

Name _____
Contact Number _____

Date Received: _____

Date Returned: _____

Position Applied For: _____

Montgomery County Sheriff's Office

It is the policy of the Montgomery County Sheriff's Office to recruit qualified individuals that 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 Montgomery County Sheriff's Office

Members of the Montgomery County Sheriff's Office are public servants and must present a good image of the Office to the public and 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 the other members of the Sheriff's Office. An employee'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.

Sincerely,

Ryan Needham, Sheriff
Montgomery County, Indiana

MONTGOMERY COUNTY SHERIFF'S OFFICE

POLICY STATEMENT ON EMPLOYMENT OF EX-OFFENDERS

The term ex-offenders as used herein, refers to anyone convicted of any federal, state or local criminal statute or military offense while in the service.

Felony Conviction

Any individual convicted of a felony shall be ineligible for appointment as an employee. A felony is defined by Indiana law as any offense for which a person may receive one (1) year or more of confinement in a state, federal, or local institution.

Evaluation

With respect to all other criminal convictions which are not felonies, in each case the Sheriff's Office will consider whether the prior criminal conviction or military conviction of the applicant will have a bearing on the applicant's job performance or tend to measure job capability and nature of the offense, the requirements of the position for which considered, as well as the applicant's other qualifications, will be considered.

Confidentiality

As a matter of policy, every effort will be made to keep the applicant/employee's criminal record confidential. During the selection and placement process, it will be necessary to inform the appropriate persons participating in the selection process of the applicant's record.

EMPLOYMENT APPLICATION

MONTGOMERY COUNTY SHERIFF'S OFFICE

The Montgomery County Sheriff's Office is an equal opportunity employer and does not discriminate in hiring or employment practices on the basis of race, creed, color, national origin, religion, gender, age, veteran status, disability as defined by law, political affiliation, or on the basis of age except when age, sex, or physical requirement constitute a bona fide occupational 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.

This application must be filed out by the applicant only. Print in ink or type neatly, accurately and thoroughly. Attach supplements if necessary. All attachments must contain full name, current address, telephone number, and social security number. All information will be regarded as confidential. This application will be given every consideration, but its receipt does not imply that the applicant will be employed.

Do not misrepresent, or omit material since information provided is subject to verification to determine your qualifications for employment. Place a response in every blank, if a line does not apply, place "N/A" in the blank. This will indicate that it does not apply, and was not overlooked. Where addresses and phone numbers are concerned, these must not be left blank nor be answered with an "N/A". **If any information is incomplete, your application will not be processed.**

I. PERSONAL HISTORY

A. Name in full _____
(Last) (First) (Middle)

B. Social Security Number _____

C. List all other names you have used including nicknames. If female, furnish maiden name. If you have ever used any surname other than your true name, during what period and under what circumstances were these names used? If you have ever legally changed your name, given date, place and court, (This information is being collected to assist the Sheriff's Office in conducting a thorough background investigation, i.e. felony conviction check.)

D. List your present residence (Number, Street, City, State, Zip Code, and Telephone number):

E. List any social media accounts and usernames:

F. Are you at least 18 years of age? _____ Yes _____ No
G. Are you a U.S. citizen? _____ Yes _____ No

II. EDUCATION

Please specify highest grade level attained and attach transcripts from all education and all institutions listed below. Information contained in this section will be used only to the extent that it is relevant to the necessary qualification for the position which you are applying.

Name	Address	Major	No. Years	Degree
High School _____				
College _____				
University _____				
Vocational School _____				
Correspondence School or other _____				

III. EXTRACURRICULAR ACTIVITIES

Hobbies and Sports:

Name	Length of Participation	Level of Proficiency

IV. MILITARY RECORD

I. Are you registered for selective service? _____
Selective Service Number? _____
Required for all men 18 through 25 years of age

II. Have you ever served on active duty in the Armed Forces of the United States? _____
Branch of Service: _____
Dates of Active Duty (Month, Day, Year): _____
Serial Number: _____
Type of Discharge: _____
**If discharge is less than honorable, explain on a supplemental page.

III. Are you currently a U.S. Reserve or National State Guard? _____
If yes, what are your reserve obligation (if any), unit, and location? _____

IV. While in military service, were you ever convicted of any offense? _____

V. Attach a copy of your DD 214

VI. *EMPLOYMENT*

Please print or type neatly. Starting with your present or most recent employer, list complete employment history. Attach additional pages if necessary.

Business _____

Address _____

Telephone Number _____

Immediate Supervisor _____

Date Employed _____

Reason for Leaving _____

Business _____

Address _____

Telephone Number _____

Immediate Supervisor _____

Date Employed _____

Reason for Leaving _____

Business _____

Address _____

Telephone Number _____

Immediate Supervisor _____

Date Employed _____

Reason for Leaving _____

Business _____

Address _____

Telephone Number _____

Immediate Supervisor _____

Date Employed _____

Reason for Leaving _____

VII. PERSONAL REFERENCES

List four personal character references that are not a relative or previous employer.

<u>Name of Reference</u>	<u>Address</u>	<u>Phone No.</u>	<u>How long known</u>

VIII. SPECIAL SKILLS AND QUALIFICATIONS

List any specialized training, apprenticeships, or skills which you possess and are relevant to the job for which you are applying. **Attach additional pages** if necessary.

IX. MISCELLANEOUS

- 1. How did you become aware of this position? _____
- 2. Have you ever been employed by the Montgomery County? _____
If yes, When? _____ What Capacity? _____

- 3. Do you have any commitments (i.e. second job, school, etc.) which might interfere with, or adversely affect, Your employment should we select you for a position?
Yes _____ No _____

Explain: _____

- 4. Have you ever been arrested and/or convicted of a felony or misdemeanor? Yes _____ No _____
If yes, give date and nature of arrest/conviction:

5. Vehicle Operator’s License: Give the following information concerning any vehicle operator’s license you have held or now hold:

<u>Type of Licenses</u>	<u>State or Issuing Authority</u>	<u>License Number & Date of expiration</u>

X. CONDITION OF EMPLOYMENT

Please read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by placing your initials at the end of each paragraph. If you have any questions regarding these paragraphs contact the employer before initialing the paragraph.

I understand and accept that, if I am selected for employment, my employment will be conditioned upon my passing any medical and psychological examination that the employer deems necessary to determine whether I can perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol or substance abuse testing.

Initials _____

If employed, I understand and accept that, I will be required to work any shift, weekends, and Holidays. I also understand I will be on call (24 Hr.) and work mandatory overtime hours.

Initials _____

If employed, I understand I must successfully complete all required training and courses specified by the sheriff's office.

Initials _____

I understand and accept that if any information required in the applications is found to be falsified or intentionally excluded, my application will be disqualified from further consideration. I further understand and accept that if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

Initials _____

I understand and accept that the employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement and informational agencies that exchange information and data with the employer require that the employees do not have a past record of unlawful activities. Therefore, I understand and accept that it will be necessary for the sheriff's office to investigate my background for any criminal or unlawful activity.

Initials _____

I hereby authorize the employers, school and personal references named in this application to provide information regarding me to the Montgomery County Sheriff. I further authorize the release of personnel, academic and other records to the Sheriff's Office.

Initials _____

MONTGOMERY COUNTY SHERIFF'S OFFICE

Applicants Request/Waiver to Release Information

I hereby authorize and request all persons, to whom this request (original or reproduction) is presented, having information relating to or concerning me, to furnish such information to a duly appointed representative of the Montgomery County Sheriff's Office.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory or common law privileges. I hereby expressly waive all privileges which may attach to such communication or disclosure and release all persons, firms and corporations from all claims, of any nature, as a result of said communications or disclosure.

The following information shall be disclosed to give the Montgomery County Sheriff's Office a complete background on each applicant. The information provided shall not act as an automatic bar to selection, but will be considered along with the attendant facts.

- Criminal history;
- Driving history;
- Tax records;
- Credit history;
- Educational history;
- Present and past employment;
- Reference checks;
- Military history;
- Neighborhood interviews;
- Computer Voice Stress Analyzer Examination (CVSA);
- Any background material/information relevant to reputation and/or character.

Signature: _____ Date: _____

XI. ACKNOWLEDGEMENT

Applicant: Please read carefully before signing. If you have any questions regarding the following statement or any questions contained in this application, please ask the Sheriff or his designee before signing.

I certify that the information contained in this application is correct and complete to best of my knowledge. I agree to inform the sheriff's office of any additional information relating to questions raised on the application which occur subsequent to completion of this application. I realize that misrepresentation of facts or the failure to update any information relating to questions on this application may be cause for rejection of this application or dismissal after employment. Final employment is contingent upon satisfactory completion of all pre-employment procedures including interview, examinations, verification of all relevant information and any applicable statutory provisions. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use or alcohol abuse. I acknowledge that I have read the above statement and fully understand the same.

Signature: _____ Date: _____