



FORD COUNTY SHERIFF'S OFFICE

P.O. BOX 747
11311 E. COMANCHE
DODGE CITY, KS. 67801
(620) 227-4501
SHERIFF BILL CARR

INSTRUCTIONS TO APPLICANT

(ONLY ORIGINAL APPLICATIONS ARE ACCEPTED)

To receive a permanent appointment as an employee with the Ford County Sheriff's Office, you must at the time of employment, meet the following criteria in order to qualify for employment:

- You must be at least eighteen (18) years of age to apply for all positions, except for commissioned positions, such as Deputy Sheriffs or Investigator.
- You must be at least twenty-one (21) years of age to apply for all commissioned positions and a US Citizen.
- You must, according to KCJIS policy, be a United States Citizen or Non- US citizen who must be LEGALLY able to perform work in or for the United States. (Non-Commissioned Positions)
- You must have no felony conviction(s), including any felony conviction(s) that have been expunged, or any high misdemeanor conviction(s).
- You must have no felony behavior involving use, production, transportation, or sale of illegal drugs or narcotics.
- If you have been in the military, your discharge must have been under honorable conditions.
- You must have a high school diploma or its equivalence.
- You must currently have, or be able to obtain a valid Kansas Driver's License.
- You must be able to qualify for vehicle insurance in the use of motor vehicles.
- You will be required to meet certain job related sight and hearing standards required to meet essential job functions.
- You must complete all portions of this application, incomplete applications will disqualify you from further consideration for the position you are applying for.

As a condition of employment for certain positions, you may be required to pass the following: -

- Physical agility test
- Background Investigation
- Psychological Examination
- Lie Detection Examination
- Drug Screen
- Medical Examination

I have read and understand the above instructions and agree to the terms and conditions of completing the application.

Applicant Name (Please Print)

Date

If you have met the aforementioned qualifications, understand the requirements for obtaining employment, and wish to continue; please complete the following application.

FORD COUNTY SHERIFF'S OFFICE

PRELIMINARY EMPLOYMENT APPLICATION

The Ford County Sheriff's Office is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status. Should you require assistance, please call (620) 227-4590.

NOTICE: The following additional documents must be attached to this application:

1. A copy of birth certificate
2. A copy of high school diploma or G.E.D.
3. A copy of college transcript (if applicable)
4. A copy of military discharge(s) (if applicable)

Date Application Made: _____

Please Indicate The Position Being Applied For:

<input type="checkbox"/>	Deputy Sheriff	<input type="checkbox"/>	Civil Process	<input type="checkbox"/>	Part-Time Deputy Sheriff
<input type="checkbox"/>	Jail Officer	<input type="checkbox"/>	Administration	<input type="checkbox"/>	Jail Volunteer
<input type="checkbox"/>	Records	<input type="checkbox"/>	Food Services	<input type="checkbox"/>	Investigations
<input type="checkbox"/>	Part-Time Transport Officer	<input type="checkbox"/>		<input type="checkbox"/>	Other _____

INSTRUCTIONS

Applications must be typewritten or printed **legibly** in ink. If space provided is not sufficient for complete answers or you wish to provide additional information, please use the reverse side of this application. Your complete and truthful responses on this application will assist in a timely background investigation. Any false information or information that cannot be verified will disqualify you from the employment process.

PERSONAL IDENTIFIERS

(Please list current name first and all other names you have used)

Last Name	First Name	Middle Name	D.O.B.	S.S. Number

Home Phone	Work Phone	Cell Phone	Email Address

PROFESSIONAL REFERENCES

(Not Relatives)

Name	Address	City	St.	Zip	Phone	Email

EDUCATION

If you have not submitted a copy of your high school diploma or G.E.D. and/or your college transcript, please do so when you submit this application.

Institution	Address	City	ST.	Zip	Phone Number

CURRENT & PREVIOUS EMPLOYMENT

Please list all employment you have had for the last ten years. List chronologically beginning with your current employment.

Employer	Address	City	St.	Zip	Phone	Reason for Leaving

RESIDENCES

Please list all residences you have occupied for the last ten years. List chronologically beginning with your current residence.

Street Address	Apt. No.	City	ST.	County	From	To
						PRESENT

ARREST HISTORY / COURT DATA

1. Have you ever been arrested, charged, or received a notice or summons to appear, convicted, plead nolo contendere or pled guilty to any criminal violations, regardless if the record was sealed or expunged? YES ___ NO ___
2. Have you ever received a ticket or been charged with a traffic violation? YES ___ NO ___
3. To your knowledge, has any member of your immediate family ever been arrested for reasons other than traffic violations? YES ___ NO ___

*If YES to the above questions, list all such matters even if you were not formally charged, or no court appearance, or found not guilty, or nolo contendere to any charge for which adjudication was withheld, or matter settled by payment of fine, forfeiture of collateral. (Including your Juvenile record and records of your arrest(s) which have been sealed, if any.)

Date	Place & Department	Charge	Place & Court	Disposition

DRIVING HISTORY

Please list all Driver's Licenses you have had in the last ten years.

D.L. Number	State	Class	Suspended	Revoked

MILITARY HISTORY

Branch	From	To	Type of Discharge

CERTIFICATION OF APPLICANT

I UNDERSTAND that any appointment offered to me will be contingent upon the results of a complete character and fitness investigation, and I am aware that willfully withholding information or making false statements on this applications will be basis to revoke my appointment. I UNDERSTAND that any appointment is at the pleasure of the Sheriff who shall retain the power to revoke my appointment at any time.

Applicant Signature

Date