



CHRISTIAN COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

Sheriff Tyler DeArmond
701 West 7th Street
Hopkinsville, KY 42240

CHRISTIAN COUNTY SHERIFF'S OFFICE
701 WEST 7TH STREET
HOPKINSVILLE, KY 42240

The Christian County Sheriff's Office is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans With Disabilities Act, applicants may request accommodations needed to participate in the application process.

Attention Applicant:

Thank you for your interest in applying with the Christian County Sheriff's Office. All applicants must undergo an extensive hiring process for possible employment, including, but not limited to, a physical agility test, oral interview, background investigation, drug screening, medical screening and a polygraph examination. Please read this packet carefully and follow all instructions listed. Again, thank you for your interest.

PACKET CONTENTS:

- Information on hiring process, including employment requirements.
- List of documents needed to begin the hiring process.
- Description of position applied for and responsibilities expected from employee during employment.
- Benefit information.
- Christian County Sheriff's Office application for employment.
- Authorization To Release Information form.

Below is a list of positions at the Sheriff's Office, along with the requirements for employment:

ROAD DEPUTY: Applicants must be 21 years of age at the time of start date, have a High School Diploma or GED, possess a valid driver's license, have had no felony convictions and no misdemeanor convictions involving domestic violence or abuse. Individuals interested in applying for this position must be of good moral character and be able to meet the physical standards set forth by the Department of Criminal Justice Training.

Road Deputies are responsible for enforcing criminal and traffic laws in the Commonwealth of Kentucky, as well as serving warrants, summons and civil papers. Deputies are also responsible for answering calls for service such as domestic violence situations, burglaries, thefts, criminal mischief complaints, etc. Care of all issued equipment will also be the responsibility of the Deputy and he/she must report any problems or misuse of equipment observed. Along with the above listed responsibilities, Deputies will become a Certified Vehicle Inspector and may be asked to perform duties not listed.

BAILIFF: Applicants must be 21 years of age at the time of start date, have a High School Diploma or GED, possess a valid driver's license, have had no felony convictions and no misdemeanor convictions involving domestic violence or abuse. Individuals interested in applying for this position must be of good moral character and be in good enough physical condition to handle the daily tasks they are asked to perform.

Bailiffs are responsible for, but not limited to, court security, service of warrants, serving summons and civil papers, prisoner transports and other various administrative duties.

The following information will assist you in completing your application.

- When returning your application, please make sure all questions are answered. If a question does not pertain to you, please answer N/A in the space. Any question left unanswered could result in non-consideration of your application.
- Please ensure you use Blue or Black ink and that all answers are legible.
- Include copies of the following with your application
 - Diploma or GED
 - College Transcripts
 - Birth Certificate
 - DD214 (If Military)
 - Drivers License
 - Social Security Card

Applications will be kept on file for up to one year. To be sure you are still being considered for employment, your application must be updated every year.

NOTE: Turning in your application does not guarantee there is a position available or that you will be hired.

SALARY AND BENEFIT INFORMATION

Considerations for salary include, but are not limited to, experience, job description and hours worked. Salary will be discussed with the Sheriff, or his designee, prior to employment. If hired full time, employees must complete 3 months of service before they are eligible for medical benefits.

ROAD DEPUTY BENEFITS:

- Kentucky Law Enforcement Foundation Program Fund (KLEFP): \$4,000.00 Annually for Certified Law Enforcement Officers whose certification is up to date.
- Two weeks of paid vacation after one year of full-time employment.
- One sick day per month.
- Twelve paid holidays per year.
- Paid single medical coverage.
- Take home cruiser.
- All equipment provided.
- 401K / 457 Deferred Compensation Retirement Options.

PART TIME BAILIFF BENEFITS:

- Uniforms provided.
- Flexible work hours.

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APPLICATION FOR EMPLOYMENT**

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PERSONAL INFORMATION:

Name: _____
 Last First Middle Social Security #

Address: _____
 Street Date of Birth

 _____ _____ _____
 City State Zip Phone #

E-Mail Address: _____

Driver's License State and Number: _____

Have you had a felony conviction? Yes _____ No _____

Have you had a criminal conviction involving Domestic Violence? Yes _____ No _____

Are there any active Protective Orders against you? Yes _____ No _____

Have you ever been charged with a DUI, or any other traffic offense? Yes _____ No _____

If you answered yes to any of the above questions, please list date and location of convictions: _____

EMPLOYMENT DESIRED

Position (Check One): Road Deputy _____ Bailiff _____ Administrative _____

Hours: Full Time _____ Part Time _____ Start Date Available _____

Salary Desired: _____ Are you currently employed: Yes _____ No _____

May we contact your employer? Yes _____ No _____

EDUCATION AND TRAINING

High School name and address: _____

Years attended: _____ Year Graduated: _____

Degree, Diploma or Certificate earned: _____

College name and address: _____

Years attended: _____ Year Graduated: _____

Degree, Diploma or Certificate earned: _____

Any other Vocational, Business, Technical or Academy name and address:

Years attended: _____ Year Graduated: _____

Degree, Diploma or Certificate earned: _____

GENERAL

Subjects of Special Study or Research Work: _____

Job Related Skills: _____

EMPLOYMENT HISTORY

Name and address of employer: _____

Dates employed: _____ Salary: _____ Position: _____

Reason for leaving: _____

Contact person and number: _____

Name and address of employer: _____

Dates employed: _____ Salary: _____ Position: _____

Reason for leaving: _____

Contact person and number: _____

Name and address of employer: _____

Dates employed: _____ Salary: _____ Position: _____

Reason for leaving: _____

Contact person and number: _____

Name and address of employer: _____

Dates employed: _____ Salary: _____ Position: _____

Reason for leaving: _____

Contact person and number: _____

PERSONAL REFERENCES

(LIST 3 PERSONS NOT RELATED TO YOU WHOM YOU HAVE KNOWN FOR AT LEAST ONE YEAR)

Name: _____ Address: _____

Years Acquainted: _____ Phone Number: _____

Name: _____ Address: _____

Years Acquainted: _____ Phone Number: _____

Name: _____ Address: _____

Years Acquainted: _____ Phone Number: _____

AUTHORIZATION TO RELEASE INFORMATION

I certify that the facts contained in this application, and accompanying paperwork, are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal, if I have been employed, no matter when discovered.

I understand that any employment is conditioned on a background investigation. I authorize the Christian County Sheriff's Office to run a credit report and to thoroughly investigate all statements contained in my application. I authorize my former employers and personal references to disclose information regarding my past employment, character and general reputation to the Christian County Sheriff's Office without giving me prior notice of such disclosure. In addition, I release the Christian County Sheriff's Office, any former employers and all references listed from any and all claims, demands or liabilities arising out of, or related to, such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired my employment will be "AT WILL", without fixed term and I may be terminated at any time, with or without cause, and without prior notice, at the option of either myself or the Christian County Sheriff's Office. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the Christian County Sheriff's Office unless made in writing.

If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical or drug test at any time deemed appropriate by the Christian County Sheriff's Office and as permitted by law. I consent to such examinations and tests, and I give the examining doctor permission to disclose the results of the examination to the Christian County Sheriff's Office and I understand the results shall remain confidential and segregated from my personnel file. I understand that my employment, or continued employment to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test. I also understand if I am hired, a condition of my employment will be that I abide to the Christian County Sheriff's Office Drug and Alcohol Policy.

I understand that filling out this form does not indicate that there is a position open and does not obligate the Christian County Sheriff's Office to hire me. If hired, I agree to abide by all Christian County Sheriff's Office work rules, policies and procedures. I understand the Christian County Sheriff's Office retains the right to revise its policies and procedures in whole or in part at any time.

Signature

Witness

Date