprema*



*Ozark, Missouri*

Submitted by: \_\_\_\_\_

Received by: \_\_\_\_\_

On the \_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ AM/PM

## **Minimum eligibility requirements for Deputy Sheriff (full-time and reserve)**

- U.S. citizen.
- Be at least 21 years of age.
- Excellent physical condition; must be able to achieve and maintain a level of physical fitness that allows officers to safely and competently perform the essential functions of the job:
- Must pass a drug screen.
- No visible tattoos in uniform.
- Clean and professional appearance with no beards, goatees or other facial hair beyond a mustache (not extending beyond corners of mouth).
- Must possess high school diploma or GED.
- Must meet one of the following
  1. Possess Class A MO POST certification; **OR**
  2. Possess Class B MO POST certification with 30 semester hours from an accredited college or university and two years of full-time law enforcement experience; **OR**
  3. Possess Class B MO POST certification with two years of active duty military service with an honorable discharge.
- Must complete an in-depth background investigation.
- Must possess a valid Missouri drivers license
  1. May not have been convicted of, plead guilty or no contest to, or been diverted on a serious traffic violation within the past five years.

## **Past criminal activity**

1. Must not have been convicted of, had a conviction expunged for or been placed on diversion by any state or federal agency for a felony crime.
2. Must not have sold, distributed, manufactured or transported any illegal drug.
3. Must not have used any illegal drug within the past 10 years with the exception of marijuana. Must not have used marijuana in the past 3 years.
4. Be of good character, with no convictions of crimes involving moral turpitude to include certain misdemeanor offenses.

## **Hiring process**

- Interviews are not automatic. If you are selected for an interview, you will be contacted by phone to schedule an interview. This time may vary depending on departmental needs and priorities but is usually within one week after the deadline date.
- The next steps in the employment process will be explained during the interview. The process, prior to conditional job offer, may include interviews, physical fitness test, scenario testing, written test, and Computer Voice Stress Analysis (CVSA) test.

## **Internal Applicants**

- Internal applicants for the Patrol Deputy position must be in good standing with no pending disciplinary actions and receive their supervisor's recommendation.



<b>1. IDENTIFICATION &amp; PERSONAL DATA</b>				
Last Name		First	MI	Social Security Number
Address		City	State	Zip Code
Primary Phone ( )	Cell Phone ( )	Home Phone ( )		Date of Birth DD/MM/YY
Have you ever been convicted of a crime other than a traffic violation? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, please explain.				
Are you a U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, do you have a work permit? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Date available for employment? DD/MM/YY			Minimum salary you are willing to accept? \$ Hourly	
Do you require any special accommodations in the scheduling or administration of examinations or interviews? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, explain.				

<b>2. VOLUNTEER EXPERIENCE</b> (Describe your volunteer experience, to include month and year, whether full or part-time, number of hours per week, employer address, position held and specific duties.)				

<b>3. EDUCATION, LICENSE &amp; CERTIFICATIONS</b>				
Are you a high school graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO				
If no, do you possess a certificate of equivalence (G.E.D.)? <input type="checkbox"/> YES <input type="checkbox"/> NO				
Circle highest grade completed in school.				
Elementary-Junior High 1 2 3 4 5 6 7 8 High School 9 10 11 12 University 1 2 3 4 5 6				
Post high school training. (College, trade, military, etc.)				
Name and Location	Dates Attended	Credits Earned	Degree/Diploma, Year	Major
Indicate semester hours of college credit in these areas:				
___ Criminal Justice ___ Psychology ___ Sociology ___ Management ___ English or Composition				
___ Public Speaking ___ Information Technology ___ Mathematics ___ Ethics ___ Other				
License/Certificate	Specialization	Number	Date of Issue	Active or Expired

**4. EXPERIENCE RECORD**

List your work experience, starting with the most recent. If you held more than one job with the same organization, list each separately.

Employer Name		Description of Duties	
		% Show percentage of time spent on each duty at left.	
Employer Address			
Phone Number	Type of Business		
Your Job Title			
From: Mo/Yr	To: Mo/Yr		
Hours Per Week	Last Hourly Wage		
Supervisor Name/Title			
Phone ( )	May we contact your supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO	If you supervised employees, please indicate number at right.	
Reason for leaving?			

Employer Name		Description of Duties	
		% Show percentage of time spent on each duty at left.	
Employer Address			
Phone Number	Type of Business		
Your Job Title			
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Phone ( )	May we contact your supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO	If you supervised employees, please indicate number at right.	
Reason for leaving?			

5. MILITARY SERVICE		
Branch	Date Entered	Date Discharged







# Applicant Legal Questionnaire

Complete the questions below. Failure to answer these questions will automatically disqualify you from consideration for employment. Any false statement or misleading answer to the questions will be cause for disqualification or termination of employment. This questionnaire must be returned completed with application.

1. Have you ever been arrested for and/or convicted of a felony?  
 YES  NO
2. Have you ever been arrested for and/or convicted of a misdemeanor?  
 YES  NO
3. Have you ever been arrested for and/or convicted of assault or domestic violence?  
 YES  NO
4. Have you ever been or are you currently the "Respondent" in an Ex-Parte or Adult Abuse Order of Protection?  
 YES  NO
5. Have you ever been arrested for and/or convicted of Driving While Intoxicated or Under The Influence?  
 YES  NO
6. Have you ever had your driver license suspended or revoked?  
 YES  NO

I, \_\_\_\_\_, attest that I have answered the above questions truthfully and without deceptions.

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public in and for said County of \_\_\_\_\_

State of \_\_\_\_\_

\_\_\_\_\_  
Notary Public Date of Expiration \_\_\_\_\_

STAMP

SEAL

# Applicant Records Release Waiver

I, \_\_\_\_\_, respectfully request and authorize a review and full disclosure of all records concerning myself, by and to ANY duly authorized agent of the Christian County Sheriff's Office (properly identified), whether the said records are public, private or confidential in nature, and to copy any material contained therein.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, including records of academic standing, conduct and disciplinary action, student life and activity and balances of checking, savings and loan accounts, records of commercial or retail credit agencies (including credit reports and/or credit ratings); public utility companies; employment and pre-employment records, including background report, performance evaluations and reports, complaints or grievances filed by or against me, any salary records, any investigation reports concerning me, whether conducted internally or by an outside agency, which may be kept in separate files; local, state and federal tax records, real and personal wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of the law, including criminal, civil and/or traffic records; driver license records; records of complaint of a civil and/or domestic nature made by or against me, were so ever located.

I agree to indemnify, hold harmless and release from liability the Christian County Sheriff's Office, its agents and employees, the person to whom this request is presented, their organization and its agents and employees, for any and all damages which may result from either requesting or furnishing the requested information. I understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

The information is to be used to assist the Christian County Sheriff's Office in determining my qualifications for a position of trust and responsibility.

A photocopy of this release will be valid as an original hereof, even though it does not contain an original writing of my signature.

Applicant Statement: I volunteer the information to assist with the completion of my record check.

Applicant Signature: \_\_\_\_\_ SSN# \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Driver License Number and State \_\_\_\_\_

Subscribed and Sworn to before me the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Notary Public in and for said County of \_\_\_\_\_,  
State of \_\_\_\_\_

Notary Public

STAMP

SEAL