

**APPLICATION FOR EMPLOYMENT  
TO THE  
DONIPHAN COUNTY SHERIFF'S DEPARTMENT**

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We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, orientation, or any other legally protected status.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

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**PLEASE PRINT**

Position Applied For

Date of Application

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How did you learn about this?

Advertisement

Friend

Walk In

Employment

Relative

Other \_\_\_\_\_

Last Name

First Name

Middle Name

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Address Number

Street

City

State

Zip

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Phone Number(s)

SSN

Date of Birth

(H)

(C)

(W)

Have you ever filed an application with us before?

Yes

No

If yes, give date

\_\_\_\_\_

Have you ever been employed with us before?

Yes

No

If yes, give date

\_\_\_\_\_

Are you currently employed?

Yes

No

May we contact your present employer?

Yes

No

Are you prevented from lawfully becoming employed in this country because of Visa or immigration status? (Proof of citizenship or immigration status will be required upon employment)

\_\_\_ Yes

\_\_\_ No

On what date would you be available for work?

\_\_\_\_\_

Are you available to work

\_\_\_ Full Time

\_\_\_ Part Time

\_\_\_ Shift Work

\_\_\_ Temporary

Desired Salary \_\_\_\_\_

Are you currently on "lay off" status and subject to call back?

\_\_\_ Yes

\_\_\_ No

Can you travel if the job requires it?

\_\_\_ Yes

\_\_\_ No

Have you ever been convicted of a Felony?

\_\_\_ Yes

\_\_\_ No

(Conviction of a Felony will disqualify any law enforcement applicant from employment)

### EDUCATION

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Name and Address of School	Years Completed	Diploma/Degree
Elementary School _____		
High School _____		
Undergraduate School _____		
Graduate Professional _____		
Other (Specify) _____		

**INDICATE ANY FOREIGN LANGUAGES YOU CAN SPEAK, READ AND/OR WRITE**

Fluent

Good

Fair

Speak \_\_\_\_\_

Read \_\_\_\_\_

Write \_\_\_\_\_

Describe any specialized training, apprenticeship, skill and extracurricular activities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe any job-related training received in the United States Military

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

Start with your present or last job, including any job-related military service assignments and volunteer activities. You may include organizations, which indicate race, color, religion, gender, national origin, disabilities or protected status.

Employer

Date Employed

From To

Work Performed

Address

Telephone # (s)

Hourly Rate/Salary

Starting Final

Job Title

Supervisor

Reason for Leaving

\_\_\_\_\_  
\_\_\_\_\_

Employer

Date Employed

From To

Work Performed

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Address

---

Telephone # (s)

Hourly Rate/Salary

Starting

Final

---

Job Title

Supervisor

---

Reason for Leaving

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Employer

Date Employed

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Employer

Date Employed

From To

Work Performed

---

Address

---

Telephone # (s)

Hourly Rate/Salary

Starting

Final

---

Job Title

Supervisor

---

Reason for Leaving

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**ADDITIONAL INFORMATION**

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience

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Specialized Skills

Check Skills/Equipment Operated

\_\_\_ CRT

\_\_\_ Fax

Production/Mobile Machinery\_\_\_\_\_

\_\_\_ PC

\_\_\_ Lotus 1-2-3

\_\_\_ Microsoft Word

\_\_\_ PBX System

Other\_\_\_\_\_

State any additional information you feel may be helpful to us in considering your application

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Not to applicants: Do not answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.    \_\_\_ Yes    \_\_\_ No

**REFERENCES**

Name

Phone #

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Address

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Name

Phone #

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Address

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Name

Phone #

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Address

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**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge

I authorize investigation of all statements contained in this application for employment as may necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 180 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

I hereby understand and acknowledge that, unless otherwise defined by law, any employment relationship with this organization is of an "at will", which means that the Employee may resign at time and the Employer may discharge Employees at any time with or without cause. It is further understood that this "at will", which means that employment relationship may not be charged by written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide all rules and regulations of the employer.

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Signature of Applicant

Date

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**BACKGROUND RECORD CHECK**

I, \_\_\_\_\_, hereby give full permission to the Doniphan County Sheriff's Department and its duly appointed officers to conduct a full background investigation of myself for possible employment to the Doniphan County Sheriff's Department.

Date of Birth \_\_\_\_\_

Date \_\_\_\_\_

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