



SANGAMON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION



INSTRUCTIONS

Please print clearly. Please indicate all positions you are applying for, you may apply for more than one position on a single application. Please provide copies of: Birth Certificate, Social Security Card (or verification of Card application), Driver's License, DD214 (if applicable), sealed college transcripts (if applicable).

APPLICANT INFORMATION

Date of Application: _____ Position(s) Applying For: _____

Full Legal Name: _____

List any other names or aliases: _____

Date of Birth: _____ Social Security Number: _____ (Please attach copy of card)

Street Address: _____

Mailing address: _____

Length of time at street address? _____ Length of time at mailing address? _____

Telephone number: _____ Work number: _____

May we contact you at your current place of employment? YES NO

E-Mail Address: _____

Do you have a valid driver's license? YES NO If so, state of issue: _____ Number: _____

EDUCATION INFORMATION

Do you have a high school diploma or GED? YES NO Do you have any college? YES NO

If so, please list colleges or other education past high school, including dates of attendance: _____

BACKGROUND INFORMATION

Have you ever declared bankruptcy, had liens on your home or other property, or subject to wage garnishment?

YES NO If yes, please explain: _____

Do you use any narcotics or controlled substances not prescribed by a physician? YES NO

If so, please explain: _____

List any scars, marks, or tattoos and their location: _____



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Have you EVER been detained by law enforcement for investigation, arrested, indicted, charged, and /or convicted of any misdemeanor or felony offense in Illinois or any other state or legal jurisdiction (Includes any municipal ordinance violations or citations, but do not include traffic violations. Applications for sworn positions must include all supervisions and expungements (to include any juvenile arrests)? YES NO

If yes, provide the following information:

Date: _____ Agency Involved: _____

Crime Charged / Disposition of Case, Including Sentence

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List your former addresses for the last ten (10) years or back to your 18th birthday, along with any persons that shared the same residence:

Street City State Zip Code County Dates of Residency

Persons Resided With

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EMPLOYMENT INFORMATION

Have you ever served in the U. S Military? YES NO If so, what branch: _____

Date of Discharge: _____ Type of Discharge: _____

Please attach a copy of Military DD214

Have you ever applied at any other law enforcement or government agency? YES NO If so, please provide:

Agency Name & Address: _____

Date of application: _____ Name used on application (if different): _____

Agency Name & Address: _____

Date of application: _____ Name used on application (if different): _____

Have you been discharged, asked to resign from any employer? YES NO If yes, explain: _____

Are you now or have you ever been engaged in any business as a sole owner, partner, or corporate member in any capacity (including silent or active) YES NO If yes, explain: _____

Starting with your current employment. List all full-time, part-time, seasonal, and military positions held over the last ten (10) years or since your 18th birthday. Also list periods of unemployment showing dates and reasons for unemployment.

Employer: _____

Address: _____

Phone: _____ Type of Business: _____

Dates Employed, From: _____ To: _____ Start Pay: \$ _____ End Pay: \$ _____

Job Title: _____

Name and Title of Immediate Supervisor: _____

Description of Duties: _____

Reason for Leaving: _____



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Employer: _____

Address: _____

Phone: _____ Type of Business: _____

Dates Employed, From: _____ To: _____ Start Pay: \$ _____ End Pay: \$ _____

Job Title: _____

Name and Title of Immediate Supervisor: _____

Description of Duties: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Phone: _____ Type of Business: _____

Dates Employed, From: _____ To: _____ Start Pay: \$ _____ End Pay: \$ _____

Job Title: _____

Name and Title of Immediate Supervisor: _____

Description of Duties: _____

Reason for Leaving: _____

Employer: _____

Address: _____

Phone: _____ Type of Business: _____

Dates Employed, From: _____ To: _____ Start Pay: \$ _____ End Pay: \$ _____

Job Title: _____

Name and Title of Immediate Supervisor: _____

Description of Duties: _____

Reason for Leaving: _____



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CERTIFICATION & ACKNOWLEDGMENTS

I, _____ do hereby certify that there are no willful misrepresentations, omissions, or false statements made on this application; all of my answers are true and correct to the best of my knowledge and belief; and that I did not allow another person to complete this application for me.

I understand that any misrepresentations, omissions, false statements, or failure to entirely complete the application will immediately deny me from further consideration for any position with the Sangamon County Sheriff's Office.

I understand that applicants being considered for employment will be required to undergo an extensive background investigation, drug testing, and psychological testing as part of the pre-employment screening process. Copies of this application, background investigation, or psychological screening shall not be circulated to a candidate or employee, nor will they be released unless required pursuant to court action.

I authorize a review of and consent to full and complete disclosure of all records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest. concerning myself to any duly authorized personnel of the Sangamon County Sheriff's Office, whether the said records are of a public, private or confidential nature.

I understand that the Sangamon County Sheriff's Office will be seeking records from my past employers and any other person or entity that might have information relating to my application. I hereby authorize any representative of the Sangamon County Sheriff's Office bearing this release to obtain any information in your files pertaining to my employment records. The intent of this authorization is to give my consent for full and complete disclosure.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment with the Sangamon County Sheriff's Office. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release Sangamon County Sheriff's Office from any and all liability which may be incurred as a result of collecting such information.

I understand that if I currently live outside of Sangamon County, I am required to move into Sangamon County within six (6) months of employment.

I also understand this authorization to furnish information is executed in consideration of the Sangamon County Deputy Merit Commission.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I have read and fully understand the contents of this form.

Applicant Signature

Date