

Application for Employment
Columbiana County Sheriff's Office
An Equal Opportunity Employer

Equal access to program, services and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should notify the Human Resource Department. We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

Position(s) applied for: _____

Date of application: _____

How did you hear about the position? Advertisement: _____ Relative: _____ Website: _____
Friend: _____ Employment Agency: _____ Other: _____

Name: _____
Last First Middle

Mailing Address: _____
Street Apt. City State Zip

Telephone: (_____) _____ Mobile / Other: (_____) _____

Email: _____ Best time to contact you at home is: _____ am/pm

Have you ever submitted an application to Columbiana County? _____ If Yes, when? _____

Have you ever been employed by Columbiana County? _____ If Yes, when? _____

Are you legally eligible for employment in the United States? _____

If you are under 18, can you furnish a work permit? _____

Do you have a valid driver's license? _____ State / Number: _____

Are you able to meet all the attendance requirements of this position? _____

Are you able to work overtime if necessary? _____ Will you travel if the position requires it? _____

Do you have any friends / relatives currently employed by Columbiana County? _____

If Yes, who? _____

What is your desired salary range or rate of pay: \$ _____ per _____

Date available for work: _____ Type of employment desired: Full Time Part time Seasonal

Employment History: Starting with your most recent employer, provide the following information. Include any relevant volunteer activities, but exclude any organizations that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran / reserve National Guard or any other similarly protected status.

1. From/To _____ Employer/Organization _____

Telephone# _____ Address: _____

Job Title: _____ Supervisor _____ May we contact? _____

Job Duties / Responsibilities: _____

Reason for Leaving: _____ Final Rate of Pay: _____

2. From/To _____ Employer/Organization _____

Telephone# _____ Address: _____

Job Title: _____ Supervisor _____ May we contact? _____

Job Duties / Responsibilities: _____

Reason for Leaving: _____ Final Rate of Pay: _____

3. From/To _____ Employer/Organization _____

Telephone# _____ Address: _____

Job Title: _____ Supervisor _____ May we contact? _____

Job Duties / Responsibilities: _____

Reason for Leaving: _____ Final Rate of Pay: _____

4. From/To _____ Employer/Organization _____

Telephone# _____ Address: _____

Job Title: _____ Supervisor _____ May we contact? _____

Job Duties / Responsibilities: _____

Reason for Leaving: _____ Final Rate of Pay: _____

Please explain any gaps in employment:

Have you ever been fired or asked to resign from a job? _____

If yes, please explain:

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma / Degree Obtained
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Related Information: Please list any relevant professional or trade organizations of which you are a member. Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran / reserve National Guard or any other similarly protected status.

Organization	Offices Held

Please discuss your interest in employment with Columbiana County and any qualifications beyond what is reflected in your application. Use additional sheets if needed.

References: Please provide the names and telephone numbers of three professional references who are not related to you and are not previous supervisors. If professional references are not available, provide school or personal references who are not related to you.

Name: _____ Title: _____

Relationship: _____ Telephone: _____

Email: _____

Name: _____ Title: _____

Relationship: _____ Telephone: _____

Email: _____

Name: _____ Title: _____

Relationship: _____ Telephone: _____

Email: _____

Civilian Dispatcher

Civilian Dispatchers must have excellent communications skills and possess the ability to communicate effectively with the public as well as other law enforcement personnel. Dispatchers must have the ability to learn the basic operation of the Sheriff's radio system and computer aided dispatch systems. The ability to obtain certification as a Law Enforcement Automated Data System (LEADS) operator is mandatory.

Dispatcher applicants must be at least 18 years of age and possess a high school diploma or equivalent.

Corrections Officer

Corrections Officers are responsible to ensure the care and welfare of prisoners confined within the Jail while using proper safety methods and techniques. Corrections Officers must be at least 18 years of age, have a high school diploma or equivalent and possess certification as a Peace Officer from the Ohio Peace Officer Training Commission before beginning the selection process. They also must complete a State of Ohio approved basic corrections course successfully.

Deputy Sheriff

Deputy Sheriffs are responsible for protecting the life and property of citizens through the enforcement of the law and through the investigation of felony, misdemeanor, and traffic offenses. Therefore, candidates for Deputy Sheriff must possess certification as a Peace Officer from the Ohio Peace Officer Training Commission before beginning the selection process. Sworn Deputy Sheriff Applicants must be at least 21 years of age and possess a high school diploma or equivalent. Deputy Sheriffs must possess a valid State of Ohio driver's license.

Reserve Deputy Sheriff

Reserve Deputies work in conjunction with regular Deputy Sheriffs and perform a wide variety of duties including augmenting patrol deputies and detectives and working special events. Certification through the Ohio Peace Officers Training Commission as a peace officer is necessary before applying for this volunteer position. Reserve Deputy Applicants must complete the same selection process as full-time employees.

Reserve Deputy Applicants must be at least 21 years of age and possess a high school diploma or equivalent. Reserve Deputies must possess a valid State of Ohio driver's license. This is an unpaid sworn position. Reserve Deputies must complete a requisite number of volunteer service hours each month. Reserve Deputy Applicants should call if they desire additional information.

Applicant Statement and Signature

I certify that all information I have provided in order to apply for and obtain employment with Columbiana County is true, complete, and correct. I agree and understand that omissions, misstatements, and falsifications will cause forfeiture on my part of all eligibility to any employment with Columbiana County and may be cause for rejection of this application, removal of my name from eligibility lists or discharge from County service whenever it is discovered. I give Columbiana County the right to investigate and verify any information obtained through the application process. Permission is granted and I release from any and all liability any employer, agency or individual assisting Columbiana County in providing relevant job related information that will assist in this process. I expressly authorize without reservation, Columbiana County, its representatives, members or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application. I hereby waive any and all rights and claims I may have regarding Columbiana County, its agents, members or representatives, for seeking, gathering, and using such information and all other persons, corporations, or organizations for furnishing such information about me.

I understand that an offer of employment may be contingent upon the successful completion of a pre-employment background criminal investigation, physical, psychological, polygraph, and /or drug and alcohol screen. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States. If I am hired, I understand that, unless otherwise defined by applicable law, any employment relationship with Columbiana County is of an *at will* nature, which means that I am free to resign at any time and Columbiana County reserves the same right to terminate my employment at any time. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that all conditions of employment including, but not limited to hours, benefits and salary are subject to change by Columbiana County at any time. I understand that no representative of Columbiana County is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the appropriate Appointing Authority.

DO NOT SIGN UNTIL YOU READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.

Applicant Signature: _____ **Date:** ____ / ____ / ____