



Richardson County Sheriff's Office

Application for Employment

- Please complete this application by typing or printing in ink. INCOMPLETE or UNSIGNED applications will not be considered
- We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, marital status, or disability.

APPLICANT INFORMATION

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time Part-Time Regular Temporary

Have you ever been employed with the Richardson County Sheriff's Office before? Yes No

if yes, give date: _____

Have you filed an application with the Richardson County Sheriff's Office before?

Yes No if yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____ City, State, Zip Code: _____

Home Telephone Number: _____ Work Telephone Number: _____

Position Applied For: _____ Date Available for Work: _____

Are you 18 years of age or older? Yes No

If you are under 18 years of age, can you provide proof of your eligibility to work? YES NO

Are you related to anyone employed here? Yes No

If so whom? _____ Relationship: _____

Will you travel? Yes No

Will you relocate? Yes No

Are you legally authorized to work in the United States? Yes No

EMPLOYMENT RECORD

(List most recent work experience first)

Employment Information	Description of Duties
Employer:	Position Title:
Street Address:	Specific Duties:
Immediate Supervisor/Title:	Telephone Number:
Dates of Employment (Month/Year): From: _____ To: _____	Hourly Rate/Salary: Starting: _____ Final: _____
<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for Leaving:	

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Employer:	Position Title:
Street Address:	Specific Duties:
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<input type="checkbox"/> Part-Time <input type="checkbox"/> Full-Time	
Reason for Leaving:	

US Military or Naval Service?

- Yes
- No

If yes, Branch _____ Rank _____ Date of Discharge _____

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Level Of Education	Name of School	Dates (from/to)	Degree Completed	Major
High School				
College/University				
Graduate School				
Other				

Please list any training/coursework or experience you have had with computer software, technologies, etc. that would qualify you for this position: _____

Please list types of equipment you feel comfortable operating or skills you possess, which you feel would be an asset for the position you are applying for: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions

Name of Trade or Profession	Granted by and State Granted In	Dates Licensed (from/to)	Specialty	License Number

Have you ever been convicted of, plead guilty to, plead no contest or nolo contendere to, been paroled for, received probation or deferred judgment for, or received a suspended imposition/execution of sentence or judgment for any felony or misdemeanor (other than a minor traffic violation) in any jurisdiction? Yes No

Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully resolved or disposed of? Yes No

If yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.):

(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)

References

Please list 3 references (family members are not allowed).

Name	Address	Phone Number

APPLICANTS STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending upon County policy. I authorize the County to make a thorough investigation of my past 3 4 5 employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation.

Additionally, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Richardson County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Richardson County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

SIGN HERE _____

Applicant's Signature

Date