



# HENDERSON COUNTY SHERIFF'S OFFICE

100 North Grove Street  
Hendersonville, NC 28792



## APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with the Henderson County Sheriff's Office. The application process is a key component in ensuring that we meet your expectations as an employer and that your personality, skills and work ethic meet our expectations of employees at our agency. We are committed to maintaining high ethical standards which include honesty and integrity.

The Henderson County Sheriff's Office provides an employment selection and hiring process which is structured to ensure that prospective employees possess requisite knowledge, skills, abilities and acceptable character traits. The purpose of the selection process is to produce effective and respected members of our agency by hiring qualified individuals. It is the policy of the Henderson County Sheriff's Office to recruit, hire, train and promote employees without discrimination because of age, national origin, physical disability, race, religion, sex or any other protected class.

The selection and hiring process includes many steps and can take up to four months to complete. This process is designed to fully examine each applicant's abilities and interest in employment with the Sheriff's Office. During the course of the hiring process, you will be asked to answer many questions and to provide a lot of detailed information about your life. We expect you to be truthful and maintain a high level of integrity at all times. **If you provide false information or engage in deception during the process, you will be eliminated from further consideration immediately.**

### SUBMITTING YOUR APPLICATION FOR EMPLOYMENT

Your application may be submitted in person to the Sheriff's Office, by mail to The Henderson County Sheriff's Office ~ 100 N. Grove Street ~ Hendersonville, NC 28792 ~ Attn: Human Resources, by fax to 828-698-4499 or via e-mail to [sheriffjobs@hendersoncountync.gov](mailto:sheriffjobs@hendersoncountync.gov) **THE NEXT STEP**

Upon receipt of your completed application, you will receive written notification (via regular mail or e-mail) advising you that your application has been received. The Henderson County Sheriff's Office reserves the right to modify the recruitment and selection process at any time without prior notice.

### CONSEQUENCES OF FALSIFYING INFORMATION OR MISSING DEADLINES / APPOINTMENTS

**ANY** misrepresentation, falsification or omission at any time during the selection and hiring process is just cause for rejecting your application. It will also disqualify you from submitting an application in the future for positions with the Henderson County Sheriff's Office. In addition, missing a deadline or confirmed appointment during the selection and hiring process may cause your application to be rejected.

### COMPLETING THE APPLICATION

On the following page is a list of minimum requirements for positions within the Sheriff's Office. If you meet the minimum requirements listed for the job you are applying for, please complete the application and follow the instructions for submittal. Ensure that **EVERY** question is answered.

### QUESTIONS

If you have any questions concerning the information required, or the selection and hiring process in general, please contact the Henderson County Sheriff's Office for assistance via e-mail at [sheriffjobs@hendersoncountync.gov](mailto:sheriffjobs@hendersoncountync.gov)



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**All applicants for the position must meet the following minimum requirements. Those who do not meet the minimum requirements will be disqualified from the process.**

## **All positions:**

- High school graduate or the equivalent
- Be of good moral character as determined by a background investigation
- Must be authorized to work in the United States
- Must be fingerprinted
- Must pass a drug screening test
- Must take a pre-employment written and oral psychological evaluation
- Must take a pre-employment polygraph examination
- Must not be a current user of illegal drugs
- Must make full disclosure of criminal charges and Domestic Violence Orders, both upon application and while employed
- Must wear protective / safety equipment as mandated by OSHA and Henderson County

**In addition to the above, the following are required for:**

## **Deputy Sheriff:**

- Must be a U.S. citizen
- Must be at least 20 years of age at time of employment
- Must be able to work a varied work schedule
- Must have visual acuity sufficient to safely and efficiently perform the essential job functions
- Must have a pre-employment medical examination by a licensed physician
- Must not have been convicted of a felony or have any criminal action pending against you
- Must have received an honorable discharge or a general discharge under honorable conditions if having served in any branch of the armed forces of the United States
- Must be vaccinated for Hepatitis B, have provided evidence of immunity or have signed a declination form within 10 days of initial employment
- Must be certified as a sworn law enforcement officer by the North Carolina Sheriff's Standards and Training Commission
- Must possess a valid North Carolina driver's license
- Must not be prohibited by federal or state law from possessing a firearm
- Must not have had certification as a peace officer permanently revoked in another state

## **Detention Officer:**

- Must be a U.S. citizen
- Must be at least 20 years of age at time of employment
- Must be able to work a varied work schedule
- Must have visual acuity sufficient to safely and efficiently perform the essential job functions
- Must have a pre-employment medical examination by a licensed physician
- Must not have been convicted of a felony or have any criminal action pending against you
- Must have received an honorable discharge or a general discharge under honorable conditions if having served in any branch of the armed forces of the United States
- Must be vaccinated for Hepatitis B, have provided evidence of immunity or have signed a declination form within 10 days of initial employment
- Must be certified as a detention officer or successfully complete Detention Officer Training within one (1) year of employment as required by the North Carolina Sheriff's Training and Standards Commission

## **Telecommunicator / Call Taker:**

- Must be a U.S. citizen
- Must be at least 18 years of age at time of employment
- Must be able to work a varied work schedule
- Must have visual acuity sufficient to safely and efficiently perform the essential job functions
- Must be certified as a Telecommunicator or successfully complete Telecommunicator Training within one (1) year of employment as required by the North Carolina Sheriff's Training and Standards Commission



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## APPLICATION FOR EMPLOYMENT

Answer each question on this form. If additional information must be submitted in relation to a specific question, please submit this information on additional sheets. Although a copy of your current resume is required to be submitted along with this application, it will not be accepted in lieu of a completed application. **"See Resume" is NOT acceptable.** Honesty is the most important part of the selection process. There will be a thorough background investigation conducted to verify all information. Be honest in all your responses. **Deception is the foremost reason for being rejected, not the content of what is reported.**

<b>Please print or type application. Applications must be completed in full.</b>			Date of Application	
Last Four Digits of Social Security Number XXX-XX-	Last Name	First Name	Middle Name	
Mailing Address	City	State	Zip	
County of Residence	Main Phone ( ) -	Alternate Phone ( ) -		
E-mail Address				
List any maiden or other names that you have ever used including all married names, nicknames, etc.				

POSITIONS APPLYING FOR	
Check all that apply. <input type="checkbox"/> Sworn Deputy <input type="checkbox"/> Detention Officer <input type="checkbox"/> Call Taker / Dispatcher <input type="checkbox"/> Administrative	
<input type="checkbox"/> Other (please specify) <input type="checkbox"/> Full time <input type="checkbox"/> Part time / Reserve	
Please rank positions according to your interest:	
1.	2. 3.

AVAILABILITY
Are you currently, or have you ever been, an employee of Henderson County Local Government? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list dates, department and position.
Do you currently reside in the same household with any person now working for the Henderson County Sheriff's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, list name of person and relationship to you.
Are you at least 20 years of age if applying for a Sworn Deputy or Detention Officer position (18 if applying for any other positions within the agency including Communications)? <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, can you provide written evidence that you are authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Federal law requires males age 18 through 25 to register with the Federal government to comply with the Military Selective Service Act. North Carolina GS 143B-421.1 prohibits local governments from employing any males who have not complied with the federal Selective Service Registration regulations. If this requirement pertains to you, have you complied with the Federal law? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

EDUCATION			
Check box of highest completed: <input type="checkbox"/> High school graduate <input type="checkbox"/> GED <input type="checkbox"/> AA <input type="checkbox"/> BS <input type="checkbox"/> Masters <input type="checkbox"/> Other			
School Type	School Name / City / State	Graduated	Degree (if applicable)
High School		<input type="checkbox"/> Yes <input type="checkbox"/> No	
GED		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	





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## CITATION HISTORY

List ALL citations you have received in your driving history. Attach additional sheets if necessary.

Date of citation: State and county of offense: Type of violation: Disposition:	Date of citation: State and county of offense: Type of violation: Disposition:
Date of citation: State and county of offense: Type of violation: Disposition:	Date of citation: State and county of offense: Type of violation: Disposition:
Date of citation: State and county of offense: Type of violation: Disposition:	Date of citation: State and county of offense: Type of violation: Disposition:

## WORK HISTORY

Attach additional sheets if necessary.

Current or Last Employer		City/State	
Job Title		Supervisor Name	Telephone Number ( ) -
Date Employed (mm/yy)	Date Separated (mm/yy)	Reason / Desire for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Telephone Number ( ) -
Date Employed (mm/yy)	Date Separated (mm/yy)	Reason / Desire for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Telephone Number ( ) -
Date Employed (mm/yy)	Date Separated (mm/yy)	Reason / Desire for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			



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Previous Employer		City/State	
Job Title		Supervisor Name	Telephone Number (    )    -
Date Employed (mm/yy)	Date Separated (mm/yy)	Reason / Desire for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Telephone Number (    )    -
Date Employed (mm/yy)	Date Separated (mm/yy)	Reason / Desire for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Telephone Number (    )    -
Date Employed (mm/yy)	Date Separated (mm/yy)	Reason / Desire for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Telephone Number (    )    -
Date Employed (mm/yy)	Date Separated (mm/yy)	Reason / Desire for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			



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## WORK HISTORY CONTINUED

You may attach additional sheets as necessary to fully explain your answers.

- Do you object to wearing a uniform?  Yes  No
- Do you object to working nights?  Yes  No
- Do you object to working holidays or weekends?  Yes  No
- Do you object to working rotating shifts?  Yes  No

Do you object to being away from home overnight or for periods of time as required for training, meetings, etc.?  Yes  No

Are you currently in a hiring process with any other criminal justice agencies?  Yes  No  
If yes, list which ones and the current status of your application.

Have you ever been removed from an employment process with a criminal justice agency after a conditional offer was made?  
 Yes  No If yes, list the agency and describe the circumstances.

Have you ever received a disciplinary action, been asked to resign or been terminated by an employer?  
 Yes  No If yes, explain your answer and provide specific details regarding the situation.

Have you ever resigned from employment while under an internal investigation?  Yes  No  
If yes, list the employer and describe the circumstances.

## CRIMINAL HISTORY

List any incidents where you were arrested or otherwise charged with a criminal offense.  
Note: For this section, 'charged' includes being issued a citation or civil summons in lieu of arrest.  
Attach additional sheets if necessary.

Date of offense: State and county of offense: Offense charged: Disposition:	Date of offense: State and county of offense: Offense charged: Disposition:
Date of offense: State and county of offense: Offense charged: Disposition:	Date of offense: State and county of offense: Offense charged: Disposition:
Date of offense: State and county of offense: Offense charged: Disposition:	Date of offense: State and county of offense: Offense charged: Disposition:



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## CRIMINAL HISTORY CONTINUED

Have you ever had any type of Domestic Violence Restraining Order issued against you?  Yes  No  
If yes, when and under what circumstances?

Have you ever been placed on court ordered probation or paid a court imposed fine?  Yes  No  
If yes, when and under what circumstances?

## DRUG HISTORY

Have you ever used any illegal drugs to include even one time or experimental usage at any time in your life? (This includes but is not limited to: marijuana, synthetic or designer drugs, steroids, opiates, pills, heroin, cocaine, crack, LSD, methamphetamines, etc.)  Yes  No

If yes, list the following information for each drug used. Type of drug, circumstances under which usage occurred, total number of times drug was used and when the last usage occurred (month & year).

Have you ever taken any prescription medication that was not prescribed to you by a physician? (This refers to any prescription medication prescribed to another person which you took even for a valid medical reason.)  Yes  No

If yes, list the following information for each drug used. Type of drug, circumstances under which usage occurred, whom the drugs were received from, total number of times drug was used and when the last usage occurred (month & year).

Have you ever purchased, manufactured, grown, delivered or sold any amount of illegal drugs, controlled substances or prescription medications?  Yes  No

If yes, when and under what circumstances?

Other than in an official law enforcement capacity, have you been in the presence of anyone possessing / using drugs illegally in the last 12 months?  Yes  No

If yes, when and under what circumstances?





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## MILITARY HISTORY

Are you a veteran?  Yes  No

Did you successfully complete basic training?  Yes  No

What branch did you serve in?

Date of entry into Active Service

Date of separation from Active Service

Type of separation :

Were you ever subject to a court martial, tried on charges or the subject of a summary court, captain's mast or company punishment or receive any other disciplinary action while a member of the armed forces?  Yes  No

If yes, under what circumstances?

## FINANCIAL HISTORY

Explain your current credit rating and the status of your financial obligations.

Explain the status of any delinquent accounts or accounts that have been sent to collections within the past 3 years.

Have you ever declared bankruptcy?  Yes  No

If yes, when and under what circumstances?

Have you ever had a vehicle or other personal possession repossessed?  Yes  No

If yes, when and under what circumstances?

Have you been sued or had a civil judgment rendered against you (i.e. – evictions, executions, etc.)?  Yes  No

If yes, when and under what circumstances?

## PERSONAL REFERENCES

List at least (3) three references you have known well for at least (3) three years.

They must be responsible adults of reputable standing within their community.

**DO NOT USE** relatives or former or present employers.

Include their full names, correct contact numbers and complete addresses where they may be reached during normal business hours.

Full Name	Phone Number	Address	City / State
	( ) -		
	( ) -		
	( ) -		
	( ) -		
	( ) -		



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## ESSAY QUESTION

Please explain why you are interested in this position and specifically in joining the Henderson County Sheriff's Office.

## PERSONAL RESUME

Note: A copy of your current resume must be attached to this application. Your application cannot be fully processed without it.

Resume attached.  Yes  No

## APPLICANT AFFIRMATION

I hereby certify that there are no willful misrepresentations, omissions or falsifications in the foregoing statements and answers to the questions. I am aware that should an investigation disclose any misrepresentation, omission or falsification, my application may be rejected, or if already employed, my employment may be terminated.

Signature of Applicant:

Date:



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## AUTHORIZATION AND ACKNOWLEDGEMENT FOR ACCESS TO PERSONAL INFORMATION FOR EMPLOYMENT PURPOSES

### NOTE TO CANDIDATES

None of the following actions will occur *unless* you are selected to participate in a hiring process. At which time, you will be notified and informed that the process is taking place, and your desire to participate will be confirmed in advance.

### AUTHORIZATION AND ACKNOWLEDGMENT

I hereby acknowledge that any or all information provided by me is subject to verification, and I hereby authorize the Henderson County Sheriff's Office to conduct a personal background investigation on me including any current or prior criminal arrests, convictions, criminal history, sex offender registry and driving history.

By my signature below, I authorize the Henderson County Sheriff's Office to contact my current and former employers as well as schools or other educational institutions that I may have attended and obtain any information about my qualifications for employment including current or prior work history, scholastic ratings and records and any other information they may have regarding me, whether or not it is on their records.

I also authorize past and present employers, educational institutions, associations, registration and licensing boards and any others contacted to release any information requested by the Henderson County Sheriff's Office concerning my qualifications and background.

I also understand that the Henderson County Sheriff's Office will run an official credit check on me, and the results may be used for employment consideration. I hereby authorize access to my credit reporting information for such purposes.

I understand that I also will be subject to a polygraph, drug screening and written and oral psychological evaluation. Information received through these checks is privileged information and is not a public record but is for the exclusive use of the department and those persons authorized under North Carolina law to receive the information.

If hired, I authorize Henderson County and its agencies, the Henderson County Sheriff and the Henderson County Sheriff's Office to retain this document on file to act as ongoing authorization for the procurement and possession of reports at any time during my employment period. I fully release Henderson County and its agencies, the Henderson County Sheriff and the Henderson County Sheriff's Office from all claims of damages related to the investigation of my background and provision of information as set forth in this disclosure and authorization. I agree that information possessed by Henderson County and its agencies, the Henderson County Sheriff and the Henderson County Sheriff's Office may be supplied for legally permissible purposes.

I acknowledge that this authorization is valid for one (1) year unless I am hired at which time the authorization will be ongoing for employment purposes as outlined above. A copy of this document is considered valid, just as the original.

Signature of Applicant:

Date: