



Carroll County Sheriff's Office

100 North Court Street
Westminster, MD 21157
(410) 386-2900 Phone

Department of Sheriff's Services



EMPLOYMENT APPLICATION

Social Security No. _____ Date _____

Position Applied for: _____

Name _____
Last First Middle

Present Address _____
Street City State Zip

Home Phone No. _____ Work Phone No. _____

Vehicle Operators License No. _____ State _____ Class _____ Expires _____

Has your license ever been suspended or revoked in any State? Yes No

If yes, indicate which state, date and reason: _____

Have you ever been convicted of a crime (excluding minor traffic violations)? Conviction of a crime will not necessarily bar employment.

Yes Date of conviction (year) _____ No Do not report any conviction for which the records have been officially expunged.

If yes, please explain. _____

Do you have any relatives including in-laws, members of your immediate family, and members of your extended family currently working for the Carroll County Sheriff's Office? Yes No

If yes, _____
Name Department/Bureau/Agency Relationship

Educational Data

Schools Attended Did you successfully complete? Elementary <input type="checkbox"/> Yes <input type="checkbox"/> No Middle School <input type="checkbox"/> Yes <input type="checkbox"/> No High School <input type="checkbox"/> Yes <input type="checkbox"/> No If you did not graduate from high school, have you received a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name and location of last school attended	List major courses taken
COLLEGE, UNIVERSITY or OTHER TRAINING Give name and location of College, University or Professional School	Major or Specialty	Degree or Certificate received? If yes, give title. If No, number semester hours or credits completed.

Professional Certifications

State	Date	Number

Give employment record as completely as possible **starting with your present or last position** not to exceed past 15 years. Attach additional sheets if necessary. **Note: This application must be fully completed whether or not a resume is submitted.**

1. Employer/Firm	Address	Date Start	Date Finish
	Telephone	Salary Start	Salary Finish
Type of Business	Reason for Leaving	Full-Time	Part-Time

Title of Position and Duties:

Immediate Supervisor: _____ Title: _____

2. Employer/Firm	Address	Date Start	Date Finish
	Telephone	Salary Start	Salary Finish
Type of Business	Reason for Leaving	Full-Time	Part-Time

Title of Position and Duties:

Immediate Supervisor: _____ Title: _____

3. Employer/Firm	Address	Date Start	Date Finish
	Telephone	Salary Start	Salary Finish
Type of Business	Reason for Leaving	Full-Time	Part-Time

Title of Position and Duties:

Immediate Supervisor: _____ Title: _____

Special equipment operated _____

Business or Professional References Only — (Please do not list relatives)

Name	Address	Telephone #	Occupation	Years Known
1.				
2.				
3.				

Make sure you answer all the questions on this form. If you do not fill it out completely, it may result in the rejection of this application.

In accordance with Section 3-702 of the Labor and Employment Article of the Annotated Code of Maryland applicants seeking employment with the Carroll County Sheriff's Office may be required to submit to or take a lie detector test.

I have read and acknowledge the above statement regarding Maryland State Code and lie detector tests.

Signature _____ (If e-mailed, check here for signature) Date _____

I authorize the Carroll County Sheriff's Office to investigate any and all statements made in this application. I also authorize my current or previous employers to verify the statements made in this application and to provide other employment data relating to my job performance, as requested. I authorize the Carroll County Sheriff's Office to contact my references.

Falsification or misrepresentation of the information submitted on this application could result in the disqualification of the applicant from further consideration for employment, or if the applicant has been hired, could result in his/her discharge from employment.

Date _____ Signature _____ (If e-mailed, check here for signature)

May we contact your present supervisor? Yes No

Equal Opportunity Employer

EQUAL EMPLOYMENT OPPORTUNITY

APPLICATION INFORMATION

The information requested below is needed to meet the requirements of certain federal regulatory agencies. It will be seen and tabulated by the Management Services Bureau. This section is separated from your application when received by the Management Services Bureau. This information is confidential and will not be used in any employment decision or in determining a test score. It will not be maintained in your personnel file if you become an employee.

Please complete all items and return this form with your application.

Name: _____ Date: _____

Position Applied For: _____
(Give Exact Title)

Sex: M F

Date of Birth: _____
Month Day Year

Race/Ethnic Identification:

- American Indian or Alaskan Native
- Black, Jamaican, Trinidadian, West Indian
- Asian or Pacific Islander
- Hispanic, Mexican, Puerto Rican
- White, Indo-European, Pakistani, East Indian

How did you learn about this job opportunity?

- Newspaper (Give name of Newspaper): _____
- College Placement Office County Bulletin Board Carroll County Employee
- Job Hotline Internet BERC/Agency Referral
- Job Fair Other Publications _____

Carroll County Sheriff's Office is an Equal Opportunity Employer

The Carroll County Sheriff's Office recognize the rights of all people, including Sheriff's Office employees, to equal opportunity. Discrimination against Sheriff's Office employees on the basis of race, color, religion, age, gender, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to Sheriff's Office employment. If you have questions, suggestions, or complaints, please contact Ms. Danielle Schubert, Bureau Chief, Management Services Bureau and Sheriff's Office Americans with Disabilities Coordinator for Employment at 410-386-2306. The mailing address is 100 North Court Street, Westminster MD 21157.