



BERRIEN COUNTY SHERIFF'S OFFICE

PRE-EMPLOYMENT APPLICATION

500 COUNTY FARM ROAD | NASHVILLE, GEORGIA 31639

P: 229.686.7071 | F: 229.686.2835

Please complete all applicable sections and sign the final page.

BERRIEN COUNTY SHERIFF'S OFFICE

APPLICANT INSTRUCTIONS

APPLICANT: READ THIS FIRST

This booklet is an important part of your application for Sheriff's Deputy with the Berrien County Sheriff's Office. It is in your best interest to follow the instructions carefully. There are more applicants for employment than there are available positions. A properly completed document enables us to better evaluate your application.

Before completing this document, closely read the instructions for each section. There are a number of official documents that you are required to obtain and each document is necessary to accurately complete this book.

When mentioning persons, be sure to identify the individual by his/her full correct name. Further, give complete and accurate address information.

Again, answer each question completely and honestly. Candidates may not be accepted because of omissions or concealment rather than because of previous behavior, while indiscretions or other situations in your past may or may not be condoned, deception will disqualify you as a candidate.

It is the intent of the Berrien County Sheriff's Office to hire the best qualified applicant available from among all qualified applicants. As the group of applicants is moved through the hiring process, the department will evaluate the information gained at each stage and make decisions concerning which applicant(s) will be scheduled for the next stage of the process.

In the event an applicant is not selected for employment the first time he/she participates in the application process, he/she may reapply and be reconsidered. It is not the intent of Berrien County Sheriff's Office to indicate that an applicant who is not selected during a hiring process is not capable of performing law enforcement duties or that he/she could not be successful on a subsequent application and hiring evaluation.

Once you have fully completed this booklet, you must return it and the application to the Berrien County Sheriff's Office and furnish us with ONE (1) COPY of each of the following documents:

	COMPLETED	INITIALS
1. Birth certificate	☐	
2. High School diploma/GED	☐	
3. College transcripts and diploma (if applicable)	☐	
4. DD-214 (former members of the Armed Forces)	☐	
5. Naturalization Certificate (if applicable)	☐	
6. Driver's License	☐	
7. Social Security Card	☐	
8. POST Certification Card (if applicable)	☐	
9. 3-year Motor Vehicle Report	☐	
10. A full-length photo of yourself	☐	

BERRIEN COUNTY SHERIFF'S OFFICE

APPLICATION FOR EMPLOYMENT

POSITION APPLYING FOR

Select all that apply:

☐ Jailer ☐ Admin Staff ☐ Road Patrol ☐ Investigations

☐ Other

Date

1. PRESENT LEGAL NAME

Full legal name

2. Social Security Number

3. When Available for Employment

Testing accommodation

4. TELEPHONE INFORMATION

Home telephone number

Other telephone number

5. DRIVER'S LICENSE

Do you have a valid Georgia license?

☐ Yes ☐ No

License type

☐ Operator ☐ CDL

Class

Endorsement code

License #

State

Exp. date

6. PRESENT ADDRESS

Street, city, state, ZIP

How long have you lived at present address?

Years

Months

7. PREVIOUS ADDRESS

Street, city, state, ZIP

BERRIEN COUNTY SHERIFF'S OFFICE

EDUCATION & EMPLOYMENT HISTORY

APPLICATION MUST BE SIGNED ON LAST PAGE OR IT WILL BE VOIDED

8. EDUCATION AND SPECIAL TRAINING

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

High School Diploma ☐ Yes ☐ No

Equivalency — GED ☐ Yes ☐ No

Name and location of last HIGH SCHOOL attended

Name | **City** | **State**

Special training (Business, Trade, Vocational, Armed Forces Schools, etc.)

Training 1

Training 2

Training 3

Colleges and Universities Attended

College 1

College 2

9. EMPLOYMENT RECORD — LIST ALL JOBS HELD IN THE LAST TEN YEARS AND ANY OTHER JOBS RELEVANT TO THE POSITION

Major changes in duties or job titles with the same employer should be listed as separate jobs. Start with your PRESENT or MOST RECENT position. Be SPECIFIC ? all or part of your rating may depend on the information you provide. If additional space is needed, use a continuation sheet.

May we contact your present employer regarding your record of employment? ☐ Yes ☐ No

JOB 1 · PRESENT OR MOST RECENT JOB

From (Mo./Yr.) | **To (Mo./Yr.)** | **Total time (Yrs./Mos.)** | **Employer**

Hours/week | **Starting salary** | **Address**

Last salary | **Telephone** | **Your job title**

Supervisor's name/title | **Reason for leaving**

BERRIEN COUNTY SHERIFF'S OFFICE

EMPLOYMENT HISTORY & QUALIFICATIONS

APPLICATION MUST BE SIGNED ON LAST PAGE OR IT WILL BE VOIDED

JOB 1 — SPECIFIC DUTIES

Specific duties

Number of employees supervised (if applicable)

JOB 2 — PREVIOUS JOB

From (Mo./Yr.) | **To (Mo./Yr.)** | **Total time** | **Employer**

Address | **Telephone**

Job title | **Supervisor**

Hours/week | **Starting salary** | **Last salary**

Specific duties

Employees supervised

JOB 3 — PREVIOUS JOB

From | **To** | **Total time** | **Employer**

Address | **Telephone**

Job title | **Supervisor**

Specific duties

JOB 4 — PREVIOUS JOB

From | To | Total time | Employer

Address | Telephone

Job title | Supervisor

Hours/week | Starting salary | Last salary

Reason for leaving

Specific duties

Employees supervised

10. LIST ALL PERIODS OF UNEMPLOYMENT DURING THE PAST 10 YEARS

Period 1 — From | To | Explanation

Period 2 — From | To | Explanation

Period 3 — From | To | Explanation

11. SPECIFIC SKILLS

List below the job number (1–4) from your Employment Record (Section 9) and total months of experience.

Skill 1 | Job # | Months

Skill 2 | Job # | Months

BERRIEN COUNTY SHERIFF'S OFFICE

ADDITIONAL INFORMATION & APPLICANT CERTIFICATION

12–14. PROFESSIONAL ACTIVITIES AND RECOGNITION

12. List membership(s) in professional, job-related organizations

13. List any active professional, technical, occupational licenses or certificates and registrations you now hold

14. List awards, commendations, or other recognition received for outstanding achievement in school, military service, your work, or civic duties

15–20. BACKGROUND QUESTIONS

15. Have you ever used a legal name other than the one indicated on Page 3? ☐ Yes ☐ No

16. Military service — Did you serve in the Armed Services? ☐ Yes ☐ No

Is your discharge honorable? ☐ Yes ☐ No

17. Have you ever worked for the Berrien County Board of Commissioners? ☐ Yes ☐ No

18. Are you related to a county employee or a member of the household employed by the County Board of Commissioners? ☐ Yes ☐ No

19. Have you ever been CONVICTED of any violation of the law, other than minor traffic offenses, or pleaded NOLO CONTENDERE? ☐ Yes ☐ No

If yes, indicate name(s) and dates used / give details as applicable

20. HOW DID YOU LEARN ABOUT THE POSITION FOR WHICH YOU ARE APPLYING? CHECK ALL THAT APPLY.

- ☐ Newspaper ad
- ☐ County Employee
- ☐ High School
- ☐ Other Source (please specify)
- ☐ Visit to Division of Human Resources
- ☐ Human Resources Analyst
- ☐ College Counselor
- ☐ Georgia Department of Labor
- ☐ Recruiting Program - Career Day
- ☐ Professional Journal

21. REFERENCES - LIST THREE (3) REFERENCES WHO ARE NOT RELATIVES OR FORMER EMPLOYERS

Please provide complete contact information for three references.

REFERENCE 1

Name and occupation

Address

Telephone number

Years known

REFERENCE 2

Name and occupation

Address

Telephone number

Years known

REFERENCE 3

Name and occupation

Address

Telephone number

Years known

BERRIEN COUNTY SHERIFF'S OFFICE

REFERENCES & APPLICANT CERTIFICATION

REQUIRED EDUCATION AND BACKGROUND INFORMATION

REQUIRED EDUCATION AND BACKGROUND INFORMATION: The position announcement contains a description of the experience and/or education required for the position. Applicants are responsible for clearly explaining prior work experience and providing all information which supports the applicant at the time the application is submitted. To be credible, any required academic college or university transcripts must be verifiable from a reliable source at the time it is submitted. All information given must be true to the best of the applicant's knowledge. Nothing can be added to the application after the announcement period has closed. NOTE: Materials submitted with applications become the property of the County and cannot be returned.

STARTING PAY: Starting pay is normally the minimum of the salary range.

If the applicant drives county vehicles: it means successful candidates must have a valid Georgia Driver's or CDL License and will be required to complete a request for authority to drive County vehicles at the time of appointment which must be approved. Such approval must be maintained throughout employment. Employment may be terminated if authority to drive cannot be issued or is revoked.

ID Requirements: In accordance with the immigration reform and control act of 1986 and the reporting requirements of the Internal Revenue Service, applicants must be prepared to present a valid personal Social Security Card and a governmentally issued photo I.D. at the time of selection review. A valid photo I.D. may be obtained at any Georgia Driver's Licensing Office.

IMPORTANT: Employment is subject to verification of an applicant's background and any convictions. Serious past offenses may be relevant and may be considered in determining suitability for employment. Applicants may be required to undergo a medical examination by a county physician. The medical examination may include testing for current use of drugs and/or controlled substances as permitted by law. If the applicant is unable to perform the essential functions of the job, with or without reasonable accommodation, the applicant may be disqualified.

APPLICANT CERTIFICATION

APPLICANT PLEASE READ THIS STATEMENT BELOW. I UNDERSTAND APPLICANTS WILL BE VOIDED: I hereby certify that each response on this application and all other information I have furnished in applying for employment with the Berrien County Sheriff's Office is true and correct. I understand that any incorrect, incomplete, or false statement or information I have furnished may subject me to disqualification in an examination or to discharge at any time. I understand that an applicant, if given an opportunity to be medically examined and to provide a sample of his/her blood or urine as part of the selection process, may be required to provide such sample under the applicable laws and policies. I authorize Berrien County, its officers, agents, and employees from my liability waivers in connection with such a medical examination or the use of the test results therefrom.

BERRIEN COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES

Signature of applicant

Date

BERRIEN COUNTY SHERIFF'S OFFICE

CONSENT FOR DRUG AND ALCOHOL SCREENING TEST AND REPORT

(To be signed by candidate or employee before collection.)

I hereby consent to the testing of my blood, urine, or other bodily fluids for the presence of illicit chemical substances as defined in Berrien County's "County" Drug-Free Workplace Policy on Substance Abuse, Contraband Articles, and Employee Assistance, and to the reporting of the results of said tests to the Personnel Director and to such other persons who are authorized under said Policy to receive such information.

I acknowledge that I have been assured that any information revealed in such a search or screening test will be used only for purposes of the County's making decisions about my employment, termination, or employment-related discipline, to determine whether I am in compliance with the County's Drug-Free Workplace Policy and that it will not be utilized against me in any criminal proceedings.

I hereby release and agree to hold harmless the County, of its officers, managers, supervisors, and agents from any and all liability arising out of the obtaining of the specimen of my fluids, the administration of the tests to the specimens, and the reporting of the results of the tests in accordance with the County's Policy and Procedures.

EMPLOYEE / JOB CANDIDATE'S SIGNATURE **DATE**

_____ _____

BERRIEN COUNTY SHERIFF'S OFFICE

DOMESTIC VIOLENCE CERTIFICATION

This is to certify that the individual listed below has never been convicted in any court of a "Misdemeanor or Felony Crime of Domestic Violence". Domestic Violence, for the purpose of this document, is defined as any misdemeanor or felony that has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

The below named applicant understands that such a conviction would make it illegal for him/her to possess a firearm and thus make him/her unsuitable for law enforcement duty. Further, the below named applicant understands that falsification of this form or failure to report a future conviction is grounds for their removal from the selection process or immediate dismissal.

PRINTED APPLICANT NAME

APPLICANT SIGNATURE

DATE

BERRIEN COUNTY SHERIFF'S OFFICE

PROBATIONARY STATUS

NOTICE TO APPLICANT

We cannot stress enough the importance of the accuracy of your answers. The information which you supply in this booklet will be compared with information provided by others throughout the application process. Any discrepancy or omission may result in your removal from the selection process.

If you have any questions about the selection process or need clarification about any of the questions contained in this booklet, please call the Berrien County Sheriff's Office at (229) 686-7071.

PROBATIONARY STATUS

Each new employee will be considered on probationary status until he/she has successfully completed three months of employment. The ninety-day probationary period is considered a working test and is part of the hiring process. Failure to successfully complete the working test will result in dismissal from employment as a deputy with the Berrien County Sheriff's Office. Employment, if offered, is for no definite period of time.

I have read and understand the aforementioned information.

PRINTED APPLICANT NAME

APPLICANT SIGNATURE

DATE

APPAREL & EQUIPMENT

INFORMATION FORM

BERRIEN COUNTY SHERIFF'S OFFICE

IMPORTANT NOTICE:
This form must be filled out as part of the application process.
Completing this form does not guarantee that you are hired. This information is collected upfront for preparation purposes only in the event you are selected for the position.

EMPLOYEE INFORMATION

Employee Name

Position

APPAREL & EQUIPMENT SIZES

Shirt Size

☐ XS ☐ S ☐ M ☐ L ☐ XL ☐ 2XL ☐ 3XL **Other**

Pants Size

Waist Size **Length (Inseam)**

Boot Size ☐ Men ☐ Women

Belt Size

ADDITIONAL NOTES / SPECIAL REQUIREMENTS

Additional Notes / Special Requirements (if any)

Employee Signature **Date**

BERRIEN COUNTY
SHERIFF'S OFFICE
WARRANTS DIVISION

GEORGIA CRIME INFORMATION CENTER

AWARENESS STATEMENT

Access to Criminal Justice Information (CJI), as defined in Georgia Crime Information Center (GCIC) Council Rule 140-1-.02 (amended), and dissemination of such information is governed by state and federal laws and the Rules of the GCIC Council. CJI cannot be accessed or disseminated by any personnel except as directed by superiors and as authorized by approved standard operating procedures. These standard operating procedures are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information (CHRI) except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (Act), O.C.G.A. §16-9-90 et. seq., provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to $50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a $5,000.00 fine.

The Georgia Criminal Justice Information System (CJIS) Network is operated by the GCIC in compliance with O.C.G.A. §35-3-31. All databases accessible through CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below,
I acknowledge that I have read and understand this Awareness Statement.

Print Name: _____

Signed: _____

Date: _____

BERRIEN COUNTY SHERIFF'S OFFICE

WARRANTS DIVISION

GEORGIA DRIVER'S HISTORY CONSENT FORM

O.C.G.A. § 40-5-2(f)(4) authorizes local fire departments and law enforcement agencies access to Georgia driver's history records as part of an application for employment or any current employee for use relative to the performance of official duties with the local fire or law enforcement agency.

I hereby authorize the following law enforcement agency/fire department:

BERRIEN COUNTY SHERIFF'S OFFICE

Agency name

To receive a copy of my Georgia Driver's History record as part of my application for employment, or for use relative to the performance of my official duties with the agency.

APPLICANT INFORMATION

Full Name (Print)

Date of Birth

Address

Social Security Number

Sex

Race

Driver's License Number

This authorization is valid for 90 days from the date of signature.

Applicant Signature

Date

FOR COMPLETION BY CJIS NETWORK OPERATOR

Date of Inquiry

Time of Inquiry

Operator's Initials

Date Results Provided

Person Results Provided To

APPLICANT PRIVACY RIGHTS

NOTIFICATION SIGNATURE FORM

BERRIEN COUNTY SHERIFF'S OFFICE | WARRANTS DIVISION

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure of obtaining a change, correction or updating an FBI identification record is set forth in Title 28, Code of Federal Regulations (CFR), 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 through 16.33 or review the FBI website.

Applicant Acknowledgment

Complete each field below. Fields are typeable.

Signature

Print Name

Date

BERRIEN COUNTY SHERIFF'S OFFICE

WARRANTS DIVISION

NAME-BASED CRIMINAL HISTORY RECORD INFORMATION

ONLY FILL OUT THE SECTIONS UNDER YELLOW HEADERS

I hereby authorize BERRIEN COUNTY SHERIFF'S OFFICE to conduct an inquiry for the purpose listed below and receive any Georgia and/or national criminal history record information as authorized by state and federal law.

APPLICANT INFORMATION

Full Name (print)

Address

Sex | Race | Date of Birth | Social Security Number

APPLICANT / ATTORNEY SIGNATURES

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 ONE)

NON-CRIMINAL JUSTICE PURPOSES

- ☐ E - Employment
- ☐ M - Working with Mentally Disabled
- ☐ N - Working with Elderly
- ☐ W - Working with Children
- ☐ P - Public Records (no consent required)
- ☐ F - Probate Court / Weapons Carry License

PERSONAL REQUEST (INDIVIDUAL OR THEIR ATTORNEY)

- ☐ U - Personal Copy

CRIMINAL JUSTICE EMPLOYMENT

- ☐ J - Civilian Criminal Justice Employment (State & III Info Received)
- ☐ Z - Sworn Criminal Justice Employment (State & III Info Received)

THE INQUIRY RESULTED IN THE FOLLOWING (CHECK ALL THAT APPLY)

- ☐ No Criminal Record Available
- ☐ No NCIC/GCIC Warrant
- ☐ Criminal Record (Attached/Released)
- ☐ Possible NCIC/GCIC Warrant (List Wanting Agency Below)

Wanting Agency Name

Wanting Agency Telephone

Agency Designee Signature and Title T.A.C. OFFICER