

# OFFICE OF THE SHERIFF

LANIER COUNTY GEORGIA



Sheriff  
Nick Norton

"TO SERVE AND PROTECT"

## APPLICATION FOR EMPLOYMENT

- Deputy         
  Jailer         
  Communications Officer         
  Civilian

Today's Date: \_\_\_\_\_

<b>PERSONAL INFORMATION</b>			
Name:			
(Last)	(First)	(Middle)	
List all names you have used if different from above (maiden name, nicknames, etc.)			
Current Address:			
County of Residence	Are you over 18?	Place of Birth	
Home Telephone	Business Telephone	Cellular Telephone	
List all places you have lived, worked, or stayed for a period exceeding 20 days.			
Are you willing to work shift work, nights, holidays, weekends, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you object to wearing a uniform? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>EDUCATION</b>			
Are you a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, circle the highest grade completed:                                5    6    7    8    9    10    11    12			
If not a high school graduate, do you have a G.E.D.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, where did you obtain your G.E.D.			
School	Name and location of school (address) and dates attended	Completed	
High School		9	10   11   12
Business/Technical School		1	2   3   4
College		1	2   3   4
Graduate School		1	2   3   4

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## GENERAL INFORMATION

Have you ever been employed by or applied with the Lanier County Sheriffs Office?  
 Yes  No If yes, when? Position:

Are you related to anyone currently employed by the Lanier County Sheriffs Office?  Yes  No If yes, fill in information below.

Relative's Name	Relationship

How did you learn of this opening?

In accordance with the Immigration Reform Act of 1986, proof of authorization to be employed in the United States will be required of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.

Have you ever been charged, convicted, pled guilty or nob contendere to a felony or misdemeanor, other than a minor traffic violation?  Yes  No  
If yes, attach a written statement that answers what, where, when, the specific circumstances surrounding the event, as well as the outcome.

Have you *ever possessed*, sold, manufactured, used, or delivered illegal drugs, which include marijuana?  Yes  No

Have you *ever* illegally possessed, sold, manufactured, used, or delivered legal prescription medications?  Yes  No

Dates used, possessed, sold, manufactured, or delivered:

Type of drug(s) used or possessed:

Number of times used, possessed, sold, manufactured, or delivered:

## MILITARY SERVICE

List dates, serial or service number for all. Use additional sheets if necessary.)

From	To	Serial	Branch of	Discharge Type

Are you now an active member of any branch of the U.S. Reserve Forces or National Guard?  
 Yes  No If yes, what type and branch?

Are you a graduate of a police mandate, D.O.C. school or academy?  Yes  No  
If yes, location:

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## DRIVING HISTORY

Do you have a valid driver's license?     Yes     No

State Issued	Driver's License Number	Expiration Date
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Have you ever been licensed to drive in another state(s)?     Yes     No

**If yes, list the state(s) and license number(s).**

**Have you ever incurred any traffic charges, do not include parking tickets?**

Date Charged	Type of Charge	Disposition

I hereby authorize the Georgia Department of Public Safety or any authorized agency which this authorization is presented to release an abstract of my driving record to the Lanier County Sheriff's Office for use in processing my employment.

Signature

## PERSONAL REFERENCES

List five (5) references. These are people you have known for at least four (4) years that are not former employers, relatives, or people with whom you are presently living.

**DO NOT LEAVE ANY BLANK SPACES.**

Name	Complete Address
Occupation	Telephone Number
Name	Complete Address
Occupation	Telephone Number
Name	Complete Address
Occupation	Telephone Number
Name	Complete Address
Occupation	Telephone Number

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## WORK HISTORY

Describe your complete work history beginning with your current or most recent job. Include military and unpaid experience. Failure to give complete information regarding each job held may result in your disqualification. Complete addresses with telephone numbers of all employers are required. Attach additional sheets as needed.

Most Recent Employer:

Street/ Mailing Address

City/State/Zip

Telephone

From

To

Beginning Salary

Ending Salary

Your Job Title

Supervisor's Name

Duties

Reason for Leaving

May we contact employer?  Yes  No

Second Recent Employer:

Street/Mailing Address

City/ State/Zip

Telephone

From

To

Beginning Salary

Ending Salary

Your Job Title

Supervisor's Name

Duties

Reason for Leaving

May we contact employer?  Yes  No

Third Recent Employer:

Street/ Mailing Address

City/ State/ Zip

Telephone

From

To

Beginning Salary

Ending Salary

Your Job Title

Supervisor's Name

Duties

Reason for Leaving

May we contact employer?  Yes  No

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## SKILLS AND TRAINING

List any special skills/training you have that would be beneficial to the Lanier County Sheriffs Office.

Are you able to perform all the duties listed in the job description?  Yes  No

If you answered no to above, please explain what can be done to provide you with reasonable accommodations. Attach additional sheet(s) if necessary.

Explain why you want to become an employee of the Lanier County Sheriff's Office. Do not exceed 500 words. You may include a résumé, but you must complete this section! Attach additional sheet(s) if necessary.

**This section must be in your own handwriting. DO NOT TYPE THIS SECTION.**

Are you now or have you ever been the subject of an investigation by the Peace Officers Standards and Training Council?  Yes  No

If yes, describe the full circumstances on a separate sheet of paper.

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## APPLICANT'S STATEMENT AND CONSENT WAIVER

I certify that I have read and understand all questions and instructions in this application, and that my answers are true and complete. I understand that this application is not an offer of or a contract for employment

I understand that any untrue statement in this application may result in my dismissal any time during my employment with the Lanier County Sheriff's Office. I understand that any intentional false statement will result in the disqualification of my application and/or prosecution for the offense of False Swearing (Ga. Code § 16-10-74 punishable by a maximum fine of \$1,000.00 plus imprisonment for not less than one or more than five years or both. I further understand any erroneous answer given by me during any part of the application process, whether intentional or not, will constitute a basis for my elimination from consideration for the employment I now seek. I understand that if I do not wish to answer a question in the process, I may choose not to do so and my application will be terminated.

I hereby authorize you to release to the Lanier County Sheriff's Office, and authorize the Lanier County Sheriff's Office to receive, any criminal and driver's history record information pertaining to me which may be in the files of any state or local jurisdiction. I also request and authorize the release of all information that may concern my employment records, my educational records, any credit reports, and any consumer reports to the Lanier County Sheriff's Office. I request that all records pertaining to my military service, to include undeleted DD214 forms, be released to the Lanier County Sheriff's Office. You may include all information of a confidential or privileged nature and any photocopies or facsimile of the same, if required.

This information will be used to assist the Lanier County Sheriff's Office in determining my qualification and fitness for the position I am seeking with this agency. I hereby release you, your organization, and others from liability which may result from furnishing the information requested above. A PHOTOCOPY of the release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I understand that résumés, letters of reference, etc. submitted with the application become property of the Lanier County Sheriff's Office and will not be returned. Some of the information I have provided on the application may be subject to public disclosure under the Georgia Open Records Act

I understand that if I am hired by the Lanier County Sheriff's Office, this consent waiver will remain valid throughout my employment period.

By signing this application, I hereby acknowledge that I have read, understand, and agree to all provisions outlined herein.

Applicants Name Printed	Social Security #	Date of Birth
Applicant's Street Address	City/ State / Zip	

Applicant's  
Signature

Notary Public Signature, Seal

**Name-Based Criminal History Record Information Consent/Inquiry Form**

I hereby authorize Lanier County Sheriff's Office to conduct an inquiry for  
Agency/Company  
 the purpose(s) listed below and receive any Georgia and/or national criminal history record information  
 as authorized by state and federal law.

Full Name (print)			
Address			
Sex	Race	Date of Birth	Social Security Number

This authorization is valid for \_\_\_\_\_ days from date of signature.

I, \_\_\_\_\_, give consent to the above-named  
 entity to perform periodic criminal history background checks for the duration of my employment.

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Attorney for Individual (Pur E and U Only) Bar Number Date

Date of Inquiry: \_\_\_\_\_ Time of Inquiry: \_\_\_\_\_ Operator's Initials: \_\_\_\_\_

Purpose Code Used: (check all that apply)

<input type="checkbox"/>	E - Employment
<input type="checkbox"/>	<b>J - Civilian Criminal Justice Employment (State &amp; III Info Received)</b>
<input type="checkbox"/>	M - Working with Mentally Disabled/Developmentally Disabled
<input type="checkbox"/>	N - Working with Elderly
<input type="checkbox"/>	P - Public Records
<input type="checkbox"/>	U - Personal Copy
<input type="checkbox"/>	W - Working with Children
<input type="checkbox"/>	<b>Z - Sworn Criminal Justice Employment (State &amp; III Info Received)</b>

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Criminal Record Available
<input type="checkbox"/>	Criminal Record (Attached/Released)
<input type="checkbox"/>	No NCIC/GCIC Warrant
<input type="checkbox"/>	Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name: \_\_\_\_\_

Wanting Agency Telephone: \_\_\_\_\_

\_\_\_\_\_  
 Agency Designee Signature and Title Date

**Georgia Bureau of Investigation  
Georgia Crime Information Center**

**Georgia Driver's History Consent Form**

\_\_\_\_\_  
Lanier County Sheriff's Office

(fire department/law enforcement agency name)

to receive a copy of my Georgia driver's history information as part of my application for criminal justice employment, or for use relative to the performance of my official duties with this agency.

\_\_\_\_\_  
Full Name (print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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### **ADDITIONAL INFORMATION**

Prior to being employed with the Lanier County Sheriff's Office, you will be required to pass an extensive background investigation. Part of this investigation may include a criminal history background check, driver's history check, employment history check, contact with references, credit check, verification of diplomas and/or certificates, a medical examination, and interviews of known associates and neighbors. Following an interview with the background investigator(s), you may be asked to take a polygraph examination. Polygraph questions may come from any of the following areas:

1. Criminal history;
2. Drug use;
3. Driver's history;
4. Work history;
5. Alcohol use;
6. Gambling;
7. Honesty in filling out the application for employment;
8. Honesty in completing the background investigation documents.

If you are a male applicant, you must provide proof that you have met the registration requirements of the Military Selective Service Act.

Applicants for Deputy Sheriff must have successfully achieved SILVER (or above) level certification from the Georgia Work Ready program prior to submitting an application. A copy of your certificate must be included with the completed application. You may visit the Georgia Work Ready website <http://www.gaworkready.org/index.html> and click "Job Seekers" for detailed information regarding the program and assessment.

<b>ATTACH THESE DOCUMENTS TO APPLICATION</b>
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Applicant must provide a photocopy of the following documents application:

1. Social security card;
2. Valid state driver's license with photo identification;
3. High school diploma or General Education Diploma (GED) meeting State of Georgia requirements;
4. If male, proof of Selective Service registration.

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## **EMPLOYMENT DISQUALIFIERS**

Employment in law enforcement involves public trust. Only those persons whose conduct, character, and behavior do not discredit either themselves or the Lanier County Sheriff's Office (LCSO) will be employed. The LCSO employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants.

While the LCSO reviews much information and considers the circumstances in many areas regarding an applicant's background, the following standards are among those that will automatically disqualify applicants from consideration:

1. Intentionally falsifying, misrepresenting, or omitting pertinent information while completing the employment application, preliminary interview questionnaires, or any other pre-employment document(s).
2. Deliberately making inaccurate, misleading, false, or fraudulent statements during the employment process.
3. Poor management of personal finances within the last five (5) years. Debts, pending civil suits, garnishments, dispossessory warrants, bankruptcies, etc. will be investigated to determine a candidate's suitability for employment.
4. Personal state or federal tax liability or delinquent student or government loans unless the applicant is on an approved payment plan.
5. Any felony conviction.
6. Any outstanding criminal charge pending adjudication.
7. Sufficient misdemeanor convictions to establish a pattern of disregard for the law.
8. Discovery of an applicant's involvement in any crime of a serious or aggravated nature.
9. Any conviction or plea of nolo contendere within the last five (5) years for Driving Under the Influence of Drugs of Alcohol (DUI), or for any serious traffic offense including but not limited to Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid, or Leave Information, and/or Racing.
10. Five or more convictions and/or pleas of nolo contendere within the past two (2) years for any moving violations.
11. Current illegal drug use.
12. Illegal sale, distribution, or manufacturing (to include growing) of any drug.
13. Deliberate association of a personal nature within the last year with persons who use illegal drugs in the presence of the applicant.
14. Use or possession of marijuana during the last three (3) years.
15. Use (more than experimentation (of an illegal drug or combination of illegal drugs, other than marijuana, during the past ten (10) years. "Experimentation" will be determined on a case by case basis considering the totality of the circumstances.
16. Any tattoo that is visible while on duty and/or in uniform will require successful removal before the applicant may be considered for employment. For most people this generally means that tattoos located on the arm must not be visible in the short sleeve uniform shirt.