

Hamblen County Sheriff's Office

Employment Application



Hamblen County Sheriff's Office

510 Allison Street

Morristown, TN 37814

423-586-3781

423-587-1658



TO THE APPLICANT

Return to the Office of the Sheriff

1. Please fill out the application completely and be sure that the mailing address and the phone number are correct.
2. **Important:** APPLICANT MUST PROVIDE THE FOLLOWING OR THE APPLICATION WILL NOT BE ACCEPTED: (CHECK EACH)
 - Copy of valid TN driver's license
 - Copy of Social Security Card
 - Copy of Birth Certificate
 - Copy of High School Diploma (or GED)
 - Copy of all college transcripts (if applicable)
 - Copy of military DD Form 214 copy 4 (if applicable)
3. If you do not have enough space for your answers to any of the questions please use an additional sheet of paper.
4. Please complete each blank. If it does not apply to you write "DNA" in the space provided.
5. When you have completed your application, return it to the Office of the Sheriff and you will be given instruction for further processing.

Physical Fitness Standards

All employees of the Hamblen County Sheriff's Office, with the exception of clerical and jail staff, will be required to successfully complete a POST Academy after employment in order to become POST certified. Certain physical fitness requirements must be met as specified on the attached physical fitness standards. Pre-employment testing will be administered to determine the current physical ability and potential proficiency. Applicants failing to meet the minimum acceptable standards shall result in their application being placed on inactive status. Failure to pass POST requirements after employment may lead to disciplinary actions up to and including dismissal.

I hereby acknowledge that I have received a copy of these physical fitness requirements and fully understand the rules as they pertain to my employment with Hamblen County Sheriff's Office.

APPLICANT SIGNATURE: _____ DATE: _____



Application Procedures

The following procedures will be adhered to during the application process.

- A. Application must be turned into the Civil Service Secretary located at the Sheriff's Office during regular business hours.
- B. Application will not be accepted without proper documentation, i.e. - birth certificate, high school diploma, and military discharge.
- C. All military discharges issued after 1989 must be a member 4 copy.
- D. Cancellation of any part of the interview process must be given on the day prior to the test.
- E. All tests will be administered on the exam times given. Any applicant arriving late will be disqualified.
- F. Exceptions to any procedure based on unforeseen emergencies will be reviewed on a case by case basis.
- G. Once application has been submitted to the Civil Service Secretary and reviewed, applicant will be contacted via phone for the PT, interview, and tour of the Hamblen County Sheriff's facilities.



APPLICATION AGREEMENT DRUG TESTING

I, _____ the undersigned, do hereby understand and acknowledge that it is a matter of policy of the Hamblen County Sheriff's Office that applicant be tested for drug usage, alcohol abuse, and complete physical fitness as a condition of employment.

I further understand that random drug tests for departmental employees may be conducted during employment if hired.

I have no objection to this policy and will voluntarily comply when requested to do so.

Name Date

Witness Date



APPLICATION AGREEMENT

RELEASE OF PERSONAL INFORMATION

I, _____, the undersigned, agree and acknowledge that I am an applicant for employment with the Hamblen County Sheriff's Office.

I hereby authorize full disclosure of all information and records concerning myself to the Hamblen County Sheriff's Office relative to educational background, employment and pre-employment records including background reports, efficiency ratings, financial information, criminal and traffic arrests or convictions, and any other factors that would be pertinent to my suitability for employment.

I understand that any information obtained by a personal history background investigation will be considered in determining my suitability for employment by the Hamblen County Sheriff's Office.

I hereby authorize any agency or individual questioned by the Hamblen County Sheriff's Office about my background to release any and all information deemed pertinent by the Hamblen County Sheriff's Office. I hereby release the Hamblen County and any other agency or persons from liability in connection with furnishing such information.

I understand, agree, and acknowledge that all information obtained as a result of my application shall be confidential and in the event my application is rejected, the reason for said rejection may not be revealed.

Witness _____ Applicant's Signature _____

Applicant's Address: _____

Phone _____ Date _____



Application For Employment

The Hamblen County Sheriff's Office does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry, medical condition, handicap, or on the basis of age. No question on this application is intended to secure information to be used for such discrimination. The application shall remain on file for one year from date of receipt.

Position applying for: Patrol Bailiff Part Time
 Correctional Officer Clerical

DO NOT TYPE

Name _____ Alias _____
Race _____ Sex _____ (Voluntary information for statistical purposes only)
Date of Birth _____ Place of Birth _____
Driver's License Number _____ State issued _____
Distinguishing marks, physical defects and or scars _____
Mailing Address _____
Cell Phone Number _____ Are you a US citizen? _____
Person to be notified in case of an emergency Name: _____
Number _____ Relationship _____

Please list any relatives employed with the Hamblen County Sheriff's Office

Name	Relationship	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____

Spouse's Full Name including Maiden Name _____

Spouse's Date of Birth _____ Spouse's Phone Number _____

Spouse's Place of Employment _____

Applicant's Children and Date of Birth _____

Character references: Please list three persons (not employers or relatives) who know you well enough to give current or former information about you.

Name _____ Phone Number _____

Address _____

Occupation _____ How long you have known each other _____

Name _____ Phone Number _____

Address _____

Occupation _____ How long you have known each other _____

Name _____ Phone Number _____

Address _____

Occupation _____ How long you have known each other _____

Employment History: List all the positions held regardless of length of time employed beginning with your present place of employment and going back. If additional space is needed please use separate sheet.

Name of Employer _____

Date you were employed to and from _____ Name of Supervisor _____

Address _____ Phone Number _____

Description of Job Duties _____

Salary _____ Reason for leaving _____

Do we have permission to contact this employer? _____

Name of Employer _____

Date you were employed to and from _____ Name of Supervisor _____

Address _____ Phone Number _____

Description of Job Duties _____

Salary _____ Reason for leaving _____

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Salary _____ Reason for leaving _____

Do we have permission to contact this employer? _____

Name of Employer _____

Date you were employed to and from _____ Name of Supervisor _____

Address _____ Phone Number _____

Description of Job Duties _____

Salary _____ Reason for leaving _____

Do we have permission to contact this employer? _____

Education: List your education including high school, college, business and technical schools.

School Name	Address	Years	Graduate
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever applied for a position with the Hamblen County Sheriff's Office? _____

Have you ever applied or worked with another law enforcement or government agency? _____

If yes, please explain and list below

Name of Department or Agency	Date(s)	Reason for leaving?
_____	_____	_____
_____	_____	_____
_____	_____	_____

List your previous addresses below with dates you held residences _____

List all misdemeanor and felony arrests below. NOTE: What you were convicted of and how long ago are important. Please give all facts.

Date	Charge	Detaining/Arresting Agency	Penalty
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has your spouse ever been arrested? _____ if yes, please explain _____

Have you ever been involved in a police investigation as a victim, suspect or a witness? _____

Please explain _____

If employed by the Hamblen County Sheriff's Office, do you anticipate any income other than your Sheriff's Office income? If yes, please explain _____

Have you ever served in the U.S. Armed Forces? _____ Dates of Service _____

Branch _____ Duties/MOS _____

Currently serving in the guard or reserves? _____ Separation Rank _____

Type of Discharge _____ DD Form 214 copy attached? _____

Have you ever illegally used drugs? _____ Has your spouse ever illegally used drugs? _____

If yes, please explain _____

Have you ever filed any civil or criminal action against anyone? _____ Explain _____

Have you ever had any civil or criminal action filed against you? _____ Explain _____

Have you ever filed for bankruptcy? _____

Have you or your spouse ever had a garnishment against your wages? _____

This job requires shift work, punctuality and good attendance. Is there any reason why you could not fulfill these requirements? _____

We are looking for a permanent employee and will make an investment in training. Is there any reason(s) why you would not expect to stay with our agency? _____

Do you understand that in your first six months of employment you are on probation, which is a period of selection: that you must complete it successfully; that you may be discharged at any time; that you must submit yourself to office policy and strict discipline and that you may not have any other employment without approval by the Sheriff or his designee? _____

List any employees you know at the Hamblen County Sheriff's Office, Morristown Police Department and Tennessee Highway Patrol: _____

Why do you think you are qualified for the Hamblen County Sheriff's Office? _____

Please include any other information you think would be helpful to in considering you for employment, such as additional work experience, special skills, articles/books published, activities, accomplishments, etc.



AGREEMENT

Please read the following statement carefully

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

Name _____ Date _____
