

CHESTERFIELD COUNTY SHERIFF’S OFFICE

EMPLOYMENT APPLICATION

We appreciate your interest in employment with the Chesterfield County Sheriff’s Office. All applicants must complete a Chesterfield County Sheriff’s Office application. Applications can be obtained from the front office of the Chesterfield County Sheriff’s Office, located at 203 Watson Street, Chesterfield, South Carolina.

Please complete the application accurately and completely, especially concerning past employers and reference information, giving FULL addresses, telephone numbers, etc. Questionnaires are mailed to any references given, and to current and past employers indicated on your application; therefore, correct mailing addresses are critical.

The Sheriff’s Office accepts applications on a continual basis. Applications are kept on file for one year. Completed applications can be turned in to the front office of the Sheriff’s Office Monday through Friday from 8:30 am until 5:00 pm. Applications may also be mailed to the Sheriff’s Office at the following address:

Chesterfield County Sheriff’s Office

Sheriff James (JD) Dixon

203 Watson Street

Chesterfield, South Carolina 29709

All applicants must meet the following minimum requirements to be considered for employment as either a Deputy Sheriff or Administrative Personnel:

1. Must be at least 21 years of age
2. Must have a high school diploma or GED
3. Must have a clear criminal history
4. Must be a United States Citizen
5. Driving record must not show a disregard for the law
6. Credit history must show sound financial management with the ability to keep accounts paid up to date
7. Results of all pre-employment tests and interview must meet standards
8. Past employment record must be satisfactory
9. Must pass a drug test
10. Medical examination results must show that you are capable of performing all of the essential functions of the job for which you are applying with reasonable accommodation (non-applicable for office personnel).
11. Your application will NOT be processed unless filled out completely.

Thank you,

Sheriff James (JD) Dixon

RELEASE

I,       , permit my present and prior employers to divulge to this organization relevant personal information from my personnel file(s) which they possess. I also authorize this organization to make any investigation of my personal history, education records, financial and credit records through any investigative or credit agencies or bureaus of its choice. I authorize it to make an investigative report whereby information is obtained through personal interviews with neighbors, friends and others with whom I am acquainted.

I understand and acknowledge that information contained herein may be subject to disclosure under the South Carolina Freedom of Information Act.

I understand and agree that if I should admit to or divulge my involvement in any criminal offense during the application process, such may be reported to the proper jurisdictional authority for investigation and/or prosecution.

I release from liability, agree not to sue, and hold harmless, the Chesterfield County Sheriff’s Office, Sheriff James Dixon, his deputies, and others similarly situated, from any and all liability in any way with the processing of my application, even if they should be negligent.

SIGNATURE OF APPLICANT DATE

Sworn to before me this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

Signature of Notary Public for South Carolina

My Commission expires \_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_

(Affix stamp and/or seal below):

The following documents are required in order for your application to be processed:

1. Copy of birth certificate (Certified)
2. Copy of Social Security card
3. Copy of High School Diploma or GED
4. Copy of a valid South Carolina driver’s license
5. Certified ten (10) year driving record (This can be obtained from the SC Dept. of Motor Vehicles. If you have held a driver’s license from another state within the past five years, we will need a certified driving record from that state(s) also.)
6. Credit Report (This can be obtained from companies such as Equifax, Experian, etc. These are listed in the Yellow Pages of the phone book under “Credit Reporting Agencies” and also at the end of this handout.)
7. Copy of DD Form 214 (If a veteran)
8. Copies of other documents which may be applicable to employment (Certifications, training documents, diplomas, education records, etc.)
9. If former or current law enforcement officer, a copy of the ACADIS record (may be printed via the SCCJA Portal or obtained from the SCCJA).
10. ALL college transcripts, if you attended college (unofficial transcripts are acceptable with this application)

If your application is complete and satisfactory, it may be placed in a pool with other applicants for up to one year. Applicants are chosen from the pool to continue the process when and if an opening exists. Applicants are encouraged to reapply one year after their initial application is received.

The hiring process at the Department consists of the following:

1. Initial screening (Driving records review, Criminal records review, application screening)
2. Background investigation
3. Initial interview panel
4. Polygraph examination
5. Conditional Offer of Employment, which includes steps 6-9:
6. Pre-employment physical examination and completion of health history questionnaire
7. Pre-employment psychological examination
8. Pre-employment drug test
9. Any other requirement determined necessary by the Sheriff’s Department
10. Final offer of employment

The process takes several weeks to complete. Any questions may be directed to Major Briana Davis, at (843) 623-2101.

The Chesterfield County Sheriff’s Office is an Equal Opportunity Employer. Qualified applicants are treated without regard to sex, race, religion, national origin, age, marital status, or disability.

Major Credit Reporting Agencies

Equifax <https://www.equifax.com/personal/products/credit/report-and-score/> or (800) 997-2493

Experian <https://www.experian.com/consumer-products/check-credit-report.html> or (888) 397-3742

Trans Union [www.transunion.com](http://www.transunion.com) or Trans Union, PO Box 2000, Chester PA 19022

NOTE: You do NOT need to purchase any subscriptions. You need only to purchase and print a single credit report.

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Fill out the entire application. **Incomplete applications WILL NOT be processed.**

PLEASE DO NOT SUBMIT YOUR APPLICATION UNTIL IT IS COMPLETE.

Please read the following instructions carefully. Your ability to complete this application as requested will be evaluated and used as a basis for employment decisions. Any incomplete or omitted answers to questions may delay the processing of your application. The information will remain in the confidential files of the Chesterfield County Sheriff’s Office.

1. Type or print in black ink.
2. Answer all questions. If one does not apply to you, write N/A by the question.
3. If the space available is insufficient, please attach a word document of any continued information to ensure ALL information is provided.

Filing an application with us does not imply that you will be interviewed or hired, only that you will be considered for vacancies based on the stated occupational preference identified, when vacancies exist. If you are offered employment, it will be necessary to complete a physical and psychological examination, the results of which must be satisfactory so that you can perform the essential job functions required with reasonable accommodation. All statements are subject to verification. **Truthful statements to any item requested will not necessarily exclude you from employment, but any false statements will disqualify you from employment and dismissal if you are hired.**

I understand the above statement:

SIGNATURE OF APPLICANT DATE

**APPLICATION FOR EMPLOYMENT**

**INSTRUCTIONS: Use a typewriter, or print legibly in ink. Fill out this form COMPLETELY ACCURATELY. This data is used for periodic reporting and will be kept in a CONFIDENTIAL FILE.**

**position applied for:** [ ]  **Deputy Sheriff** [ ]  **School Resource Officer (Class 1 Required)**

[ ]  **Clerical** [ ]  **other**

**Application date:**

**PERSONAL DATA**

**Name**

**1.**

 **last first middle**

**Address**

**2.**

 **Number street**

**city state zip code country**

**Phone(s)**

**3.**

 **Home Cell Other**

**4. If you have worked under another name, please indicate:**

**5. Are you a U.S. citizen?** [ ]  **yes** [ ]  **no if no, give visa number**

 **immigration number**

**6. Do you possess a valid S.C. driver’s license?** [ ]  **yes** [ ]  **no**

 **if yes, give number**

 **If you possess a license in another state, give number here:**       **State**:

**7. Date available to start work**

**8. would you work:** [ ]  **full time** [ ]  **part time** [ ]  **day and night shift**

**9. If you did not graduate from high school, have you passed the General Education Development (GED) test?** [ ]  **yes** [ ]  **no if yes, when and where did you complete the GED?**

**10. Indicate languages you speak, read, and/or write**

**11. List professional license(s) you hold**       **license number**

 **Others**

**12. List scholarships, academic awards/honors**

**13. List courses you have taken that would be particularly useful to the position for which you are applying**

**14. List training, skills and/or experience you have that, in your opinion, would especially fit you for work with this organization**

**RECORD OF EDUCATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **school(s).****Include:** | **name and****address** | **dates****attended** | **years****completed** | **did you****graduate?** | **list****degrees** |
| **high school****college/university****undergraduate****college/university****graduate****technical school****seminars.****institutes, etc.****SCCJA****other education.****training,** |       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |
|       |       |       | [ ]  **yes** [ ]  **no** |       |

**EMPLOYMENT HISTORY**

|  |
| --- |
| **1. employed from**       **to**       **/ ending salary**       **per**       **company name**       **telephone number**       **address**       **street or p.o.box number city state zip code**  **job title**       **reason for leaving**       **supervisor’s name**       **telephone number**       **job duties**       |
| **2. employed from**       **to**       **/ ending salary**       **per**       **company name**       **telephone number**       **address**       **street or p.o.box number city state zip code**  **job title**       **reason for leaving**       **supervisor’s name**       **telephone number**       **job duties**       |
| **3. employed from**       **to**       **/ ending salary**       **per**       **company name**       **telephone number**       **address**       **street or p.o.box number city state zip code**  **job title**       **reason for leaving**       **supervisor’s name**       **telephone number**       **job duties**       |
| **4. employed from**       **to**       **/ ending salary**       **per**       **company name**       **telephone number**       **address**       **street or p.o.box number city state zip code**  **job title**       **reason for leaving**       **supervisor’s name**       **telephone number**       **job duties**       |
| **5. employed from**       **to**       **/ ending salary**       **per**       **company name**       **telephone number**       **address**       **street or p.o.box number city state zip code**  **job title**       **reason for leaving**       **supervisor’s name**       **telephone number**       **job duties**       |

**Is there an employer listed above that you DO NOT want us to contact?** [ ]  **yes** [ ]  **no**

**Which one? Number**       **Why ?**

**co-workers/former co-workers (complete address and phone numbers must be provided.)**

|  |  |  |
| --- | --- | --- |
| **name**  | **address** | **telephone** |
|       |       | **w**     **h** |
|       |       | **w**     **h** |
|       |       | **w**     **h** |

**Personal References (No relatives or former employers. COMPLETE address and phone numbers must be provided.)**

|  |  |  |
| --- | --- | --- |
| **name**  | **address** | **telephone** |
|       |       | **w**     **h** |
|       |       | **w**     **h** |
|       |       | **w**     **h** |

**neighbors (complete address and phone numbers must be provided.)**

|  |  |  |
| --- | --- | --- |
| **name**  | **address** | **telephone** |
|       |       | **w**     **h** |
|       |       | **w**     **h** |
|       |       | **w**     **h** |

**BIOGRAPHICAL DATA**

**Name**

**1.**

 **last first middle maiden nickname**

 **a. have you ever used another name?** [ ]  **yes** [ ]  **no**

 **if yes, what name**

 **b. has your name been legally changed?** [ ]  **yes** [ ]  **no**

**Check here if by Marriage or Divorce** [ ] , **Otherwise, explain.**

**2. Age**       **date of birth**       **place of birth**

 **has your date of birth ever been changed on a legal document? if yes, explain.**

**Residence**

 **number street city state zip**

 **a. how long have you lived at this address?**

 **b. what is your telephone number?**

**home (**     **)**

 **Cell (**     **)**

**other (**     **)**

 **c. list previous addresses in the last ten (10) years:**

**number street city state zip**

**number street city state zip**

**number street city state zip**

**number street city state zip**

 **d. list the complete name of the person with whom you reside:**

 **last first middle maiden nickname**

 **last first middle maiden nickname**

 **e. parents names:**

 **father:**

 **last first middle nickname**

 **mother:**

 **last first middle nickname**

**4. Marital Status:** [ ]  **single** [ ]  **engaged** [ ]  **divorced**

[ ]  **married** [ ]  **separated** [ ]  **widowed**

**a. name of spouse**

**Spouse’s occupation**

**employed by**

 **name of former spouse**

**list all your children, including any adopted or stepchildren:**

|  |  |  |  |
| --- | --- | --- | --- |
| **name** | **dob** | **name of person** **residing with** | **address** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

**5. Military service:** [ ]  **yes** [ ]  **no branch**

 **total years**       **highest grade/rank**

 **type of discharge**       **court martial/punishment**

 **a. are you registered for selective service?** [ ]  **yes** [ ]  **no**

**b. what is the date and location of your last discharge?**

 **c. are you currently a member of any national guard/reserve unit?** [ ]  **yes** [ ]  **no**

 **if yes, give unit name, location, and describe your obligation:**

**6. Personal history**

 **In the back of this application is a statement of the essential functions of Chesterfield County Sheriff’s Department employees. Read the functions of the position for which you are applying and answer the following questions.**

 **a. after training, could you perform the functions of the job for which you are applying?** [ ]  **yes** [ ]  **no if no, explain:**

 **b. if no, what, if any, reasonable accommodation(s) could be made so that you could perform the essential functions?**

**c. have you ever illegally possessed, used, or sold any amount of the following drugs? if yes, use the lines next to each and explain, giving date of last incident. amphetamines** [ ]  **yes** [ ]  **no**

 **hashish** [ ]  **yes** [ ]  **no**

 **nerve medicine** [ ]  **yes** [ ]  **no**

 **barbiturates** [ ]  **yes** [ ]  **no**

 **heroin** [ ]  **yes** [ ]  **no**

 **pep pills** [ ]  **yes** [ ]  **no**

 **cocaine** [ ]  **yes** [ ]  **no**

 **sleeping pills** [ ]  **yes** [ ]  **no**

 **marijuana** [ ]  **yes** [ ]  **no**

 **hallucinogens** [ ]  **yes** [ ]  **no**

 **morphine** [ ]  **yes** [ ]  **no**

**d. do you drink alcoholic beverages?** [ ]  **yes** [ ]  **no if yes, how often and how much?**

 **e. do you use any form of tobacco?** [ ]  **yes** [ ]  **no if yes, list form**

**7. Financial history**

 **a. list income other than salary (include salary of spouse):**

 **b. how many people do you support?**

 **c. have you ever been named in a lawsuit as either a plaintiff or a defendant?**

[ ]  **yes** [ ]  **no if yes, explain**

 **d. what is the total amount of your debts at present?**

 **e. list credit references, including businesses to which you make monthly payments.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **name of** **business** | **street** **address** | **city** | **state** | **zip code** | **telephone** |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |
|       |       |       |       |       |       |

**8. Work history**

 **a. have you ever been, or are you now engaged in a private business?** [ ]  **yes** [ ]  **no**

 **if yes, list your capacity and give name of business**

 **b. have you ever resigned or been asked to resign from a job?** [ ]  **yes** [ ]  **no**

 **if yes, explain**

 **c. do you object to wearing a uniform?** [ ]  **yes** [ ]  **no**

 **d. do you object to working overtime?** [ ]  **yes** [ ]  **no**

 **e. do you object to being away from home for long periods of time due to official duties?** [ ]  **yes** [ ]  **no if yes, explain**

 **f. do you object to working regular shifts?** [ ]  **yes** [ ]  **no**

 **g. do you object to working rotating shifts?** [ ]  **yes** [ ]  **no**

**9. Law Enforcement History**

1. **Have you ever worked for any law enforcement agency in South Carolina or any other state?** [ ]   **Yes** [ ]  **No (*If no, skip to Part 10*)**

**If Yes, what is your ACADIS ID, issued by the SCCJA?**

**If yes, give the name of the agency(s) and dates of employment:**

|  |
| --- |
|       |
|       |
|       |
|       |
|       |
|       |
|       |

**B. Did you ever receive or solicit anything for overlooking a violation?** [ ]  **Yes** [ ] **No**

**C. Did you ever use your official position for your own personal gain?** [ ]  **Yes** [ ] **No**

**D. Did you ever perjure yourself in court?** [ ]  **Yes** [ ] **No**

**E. Have you ever engaged in any sexual activity with an inmate or prisoner?** [ ]  **Yes** [ ] **No**

**10. Criminal Records**

 **a. have you ever been arrested by law enforcement?** [ ]  **yes** [ ]  **no**

 **if yes, give details:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **offense** **charged** | **police****agency** | **state** | **date** | **disposition** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

 **b. have you ever been convicted of a felony?** [ ]  **yes** [ ]  **no**

 **if yes, give details:**

 **c. have you ever been bonded?** [ ]  **yes** [ ]  **no if yes, list jobs**

 **d. have you ever been placed on probation?** [ ]  **yes** [ ]  **no**

 **if yes, explain**

 **e. have you ever had any traffic violations?** [ ]  **yes** [ ]  **no**

 **if yes list below:**

|  |  |  |
| --- | --- | --- |
| **traffic violation** | **police agency** | **date**  |
|       |       |       |
|       |       |       |
|       |       |       |

**f. have you ever stolen anything?** [ ]  **yes** [ ]  **no if yes, explain**

 **g. have you ever been court-martialed or subject of disciplinary action while a member of the armed forces?** [ ]  **yes** [ ]  **no if yes, explain**

 **h. list any disciplinary action taken against you in the national guard or other reserve unit:**

 **i. do you possess a valid south carolina driver’s license?** [ ]  **yes** [ ]  **no**

 **driver’s license number**

 **j. have you ever been subject to a restraining order?** [ ]  **yes** [ ]  **no**

 **if yes, when?**       **what court?**

**k. do you possess, or have you possessed, within the last 10 years, a driver’s license issued by another state?** [ ]  **yes** [ ]  **no; if yes, give state and number**

 **l. was your license ever suspended or revoked?** [ ]  **yes** [ ]  **no**

 **if yes, explain (where, reason, date, etc.)**

 **m. was your license restored?** [ ]  **yes** [ ]  **no / date restored**

 **n. are your driving privileges restricted?** [ ]  **yes** [ ]  **no**

 **list restriction(s)**

**For the following questions, if any are answered “yes” or checked, please explain on the last page:**

**o.** **Have you ever committed or participated in any crime that has been undetected?**

[ ]  **Armed Robbery**

[ ]  **Arson**

[ ]  **Assault**

[ ]  **Burglary**

[ ]  **Child Molestation**

[ ]  **Disorderly Conduct**

[ ]  **Forgery**

[ ]  **Fraud**

[ ]  **Illegal Drugs**

[ ]  **Incest**

[ ]  **Indecent Exposure**

[ ]  **Kidnapping**

[ ]  **Larceny**

[ ]  **Lewd Acts**

[ ]  **Murder**

[ ]  **Peeping Tom**

[ ]  **Perjury**

[ ]  **Prostitution**

[ ]  **Rape**

[ ]  **Receiving Stolen Property**

[ ]  **Sex Crimes**

[ ]  **Terroristic Threats**

[ ]  **Vandalism**

**p. Have you ever been questioned regarding domestic violence including spouse abuse, child abuse, or any other form of investigation regarding verbal, physical, or sexual abuse against a person in your family?** [ ]  **yes** [ ]  **no**

**q. Have you ever viewed any type of child pornography?** [ ]  **yes** [ ]  **no**

**r. Have you ever physically or sexually abused a child?** [ ]  **yes** [ ]  **no**

**s. Have you ever been in possession of sexual pictures or nude pictures of any child under the age of 16?** [ ]  **yes** [ ]  **no**

**t. Have you ever engaged in any type of sexual activity with any person under the age of 16?** [ ]  **yes** [ ]  **no**

**u. Have you ever forced someone, by word or action, to have sexual contact with you against their will?** [ ]  **yes** [ ]  **no**

**v. Have you ever had sexual contact with someone who was unable to give consent due to being drugged, drunk, or unconscious?** [ ]  **yes** [ ]  **no**

**w. Have you ever been involved in any form of gang, gang violence, or gang activity?**

[ ]  **yes** [ ]  **no**

**x. Have you ever been a member of any group or organization which advocated violent**

 **dissent or the overthrow of this government?** [ ]  **yes** [ ]  **no**

**y. Have you ever falsified any official document?** [ ]  **yes** [ ]  **no**

**z. Are you attempting to conceal any information about your background?**

[ ]  **yes** [ ]  **no**

**Have you filled out your application completely?**

**incomplete applications WILL NOT be processed.**

**STATE OF SOUTH CAROLINA**

**COUNTY OF CHESTERFIELD**

**I hereby certify that all statements on this form are true and complete and any misstatement or omission of information will subject me to disqualification or dismissal.**

**SIGNED, this \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **full signature of applicant**

**CONFIDENTIAL**

***The Chesterfield County Sheriff’s Office is an Equal Opportunity Employer***

**Date:**

**Name:**

 **Last First Middle**

**Address:**

 **Number street city state zip**

**Telephone:**

 **Home business other**

**Position applied for:** [ ]  **Deputy Sheriff** [ ]  **School Resource Officer (Class 1 Required)**

[ ]  **Clerical** [ ]  **other**

**Social Security Number:**

**Date of Birth:**

**Are you a Vietnam Veteran?** [ ]  **yes** [ ]  **no**

**Are you a Disabled Veteran?** [ ]  **yes** [ ]  **no**

**Are you an otherwise-protected Veteran\*?** [ ]  **yes** [ ]  **no**

\*A veteran who served on active duty in the U.S. military during a war, or in a campaign or expedition for which a campaign badge was authorized under the laws administered by the Department of Defense.

**How did you hear about our agency?**

[ ]  **Walk-in** [ ]  **Advertisement** [ ]  **Job Service** [ ]  **Employment agency**

[ ]  **County Employee *(specify)***

[ ]  **Career Fair *(specify)***

[ ]  **Other *(specify)***

**If you need to explain or add anything to this application, please write or type any information here**: