

# Employment Application

Programs, services, and employment are equally available to everyone. Please inform the Human Resources Department if you require reasonable accommodation for the application or interview.

Position Applied for: \_\_\_\_\_ Date of Application: \_\_\_\_\_

How were you referred to us:

\_\_\_\_\_

Applicant Data:

Full Name (Last, First, Middle): \_\_\_\_\_

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

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile/Other: \_\_\_\_\_

Email: \_\_\_\_\_

Date Available to Start: \_\_\_\_\_

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

If you are under 18 and we require a work permit, can you furnish one? (Yes, no): \_\_\_\_\_

If applying for a commissioned peace officer or detention officer position are you 21 years of age or older (yes, no): \_\_\_\_\_

Have you ever worked for Osage County Sheriff's Office (yes, no): \_\_\_\_\_

If yes, when: \_\_\_\_\_

Are you a citizen of the United States of America (yes, no): \_\_\_\_\_

If not, are you legally allowed to work in the United States of America (yes, no): \_\_\_\_\_

Type of Employment Desired: (Full-time, part-time, or temporary): \_\_\_\_\_

Answering "yes" to the below questions does not constitute an automatic rejection for employment.

Date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Have you been convicted of a Felony or Misdemeanor (yes, no): \_\_\_\_\_

If yes, give dates and details: \_\_\_\_\_

Driver's license number if applicable to position: \_\_\_\_\_ State: \_\_\_\_\_

**Previous Employment (Begin with the most recent position):**

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Firm/company/ organization name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Starting salary and Title: \_\_\_\_\_

Ending salary and Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer as a reference (yes, no): \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Firm/company/ organization name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Starting salary and Title: \_\_\_\_\_

Ending salary and Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer as a reference (yes, no): \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Firm/company/ organization name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Starting salary and Title: \_\_\_\_\_

Ending salary and Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer as a reference (yes, no): \_\_\_\_\_

Dates of Employment: From \_\_\_\_\_ To \_\_\_\_\_

Position(s) Held: \_\_\_\_\_

Firm/company/ organization name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Starting salary and Title: \_\_\_\_\_

Ending salary and Title: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

May we contact this employer as a reference (yes, no): \_\_\_\_\_

## Education and or Special Training and Skills

High School Graduate or GED (yes, no): \_\_\_\_\_ High School Attended: \_\_\_\_\_

College/University: \_\_\_\_\_ Major: \_\_\_\_\_

Degree(s) Received:

\_\_\_\_\_

Other Education/Certifications: \_\_\_\_\_

\_\_\_\_\_

Special Training:

\_\_\_\_\_

## References

List three personal references. (Do not include relatives or previous employers)

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

How long have you known this person? Years: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

How long have you known this person? Years: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

How long have you known this person? Years: \_\_\_\_\_

I certify that my answers are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, educational, financial, and other related matters as may be necessary for an employment decision.

I hereby release employers, schools, or individuals from all liability when responding to inquiries in connection with my application.

In the event that I am employed, I understand that false or misleading information given in my application or interview(s) may result in discharge. In addition, your employment with the Osage County Sheriff's Office is at will. This means your employment is for an indefinite period of time and it is subject to termination by you or the Osage County Sheriff's Office, with or without cause, with or without notice, and at any time.

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

# Authorization to Release Information

From: \_\_\_\_\_

To: \_\_\_\_\_

I have applied for a position with the Osage County Sheriff's Office.

I have been requested to provide information for their use in reviewing my background and qualifications. Therefore, I hereby authorize the investigation of my past and present work, character, education, military and employment qualifications.

The release in any manner of all information by you is hereby authorized whether such information is of record or not, and I do hereby release all persons, agencies, firms, companies, etc., from any damages resulting from providing such information.

This authorization is valid for 90 days from date below.

Please keep this copy of my release request for your files. Thank You.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Witness

\_\_\_\_\_

Date