



Office of the Sheriff
Dougherty County, Georgia
Kevin Sproul, Sheriff

P.O. Box 549, Albany, Georgia 31702-0549
Jail (229) 430-6500
Sheriff's Office (229) 431-2166
GA 0470000

Application Supplement

Please Read Carefully Before Completing Application

The Dougherty County Sheriff's Office has hiring guidelines that all applicants for the positions within the department must comply with prior to being considered for or offered employment.

Our screening measures consist of the application for employment, background investigation, oral interview, polygraph examination, drug testing, and physical examination.

Upon submitting your employment application and supplement, we need a copy of the following documents: birth certificate, high school diploma or GED certificate, Georgia driver's license, social security card, DD-214 (Military Discharge Papers if applicable), and POST certification (if applicable) are required.

When completing the section on employment history, please use blank sheets and attach them to the application. A history of ten (10) years employment history must be shown. Be sure you have included all street numbers, zip codes, and phone numbers of your former employers. This information is required to process your application.

Violation of the following guidelines will result in the immediate disqualification of your application:

- **Driving History:** An excessive number of moving traffic violations within the past five years which indicate a pattern of disregard for the law will disqualify you. **You must go to the Georgia DMV (located at 2062 Newton Road) and have a driver's history ran. The cost is \$8. If you do not attach this with the supplement when you turn it in, then we will not be able to go any further on your application.**
- **Criminal History:** Any felony conviction or sufficient misdemeanor convictions to establish a pattern of disregard for the law.

- **Drug History:** The illegal use of marijuana, hard drugs, hallucinogenic drugs or abuse of prescribed drugs within specified time periods or the sale of illegal drugs.
- **Height / Weight Standards:** All applicants must meet departmental height/weight standards.

Height _____ Weight _____ (Please Fill In Your Height / Weight)

<u>Height</u>	<u>Maximum Weight</u>
5'0"	150
5'1"	156
5'2"	161
5'3"	167
5'4"	173
5'5"	179
5'6"	185
5'7"	191
5'8"	197
5'9"	204
5'10"	210
5'11"	217
6'0"	223
6'1"	230
6'2"	237
6'3"	244
6'4"	251
6'5"	258
6'6"	265
6'7"	273

If you have any questions regarding your driving, criminal, or drug history and you wish to speak with a background investigator, one can be reached at (229) 430-6500.

Once your application is processed by the employment office, we will then notify you of the next scheduled appointment.

The Sheriff will make the final decision to determine which applicant to hire based on the hiring eligibility process. Those applicants who are still interested in employment will be notified that they are eligible for employment under the final hiring requirements.

*****If the following pages are not notarized upon completion of this supplement, it will not be accepted and we will not go any further on your application.**

Applicant's Certification and Agreement

Please Read Carefully

In consideration of being employed, I understand and agree that:

1. If I misrepresent or deliberately leave out a fact in my application, I may be refused employment or, if employed, I may be terminated.
2. The employer has my authorization to thoroughly investigate my work, medical and personal history and I hereby consent to take any test whenever the employer deems it necessary in any employer investigation. I will hold no person, corporation, or organization liable for my giving or its receiving information in such investigation.
3. If employed, I may terminate my employment at any time without notice or cause, and the employer may terminate or modify the employment at any time without prior notice or cause. In consideration of my employment, I agree to conform to the rules and regulations of the employer.
4. Any doctor, hospital, or testing laboratory has my consent to conduct medical or drug tests on me, and I hereby give my consent to having all information released to Dougherty County Human Resources to determine my abilities to perform the job now or in the future.
5. The needs of the employer may make the following conditions mandatory: Overtime, shift work, rotating work or a schedule other than Monday thru Friday.
6. The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on my employment application is sued for the purpose of limited or excluding any applicant's consideration for employment on a basis prohibited by Local, State, or Federal Law.
7. If employed, I understand that my employment is for no definite period of time, and if terminated, the employer is liable only for wages or salary earned as of the date of termination.
8. I have read and agreed to the above and hereby certify that the facts I have provided in my employment application are true and complete.
9. This application is current and active for only 60 days (2 months). At the conclusion of this time, if I have not had any contact from the employer and still wish to be considered for employment, it will be necessary for me to fill out a new application.

Applicant's Signature

Date

**STATE OF GEORGIA
COUNTY OF DOUGHERTY**

Before me appeared, _____, who says that he/she executes the above statement of his/her own free will and accord, with full knowledge of the purpose thereof.

Sworn to me and subscribed in my process this _____ day of _____, 20_____.

Notary Public

My commission expires: _____

Background Investigation Unit

Applicant's Name

Date

Sheriff's Office Applicant:

The Dougherty County Sheriff's Office maintains strict hiring guidelines that all applicants must satisfactorily meet or surpass in order to be considered for this position.

The following guidelines address several of the areas covered in the hiring guidelines. Your responses will be verified during the background investigation and polygraph examination. Truthful and complete responses are a necessity. Any negative factors contained in intentional omissions or incorrect answers will be a basis for the termination of your application process.

1. List all traffic citations received within the past five (5) years:

<u>DATE</u>	<u>CHARGE</u>	<u>LOCATION</u>	<u>DISPOSITION</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. List all motor vehicle accidents that you have been involved in within the past five (5) years. List the extent of injuries, if any:

3. Do you presently hold a valid driver's license? _____ State of Issue: _____
Driver's License #: _____ Class: _____

4. List all of the states you have held a driver's license in (Include license numbers if possible):

5. List all DUI convictions / nolo pleas (Provide dates, locations, disposition of case, amount of fine, any period of confinement, license suspended or revoked, etc.):

6. List all types of illegal narcotics that you have used, sold, and/or distributed (even if it was just one time). Provide dates of use (first time/last time used), and the approximate number of times used during that period of time.

7. List any use of prescribed drugs (when responding to the "Use" portion of this question, we are only concerned with those drugs "Not Prescribed to You"). Provide dates of use and approximate number of times used.

8. List all felony and/or misdemeanor convictions. Provide dates, charges, amount of fine, period of confinement, probation status/periods, locations, etc.

9. Have you ever attempted to join any branch of the United States Armed Forces?

_____ If so, what branch? _____

If denied, please explain: _____

10. Have you ever served active duty in any branch of the United States Armed Forces?

_____ If so, what branch? _____

11. What is your United States service number? _____

12. List the date and location of entrance of active duty: _____

13. List the date and location of discharge from active duty: _____

14. List your type of discharge (Honorable, dishonorable, general, entry level separation, etc.) and please be exact:

15. What was your highest rank held? _____

16. Have you ever been an active or inactive member of any branch of the United States Reserve Forces? _____ If yes, what branch: _____
From _____ to _____. Were you active or inactive: _____
Rank: _____ If active, list location: _____

17. Have you ever been a member of the US National Guard? _____ If yes, what state: _____ From _____ to _____
Rank: _____ Type of discharge: _____

18. Have you ever been court-martialed, tried on charges, or the subject of an Article 15, company punishment or any other disciplinary action while a member of any of the armed forces (Including active duty, reserves, or National Guard)? _____

19. List all your addresses for the last ten (10) years. Start with your present address at the top and include any addresses you had while in the military or college.

<u>FROM</u>	<u>TO</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>STATE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

20. List your places of employment for the last ten (10) years. Start with your present employer at the top and include correct addresses and telephone numbers.

<u>NAME OF BUSINESS</u>	<u>ADDRESS</u>	<u>PHONE #</u>	<u>DATES</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

21. To the best of your knowledge, have you been completely honest with us when completing your application for employment and this questionnaire? _____
If no, please explain: _____

22. Are you now or ever been a member or affiliated with a street gang? _____

NAME _____

Dougherty County Sheriff's Office

Please read the following paragraph:

This is your first day on your new job at the jail. Before you go back into the inmate areas, there are a few administrative details to be handled. Your first assignment is to report to the Personnel Office to be measured for uniforms and issued an identification card. Upon entering the office you notice an inmate in an orange jumpsuit is emptying the trash. As the inmate pulls a trash bag from the can, a large paper clip falls to the floor. You see the inmate pick up the paper clip, but instead of throwing it away, he stuffs it into his sock and goes on about his business as if nothing has happened. (You know that some people can pick the lock on handcuffs using a paper clip.) There are two civilian staff in the office, but no uniformed officers. The civilians don't seem to have noticed the inmate's actions. The inmate notices you watching him and seems to become nervous, quickly finishing with the trash and leaving the office.

Based on your reading, answer the following questions:

Where did you go for your first assignment?

Who else was in the office with you?

When did you notice the inmate?

Why was the inmate there?

What did the inmate do with the paper clip?

How did the inmate react when he noticed you?

On the back of this paper, please describe what you would do if you were really in this situation.