



**OFFICE OF THE SHERIFF
MCDUFFIE COUNTY, GEORGIA**



**Post Office Box 360
751 Public Safety Drive
Thomson, Georgia 30824-0360
Telephone (706) 595-2040
Fax (706) 595-2043**

Dear applicant:

I am pleased that you have decided to apply for employment with the McDuffie County Sheriff's Office. Should you be selected for employment, you will find that the employees of this Agency are highly motivated, career oriented, competent men and women with high ethical standards, who provide the entire range of law enforcement services to the community.

Therefore, we have established very high standards for our employees. It is the policy of this Agency to hire only the best-qualified individuals for full and part-time positions. Our employee selection process is thorough and regimented. It affords equal opportunity to everyone regardless of race, creed, color, gender, national origin, age or disability. All eligible applicants will be afforded the same opportunity for employment selection. Accordingly, should you be disabled, you may request any reasonable accommodation in order to further participate in the application process by contacting Major A. R. Williamson at (706) 595-2040 ext. 3859.

To be considered for employment, applicants must meet the following minimum qualifications: Applicants must be at least 21 years of age for sworn positions or 20 years of age for civilian positions, possess a high school diploma or G.E.D., possess a valid Georgia driver's license as required by law, honorable discharge (if prior military), have no adverse driving record, felony convictions, or misdemeanors which shows a pattern of disregard for law and order, and possess proof of Selective Service Registration, if required.

The hiring process includes, but is not limited to the following: intensive background investigation, polygraph examination, oral interview and following a conditional job offer, medical examination, and drug screen. It is essential that you follow all directions provided. The application process requires you to provide much detailed information about yourself. Because we are a public safety organization, we must have accurate and extensive information upon which to base our employment decisions so that we can properly serve the citizens of McDuffie County.

Should you have any questions, please contact Major A. R. Williamson at (706) 595-2040 ext. 3859 or email: Ronnie.Williamson@Thomson-McDuffie.net

NOTE: This Agency continually accepts applications for employment. Therefore, due to the high number of applications received *you will only be contacted if this Agency has a job opening for which you applied for and your application indicates you are qualified for the position.* *Please do not call this Agency to "check" on your application.*

Applications will be kept active for a period of six (6) months from the date of submission. After six (6) months the application will be classified as inactive. Therefore, perspective applicants must keep their application active by resubmitting a new employment application every six (6) months.

Sincerely,

Sheriff Logan Marshall



OFFICE OF THE SHERIFF

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APPLICATION FOR EMPLOYMENT

Position: Deputy [] Jailer [] Communications Officer [] Civilian []

Date: _____

Name:			Social Security Number:			
(Last)	(First)	(Middle)				
List, on a separate sheet, all names you have used if different from above (i.e. maiden names, nicknames. Also list all Social Security Numbers used if different from above.						
Address:						
City:		County:		State:	Zip:	
On a separate sheet list all places you have lived, worked, or stayed for a period exceeding sixty (60) days.						
Date of Birth:			Place of Birth(City & State):			
Telephone Number:			Email:			
Are you willing to work shift work, nights, holidays, weekends, etc.? [] Yes [] No						
Do you object to wearing a uniform? [] Yes [] No						
EDUCATION						
Are you a high school graduate? [] Yes [] No						
<i>If no</i> ; 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? [] Yes [] No						
School	Name and address of school				Completed	
High School					9 10 11 12	
Business/Technical School					1 2 3 4	
College					1 2 3 4	

GENERAL INFORMATION

Have you ever been employed by or applied with the McDuffie County Sheriff's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, when?	Position
Are you related to anyone currently employed by the McDuffie Sheriff's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No	Relative's Name	Relationship	
How did you learn of this opening?	Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain on a separate sheet of paper and attach to application.		
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, plead guilty or Nolo to a felony or misdemeanor, other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No . If yes please attach a written statement that answers what, where, when, the specific circumstances surrounding the event as well as the outcome.			
Military Service (list date, serial or service number for all military service): Use additional sheet if necessary.			
From:	To:	Serial Number:	Branch of Service:
Discharge type:			
Are you an active member of any branch of the U.S. Reserve Forces or National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what type and branch?			
Are you a graduate of a police mandate, D.O.C school or academy? <input type="checkbox"/> Yes <input type="checkbox"/> No . If yes, location:			

DRIVER HISTORY			
Do you have a valid Driver License? <input type="checkbox"/> Yes <input type="checkbox"/> No	State	License Number	Date of Expiration
Have you ever been licensed to drive in another state? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, list the State and license number on a separate sheet of paper.			
Have you <u>ever</u> incurred any traffic charges, do not include parking tickets. <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, give date(s), type of charge and disposition. Use additional sheet as needed.			

REFERENCES			
Please list three (3) references. These are people you have known for at least four (4) years which are not former employers, relatives, or people with whom you are presently living with.			
<i>DO NOT LEAVE BLANK SPACES.</i>			
Name:	Complete Address (Include City, State and Zip)		
Occupation:	Telephone Number:		
	Email:		
Name:	Complete Address (Include City, State, and Zip)		
Occupation	Telephone Number:		
	Email:		
Name:	Complete Address (Include City, State, and Zip)		
Occupation	Telephone Number:		
	Email:		

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 phone numbers of all employers are necessary. Attach additional pages as needed.

Most recent employer: _____

Address: _____

City: _____ State/Zip _____ Phone Number: _____

From _____ / _____ To: _____ / _____ Salary: _____ / _____
Month Year Month Year Beginning Ending

Job Title: _____ Supervisor: _____

Reason for leaving : _____

Duties: _____

May we contact employer? Yes No

Employer: _____

Address: _____

City: _____ State/Zip _____ Phone Number: _____

From _____ / _____ To: _____ / _____ Salary _____ / _____
Month Year Month Year Beginning Ending

Job Title: _____ Supervisor: _____

Reason for leaving: _____

Duties: _____

May we contact employer? Yes No

Employer: _____

Address: _____

City _____ State/Zip: _____ Phone Number: _____

From: _____ / _____ To: _____ / _____ Salary _____ / _____
Month Year Month Year Beginning Ending

Job Title: _____ Supervisor: _____

Reason for leaving: _____

Duties: _____

May we contact employer? Yes No

APPLICANT ACKNOWLEDGEMENT & 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 McDuffie 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 Section 16-10-71) punishable by a maximum fine of \$1000 plus imprisonment for not less than one nor 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 process will be terminated.

I hereby authorize the McDuffie County Sheriff’s Office to receive any Criminal and or any Driver History Record information, incident or other reports pertaining to me which may be in the files of any State or local jurisdiction.

I also respectfully request and authorize all information that may be concerning my employment record, my educational record, my reputation and my financial status be released to the McDuffie County Sheriff’s Office.

I request that all records pertaining to my military service, to include undeleted DD214 forms, be released to the McDuffie 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 McDuffie 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/or others from liability which may result from furnishing the information I have requested above. A PHOTOCOPY of this 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 résumés, letters of reference, etc., submitted with the application become property of the McDuffie 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 or other Freedom of Information Acts.

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

Applicant’s Signature

Date

Applicant’s Complete Name – PRINTED

Social Security Number:

Date of Birth:

Subscribed and sworn to (or affirmed) before me on	
this _____ day of _____, 20____,	
personally known to me or proved to me on the basis	
of satisfactory evidence to be the person(s) who	
appeared before me.	

<i>Notary Public Signature</i>	(Notary Seal)
Expires: _____	

THIS PAGE MUST BE NOTARIZED

DOMESTIC VIOLENCE CONVICTION ATTESTATION

I, _____, do hereby
(PRINT NAME)
swear and/or affirm that I have never been convicted of any crime,
misdemeanor, or felony involving an act of family violence or
domestic violence in the State of Georgia or any other State of
the United States. I understand it is Federal law that anyone
convicted of a crime involving domestic / family violence must
surrender all of his / her firearms and may not be in possession of
any firearm. I further understand that if I knowingly and willfully
lie on this form, I may be charged with criminal and administrative
charges.

PRINT FULL NAME

SIGNATURE _____

DATE: _____

ATTACHED THE FOLLOWING TO THIS APPLICATION

Copy of your Driver License
Copy of your Social Security Card
Copy of your Birth Certificate
Copy of your High School diploma or certificate of graduation
Copy of you G.E.D. (if applicable)
Copy of your Military Selective Service Act registration (if applicable)
Copy of your DD214 (if applicable)
Listing of any Facebook, Twitter, or other social media site you currently maintain, or have maintained in the last five (5) years.

ADDITIONAL INFORMATION

Prior to being employed with the McDuffie County Sheriff's Office, you will be required to pass an extensive background investigation. Part of this investigation may include a polygraph examination, a criminal background check, driver's history check, employment history check, a references check, credit check, verification of diplomas and or certificates, a medical examination, and interviews of known associates and neighbors. Following an interview, 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 filing out the application for employment
8. Honesty in completing the background investigation's booklet

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

EMPLOYMENT DISQUALIFIERS

Employment in public safety involves public trust. Only those persons whose conduct, character and or behavior do not discredit themselves or the McDuffie County Sheriff's Office (MCSO) will be considered employable. The MCSO employment process will address the integrity, ethical conduct, honesty, prejudices, financial responsibility (credit), and past behavior of all applicants. While the MCSO 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 or 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 (5) or more convictions or pleas of nolo contendere within the past two (2) years for any moving violations.
11. Illegal sale, illegal distribution or illegal manufacturing of any legal or illegal drug.
12. Deliberate association of a personal nature within the past twelve (12) months with persons who use illegal drugs in the presence of the applicant.
13. Use or possession of marijuana during the last three (3) years.
14. Use (more than experimentation) of an illegal drug or combination of illegal drugs, other than marijuana, during the past ten (10) years. What is considered "experimentation" will be determined on a case by case basis considering the totality of the circumstances.
15. Any tattoo that is visible to the public while on duty and or in uniform will be evaluated on a case by case basis before an applicant may be considered for employment. For most people this generally means tattoos located on the arm or other body part must not be visible in a short sleeve shirt.
16. Plugs/Gages and their piercings which are visible to the public while on duty.