



Henry County Sheriff's Office

Application for Employment



WE ARE A EQUAL OPPORTUNITY EMPLOYER

We Consider applications for all positions without the regard to race, color, religion, creed, gender, national origin, age, disability, marital status or veteran status, sexual orientation, or any other legal protected status.

(PLEASE PRINT)

Position(s) Applied for:

Date of Application

How did you learn about us?

- | | | |
|--|-----------------------------------|---------------------------------------|
| <input type="checkbox"/> Advertisement | <input type="checkbox"/> Friend | <input type="checkbox"/> Walk-In |
| <input type="checkbox"/> Employment Agency | <input type="checkbox"/> Relative | <input type="checkbox"/> Other: _____ |

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number	Social Security Number	Date of Birth	Age

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
 If Yes, give dates: _____

Have you ever been employed with us before? Yes No
 If Yes, give dates: _____

Are you currently employed? Yes No

May we contact you current employer? Yes No

Are you prevented from lawfully becoming employed in this Country because of Visa or Immigration Status? *(proof of citizenship or immigration status will be required upon employment)* Yes No

May we contact you current employer? Yes No

On what date could you start work _____

Are you available to work any of the following? Full Time Part Time Shift Work Temporary

Can you travel if and a job requires it? Yes No

Have you ever been convicted of a felony in the past 7 years? *(Convictions will not necessarily disqualify an applicant from employment)* Yes No

If yes explain: _____

Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed	Work Performed
Address		
	Hourly Rate/Salary	
Job Title		
Supervisor	Reason for leaving	

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Address		
	Hourly Rate/Salary	
Job Title		
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Job Title		
Supervisor	Reason for leaving	

If you need additional space, please continue on a separate sheet of paper.

Professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status

Additional Information

Other Qualifications (Summarize special job-related skills and qualifications acquired from employment or other experience.)

Specialized Skills Check Skills/Equipment Operated

		Production/Mobile Machinery (List)	Other (List)
<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	_____	_____
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3	_____	_____
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System	_____	_____
<input type="checkbox"/> Typewriter	<input type="checkbox"/> WordPerfect	_____	_____

State any additional information you feel may be helpful to us in considering your application

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING FOR.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached. Yes No

References

Name	Phone Number
Address	
Name	Phone Number
Address	
Name	Phone Number
Address	
Name	Phone Number
Address	

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) applied for is open: Yes No

Position(s) considered for: _____

Date: _____

Notes

NAME: _____

POSITION: _____

DATE: _____