

Decatur County Sheriff's Department & Detention Center

Civilian Employment Application

Instructions:

1. The application must be filled out by the applicant by typing (preferred) or handwriting in black ink.
2. Answer all questions and leave no areas blank. If a question does not apply, please state N/A or None.
3. Applications will not be considered unless complete. Incomplete applications will not be retained.
4. If any of your contact information changes, it is your responsibility to keep the Sheriff's Department updated of those changes.
5. If you need more room for any section, attach additional sheets with the information
6. Attach copies of all required items listed on the checklist on this application.

Basic Eligibility Requirements:

1. Must be a United States Citizen.
2. Must be at least 18 years old.
3. Must possess a valid driver's license.
4. Must be a graduate of an accredited High School or possess a GED.
5. Must have no Felony convictions
6. Must be able to pass a background check.
7. Must be able to pass a drug screen and physical.

The Decatur County Sheriff's Department and Detention Center is an equal opportunity employer and does not discriminate based on race, color, religion, sex, national origin, age, disability or genetic information.

Position Applying For		
<input type="checkbox"/> Detention Deputy	<input type="checkbox"/> Courthouse Security	<input type="checkbox"/> Administrative Officer

Office Personnel Only	
Date application submitted	Employee accepting application

Section I – Personal Information

Name: _____
Last First MI

Aliases: _____

Place of Birth: _____

Marital Status: Single ___ Married ___ Divorced ___ Widowed ___

Spouse's Name: _____ Spouse's Maiden Name: _____

Driver's License # _____ State _____

Street Address City State County Zip Code

Home Telephone # Work Telephone # Cell or Alternate Telephone #

E-Mail Address: _____

Best time to contact you by phone: Home _____ Work _____

Are you prevented from lawfully becoming employed by this County because of VISA or Immigration Status? Yes No

Proof of Citizenship or Immigration Status will be required upon employment

Section II – Education and Training

1. High School Name and Location:

Years Completed _____ Diploma/ Degree/ Major _____

2. College/Technical School Name and Location:

Years Completed _____ Diploma/ Degree/ Major _____

3. Other School Name and Location:

Years Completed _____ Diploma/ Degree/ Major _____

Please describe the courses you took, technical training you received, or skills you have attained which you feel will help you perform the job for which you are applying (special classes, certificates, hobbies, volunteer work projects which have taught you qualifying skills):

Attach all transcripts and diplomas to this application

Section III – Military

Military Service:

Branch _____ From _____ To _____

Rank at discharge _____ Type of discharge _____

Attach a copy of you DD214 to this application

Section IV – Work References

Are you currently on "lay-off" status and subject to recall Yes No

Date available to start: _____

Employment History (In chronological order beginning with most recent):

Please list your last 5 years of employment including part-time or volunteer work. You may attach an additional sheet of paper if necessary.

1. Employer's Name _____

Street Address _____ City _____ State _____ Zip Code _____

Dates Employed: From: _____ To: _____

Job Title: _____

Hourly wage: _____

Describe your duties, responsibilities, etc. for positions held: _____

Reason for leaving: _____

Did you leave voluntarily? Yes No

Explain _____

Were you asked to resign? Yes No

Explain _____

2. Employer's Name _____

Street Address _____ City _____ State _____ Zip Code _____

Dates Employed: From: _____ To: _____

Job Title: _____

Hourly wage: _____

Describe your duties, responsibilities, etc. for positions held: _____

Reason for leaving: _____

Did you leave voluntarily? Yes No

Explain _____

Were you asked to resign? Yes No

Explain _____

3. Employer's Name _____

Street Address

City

State

Zip Code

Dates Employed: From: _____ To: _____

Job Title: _____

Hourly wage: _____

Describe your duties, responsibilities, etc. for positions held: _____

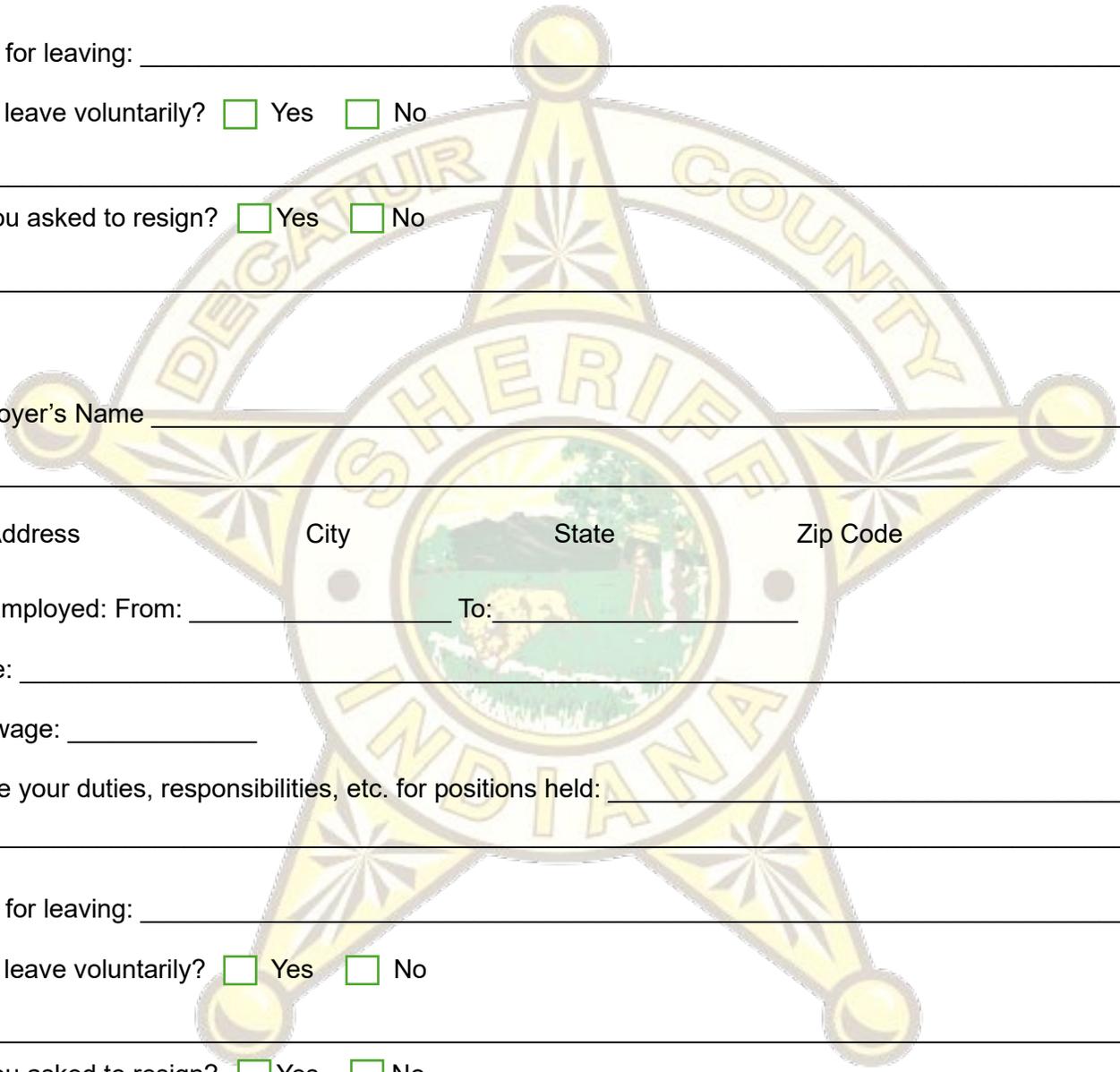
Reason for leaving: _____

Did you leave voluntarily? Yes No

Explain _____

Were you asked to resign? Yes No

Explain _____



Section V – Miscellaneous

(The following information will be used only if it is directly related to the classification position for which you are applying for)

AS AN ADULT OR JUVENILE:

Have you ever filed an application with this office before? Yes No

If yes, when _____

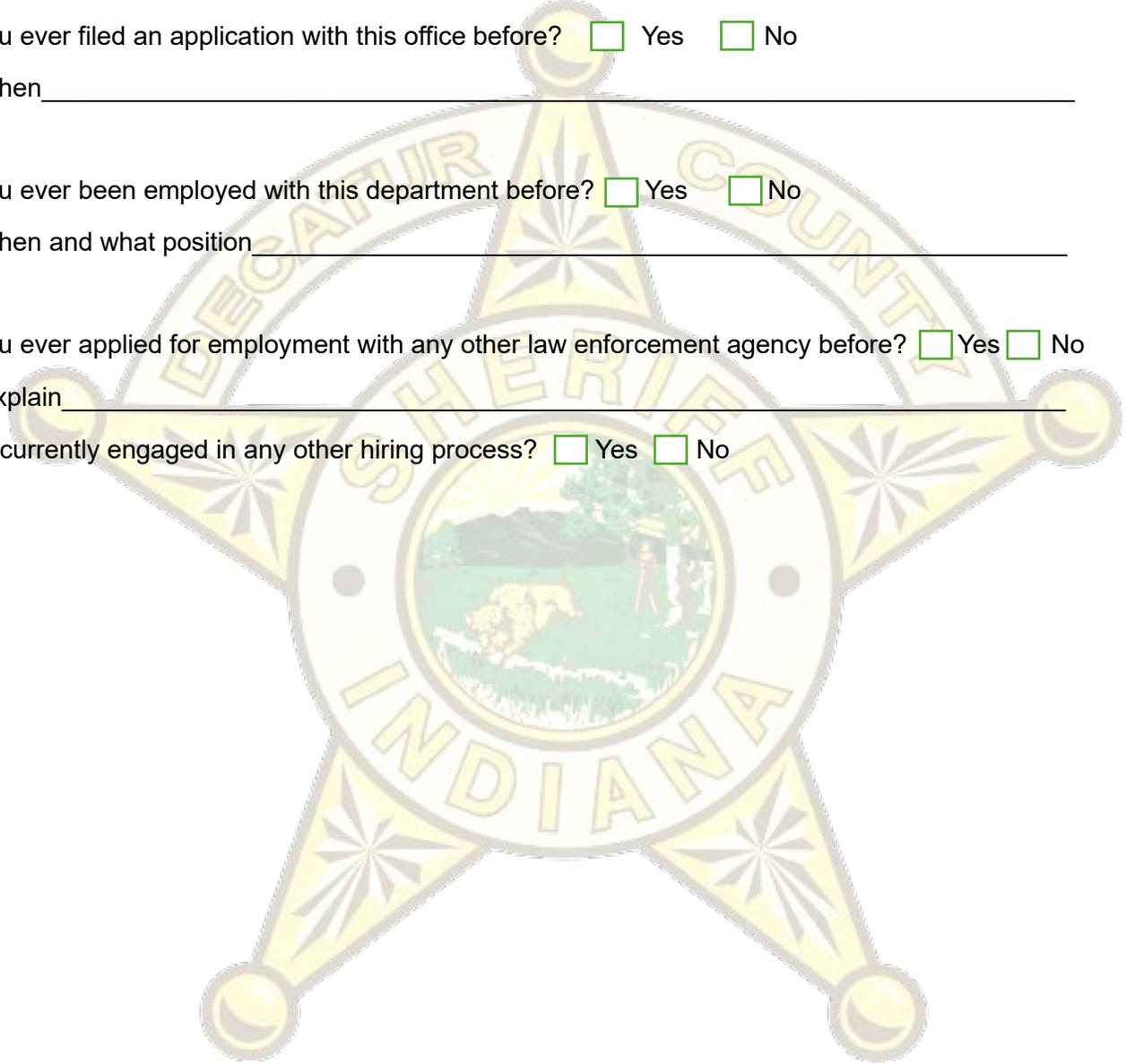
Have you ever been employed with this department before? Yes No

If yes, when and what position _____

Have you ever applied for employment with any other law enforcement agency before? Yes No

If yes, explain _____

Are you currently engaged in any other hiring process? Yes No



Section VI – Criminal History

List all arrests and/or crimes you have been convicted of, that have not been expunged by a court			
Date	Location	Charge	Disposition
Date	Location	Charge	Disposition
Date	Location	Charge	Disposition

List all tickets and traffic offenses you have been convicted of			
Date	Location	Charge	Disposition
Date	Location	Charge	Disposition
Date	Location	Charge	Disposition

List all traffic accidents in which you have been involved in as a driver			
Date	Location	Charge	Disposition
Date	Location	Charge	Disposition
Date	Location	Charge	Disposition

Section VII – References

(Please give the name, address and telephone number of three references not related to you who would know of your skills for this position)

Name Address Telephone #

Name Address Telephone #

Name Address Telephone #

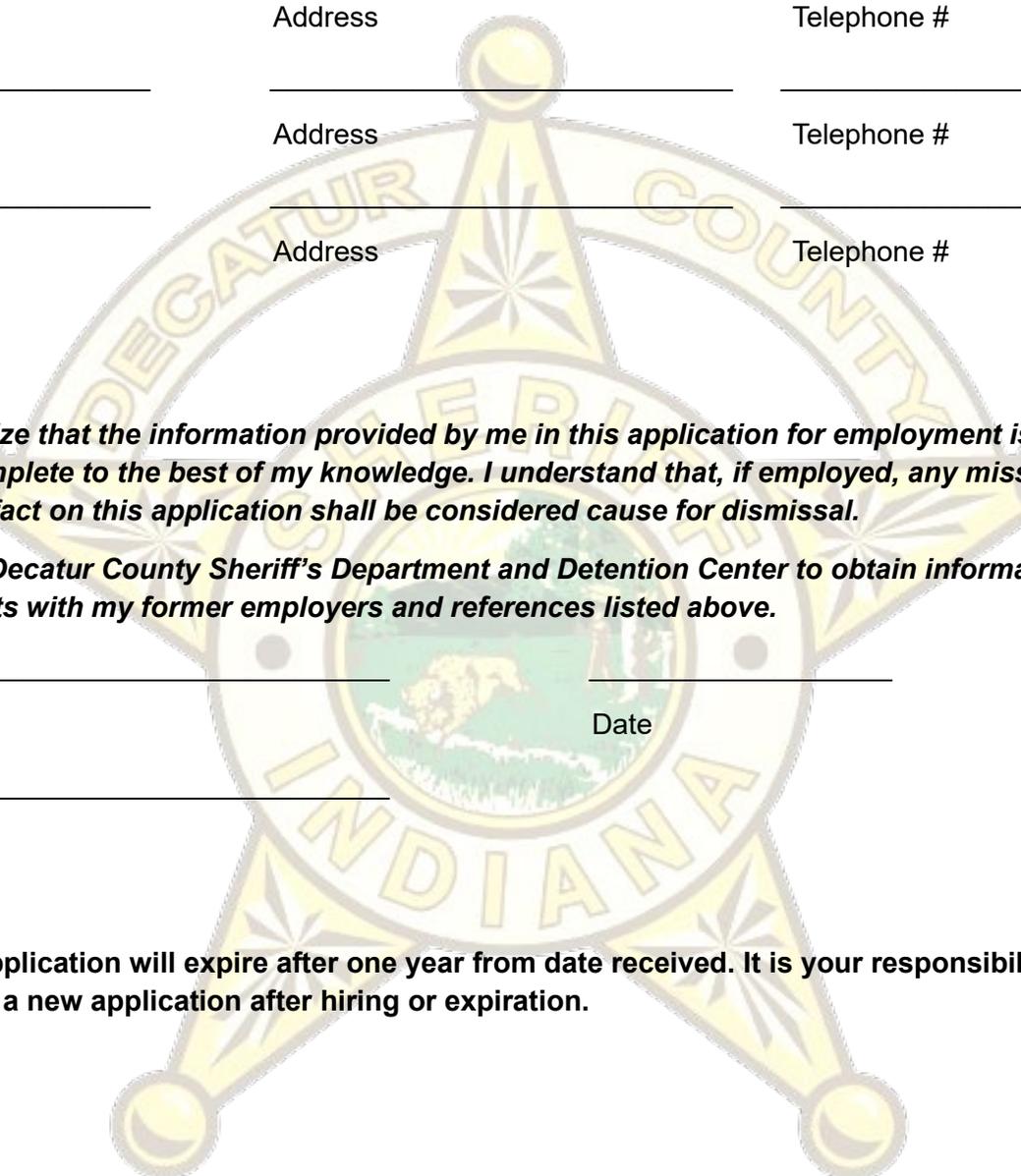
I hereby authorize that the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize the Decatur County Sheriff's Department and Detention Center to obtain information through contacts with my former employers and references listed above.

Signature Date

Printed Name

****NOTE: This application will expire after one year from date received. It is your responsibility to re-submit a new application after hiring or expiration.**



NOTICE REGARDING BACKGROUND INVESTIGATION

A consumer report (background screening report) and/or an investigative consumer report which may include information obtained through personal interviews concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, may be obtained in connection with your application for and/or continued employment, contract for services or volunteer services with Decatur County Government. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment, contract for services or volunteer services with the Decatur County Government.** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize Decatur County Government to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my application for and/or continued employment, contract for services or volunteer services at Decatur County Government. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above, and have received a Summary of My Rights Under the FCRA. This report may be delivered in either written or electronic form.

Print Name (last, first, middle)

Social Security Number

Date of Birth (MM/DD/YYYY)
(For ID Purposes Only)

Drivers License Number

Drivers License State

Any other names I have been known by: _____

Current Address: _____

Previous Addresses (Last 7 Years) _____

Signature

Date

Check for CA, MN or OK applicants only, if you would like to receive a copy of the consumer report if one is obtained.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-800-XXX-XXXX.
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group P.O. Box 53570 Houston, TX 77052</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. Division of Depositor and Consumer Protection National Center for Consumer and Depositor Assistance Federal Deposit Insurance Corporation 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Assistant General Counsel for Office of Aviation Protection Department of Transportation 1200 New Jersey Avenue SE Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Public Assistance, Governmental Affairs, and Compliance Surface Transportation Board 395 E Street SW Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Division Regional Office</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Administrator, Office of Capital Access United States Small Business Administration 409 Third Street SW, Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street NE Washington, DC 20549</p>
<p>8. Institutions that are members of the Farm Credit System</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue NW Washington, DC 20580 (877) 382-4357</p>