

Applying for a position with Oconee County Sheriff Department

Please read carefully

- ◆ All applicants **must** complete an application which will become part of our applicant pool for six (6) months. After six (6) months your application will become inactive and you will need to complete a new application.
- ◆ Once a position becomes available that you wish to apply for you must contact the Oconee County Human Resources office and request your application be pulled to become active for that position. For activation you will then need to sign a statement instructing Human Resources to activate your application. You will be required to contact Human Resources for activation of your application as vacancies become available in which you are interested.
- ◆ Contact information is: (864) 638-4252 or debbiesmith@oconeesc.com
Fax # (864) 718-1027 Website: www.oconeesc.com

Oconee County
415 South Pine Street
Walhalla, SC 29691
864-638-4252

Employment Application

READ THESE INSTRUCTIONS CAREFULLY

Please keep in mind, this application will become part of your permanent file should you be employed. If necessary, you may use additional sheets of paper. Do not include any information regarding race, color, creed, age, gender or nation origin.

EQUAL OPPORTUNITY POLICY

“It is the policy of Oconee county to seek and employ the best qualified personnel in all of its facilities and to provide equal opportunity for the advancement of employees, including upgrading, promotion and training; and to administer these activities in a manner which will not discriminate against any person because of race, color, religion, age, gender, national origin, or physical or mental handicap.

Today’s Date: _____

Name: _____

Home Phone Number: _____ Cell Phone Number: _____

Present Address: _____
Street City State Zip How Long?

Previous Address: _____
Street City State Zip How Long?

EMPLOYMENT INFORMATION

Position Applied For: _____ Date Available: _____

DO YOU POSSESS A COMMERCIAL DRIVER’S LICENSE? _____ Yes _____ No

Type A _____ Type B _____ Type C _____

Are you 18 years of age or older? _____ Yes _____ No

Have you ever worked for Oconee County? _____ Yes _____ No

If yes- What Department? _____ When? _____

Have you ever been convicted for anything other than a traffic violation? _____ Yes _____ No

If yes, explain: _____

EDUCATION

NAME & LOCATION OF SCHOOL

DEGREE

Elementary

High

Trade

Technical

College

Graduate

Other

***LAST OR PRESENT EMPLOYER**

JOB DESCRIPTION AND SUMMARY OF YOUR WORK

Name of Employer

Address

Phone Number

Job Title You Held

Date Started

Date Left

Salary

Supervisor's Name and Title

Reason for Leaving

****PREVIOUS EMPLOYER**

JOB DESCRIPTION AND SUMMARY OF YOUR WORK

Name of Employer

Address

Phone Number

Job Title You Held

Date Started

Date Left

Salary

Supervisor's Name and Title

Reason for Leaving

*****PREVIOUS EMPLOYER**

JOB DESCRIPTION AND SUMMARY OF YOUR WORK

Name of Employer

Address

Phone Number

Job Title You Held

Date Started

Date Left

Salary

Supervisor's Name and Title

References: Give the names of three persons not related to you, whom you have known at least one year.

NAME

ADDRESS

PHONE #

1.

2.

3.

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application will be rejected and, if I am employed, my employment may be terminated.

In consideration of my employment, I agree to conform to the County rules, regulations and policies, and I agree that my employment and compensation can be terminated with or without cause, and with or without notice at either my or the County's option. I also understand that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, and any time by the County.

I understand that this application is valid for six (6) months. After six (6) months it will become inactive.

Signature

Date

TO BE READ AND SIGNED BY APPLICATION

By completing and submitting this application, I: _____

- ◆ Authorize Oconee County (Employer), its affiliates or its agents to investigate my background, character, general reputation, record of convictions and charges pending, and prior employment by contacting my prior employers, references or any other individuals or agencies the Employer considers necessary
- ◆ Authorize the Employer, my prior employers, references and any other individuals or agencies contacted by the Employer to release any and all information they may have regarding me and absolve those parties who provide information requested from any and all liability related to their doing so.
- ◆ Acknowledge elements of the employer's affirmative action programs may be reviewed by any employee or applicant in the Human Resource Department upon reasonable request during regular business hours
- ◆ Acknowledge that any employment offered to me is "at the will", meaning that the employment relationship can be terminated by either the employer or by me at any time with or without cause
- ◆ Acknowledge that I will be required and agree to submit to a physical examination and testing for drug use as part of the Employer's evaluation procedures and authorize release of my results to the Employer and the Employer's use of those results in deciding whether I should be offered employment
- ◆ Acknowledge and agree that evidence of illegal drug use during my employment will be grounds for immediate termination without notice and without recourse
- ◆ Certify by my signature that all entries on this application and all information in it are true and complete to the best of my knowledge
- ◆ Agree that, if any of the information provided in this application changes, whether before or after employment, I will immediately provide the Employer with new and update information
- ◆ Agree that not updating or providing false, misleading or incomplete statements in this application or in connection with the Employer's evaluation of me as a candidate for employment is grounds for immediate termination of my employment, regardless of when such information is discovered

Date: _____

Signature: _____

APPLICANT DATA RECORD
(Completion of this form is voluntary.)

This Data is for periodic government reporting and will be kept in a confidential file separate from the application for employment.

All applicants are considered without regard to race, color, religion, sex, national origin, veteran status, disability of any other legally protected status.

Name: _____ Phone: _____
 Last First Middle

Position Applying For: _____

Date of Birth: _____ / _____ / _____ Sex: Male / Female

How did you learn about this position vacancy? (Please check source below)

- Job Line College Placement Internal Bulletin
- Classified Advertisement (indicate source) _____
- Employment Agency Friend Human Resources Office
- Relative Internet Walk in
- Oconee County Web site Other _____

As Employers/Government Contractors, we comply with government regulations and affirmative action responsibilities. Solely to help us comply with government record keeping, reporting and other legal requirements, please complete the applicant data record information. We appreciate your cooperation.

Race/Ethnic Data:

- White Black Hispanic Other _____

Veteran Classifications(s):

- World War II or Korea Vietnam Era Veteran Other Combat Veteran
- None

Oconee County Sheriff's Office Pre-Employment Background Investigation Personal Profile Questions

Name: _____

Date: _____

The following questions are an addendum to the Statement of Personal History for the position of Law Enforcement Officer with the Oconee County Sheriff's Office. Please answer each question by checking **Yes** or **No** box.

Any question answered Yes, needs to be thoroughly explained on a supplemental page.

Be aware that if there are any willful misrepresentations, omissions or falsifications of the following questions or explanations; your application will be rejected and you will be disqualified from applying for any future position with the Oconee County Sheriff's Office, or if after your acceptance for employment, subsequent investigation should disclose misrepresentation, falsification, omission, it will be just cause for immediate dismissal.

PERSONAL PROFILE QUESTIONS GENERAL

1. Yes No Have you ever had any non-South Carolina driver's licenses or identification cards issued to you?
2. Yes No Have you ever been refused a non-South Carolina driver's license?
3. Yes No Have you ever applied for a permit to carry a concealed weapon?
4. Yes No Have you ever been suspended, expelled or put on probation from any junior high, high school or college?
5. Yes No Have you ever had automobile insurance canceled or denied?
6. Yes No Have you ever been placed in a "High Risk" automobile insurance category?
7. Yes No Have you ever been notified by the motor vehicles division that your driver's license was about to be suspended or revoked for any reason?
8. Yes No Have you ever been a habitual gambler?
9. Yes No Have you ever been publicly intoxicated?
10. Yes No Have you ever driven while under the influence of intoxicants?
11. Yes No Are you now or have you ever participated with an organization that advocates or supports the use of force or other unlawful means to deny anyone their rights under the U.S. Constitutions?

EMPLOYMENT

12. Yes No Have you ever applied with the Oconee County Sheriff's Office previously?
13. Yes No Are you unwilling or unable to work rotating shifts, work hours, or days off?
14. Yes No Would you be incapable of using deadly force if necessary in the line of duty?
15. Yes No Should you be employed by this department, do you anticipate any income other than your salary?
16. Yes No Do you presently have any income other than your regular salary?
17. Yes No Have you ever applied for employment with any criminal justice system agencies? Which agencies?
When?
18. Yes No Have you ever had another criminal justice system agency begin or complete a background investigation on you?
19. Yes No Have you ever been denied employment from another criminal justice agency?
20. Yes No Have you ever failed, dropped out, or resigned from a law enforcement academy?
21. Yes No Have you ever completed a law enforcement academy?
22. Yes No Have you ever been discharged from any position?
23. Yes No Have you ever been asked to resign from a job?
24. Yes No Have you ever resigned to avoid discharge, had a negotiated resignation, or resigned while under or while dismissal proceedings were pending?
25. Yes No Have you ever had a probationary period extended for any reason?
26. Yes No Have you ever been the subject of a job related investigation?
27. Yes No Have you ever been the subject of a sex or racial harassment complaint?
28. Yes No Have you ever had any complaint of unnecessary force or brutality filed against you?
29. Yes No Have you ever been demoted in a job?
30. Yes No Have you ever received penalty days off?
31. Yes No Have you ever had a pay raise delayed or withheld?
32. Yes No Have you ever left a job without giving proper notice?
33. Yes No Have you ever been disciplined by an employer?

34. Yes No Will any of your past or present employers give you an unfavorable recommendation?
35. Yes No Have you ever been informed by a previous employer that you were ineligible for rehiring?
36. Yes No Have you ever been counseled or disciplined for sick leave abuse or tardiness?
37. Yes No Have you ever had your integrity questioned in an employment setting?
38. Yes No Have you ever raised your voice in anger to a co-worker or supervisor?
39. Yes No Have you ever been late for more than four times a year?
40. Yes No Have you ever called in sick to work when you were not really sick?

FINANCIAL

41. Yes No Have you ever received unemployment compensation?
42. Yes No Have you ever sued anyone or been sued by anyone?
43. Yes No Have you ever had a judgment rendered against you?
44. Yes No Have you ever filed for bankruptcy or been declared bankrupt?
45. Yes No Have you ever had any of your property repossessed?
46. Yes No Have you ever had a debt turned over to a collection agency?
47. Yes No Have you ever had your wages garnished?
48. Yes No Have you ever been delinquent in paying any of your taxes?
49. Yes No Have you ever failed to file a federal income tax return?
50. Yes No Have you ever avoided paying any lawful debt by moving?
51. Yes No Have you ever failed to support any child of yours?
52. Yes No Have you ever failed to fully repay a student loan?
53. Yes No Are there any pending civil actions against you?
54. Yes No Have you ever filed a false insurance claim?
55. Yes No Have you ever settled a lawsuit out of court in which you received a cash payment?
56. Yes No Have you ever settled any civil suit out of court in which you, your insurance company or anyone else was required to make a cash payment to another party?

CRIMINAL

57. Yes No Have you ever been convicted of a crime or an offense?
58. Yes No Have you ever been given a trespass warning?
59. Yes No Have you ever been given an eviction notice?
60. Yes No Have you ever been asked to take a polygraph examination?
61. Yes No Have you ever failed a polygraph examination?
62. Yes No Have you ever filed a false police report?
63. Yes No Have you ever pointed a firearm at another person outside of work in law enforcement or in the military?
64. Yes No Have you ever discharged a firearm at another person?
65. Yes No Have you ever been arrested or detained for shoplifting?
66. Yes No Have you ever been in the presence of anyone using illegal drugs in the last five years?
67. Yes No Have you ever knowingly allowed anyone to possess or use illegal drugs in your home or vehicle within the last five years?
68. Yes No Have you ever struck or injured a person since you were 18 years old?
69. Yes No Have you ever disciplined a child that caused bruises or injury?
70. Yes No Have you ever furnished alcohol to a minor not in your custodial control?
71. Yes No Have you ever been the plaintiff or the defendant of a civil restraining order or stalking order?
72. Yes No Have you ever furnished illegal drugs to anyone?
73. Yes No Have you ever given or displayed pornographic material to anyone under the age of 18 years?
74. Yes No Have you ever been the suspect in any police investigation?
75. Yes No Have you ever been charged with a crime?
76. Yes No Have you ever had a warrant issued for your arrest?
77. Yes No Have you ever been detained, questioned, held on suspicion, fingerprinted or taken into custody by law enforcement officers for any reason other than minor traffic tickets?
78. Yes No Have you ever been a victim of a crime?
79. Yes No Have you ever been placed into a diversion program as the result of an arrest?
80. Yes No Have you ever been or are you currently under investigation by any law enforcement agency concerning any alleged violation of the law?
81. Yes No Have you ever stolen anything worth more than \$50?
82. Yes No Have you ever stolen a motor vehicle?
83. Yes No Have you ever been the driver or passenger in a vehicle you were not authorized to use (joyride)?
84. Yes No Have you ever been the subject of a federal or state civil right violation investigation?
85. Yes No Have you ever committed any sexual crime?

- 86. Yes No Have you ever or are you now wanted for any reason by any law enforcement agency?
- 87. Yes No Have you ever sold, cultivated, manufactured or transported any illegal drug?
- 88. Yes No Have you complied with the selective service registration requirements? If so, When?

Answer the following questions if you ever been in the military or in government defense service.

MILITARY

- 1. Yes No Do you currently hold a secret clearance issued by a federal agency?
- 2. Yes No Have you ever had any type of secret clearance denied or revoked?
- 3. Yes No Have you ever performed duties which required certification under a “Human Reliability” or “Personnel Reliability” (PRP) program?
- 4. Yes No Have you ever served in any branch of the armed services? (If yes, answer next 6 questions)
- 5. Yes No While in the service were you ever court-martialed?
- 6. Yes No While in the service were you ever placed under military arrest?
- 7. Yes No While in the service did you ever receive any type of disciplinary action?
- 8. Yes No While in the service were you ever reduced in rank or grade?
- 9. Yes No While in the service were you ever A.W.O.L. or on unauthorized leave?
- 10. Yes No When you left the service, could you have re-enlisted if you wanted to?

ANSWER THE FOLLOWING QUESTIONS WITHOUT ANY WRITTEN EXPLANATION

- Yes No Have you ever used illegal drugs to include marijuana? If yes, list what drugs you have used, and date of last use?

- Yes No Have you used any controlled substance in an unlawful manner in the last 6 months?
