



RUSSELL COUNTY SHERIFF'S OFFICE

P.O. BOX 640

PHENIX CITY, AL 36868

TEL (334) 298 - 6535

FAX (334) 291 - 7667

[HTTP://WWW.RCSO.ORG](http://www.rcso.org)

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 IN BLACK INK)

TODAYS DATE:	AVAILABLE START DATE:	POSITION DESIRED:
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APPLYING FOR: FULL TIME PART TIME

HAVE YOU EVER FILED AN APPLICATION WITH THE RUSSELL COUNTY SHERIFF'S DEPARTMENT?
 NO YES IF YES, GIVE POSITION AND DATE: _____

FOR SWORN LAW ENFORCEMENT AND CORRECTIONS POSITIONS:

ARE YOU AT LEAST 21 YEARS OF AGE? YES NO ARE YOU CURRENTLY POST CERTIFIED? YES NO

PLEASE PROVIDE A COPY OF THE FOLLOWING DOCUMENTS:

BIRTH CERTIFICATE
SOCIAL SECURITY CARD

HIGH SCHOOL DIPLOMA / GED
DD214 FOR MILITARY (IF APPLICABLE)

VALID DRIVERS LICENSE

GENERAL INFORMATION:

NAME: _____
LAST FIRST MIDDLE

CURRENT ADDRESS: _____
STREET APT #

_____ CITY STATE ZIP CODE

HOME TELEPHONE: (_____) _____ CELLULAR PHONE: (_____) _____

BEST TIME TO CALL: _____ AM / PM EMAIL ADDRESS: _____

SOCIAL SECURITY NUMBER: _____ - _____ - _____ DESIRED 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

COMPANY NAME: _____ FULL TIME _____ PART TIME _____
ADDRESS: _____
TELEPHONE: _____ JOB TITLE: _____
SALARY: _____ EMPLOYED FROM: _____ TO: _____
SUPERVISOR: _____ REASON FOR LEAVING: _____
DUTIES & RESPONSIBILITIES: _____

SECOND MOST RECENT EMPLOYER

COMPANY NAME: _____ FULL TIME _____ PART TIME _____
ADDRESS: _____
TELEPHONE: _____ JOB TITLE: _____
SALARY: _____ EMPLOYED FROM: _____ TO: _____
SUPERVISOR: _____ REASON FOR LEAVING: _____
DUTIES & RESPONSIBILITIES: _____

THIRD MOST RECENT EMPLOYER

COMPANY NAME: _____ FULL TIME _____ PART TIME _____
ADDRESS: _____
TELEPHONE: _____ JOB TITLE: _____
SALARY: _____ EMPLOYED FROM: _____ TO: _____
SUPERVISOR: _____ REASON FOR LEAVING: _____
DUTIES & RESPONSIBILITIES: _____

PLEASE INCLUDE ANY ADDITIONAL EMPLOYMENT ON SEPARATE SHEET OF PAPER

MILITARY SERVICE

BRANCH OF SERVICE: _____ SUPERVISOR: _____
JOB TITLE / RANK: _____ FROM / TO: _____
DUTIES & RESPONSIBILITIES: _____

REFERENCES: INCLUDE ONLY INDIVIDUALS FAMILIAR WITH YOUR WORK ABILITY. DO NOT INCLUDE FAMILY.

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? PROOF OF ELIGIBILITY WILL BE REQUIRED UPON EMPLOYMENT. YES NO

HOW DID YOU HEAR ABOUT US?

ADVERTISEMENT EMPLOYMENT AGENCY CURRENT EMPLOYEE OTHER: _____

HAVE YOU EVER BEEN EMPLOYED BY RUSSELL COUNTY? YES NO IF YES, DEPARTMENT: _____

FROM: _____ TO: _____ JOB TITLE: _____

DO YOU HAVE ANY RELATIVES EMPLOYED BY THE RUSSELL COUNTY SHERIFFS DEPARTMENT? YES NO

IF YES, LIST NAMES AND POSITIONS: _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? YES NO

IF YES, LIST DATES AND CHARGE: _____

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF ELIGIBILITY TO WORK? YES NO

ARE YOU CURRENTLY ON LAY-OFF STATUS: YES NO

CAN YOU TRAVEL IF REQUIRED? YES NO

EDUCATION:

CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 9 10 11 12

IF APPLICABLE, COLLEGE LEVEL COMPLETED: 1 2 3 4 5+ GRADUATE/PROFESSIONAL: 1 2 3 4 5+

DEGREE(S), LICENSE(S), CERTIFICATION(S) HELD: _____ COURSE OF STUDY: _____

NAME OF LAST SCHOOL ATTENDED: _____

OTHER TRAINING OR TRADE SCHOOLS: _____

TRAINING AND SKILLS:

COMPUTER SOFTWARE YOU CAN OPERATE: _____

LANGUAGES YOU SPEAK FLUENTLY OTHER THEN ENGLISH: _____

PLEASE LIST ANY OTHER JOB RELATED TRAINING OR SKILLS YOU POSESS: _____

EQUIPMENT YOU CAN OPERATE: TYPEWRITER WPM _____ ADDING MACHINE

MULTI-LINE PHONE CASH REGISTER OTHER: _____

DRIVERS LICENSE:

DO YOU HAVE A VALID DRIVERS LICENSE: ____ YES ____ NO STATE: _____ NUMBER: _____

ANY MOVING VIOLATIONS IN THE PAST 3 YEARS: ____ YES ____ NO

IF YES, PLEASE DESCRIBE: _____

OTHER / COMMENTS

COMMENTS: USE THIS SPACE TO PROVIDE ANY ADDITIONAL INFORMATION ABOUT YOUR QUALIFICATIONS OR OTHER FACTS YOU WOULD LIKE US TO CONSIDER IN REVIEWING IN YOU APPLICATION:

IMPORTANT INFORMATION TO THE APPLICANT

FEDERAL LAW PROHIBIT'S THE RUSSELL 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 RUSSELL COUNTY SHERIFF'S OFFICE WILL REQUIRE THAT EACH NEW HIRE PRESENT SUCH DOCUMENTS AS A CONDITION OF EMPLOYMENT.

THE USE, POSESSION, 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 RUSSELL COUNTY SHERIFF'S OFFICE SUBSTANCE ABUSE POLICY.

PRE-EMPLOYMENT STATEMENT

I CERTIFY THAT ALL INFORMATION SUPPLIED IN THIS APPLICATION, AND ANY ATTACHED RESUME, IS TRUE AND CORRECT. I UNDERSTAND THAT, BECAUSE THE RUSSELL 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 RUSSELL COUNTY SHERIFF.

IN CONSIDERATION OF MY EMPLOYMENT, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE RUSSELL COUNTY SHERIFF'S OFFICE, AND FURTHER AGREE THAT MY EMPLOYMENT AND COMPENSATION ARE AT WILL OF THE RUSSELL COUNTY SHERIFF'S OFFICE AND CAN BE TERMINATED AT ANY TIME AT THE OPTION OF EITHER THE RUSSELL COUNTY SHERIFF'S OFFICE OR MYSELF. I FURTHER UNDERSTAND THAT NEITHER THE POLICIES, RULES, REGULATIONS OF EMPLOYMENT OR 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.

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 *Russell 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 *Russell County Sheriff's Office* and department personnel who are conducting this investigation as a result of their furnishing information to the *Russell 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 *Russell County Sheriff's Office*.

SIGNATURE: _____ DATE: _____