

Sumter County Sheriff's Office

Application for Employment



Sheriff Anthony Dennis

107 EAST HAMPTON AVENUE

SUMTER, SC 29150

**Sumter County Sheriff's Office
Pre-employment Requirements**

DEPUTY SHERIFF – PATROLMAN

REQUIREMENTS:

1. Graduate from an accredited college or university, preferred, or;
2. High school diploma or GED, or;
3. Certified law enforcement officer.
4.
 - a) Must be a minimum of twenty- one (21) years of age
 - b) Must have no criminal history
 - c) Must possess a valid South Carolina Driver's License – limited violations **(NO DUI)**
 - d) Must satisfactorily pass a credit check – no bankruptcy
 - e) Must satisfactorily complete a polygraph test
 - f) Must satisfactorily complete a psychological test
 - g) Must pass a drug test
 - h) Must meet physical fitness standards as outlined in the job description
5. Must be willing and able to work weekends, holidays, possibly days off, and be available during times of natural disasters.
6. The following items **must** be turned in with the application:
 - a) Photo copy of your driver's license
 - b) Photo copy of Social Security Card
 - c) Photo copy of Birth certificate
 - d) Photo copy of high school, GED and college transcripts and diplomas
 - e) Photo copy of DD Form 214 (if prior military)
 - f) Certified driving record of all licenses possessed in the last 10 years
 - g) Pass a T.A.B.E. test administered by Central Carolina Tech. (The test is given on Mondays and it is your responsibility to contact them to schedule a test date)

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL SR. CPL. LEE MONAHAN @ 436-2161.
(WHEN COMPLETE, TURN EVERYTHING IN ON WEDNESDAYS BETWEEN 0900-1130)**

Sumter County Sheriff's Office
Sumter, South Carolina

Application for employment (check one)

Date: _____

Job title: Deputy Sheriff _____

Reserve Deputy _____

Personal Data

1. Name: _____
(Last) (First) (Middle) (Maiden)

2. Address: _____
Number Street City State Zip

3. Telephone: _____ Pager No: _____ Other: _____

4. Date of Birth: _____ Age: _____ Place of Birth: _____

5. Height: _____ Weight: _____ Eyes: _____ Hair: _____

6. Social Security No.: _____

7. Marital Status: Single _____ Engaged _____ Divorced _____

Married _____ Separated _____ Widowed _____

8. Name of Spouse _____
Last First Middle Maiden

9. Spouse's occupation: _____ Where Employed _____

20. Total years _____ Highest grade _____ Type of discharge _____

21. List all medals and awards you received in the military:

22. Are you presently a member of the National Guard or Reserve? (Give unit, location and job description): _____

Credit History

23. How many people do you support? _____

24. Have you ever declared or are you about to declare bankruptcy? _____

25. What is total amount of your debts at present? _____

26. Have you ever been, or are you currently behind on your bills? Yes _____ No _____

27. List credit references, including business, to which you make monthly payments:

| Name of Business | Amount | Type of Debt | Any Problems |
|------------------|--------|--------------|--------------|
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28. Have you ever had any civil action(s) taken against you for failure to pay any debt? (Liens, judgements, lawsuits, etc.) Yes _____ No _____

Explain: _____

29. Have you ever had anything repossessed (voluntarily or involuntarily)? Yes ____ No ____

30. Are you now, or have you ever, had to make child support payments? Yes ____ No ____

31. Have you ever been late on making your child support payments? Yes ____ No ____

If yes, are you currently behind on your payments? Yes _____ No _____

32. Have you ever bounced a check and it resulted in a warrant issued for your arrest?

Yes _____ No _____

Work History

33. How many days have you missed from work in the last year due to sickness or injury?

Explain: _____

34. Are you presently in a physical fitness program? _____

35. Date and Place of Last physical examination _____

36. Name of examining doctor _____

37. Have you ever been fired, dismissed, or forced to resign from a job? _____

38. Have you ever walked-off the job because of an argument with a fellow employee or employer? Yes _____ No _____

39. Have you ever been involved in a physical confrontation with another employee?

Yes _____ No _____

40. Have you ever been fired from a job? If yes explain:

41. Have you ever received any formal disciplinary action (suspension, written reprimand, letter of counseling, or written warning) from any job? Yes _____ No _____

Explain: _____

42. Have you ever been turned down for a job based on the result of a: (check any)

Criminal History _____ Background Investigation _____ Credit check _____
Polygraph _____ Driving Record _____

43. Have you ever been named in a sexual harassment complaint? Yes _____ No _____

44. Please list present and past employment, beginning with the most recent:

| |
|---|
| Company Name _____ Phone Number _____ Address _____ Street City State Zip Supervisor(s) name _____ Job Title _____ Reason for Leaving _____ Job Duties _____ Employment dates from _____ to _____ Ending Salary _____ |
| Company Name _____ Phone Number _____ Address _____ Street City State Zip Supervisor(s) name _____ Job Title _____ Reason for Leaving _____ Job Duties _____ Employment dates from _____ to _____ Ending Salary _____ |
| Company Name _____ Phone Number _____ Address _____ Street City State Zip Supervisor(s) name _____ Job Title _____ Reason for Leaving _____ Job Duties _____ Employment dates from _____ to _____ Ending Salary _____ |

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|--|--------|------|-------|-----|
| Company Name _____ Phone Number _____ | | | | |
| Address _____ | | | | |
| | Street | City | State | Zip |
| Supervisor(s) name _____ | | | | |
| Job Title _____ Reason for Leaving _____ | | | | |
| Job Duties _____ | | | | |
| Employment dates from _____ to _____ Ending Salary _____ | | | | |

| | | | | |
|--|--------|------|-------|-----|
| Company Name _____ Phone Number _____ | | | | |
| Address _____ | | | | |
| | Street | City | State | Zip |
| Supervisor(s) name _____ | | | | |
| Job Title _____ Reason for Leaving _____ | | | | |
| Job Duties _____ | | | | |
| Employment dates from _____ to _____ Ending Salary _____ | | | | |

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|--|--------|------|-------|-----|
| Company Name _____ Phone Number _____ | | | | |
| Address _____ | | | | |
| | Street | City | State | Zip |
| Supervisor(s) name _____ | | | | |
| Job Title _____ Reason for Leaving _____ | | | | |
| Job Duties _____ | | | | |
| Employment dates from _____ to _____ Ending Salary _____ | | | | |

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|--|--------|------|-------|-----|
| Company Name _____ Phone Number _____ | | | | |
| Address _____ | | | | |
| | Street | City | State | Zip |
| Supervisor(s) name _____ | | | | |
| Job Title _____ Reason for Leaving _____ | | | | |
| Job Duties _____ | | | | |
| Employment dates from _____ to _____ Ending Salary _____ | | | | |

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|--|--------|------|-------|-----|
| Company Name _____ Phone Number _____ | | | | |
| Address _____ | | | | |
| | Street | City | State | Zip |
| Supervisor(s) name _____ | | | | |
| Job Title _____ Reason for Leaving _____ | | | | |
| Job Duties _____ | | | | |
| Employment dates from _____ to _____ Ending Salary _____ | | | | |

*If you have had more jobs, list them on a separate sheet of paper and attach (mandatory).

45. Personal References (no relatives or former employers)

| Name | Occupation | Address | Phone |
|------|------------|---------|-------|
| | | | |
| | | | |
| | | | |

Education History

46. Indicate any language(s) you speak, read or write fluently _____

47. List any professional licenses you hold:

48. List academic honors, awards etc. _____

49. List any courses that would be useful to the position for which you are applying:

50. Typing speed (WPM) _____ List equipment or office machines you can operate
(Including computer programs):

51. List all schools:

| School | Name & Address | Start Date | Date Completed | Did you Graduate | List Degrees |
|-------------|----------------|------------|----------------|------------------|--------------|
| High School | | | | | |
| Tech School | | | | | |
| College | | | | | |
| University | | | | | |
| Others | | | | | |
| | | | | | |

52. If you did not graduate from high school, have you passed the General Educational Development (GED) Test? Yes _____ No _____
 When and where did you complete the GED?

Criminal Record

53. Have you ever been charged by law enforcement (other than a minor traffic offense)?
 Yes _____ No _____

If yes, explain: _____

| Offense Charged | Police Agency | State | Date | Disposition |
|-----------------|---------------|-------|------|-------------|
| | | | | |
| | | | | |

54. Have you ever been convicted of a felony? Yes _____ No _____
 If yes, give details: _____

55. Have you ever been bonded? Yes _____ No _____
 If yes, list jobs. _____

56. Have you ever been placed on probation? Yes _____ No _____
 If yes, explain: _____

57. Have you ever had any traffic violations? Yes _____ No _____
If yes, explain:

58. Have you ever stolen anything? Yes _____ No _____ If yes, explain:

59. Have you ever illegally used any of the drugs listed below? Yes _____ No _____
If yes, explain: _____

When was the last time you used? _____

How many times used? _____

Have you ever bought or sold any of the following drugs? _____

STP Peyote Psilocybin Quaaludes Opium Cocaine Acid
Mescaline MDA Speed (Meth) Barbiturates Heroin Morphine Marijuana
Demerol Hashish Steroids Dilaudids Sniffed Freon Gas, paint, or others

Any other illegal substance/narcotic not listed: _____

60. Have you ever been court-martialed or a subject of disciplinary action?
Yes _____ No _____ If yes, explain: _____

61. Are you now or have you ever been a member of, or affiliated with, any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means? Yes _____ No _____

62. Have you ever contributed money, time, shelter, or any other resources to any group(s) or individuals as described as above? Yes _____ No _____

Personal Habits

63. Have you ever gone to work or school intoxicated, or missed work or school due to being intoxicated? Yes _____ No _____

64. Do you gamble (on-line, professionally, or otherwise where real money or property is involved) ? Yes _____ No _____

If yes, then what is the greatest financial loss you have ever incurred? \$_____

65. Do you currently owe anyone, individual or business, money or property due to a gambling debt? Yes _____ No _____

66. Have you ever viewed or subscribed to any periodical which contained or promoted child pornography? Yes _____ No _____

Prior Law Enforcement Only (if not prior law enforcement, skip to the next section)

67. Where have you previously worked as a law enforcement officer?

68. Were you ever the subject of any sort of internal investigation (formal or otherwise)?

Yes _____ No _____ Explain: _____

69. Have you ever quit or resigned while under investigation? Yes _____ No _____

70. Were you ever given the option to resign or be fired? Yes _____ No _____

If yes, explain: _____

71. Were you ever suspended from duty, demoted, or had salary reduced as part of a disciplinary action against you? Yes _____ No _____

72. Have you ever had an excessive force complaint filed against you? Yes _____ No _____

73. Have you ever had any vehicle accidents while on duty? Yes _____ No _____

If yes, how many? _____

74. Have you ever lied in a report/statement to implicate a suspect or cover for another officer or for yourself? Yes _____ No _____

I hereby certify that there are no willful misrepresentations in or falsifications of the statements and answers to the above questions. I know that if the application is not complete it will be void. I am aware that should investigation disclose such misrepresentations and/or falsifications, my application for employment will be rejected and I will be disqualified from applying for any position of the Sumter County Sheriff's Office in the future. In completing this application for employment, I also understand that an investigation may be conducted whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. Also, I understand that I will be required to take and pass a polygraph examination prior to being accepted for employment with the Sumter County Sheriff's Office.

Applicants Signature: _____ Date: _____

Sumter County Sheriff's Office
107 East Hampton Avenue
Sumter, SC 29150

I, _____, hereby request and authorize all doctors, nurses, hospitals, military organizations, insurance companies, educational institutions, governmental agencies, banks, and other credit agencies, my present and former employers, and any other individuals who may have records or other information about me to release and furnish to the Sumter County Sheriff's Office all records and other information concerning me. The above-mentioned agency is currently conducting a personal background to determine my suitability for employment as a law enforcement officer with their agency. Your assistance and cooperation will be greatly appreciated. A copy of this signed and notarized authorization shall be as effective and valid as the original.

This the _____ day of _____ 20_____.

Signature of Applicant _____

Sworn and subscribed before me, this
the _____ day of _____ 20_____.

Notary Public
My commission expires _____.