

Hawkins County Sheriff's Office

117 Justice Center Drive
Rogersville, TN 37857

Phone: 423-272-4848
Fax: 423-272-7019

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL HISTORY			
Last Name	First Name	Middle Name	Maiden Name
List below all other names you have used, including nicknames. If you have ever used any surnames other than your true name, during what period and what circumstances were these names used? If you have ever legally changed your name, give date, place and court. <hr/>			
Birth Date:	City & State of Birth:		
Age:	Gender:	Male Female	Social Security Number:
Drivers License Number:	State:		
Are you prevented from lawfully becoming employed in this country because of visa or Immigration status?			YES NO

RESIDENCES		
Home Street Address:		
City:	State:	Zip:
Home Phone (including area code):		
Work Phone (including area code):		
In the event this information becomes invalid, indicate the name and phone number of a relative through whom you may be reached or who could furnish your current address and phone number.		
Name:		
Relationship:		
Phone # (including area code):		
If you have not lived at your current residence for one (1) year, explain the reason.		

ACTUAL PLACES OF RESIDENCE FOR PAST 10 YEARS					
Any applicant who has been out of high school for more than 10 years must list all residences since high school. Include address while at school and in military, as well as family-owned vacation homes. For college on-campus residences, give dorm name, city and state. If residences in military service cannot be shown as street address, indicate complete military unit destination and location by city, state, and country. If post office box, give location of post office.					
From (Month/Year)	To (Month/Year)	Apt. #	Street Address	City	Zip

Position Applying For (Mark All That Apply)					
Corrections	Court Security	Patrol	Cook	Secretary	Other: _____

EDUCATIONAL BACKGROUND				
EDUCATION	NAME AND LOCATION OF SCHOOL	NO. OF YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
GRAMMER SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE BUSINESS OR CORRESPONDENCE SCHOOL				
EMPLOYMENT HISTORY				
<p>NOTE: LIST MOST RECENT EMPLOYMENT FIRST. Please list each job you have held for the last ten years. Include chronological history of employment starting with current or most recent position. Account for all periods, including casual employment and all periods of unemployment. Be sure to include military experience, if applicable. If additional space is needed, attach additional sheets using same format. Be sure to provide all of the required information.</p>				
JOB A				
Name of Business:				
Address:				
City:		State:	Zip:	
Telephone Number (including area code):				
Type of Business:				
Period of Employment (Month/Year):		From:	To:	
Position Held:				
Supervisor:				
Reason for leaving this employment:				
While employed, did you face any type of disciplinary action, i.e. suspension, reprimands, etc?			YES	NO
If you answered YES to the above question concerning disciplinary action during previous employment, below provide a detailed description of the events.				
JOB B				
Name of Business:				
Address:				
City:		State:	Zip:	
Telephone Number (including area code):				
Type of Business:				
Period of Employment (Month/Year):		From:	To:	
Position Held:				
Supervisor:				
Reason for leaving this employment:				

If you answered YES to the above question concerning disciplinary action during previous employment, below provide a detailed description of the events.			
JOB C			
Name of Business:			
Address:			
City:		State:	Zip:
Telephone Number (including area code):			
Type of Business:			
Period of Employment (Month/Year):	From:	To:	
Position Held:			
Supervisor:			
Reason for leaving this employment:			
While employed, did you face any type of disciplinary action, i.e. suspension, reprimands, etc?		YES	NO
If you answered YES to the above question concerning disciplinary action during previous employment, below provide a detailed description of the events.			
In any previous employment (not just employment in last ten years) have you been terminated and/or disciplined for any misconduct, behavior problems, etc.?		YES	NO
If you answered YES to the above question, provide a detailed description of events and the results of all disciplinary actions taken by the employer.			
MILITARY SERVICE			
Are you registered for Selective Service?		YES	NO
If YES, list location (city and state)			
Have you served in any branch of the U.S. Armed Services?		YES	NO
Complete Section Below for Each Period of Service (Begin with most recent) ATTACH DD-214 MEMBER 4 COPY or NGB-22 FOR EACH PERIOD OF SERVICE			
Branch:		Dates of Service	
From (Month/Year):		To (Month/Year):	
Date of Discharge:		Type of Discharge:	
Last Duty Station:			
Were you ever disciplined while in military service? (Includes Court Martial, Article 15, Captains Mast, etc.)		YES	NO

ORGANIZATION MEMBERSHIPS

Are you now, or have you ever been a member of any club, society or organization?	YES	NO
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If YES, please list below: Do Not Abbreviate.

Name of Organization	City	State	Former	Present	If Present, List Position & Extent of Activity

COURT RECORD

For the purpose of these questions, the words “arrested” or “indicted” etc., include any detaining or taking into custody by any law enforcement authorities including military police.

Since you are applying for a public safety position, you must list all arrest, convictions, instances of domestic violence, and expungements, even though you may have been advised by your attorney, a judge, prosecutor or other official that there is no record. Juvenile and expunged records are sealed and most employers will not have access to them. Law enforcement agencies, such as this department, do have access to these records. All juvenile arrests, convictions, expungements will surface during your background investigation.

I acknowledge that I have read and understand the above statement. I fully understand what information is required of me and that failure to supply accurate information will be considered willful falsification of my application which is adequate cause for removal from the register.

_____	_____
Applicant Signature	Date

Have you ever been arrested, cited, indicted, charged with, convicted of, a criminal or disorderly offense or instance of domestic violence or detained by any law enforcement officer (including military police)?	YES	NO
Have you ever been charged with committing any crime or offense as a juvenile or adult?	YES	NO
Have you ever been convicted/found to have committed, pled guilty, or plead no contest to any crime or juvenile offense?	YES	NO
Have you ever been placed in an alternative sentencing or rehabilitative program as a juvenile or adult (For example: diversion, deferred prosecution, withheld adjudication)?	YES	NO
Have you ever been charged with a DUI or DWI?	YES	NO
Have you ever been included on an abuse registry?	YES	NO
Have you ever been the subject of an order of protection?	YES	NO
Have you ever been incarcerated, in jail, prison, correctional training school, or military stockade?	YES	NO

If you answered YES to any of the above questions, give a detailed account of the situation. Be sure to include dates, locations, and circumstances.

Are you now, or have you ever been involved as a plaintiff, defendant, or petitioner, or respondent in any civil action?	YES	NO
<p>If you answered YES to the previous question concerning involvement in a civil action, below give an account of the circumstances, be sure to include the date, county, court and type of action..</p> <hr/> <hr/> <hr/> <hr/>		
Are you currently on any form of Probation from any jurisdiction, i.e. Federal, State, Local?	YES	NO
<p>If you answered YES to the previous question concerning probation, below provide a detailed account of the circumstances; be sure to include dates and locations.</p> <hr/> <hr/> <hr/> <hr/>		
To your knowledge, has any member of your immediate family ever been convicted of a crime for other than a minor traffic violation?	YES	NO
<p>If you answered YES to the previous question concerning a member of your immediate family being convicted, below provide a detailed account of the circumstances. Be sure to include relatives' names, relationships, dates, locations, and type of charges.</p> <hr/> <hr/> <hr/> <hr/>		

REFERENCES & SOCIAL ACQUAINTANCES

Give three (3) references (NOT relatives, former or present employers, fellow employees, or school teachers) who are responsible adults of reputable standing in their communities, such as property owners, business or professional men or women including your physician, if you have one, who have **personally known you** for at least the past five (5) years. If retired, give former occupation.

External influence in hiring is strictly forbidden. Manipulating the HCSO hiring process to accommodate political influence is a policy and integrity violation. Such unethical behavior will result in removal from consideration for any positions.

I acknowledge that I have read and understand the above statement.

_____ **Applicant Signature**

_____ **Date**

Reference/Social Acquaintance #1

Full Name:			
Address:			
City:	State:	Zip:	
Home Phone (including area code):			
Business Phone (including area code):			
Other Contact Number, i.e. cellular phone, pager (including area code):			
What is the best time to contact this person?	Day	Evening	Night
How long have you known this person?			
What is your relationship with this person?			

Reference/Social Acquaintance #2

Full Name:			
Address:			
City:	State:	Zip:	
Home Phone (including area code):			
Business Phone (including area code):			
Other Contact Number, i.e. cellular phone, pager (including area code):			
What is the best time to contact this person?	Day	Evening	Night
How long have you known this person?			
What is your relationship with this person?			

Reference/Social Acquaintance #3			
Full Name:			
Address:			
City:	State:	Zip:	
Home Phone (including area code):			
Business Phone (including area code):			
Other Contact Number, i.e. cellular phone, pager (including area code):			
What is the best time to contact this person?	Day	Evening	Night
How long have you known this person?			
What is your relationship with this person?			

PERSONAL DECLARATIONS		
Have you ever, or are you about to declare bankruptcy?	YES	NO
If you answered YES to the previous question, please provide date, location, and circumstances.		

Are you now or have you ever been delinquent in payment of alimony or child support?	YES	NO
If you answered YES to the previous question, please provide date, location, and circumstances.		

What are your feelings about the use of deadly force if it became necessary in the performance of you official duties?		

List the names of all social media networking sites, websites, gaming websites or blogs you are currently a member of, administer, maintain or post on (i.e., Facebook, Twitter, MySpace, YouTube, etc.) for personal or professional use. Also, list your user/profile names you currently use for each.		

In the space provided below, please give the reason(s) why you want to be employed by the H.C.S.O.

An investigation will be conducted of all information listed on this application. Because of this, you are aware of any information about yourself or any person which you are or have been closely associated (including relatives and roommates) which might tend to reflect unfavorably on your reputation, morals, character, ability or loyalty to the United States?

If YES, please attach a separate piece of paper, giving your version of this/these incidents.

If YES, please attach a separate piece of

ADVISEMENT TO APPLICANTS

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overall purpose of the pre-employment background investigation is to verify that your application and any statement you have made to your prospective employer concerning your qualifications are true.

Tennessee employers have a legal duty to know the persons whom they employ. In some cases, laws may mandate a background investigation before employment, while in other cases it is merely a case of public policy or prudence before placing someone in a position of public trust. Both State and Federal courts have also held that there is an absolute necessity for public employees to be truthful. You must understand that a lack of truthfulness or deception of any type on your part will automatically and irrevocably result in your application being rejected from further consideration.

For some people, there may be one or more incidents or occurrences in their background which they regret or may feel some embarrassment. A prospective employer will not make inquiries into areas of a person's background that have no legitimate bearing on their qualifications for the job. You should understand that the mere presence of so-called "negative" information in your background is not automatically disqualifying. For example, an applicant may have engaged in petty thievery as a child, used illegal drugs, been fired or been convicted of a crime as an adult. These things in and of themselves may not automatically remove that person from consideration for a job, but lying about them will.

A pre-employment background investigation is not intended to be an intimidating experience or an unwarranted invasion into your privacy. Your background investigator will contact persons who know you, including present and/or former employers, and will examine official documents and records concerning you to ensure that you have been honest in your application and fulfill the legal mandates imposed by the courts and legislature. The more forthright you have been, the greater the likelihood that your background can be completed in a timely and successful manner.

Pursuant to TCA §10-7-501 et seq, this application and the information contained within may become public record upon submission and released, in response to a public records act request unless otherwise protected by state or federal law.

I understand that any false statement and/or deliberate misrepresentations, whether by omission or commission, will result in my application being automatically and irrevocably rejected from further consideration. I certify that I have read the above statement and understand its contents.

Applicant Signature

Date

Applicant Print Full Legal Name

Witness (Interviewer) Signature

Date

Witness (Interviewer) Print Name

**Hawkins County Sherriff's Office
Credit Report Disclosure**

Notice of Rights Under The Fair Credit Reporting Act

15 United States Code Section 1681b(B)(2) states as follows:

(2) Disclosure to consumer – A person may not procure a consumer report, or cause a consumer report to be procured, for employment purposes with respect to any consumer, unless -

(A) a clean and conspicuous disclosure has been made in writing to the consumer at any time before the report is procured or caused to be procured, in a document that consists solely of the disclosure, that a consumer report may be obtained for employment purposes; and

(B) the consumer has authorized in writing the procurement of the report by that person.

15 United States Code Section 1681b(b)(3) states as follows:

(3) Conditions on use for adverse actions – In using a consumer report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates -

(A) a copy of the report; and

(B) a description in writing of the rights of the consumer under this subchapter, as prescribed by the Federal Trade Commission under section 1681g(c)(3) of this title.

Authorization to HCSO to Obtain Consumer Credit Report

The Hawkins County Sherriff's Office (HCSO) may seek to obtain your consumer credit report as part of a background investigation and/or during the employment process. Pursuant to the above statute, be advised that you are entitled to notice (via this document) before the HCSO may obtain your consumer credit report. In addition, you must voluntarily complete this form authorizing the HCSO to obtain a copy of your consumer credit report before the HCSO can obtain a copy of that report.

If adverse action is taken in whole or in part as a result of review of the report, you will be provided with a copy of that report and a description in writing of your rights under the above statute.

I have read and understand the statement of my rights under the Fair Credit Reporting Act above. I hereby authorize the Hawkins County Sherriff's Office to obtain a copy of my consumer credit report to be considered in connection with a background investigation that is being conducted for employment purposes. This authorization is given freely and voluntarily.

Print Full Name of Applicant

Social Security Number

Applicant Print Full Legal Name

Date

Witness (Interviewer) Signature

Date

Hawkins County Sherriff's Office

Authorization For Release Of Information

I, _____, do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized Agent of the Hawkins County Sheriff's Office, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institution, financial or credit institutions, including records of loans, records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records whether filed; medical and psychiatric treatment; employment or pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and records or lawsuits, criminal or civil, in which I presently have or have had, an interest.

I also certify that any persons who may furnish such information concerning me shall not be held responsible for giving this information; and I do hereby release said persons from any and all liability which may be incurred as a result of furnishing such information. I further release the Hawkins County Sheriff's Office from any and all liability which may be incurred as a result of collecting such information.

I have read and fully understand the contents of this Authorization For Release Of Information.

Print Full Name of Applicant

Street Address

Social Security Number

City State Zip

Date of Birth

Phone Number (including area code)

Personal Email Address

Mobile Phone Number (including area code)

Applicant Signature

Date

Witness Signature

Date