

Please inform us if you require assistance in filling out an application or taking a pre-employment test. Individuals with disabilities should request reasonable accommodations in accordance with the American with Disabilities Act prior to testing or appointment.



TANEY COUNTY SHERIFFS DEPT.

P.O. Box 1005
 Forsyth MO, 65653
 EOE M/F/V/D
 (417) 546-7250 FAX (417) 546-3348
<http://www.taneycounty.org>

Applying for Position

Name (Please print)
 Last, First, MI

INSTRUCTIONS TO APPLICANT: Type or print legibly in completing all pages of this application. Please **SIGN LAST PAGE.** The application and any attachments become the property of the Sheriff's Department.

1. Name: Last First Middle	2. Telephone: Home (Area Code)	3 TELEPHONE: Business/Day (Area Code)
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4. EMAIL ADDRESS: (if applicable) _____

5. ADDRESS: Number Street _____ Apt. No. _____

6. CITY, STATE	7. ZIP	8. COUNTY	9. SOCIAL SECURITY #
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10. Are you a United States citizen? YES NO
 If you are not a citizen, give the number of your permanent resident card, work permit, or employment authorization card (provide copy of front and back of card): # _____ Exp Date: _____

11. How did you hear about the position? _____
 (if you heard from a newspaper or website, please specify which one)

12. Do you have any relative(s) working for the Sheriff's Department? YES NO
 Name(s) and relationship(s): _____

13. Have you ever been convicted of, or plead guilty to, any federal, state or municipal criminal offense?
 (This includes **ALL TRAFFIC VIOLATIONS**, including speeding, etc.)
 YES NO (If YES, list complete conviction record - use additional sheets, if necessary.)

DATE: _____ OFFENSE: _____ LOCATION: _____

EXPLANATION (Misdemeanor or Felony- Please give full details): _____

A conviction will not automatically disqualify you from consideration. We will consider the nature of the offense in relation to the job for which you are applying. We will also consider your record since the offense was committed.

Date: _____

14. List Below information concerning military duty, if any. MUST attach DD214 to verify military service and type of discharge. No credit will be given if form is not attached.

Branch of Service _____ Serial# _____
 Type of Discharge _____ Dates of Service _____

15. Have you ever been employed by Taney County? YES NO
 Dates employed: _____ Department: _____
 I 6. Date available for employment _____ 17. Today's Date _____

18. Name of High School Attended: _____
 Address: _____
 Did you graduate or obtain equivalency diploma? YES NO

VOCATIONAL EDUCATION (BUSINESS SCHOOL, TRADES SCHOOL, SERVICE SCHOOLS, ETC)
 COLLEGE AND UNIVERSITY (UNDERGRADUATE, GRADUATE, PROFESSIONAL)

NAME AND LOCATION	COURSES OF STUDY	DIPLOMA, CERTIFICATE, OR DEGREE RECEIVED	CREDIT HOURS EARNED

Please list all applicable licensures, license number(s), and expiration date(s) this includes **drivers license and CDL information:**

EDUCATION AND EXPERIENCE SHALL BE EVALUATED WITH REGARD TO RECENCY AND QUALITY, AS WELL AS QUANTITY

19. In the space below, list your complete record of employment for the **PAST TEN YEARS** and any other relevant work/volunteer experience. Start with your present or most recent position and continue in descending order. List positions in the order you held them. List any periods of unemployment. If the vacancy announcement includes an experience requirement, be sure to show clearly that you meet such requirement. If more space is needed, attach separate sheet(s) to this application.

Employer		Dates of Employment	
Supervisor's Name and Title		FROM (Month/Year)	TO (Month/Year)
Address		Starting Salary	Final Salary
City State Phone		Reason For Leaving	
Your Exact Title	Circle One Full Time Part Time		
Specific Duties			

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City State Phone		Reason For Leaving	
Your Exact Title	Circle One Full Time Part Time		
Specific Duties			

It is our practice **not** to contact a present employer without the candidate's consent. **Please DO NOT submit references at this time.**

Additional remarks

APPLICANT CERTIFICATION, RELEASE OF INFORMATION, AND AUTHORIZATIONS

I hereby certify that all the statements and answers set forth on the application form and/or my resume are true and complete to the best of my knowledge, and I understand that if prior to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions will be just cause for the denial of employment. I also understand that if subsequent to employment any such statements and/or answers are found false or that information has been omitted, such false statements or omissions may be just cause for termination of my employment. Further, I understand that by requesting this information, no promise of employment is being made.

I, the undersigned, do hereby authorize the Taney County Sheriff and/or its designated provider to conduct an investigation with respect to my application for employment and my qualifications and fitness for the position I have applied for and for employment with the County. I release the County, my former employers, and personal references from any liability or damage caused by giving and receiving information or opinions as to my employment or character. Information obtained may include residential, achievement, job performance, attendance, employment history, personal references, credit reports, driving records, and criminal history records.

I agree to hold the County harmless and in no event shall the County be liable to me for special, indirect, or consequential damages for the refusal of employment due to information obtained during my background security check. Any information obtained through former employers and/or personal references will become property of the Taney County Sheriff.

I authorize the Taney County Sheriff's Office or its designated provider to perform pre-employment urine drug screening. I understand that I must successfully pass the drug screening in order to be eligible to begin employment with the Sheriff's Office. I understand I have the right to request a copy of the County's Substance Abuse Policy.

I understand that if I have questions regarding any portion of the employment procedure, I have the right to contact the Sheriff's Office for clarification.

Applicant Signature _____ Date _____

The Taney County Sheriff's Department is committed to workforce diversity and a drug-free workplace. Pre-employment drug testing is required. Women, minorities, and individuals with disabilities are encouraged to apply.