

Application for Employment

Randolph County Sheriff's Office

372 Hwy JJ, Huntsville, MO 65259

Phone 660-277-5095

Fax 660-277-5084

-An Equal Opportunity Employer-

This policy is to provide equal opportunity to all qualified applicants and employees without regard to race, color, religion, sex, national origin, age, marital status, handicap, or disability.

Position Applied For: _____ Date of Application: _____

NAME: _____
Last First Middle

Current Residence: _____

City: _____ State: _____ Zip: _____ How long at this residence? _____

Previous Residence: _____

City: _____ State: _____ Zip: _____ How long at this residence? _____

Have you lived in any other state? _____ If "YES" list location(s) _____

Social Security Number: _____ - _____ - _____ Home Phone: (_____) _____

Are you 21 years old or older? Yes No

Do you have a valid Driver's License? Yes No

Driver's/Chauffeur's License Number: _____ State: _____

Have you previously been employed by Randolph County? Yes No

If so, give date employed: From _____ To _____

Are you legally eligible for employment in the United States? Yes No
(Proof of U.S. citizenship or immigration status will be required upon employment)

Type of employment desired: Full-Time Part-Time

Will you work any shift required? Yes No

Will you work overtime if required? Yes No

Do you have any relatives currently employed by Randolph County? Yes No

If "YES" give name(s) and relationship(s): _____

Have you ever been convicted of, or pled guilty to, any felony, misdemeanor, or municipal ordinance? Yes No

If "YES" state type of crime, date occurred, city and state the crime occurred in: _____

Do you have any condition(s) that would prevent you from performing the essential functions of the job for which you are applying: Yes No

If so, please describe or demonstrate how, with or without reasonable accommodations, you will be able to perform the essential functions of the job:

EDUCATION/TRAINING: please provide information about your education and training background.

What is the highest level of education you have attained? (Circle One) 9 10 11 12

Elementary / Junior High / High School: _____

Special Training, Technical Schools or Armed Forces Training:

SCHOOL	COURSE NAME	DATES ATTENDED
_____	_____	_____
_____	_____	_____
_____	_____	_____

COLLEGE:

NAME	DATES ATTENDED	MAJOR	DEGREE/HOURS
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Summarize special skills and or qualifications not covered elsewhere in this application and/or list any additional information you would like us to consider:

Give name, address and telephone number of two character references who are not related to you and are not previous employers:

1. _____
2. _____

PLEASE READ CAREFULLY AND SIGN IN INK.
APPLICATIONS NOT SIGNED WILL NOT BE ACCEPTED.

I certify that the answers given herein are true and complete to the best of my knowledge. I understand that any false information contained in this application is just cause for rejection of this application and, if employed sufficient cause for dismissal.

I agree that my possible employment is subject to satisfactory replies from previous and current employers and references and that I hereby give said previous and current employers and references permission to release information to the Randolph County Sheriff's Office. I also authorize the Randolph County Sheriff's Office to contact my previous and present employers (except as stated on previous page of this application), references, and to review my driving record, criminal record, and / or other background data as it may relate to the position(s) for which I am applying or have been hired. I hereby release from liability the Randolph County Sheriff's Office and it's representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. I understand that a medical examination may be required by the Randolph County Sheriff's Office, after an offer of employment is made and before I begin my employment duties, and the Randolph County Sheriff's Office may condition the employment offer on the results of the examination, provided all entering employees in the same job category are subject to such an examination regardless of disability.

I agree to conform to the rules and regulations of the Randolph County Sheriff's Office and understand that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of the Sheriff of Randolph County. I understand that no representative of the Randolph County Sheriff's Office has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to this disclaimer.

Date

Signature