



# *Application for Employment*

## *Houston County Sheriff's Office*

144 North Oates Street  
Dothan, Alabama 36303

### **Read the following information before completing this application:**

- All information contained on this application is subject to verification.
- A polygraph examination, psychological examination, and a physical examination will be required of successful applicants.
- Any omissions, misstatements or falsifications may be cause for rejection of this application, removal of your name from an eligibility list, or discharge from employment.
- The information you provide on this application will be used to determine your qualifications for employment.
- Use blue or black ink.
- All applications should be printed neatly or typed.

### **The following documents are required:**

- Copy of high school diploma or GED Certificate
- Copy of valid Driver's License
- Copy of Social Security Card
- Copy of DD214 (if applicable)
- Copy of Law Enforcement Certification (if applicable)
- Copy of any certifications relevant to this application

**Attention Deputy Sheriff Applicants:** As part of the application process you will be required to perform a Physical Fitness Test. 1. Physical Agility – consists of five events to measure endurance, strength, agility, and coordination. Pushing, Climbing, Window Entry, Balance, and Weight Drag. 2. Timed Push Ups. 3. Timed Sit Ups. 4. Timed 1.5 Mile Run.

**The Houston County Sheriff's Office has an extensive employment procedure. The recruitment process may take several months. If not selected for employment, your application will remain on file for up to one year. After that year has expired, you will need to reapply.**



# Houston County Sheriff's Office

Authority to Release Information

TO WHOM IT MAY CONCERN:

I, \_\_\_\_\_, do hereby agree to the release of any and all information pertaining to me by any person to whom this authorization may be presented, in consideration of the fact that all such obtained information shall be held confidential and used only in relation to my application for employment with The Houston County Sheriff's Office. I further agree that a photocopy of this authorization shall have the same effect as the original.

I understand that the investigative report may include, but is not limited to the following: consumer credit report, current and/or previous residences, employment history, education background, character references, drug testing, civil and criminal history records, birth records, or any other public records.

X

\_\_\_\_\_  
Name

X

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Witness

X

\_\_\_\_\_  
Date

**Position Applied For:**

- Deputy Sheriff
- Corrections Deputy
- E911 Telecommunications
- Other: \_\_\_\_\_

Name (last, first, middle): \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Driver License Number: \_\_\_\_\_ Issuing State: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

How long have you resided at this address? \_\_\_\_\_

List All Residences During the Past Ten Years: \_\_\_\_\_

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

Has any member of your immediate family, or anyone living in your household ever been convicted of a felony? If yes, explain: \_\_\_\_\_

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

Marital Status: \_\_\_\_\_

Spouse Name and Date of Birth: \_\_\_\_\_

Spouse Occupation: \_\_\_\_\_

Ex-Spouse Name(s) and Reason for No Longer Being Married: \_\_\_\_\_

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

Children (Name, Age, Resides With/Where): \_\_\_\_\_

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

Do you currently have any relatives employed by the Houston County Sheriff's Office? If yes, list:

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

Are you a citizen of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you speak any foreign languages? If yes, what language and how fluently? \_\_\_\_\_

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

Have you ever been fired or asked to resign from any place of employment? If yes, explain: \_\_\_\_\_

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

Has a supervisor ever reprimanded you for being late or absent? If yes, explain: \_\_\_\_\_

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

Would any problem result if your present employer was contacted during the background investigation? \_\_\_\_\_ Yes \_\_\_\_\_ No – Explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever served in a military organization of the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, List Branch, Dates of Service, Unit Number, Present or Last Rank, Type of Discharge, and Job Duties: \_\_\_\_\_

\_\_\_\_\_

Were you ever tried, punished, reprimanded, or reduced in rank for any infraction of military rules and regulations? \_\_\_\_\_

\_\_\_\_\_

Has your discharge or separation ever been corrected or changed? \_\_\_\_\_

\_\_\_\_\_

Did you graduate from high school? \_\_\_\_\_ Yes \_\_\_\_\_ No

If no, do you have your GED? \_\_\_\_\_ Yes \_\_\_\_\_ No

Did you graduate from any college or university? \_\_\_\_\_ Yes \_\_\_\_\_ No

List all schools and colleges you have attended, if junior college or college graduate, show major study areas: List Schools, Location of School, Years of Attendance, and Type of Diploma: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all specialized schools attended: \_\_\_\_\_

\_\_\_\_\_

List any special skills that make you more qualified for this position: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you APOST Certified? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, when/where? \_\_\_\_\_

Are you now or have you ever been certified by as state as a Corrections Officer? If yes, when/where? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been arrested for any **non-traffic** violation? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, provide date of arrest, location of arrest, charge, and disposition of case: \_\_\_\_\_

\_\_\_\_\_

Do any of the above charges involve a conviction resulting from an incident involving a person with whom you had a domestic relationship? Spouse, ex-spouse, girlfriend, boyfriend, child, parent, guardian, grandparent, or a person with whom you have a child in common? If yes, explain: \_\_\_\_\_

\_\_\_\_\_

List **all** traffic violations in the past five years and any DUI/DWI. List charge, date, and location: \_\_\_\_\_

\_\_\_\_\_

**List of previous employers for the past eight years:**

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Nature of Business and Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Nature of Business and Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Nature of Business and Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Use a blank sheet of paper if additional space is needed.**

**References:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I affirm that this application contains no misrepresentations or falsifications, omissions, or concealment of material, fact, and that the information given by me is true and complete to the best of my knowledge and belief. I am aware that statements made by me on this application are subject to later investigation. I am further aware that should any investigation disclose any such misrepresentation, falsification, omission, or concealment of material fact, my application may be rejected and my name removed from the eligible list. If already appointed, I may be dismissed.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_