

Wayne County Sheriff's Office

Application for Employment

Date of Application: _____

Personal Information

First Name

Middle Name

Last Name

Street Address

City

State

Zip

Years at Address

Home Telephone

Best Time to Call

Business Telephone

Best Time to Call

May we contact you
at work

☐ Yes ☐ No

Email Address

How did you hear of this opening?

- ☐ On my own ☐ Advertisement ☐ School
☐ Employee ☐ Private Employment Agency
☐ Relative ☐ Internet ☐ Other

Name of Referral Source (if applicable)

PLEASE NOTE

This application form was designed for use by applicants for various positions - clerical, professional, technical and administrative. Please include a resume if available. Answer questions to the best of your ability. All Information will be treated confidentially.

Type of Work Desired

Indicate the position for which you are applying:

Type of employment desired

☐ Full-Time ☐ Part-Time ☐ Temporary ☐ Seasonal

Can you work any time?

☐ Yes ☐ No

Can you work any day?

☐ Yes ☐ No

What is your minimum salary requirement

Date available to work

Do you have any commitments to another employer that might affect your employment with us, including confidentiality, non-disclosure or non-competition agreements?

☐ Yes ☐ No

If yes, please explain

Skills and Qualifications

Summarize any special training, skills, licenses, certificates, and/or characteristics of yourself that might qualify you as being able to perform job-related functions for the position for which you are applying.

Educational Data

List last three (3) schools attended, starting with the most recent.

School	No. of Years	Degree or Diploma	GPA or Class Rank	Major/Minor

List any language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write
	☐ Speak Some	☐ Speak Fluently	☐ Read	☐ Write
	☐ Speak Some	☐ Speak Fluently	☐ Read	☐ Write
	☐ Speak Some	☐ Speak Fluently	☐ Read	☐ Write
	☐ Speak Some	☐ Speak Fluently	☐ Read	☐ Write

Employment History

List your last four (4) employers, assignments or volunteer activities starting with the most recent, including military experience.

Employer #1

Employer

Immediate Supervisor's Name

Address

Your Job Title

Employed From Mo./Yr.

Employed To Mo./Yr.

Telephone Number

Starting Hourly Rate/Salary

Final Hourly Rate/Salary

Summarize the nature of the work performed by you and your job responsibilities

Reason for Leaving

May we contact for reference?

☐ Yes ☐ No ☐ Later

Employer #2

Employer

Immediate Supervisor's Name

Address

Your Job Title

Employed From Mo./Yr.

Employed To Mo./Yr.

Telephone Number

Starting Hourly Rate/Salary

Final Hourly Rate/Salary

Summarize the nature of the work performed by you and your job responsibilities

Reason for Leaving

May we contact for reference?

☐ Yes ☐ No ☐ Later

Employer #3

Employer

Immediate Supervisor's Name

Address

Your Job Title

Employed From Mo./Yr.

Employed To Mo./Yr.

Telephone Number

Starting Hourly Rate/Salary

Final Hourly Rate/Salary

Summarize the nature of the work performed by you and your job responsibilities

Reason for Leaving

May we contact for reference?

☐ Yes ☐ No ☐ Later

Employer #4

Employer

Immediate Supervisor's Name

Address

Your Job Title

Employed From Mo./Yr.

Employed To Mo./Yr.

Telephone Number

Starting Hourly Rate/Salary

Final Hourly Rate/Salary

Summarize the nature of the work performed by you and your job responsibilities

Reason for Leaving

May we contact for reference?

☐ Yes ☐ No ☐ Later

If you responded "No" to the question "May we contact for reference?" in the employment section above, please respond as to why

Please explain any gaps in employment that may be present in your employment history

General Information

Are you legally eligible for employment in the United States?

☐ Yes ☐ No

Are you below the age of 18?

☐ Yes ☐ No

Posses a valid Driver's License?

☐ Yes ☐ No

Good Driving Record?

☐ Yes ☐ No

Drivers License - State issued

Classifications

Have you ever been convicted of a felony? (Note: A conviction will not necessarily disqualify you from the job requested)

☐ Yes ☐ No

If yes, please explain:

Have you previously applied for employment here?

☐ Yes ☐ No

If yes, give details?

Have you ever previously been employed by Wayne County Sheriff's Office?

☐ Yes ☐ No

If yes, where?

Employed From

Employed To

Have you ever been previously employed by Wayne County Sheriff's Office under a different name?

☐ Yes ☐ No

If yes, please list:

Do you have any relatives employed by Wayne County Sheriff's Office at the location to which you are applying?

☐ Yes ☐ No

If yes, please give their names, relationship to you, and department:

If you are to be seriously considered for a position with Wayne County Sheriff's Office, you may be asked for your authorization to run a background check and/or credit check. Would you be willing to authorize this?

☐ Yes ☐ No

(NOTE: Checking "Yes" does not constitute authorization to run a background investigation, it only says that you would be willing to sign such authorization forms.)

References

List names and phone numbers of four work references, NOT related to you.

If not applicable, list four school or personal references, NOT related to you.

First Name	Last Name	Telephone Number	Address	Occupation

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

(You may exclude all information indicative of age, race, religion, color, national origin or disability.)

Statement

"I certify that the information contained in this application is true and complete. I authorize investigation of all statements contained in this application and understand that any false or misleading statements or material omissions are cause for termination of employment, if employed. I hereby authorize former and present employers except as I have otherwise indicated on this application, as well as physician, references and other sources to provide or verify any information that they may have regarding me or my employment with them to Wayne County Sheriff's Office, and release them from any liability arising from the furnishing of any employment information.

I further agree and understand that except as governed by existing federal, state, or local law, where applicable, my employment or an offer of employment establishes no guarantee of continued employment or obligation beyond pay for actual work performed at the agreed upon rate of pay and that my employment may be terminated at any time by myself or Wayne County Sheriff's Office, at either party's option and will."

Signature: _____

Date: _____