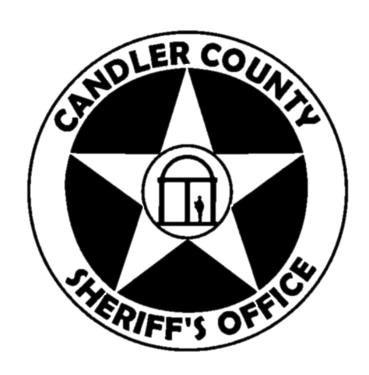


CANDLER COUNTY SHERIFF'S OFFICE P.O. BOX 693 • METTER, GEORGIA • 30439

# **APPLICATION PACKET**



CANDLER COUNTY SHERIFF'S OFFICE P.O. BOX 693 • METTER, GEORGIA • 30439

# PEACE OFFICER HIRING PROCESS NON-CERTIFIED

- Application Screening
- Initial Interview
- Physical Agility Test
- Academic Test
- Background Investigation
- Command Staff Interview
- Medical Examination
- Psychological Evaluation
- Drug Screening

## CANDLER COUNTY SHERIFF'S OFFICE P.O. BOX 693 • METTER, GEORGIA • 30439

### APPLICATION FOR EMPLOYMENT

#### **APPLICATION COVER PAGE**

PLEASE PRINT	: USE BLACK OR	BLUE INK			
Date:					
Name					
Last	First	Middle Initial		Social Security	Number
Address					
Street Address	3		City	State	Zip
Position you a	re applying for:	<ul><li>□ Deputy Sheriff (sw</li><li>□ Jailer/Dispatcher</li><li>□ Other</li></ul>			

#### **BACKGROUND INVESTIGATION INSTRUCTIONS**

This application is not an offer or contract for employment. The completion of this booklet or any other instrument does not constitute as an agreement or promise to hire you.

### IMPORTANT: INCOMPLETE APPLICATIONS MAY BE REJECTED

- Answer ALL applicable questions accurately, truthfully and completely. Provide as much detail as possible whenever an explanation is needed. Discovery of intentional omissions or incorrect answers may be the basis for rejection and disqualification. The information that you provide will be subject to confirmation by administrative investigation, layered voice analysis and other testing measures.
- You must provide all supportive documents required by this agency. Any personal
  documents that are submitted with your application become the property of the Candler
  County Sheriff's Office. Do not submit original documents.
- 3. Answer any questions that do not pertain to you as N/A.
- 4. Circle Yes/No Questions

# CANDLER COUNTY SHERIFF'S OFFICE

### **APPLICATION FOR EMPLOYMENT**

PLEASE PRINT: USE BLACK OR BLUE INK

Name:			Social Secu	rity Number:			
(Last)	(First)	(Middle Init		·			
Address:							
(Street Addr	ress)	(City)	(State)		(Zip (	Code)	
Daytime Phone:		Even	ing Phone:	e:			
E-mail Address:							
Are you willing to work	shift work (nights,	holidays, weekends,	etc.)?	ES NO			
Full Time Part	t Time Ten	nporary Seasonal					
Position Applied For: _							
Date Available For Emp	ployment						
Are you at least 21 year	rs of age? Yes	No					
Are you able to perform	all the duties listed	in the job announce	ement? Ye	es No			
If you answered 'No' co	oncerning the job du	ties, please explain:					
Are you a high school g *Appli	graduate? Yes		are not a high school High School diplor				Yes No
High School Name:			Location:				
College/University Nan	ne and Location:						
Major Course of Study:				Hours Ear	rned:		
Quarter Hours Earned:	Semeste	er Completed:	Type of D	egree:			
Will you accept the app	roved starting pay fo	or the position you h	ave applied for?	Yes	No	N/A	
Are you related to anyo	ne currently employe	ed by Candler Coun	ty?	Yes	No		
Relative's Name:				Relationship: _			
Department:							
Are you currently author	orized to work for Ca	andler County witho	ut sponsorship unde	er US Immigra	ntion Law	? Yes	No

Can you submit le	gal verification of your	right to wor	rk in the Un	ited States?	Ye	s	No	
How did you learn	of this employment op	pportunity?						
Employment Boar	dTelevisionCa	reer Fair	_Internet	_Newspaper	City Web S	ite	_Referral_	_
Other Specify:								
	n the Immigration Reformal American Reformation Reform							
Have you ever bee	en charged with, convic	ted of, or ple	eaded guilty	or nolo to a fe	lony or misde	mean	or, including	g DUI? *
Yes No	If Yes, when? Where	? For What?	?					
*Conviction of a crinformation if neco	rime will not necessaril	y disqualify	you from en	nployment. All	convictions n	nust b	e listed, atta	ch additional
Active Military S	ervice (list date, seria	l or service	number for	r all active ser	vice) Must p	rovide	e copy of D	D214
From:		=						
To:		_						
Serial or Service N	Number: Branch of Serv	vice:				_		
Type of Discharge	received: Honorable I	Discharge	_General Di	ischargeB	ad Conduct Di	schar	ge	
periods of unemperiods of unemperiods of unemperiods of unemperiods.	-year work history be ployment. Failure to get with zip codes and tion and will not be according to the code.	give completed phone num	te informati nbers for al	on regarding of ll employers a	each job held re necessary.	may	result in yo	our disqualification.
IF YOU HAV	E PRIOR LAW ENF EMPLOYM			IENCE YOU AS MORE TH				ORCEMENT
MAY WE CO	ONTACT YOU	R CURR	ENT EN	<b>IPLOYER</b>	? Ye	es	No	
Current Organiza	ation/Firm							
Street Address _								
City		State	e	Zip Co	de			
From Mo/Yr		To Mo/Y	/r					
Telephone								
Supervisor's Nar	me, Title and Phone	Number						
Starting Salary_		Leavi	ng Salary _					
Reason For Leav	ring							

Official Job Title		Full Time	Part Time	Volunteer
Describe Specific Job Duties				
Current Organization/Firm				
Street Address				
City				
From Mo/Yr	To Mo/Yr			
Telephone				
Supervisor's Name, Title and Phot	ne Number			
Starting Salary	Leaving Sala	iry		_
Reason For Leaving				
Official Job Title		Full Time_	Part Time_	Volunteer
Describe Specific Job Duties				
Current Organization/Firm				
Street Address				
City	State	Zip (	Code	

From Mo/Yr	To Mo/Yr			
Telephone				
Supervisor's Name, Title and Phor	ne Number			
Starting Salary	Leaving Salary			_
Reason For Leaving				
Official Job Title		_Full Time	Part Time	_Volunteer
Describe Specific Job Duties				
Current Organization/Firm				
Street Address				
City				
From Mo/Yr	To Mo/Yr			
Telephone				
Supervisor's Name, Title and Phor	ne Number			
Starting Salary	Leaving Salar	у		_
Reason For Leaving				
Official Job Title				Volunteer
Describe Specific Job Duties				

Do you have a valid driver's licen	se? Yes	s No	O	
Which State:				
Driver's License No	(	Class	_Date of Expiration	on:
Do you have a commercial driver'	s license? Ye	s No	O	
Which State:	Which	n Type:		
Driver's License No.		Class	_Date of Expiration	on:
List all states where you have had	a driver's license:			
If applying for a position that requ 7 years	ires operating a vehicle	or equipment, ap	plicant must prov	ide an MVR for the past
Have you incurred traffic charges	within the last seven ye	ars? Do not inclu	de parking tickets	s. Yes No
If Yes, give date(s) and types of cl	narge(s):			
Has your driver's license ever bee	n suspended or revoked	? Ye	es N	Го
If Yes, give reason:				
	SK	ILLS		
Word Processing Typing (wpm) Data Entry (kph) Microsoft Word Other	Database dBase IV Microsoft Access Other	Electronic Explorer Outlook Other	_ L _ Q E	Spreadsheets .otus Quattroxcel Other
Other Skills Bookkeeping	Graphics Harvard Graphics Power Point Page Maker Other		 - 	
Languages Spoken:				
What special skills, qualifications or cerwork for which you are applying?	tifications have you gained	from former employe	ers or other experience	ces that relate to the type of
List Certificates or Licenses: Certificate/Licenses		Date Issued	I E	xpiration Date

		_				
		-				
		- <u>-</u>				
Please answer th	he following when appl	lying for a Deput	y Sheriff or Rese	rve Deputy S	heriff Posit	ion
Are you a citizen of the	United States?	Yes	No			
Are you at least 21 year	s old?	Yes	No			
	<b>IPLOYED</b> by the Candleshone number and dates			ve job	Yes	No
ob Title	Department Super	visor's Name				
elephone Number		Dates Employe	d			
Internal Use Only) Eli	gible For Rehire:	Yes	No			
Iave you ever APPLIE	$\mathbf{Z}\mathbf{D}$ for employment to th	e Candler County	Sheriff's Ofc: Y	es No		
f yes, when	Wha	at position(s) did y	ou apply for			
What was the outcome?	)					
That was the outcome:						

I certify that the information given in this application is true and complete to the best of my knowledge. I understand that this application is not a contract of employment. I further understand that should employment be offered, it shall be contingent upon successful completion of a Candler County sponsored drug test and background check conducted by the Candler County Sheriff's Office or assigned agent. I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered. I give the employer the right to contact and obtain information from all references, employers, educational institutions and to otherwise verify the accuracy of the information contained in this application.

I hereby release from liability the employer and its representative for seeking gathering and using such information and all other persons, corporations or organizations for furnishing such information. The employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law. I understand that it is the county's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. I also understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

By signing this application, I hereby acknowledge t	hat I understand and agree to all provisions outlined herein:
Applicants Signature:	Date:
The Candler County Sheriff's Office does not discrage or disability in employment or the provision of	iminate on the basis of race, color, national origin, sex, religion, f services
SUBSTANCE A	BUSE TESTING NOTICE
	E FOR CANDLER COUNTY SHERIFF'S OFFICE YMENT APPLICANT
	byment with the Candler County Sheriff's Office and I have been for this employment. I agree to provide all necessary samples ects with the collection and testing procedures.
I authorize the county physician or other responsible release the results of any substance abuse test to the	le entities performing or assisting in the testing procedure to e Candler County Sheriff's Office
I authorize the Candler County Sheriff's Office to	receive and review the results of any substance abuse test.
	time or failure to take the test or cooperate with the testing or er consideration for employment with the Candler County Sheriff's
I HAVE CAREFULLY READ, OR HAD R	EAD TO ME, AND UNDERSTAND THIS DOCUMENT.
Signature of Applicant Date	
Printed name of Applicant	-
Social Security Number	-
Witness Signature	-
	IN YOUR OWN WORDS, AS TO WHY YOU WOULD IE CANDLER COUNTY SHERIFF'S OFFICE.

PLEASE WRITE A SHORT STATEMENT OUTLINING YOUR GOALS IN LAW ENFORCEMENT

# CANDLER COUNTY SHERIFF'S OFFICE AFFIDAVIT OF APPLICATION

As the applicant, I state that I understand and/or certify the following:

- 1. That if I do not wish to answer a question in the application process, I may do so; however, my application may not be processed.
- 2. Exclusive of the aforementioned statement, all information that is recorded in the application process will be used in relation to consideration or qualification of the applicant for employment only, and no other purpose.
- 3. That I have read and understand all questions and instructions in this application and that my answers during the application process are true and complete to the best of my knowledge and belief.
- 4. That truthful and complete responses in the application process are required.
- 5. That discovery of intentional omissions or incorrect answers may be basis for the termination of the application process and may result in criminal prosecution for the offense of False Statements under Georgia Code Section 16-10-20, a felony punishable by a maximum fine of \$1,000.00 or imprisonment for not less than one (1) or more than five (5) years, or both; or for the offense of False Swearing under Georgia Code Section 16-10-7, a felony punishable by a maximum fine of \$1,000.00 or imprisonment for not less than one (1) or more than five (5) years or both.
- 6. That falsification during the application process by an individual hired may result in termination of employment with this agency.
- 7. That the Candler County Sheriff's Office operates within the scope of a Standard Operating Procedure (SOP) and if an offer of employment is made and accepted, the applicant agrees to work in accordance with these policies and procedures.
- 8. That all information provided will be verified either by interview, testing, psychological testing, medical examination, drug screening, layered voice analysis, and/or computer verification of driver's/criminal history and driver's license status.
- 9. I understand that if offered employment, my probation period will be a minimum of twelve months as stated in the Candler County Sheriff's Office Personnel Policies Manual. In the event I achieve agency work performance standards within the probationary period, I will be classified as a regular employee. I also understand as a regular employee, should my work performance fall below agency standards, that I may be disciplined, up to and including termination. I further understand that if I am terminated, I must return all property issued to me by the Candler County Sheriff's Office, or make suitable restitution for same.
- 10. That I may be terminated for any good and sufficient cause, to include, but not limited to criminal activity or violation of Candler County Sheriff's Office policies and procedures. I understand that I may have appeal rights as provided for in the Candler County Sheriff's Office Standard Operating Procedures Manual.

Applicant's Signature	Date
Before me personally appeared the above said per own accord, with full knowledge of the purpose t	erson who says that he/she executed the above Affidavit of his/her therefore.
Sworn to and subscribed before me this	_day of,
Notary Public's Signature (Place Commission Information and Seal)	

# AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION AND CRIMINAL HISTORY RECORD INFORMATION

I, the undersigned, do hereby authorize the procurement, review and disclosure of all records concerning myself to any duly authorized officers or agents of the Candler County Sheriff's Office, whether said records are of a public, private or confidential nature.

The intent of this authorization is to demonstrate my unconditional consent for the full and complete disclosure of records from educational institutions; financial or credit agencies including credit reports and/or ratings, and other financial statements wherever filed; medical and psychiatric treatment and/or consultation including hospitals, clinics, private practitioners, and the United States Veterans Administration; employment and pre-employment records including internal investigations, reports, background reports, polygraph exam results, efficiency or fit-forduty reports, complaints, or grievances filed by or against me; all forms of social media network information; the records of my attorney(s) at law or other counsel, either criminal or civil, that has/have represented me in any other matter which I presently have or have had an interest; and any other document or article of information deemed pertinent by the Candler County Sheriff's Office for the purposes of assessing the employment suitability of:

NAME OF APPLICANT (please print):

I understand that any information obtained reliance – in whole or in part – upon this Rowith the Candler County Sheriff's Office. I a concerning me shall not be held accountable such person(s) or entities from any and all information. I also release the Candler County	elease will be considered also certify that any perso or liable for giving such liability which may or con	in determining my suitability for employ on(s) or entities who may furnish inform information; and I hereby specifically re uld be incurred as a result of furnishing	men ation lease sucl
and/or procuring of such information.	icon occi		
I hereby authorize the Candler County She driver's history information pertaining to me justice agency. A photocopy of the release does not contain any original writing of my	e or my spouse (if application form will be valid as an	ble) which may be in the files of any crir	mina
APPLICANT'S SIGNATURE:			
SEX:	DATE OF BIRTH:	SSN:	
ADDRESS:			
Sworn and subscribed in my presence this	day of	·	
Notary Public's Signature (Place Commission Information and Seal)			

## **EMPLOYMENT NOTIFICATION AND RELEASE**

Name (first, middle, last):	
Maiden Name:	Dates Used (from-to):
Social Security Number:	Driver's License Number
Position Applied For:	Home Telephone:Work Telephone:
Race:Sex:Male	Female
Date of Birth (month-day-year):	What is your current salary?
Current Address Month/Year	
Street_	From:
City, State, County	To:
Chronologically list all places of residen	ce for the past ten years Month/Year
Street_	From:
City, State, County	To:
Street	From:
City, State, County	To:
Street	From:
City, State, County	To:
information which may include any law	Candler County Sheriff's Office or their assigns, to obtain pre-employment ful investigation not limited to my educational, criminal, driving, crediting compliance with all governmental laws.
Sheriff's Office may deny me the assign Sheriff's Office, its officers, agents, emplo	nsiders the background check unfavorable, I agree that the Candler County nment or discharge me from employment. I release the Candler County yees, and assigns from all liability resulting from the collection, use, storage pre and post-employment, promotion, reassignment, and/or retention as an
	thin the employment application and notification and release are complete ent, understand its terms, realize its significance, and sign it voluntarily.
Applicant Signature: ***Please fax or email completed	Date: form to 912-685-4983 or applicant@candlersheriff.com

THE COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

### **SOCIAL ACQUAINTANCES**

Applicant's Name:			
Home Address:	(City, State, Zip Code):		
Day Phone (Including Area Code):	Evening Phone (Including Area Code):		
Cell Phone (Including Area Code):	Years Acquainted and Relationship:		
Occupation:			
2. Complete Name (Last, Middle, First):			
Home Address:	(City, State, Zip Code):		
Day Phone (Including Area Code):	Evening Phone (Including Area Code):		
Cell Phone (Including Area Code):	Years Acquainted and Relationship:		
Occupation:			
3. Complete Name (Last, Middle, First):			
Home Address:	(City, State, Zip Code):		
Day Phone (Including Area Code):	Evening Phone (Including Area Code):		
Cell Phone (Including Area Code):	Years Acquainted and Relationship:		
Occupation:			

4. Complete Name (Last, Middle, First):	
Home Address:	(City, State, Zip Code):
Day Phone (Including Area Code):	Evening Phone (Including Area Code):
Cell Phone (Including Area Code):	Years Acquainted and Relationship:
Occupation:	
5. Complete Name (Last, Middle, First):	
Home Address:	(City, State, Zip Code):
Day Phone (Including Area Code):	Evening Phone (Including Area Code):
Cell Phone (Including Area Code):	Years Acquainted and Relationship:
Occupation:	
NEIG	HBOR REFERENCES
Applicant's Name:	
	u or across the street from your current address. If you have no across the street from your current address, you may use formers.
1. Complete Name (Last, Middle, First):	
Home Address:	(City, State, Zip Code):
Day Phone (Including Area Code):	Evening Phone (Including Area Code):
Cell Phone (Including Area Code):	Years Acquainted and Relationship:
Occupation:	

2. Complete N	Name (Last, Midd	e, First):
Home Address:		(City, State, Zip Code):
Day Phone (Including Area Code):		Evening Phone (Including Area Code):
Cell Phone (Including	ng Area Code):	Years Acquainted and Relationship:
Occupation:		
3. Complete N	Name (Last, Midd	e, First):
Home Address:		(City, State, Zip Code):
Day Phone (Including Area Code):		Evening Phone (Including Area Code):
Cell Phone (Including Area Code):		Years Acquainted and Relationship:
Occupation:		
	SOCIA	L NETWORK USAGE AND HISTORY
Do you currently h	nave, or ever had	an account with any of the following social networking sites?
Facebook ©	Yes	No
Instagram ©	Yes	No
Twitter ©	Yes	No
LinkedIn©	Yes	No

The Candler County Sheriff's Office requires all law-enforcement applicants to provide access to their social media accounts as a pre-employment condition. Applicants are not required to provide usernames or passwords, but, if asked they must log on to their social networking sites and allow a police background investigator to review the contents.

### **BACKGROUND QUESTIONNAIRE**

1. Do you have a valid driver's license?If no, explain:	
2. Has your driver's license ever been suspended for any reason?	
If yes, provide an explanation, location and date:	
3. Have you ever been convicted or pled NOLO to D.U.I.?	
If yes, provide explanation, location and date. Also attach the court disposition.	
4. Have you ever been convicted or pled NOLO to a misdemeanor offense?	
If yes, provide an explanation, location and date. Also attach the court disposition	1.
5. Have you ever been convicted or pled NOLO to a felony offense?	
If yes, provide explanation, location and date. Also attach the court disposition.	
6. Are you a U.S. military veteran? If yes, provide a copy of your DD-2	
7. While in the military, were you subject to punishment under the U.C.M.J.?	
If yes, explain and attach supporting documents.	
8. Have you ever been suspended, terminated or forced to resign in lieu of termin employment?	ation from any place of

9. At this time, do you have citations or domestic viole	e any criminal charges pending agnce?	gainst you, including, but no	ot limited to, traffic
If yes, provide an explanat	ion, including the date and the law	v enforcement agency.	
10. Have you ever been co	nvicted or pled NOLO under the I	First Offenders Act?	
If yes, provide an explanat	ion, including the location and dat	e. Also attach court dispos	sition.
11. Have you ever been in	volved in the purchase, sale, distrib	bution or manufacturing of	ANY illegal drugs?
If yes, provide an explanat	ion, date, time, your age at the tim	e and the location.	
LSD, Acid or any other ha	illegal drug, including but not lim llucinogenic such as Crack, Crank ashish, Steroids, Crystal, Methado	t, Opium, Quaaludes, Speed	d, Mushrooms, Peyote,
If yes, furnish complete de	etails below.		
DRUG USED	DATE FIRST USED	DATE LAST USED	# OF TIMES USED
	yment application currently pending		
	ars, have you applied for employn		
If yes, provide details			

15. Will you accept shift and/or rotating shift work?No
16. The following question applies only to persons who are currently, or have in the past been, employed by a law enforcement agency:
Were you ever the subject of an Internal Affairs investigation?
If yes, provide explanation, the date and the law enforcement agency:
17. Have you undergone a polygraph or layered voice analysis examination within the past two years?
If yes, where was the examination given and for what purpose

Answering yes or no to any of the above questions will not necessarily result in disqualification from the hiring process; however, intentional omissions or dishonesty in any of the documents submitted, as part of your application or during any part of the hiring process, will serve as justification for immediate removal from further consideration.

Candler County Sheriff's Office 1015 E. Hiawatha St Metter, Georgia 30439 912-685-2568 912-685-2664 www.candlersheriff.com

### Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby authorize			to conduct an inquiry for
the purpose listed be as authorized by stat	Agency/Company Plow and receive any Georgia and e and federal law.	nd/or national crimina	l history record information
Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number
			·
☐ This authorizat	ion is valid for	davs from date o	of signature.
entity to perform per	riodic criminal history backgrou	, give	consent to the above-named
entity to perioriii pe	Houle criminal history backgrou	nd checks for the dura	ation of my employment.
Signature			Date
Attorney for Individu	al (Pur E and U Only)	Bar Number	Date
Date of Inquiry:	Time of Inquiry:	Onerat	or's Initials
bate of inquiry.	Time of mquiry	Operat	or 5 militals.
Purpose Code Used:			
E Eurle or		USTICE PURPOSES	
E - Employme			
N - Working v	with Mentally Disabled		
W - Working	•		
	ords (no consent required)		
F - Fublic Nec	PERSONAL REQUEST (INDIV	IDIIAI OR THEIR ATTO	ORNEY)
U - Personal (	<del>-</del>	IDOAL ON THEIR ATTO	JUNETY
		CE EMPLOYMENT	
	minal Justice Employment (State		
Z - Sworn Crir	ninal Justice Employment (State	& III Info Received)	
The includes and the d	:	ادرامم	
	in the following: (check all that decord Available	арріу)	
	ord (Attached/Released)		
No NCIC/GCIO			
	:/GCIC Warrant (List Wanting Ag	rongy Rolow)	
POSSIBLE NCIC	GOOD WAITAIN (LIST WAIRING AE	gency below)	
Wanting Age	ncy Name:		
Wanting Ager	ncy Telephone:		
Agency Designee Sign	nature and Title		

#### **SHERIFF JOHN MILES**

CANDLER COUNTY SHERIFF'S OFFICE P.O. BOX 693 • METTER, GEORGIA • 30439

### **CANDLER COUNTY SHERIFF'S OFFICE**

### WAIVER AND RELEASE FORM

I hereby request that I be permitted to attempt completion of the **PHYSICAL ABILITIES TEST**, which is administered by the of Candler County Sheriff's Office or its agents. I hereby release Candler County Sheriff's Office, its employees and its agents, from all liability arising from their developing and/or conducting such test(s). Further, I voluntarily release, waive, and discharge Candler County Sheriff's Office, its employees and its agents, for any and all claims, demands, damages, and causes of action of any nature whatsoever which I, my heirs, my assigns, or my successors may have against Candler County Sheriff's Office, its employees or its agents, on account of, or by reason of my engaging in the **PHYSICAL ABILITIES TEST**.

I represent that I am physically fit and can perform these test safely. I also authorize the Ca County Sheriff's Office to release information regarding my application, status, and test rescriminal justice and public safety employing agencies.			
Signature	Date		
Printed Name	Social Security Number		