



Charles County Sheriff's Office

PO Box 189 -- La Plata, Maryland 20646

CIVILIAN APPLICATION FOR EMPLOYMENT

PERSONNEL USE ONLY
RECEIVED BY: _____
Date: _____
ENTERED IN TRACKING

DATE OF APPLICATION: _____

WE CONSIDER APPLICANTS FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, CREED, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL OR VETERAN STATUS, SEXUAL ORIENTATION, OR ANY OTHER LEGALLY PROTECTED STATUS.

PROOF OF IDENTITY AND AUTHORIZATION WILL BE REQUIRED UPON EMPLOYMENT, LEGALLY AUTHORIZING YOU TO WORK IN THE UNITED STATES. Each applicant appointed to a merit system position must meet all the requirements of that position. Such requirements may include successful completion of a verbal or written examination, a medical examination, and a confidential investigation, as well as the submission of certain documents.

Please either **TYPE** this application or **PRINT CLEARLY IN INK**. Any application which is not completed properly and in its entirety will not be accepted. **Please type N/A in all blocks that do not apply.**

1. **POSITION APPLIED FOR:** Check only one position per application. A separate application is required for each position.

☐

Police Communications Officer

☐

Volunteer

☐

Station Clerk

☐

Other (Specify) _____

Should a full-time position not be available, I will accept a part-time position: ☐ Yes ☐ No

PERSONAL INFORMATION

2. NAME: _____
(First) (Middle) (Last)

3. ALL OTHER NAMES USED: _____
(Include nicknames, maiden name, etc.)

4. CURRENT MAILING ADDRESS:

(Street) (City) (State) (Zip Code)

5. HOME PHONE: _____ WORK PHONE: _____
(Area Code & Number) (Area Code & Number)

6. CELL PHONE: _____ EMAIL ADDRESS: _____
(Area Code & Number)

7. SOCIAL SECURITY NUMBER: _____

8. ARE YOU A UNITED STATES CITIZEN? ☐ Yes ☐ No

9. DATE OF BIRTH: _____

Have you ever been an applicant or an employee of the Charles County Sheriff's Office? ☐ Yes ☐ No

If Applicant:

Position Applied For: _____ Date of Application: _____

Dates of Employment

If Employee:

Position Title: _____ From _____ To _____

Where did you hear about this job opportunity?

- ☐ CCSO Website ☐ Other Web-based source (Please specify web-site): _____
- ☐ College/University job pages ☐ Job Fair (Please specify which job fair): _____
- ☐ Recruiting card/flyer ☐ CCSO employee _____
- ☐ Friend/Family member ☐ Radio/Television/Media ☐ Other: _____

State of current primary residence?

- ☐ MD ☐ DC ☐ VA ☐ DE
- ☐ PA ☐ NY ☐ NJ ☐ OTHER: _____

10.

EDUCATION AND TRAINING

Did You Graduate? ☐ Yes ☐ No Date: _____

Earn a G.E.D.? ☐ Yes ☐ No Date awarded: _____

High School Attended: _____ Address: _____

COLLEGES ATTENDED	CITY & STATE	TYPE OF DIPLOMA OR DEGREE AWARDED	NUMBER OF CREDITS	MAJOR FIELD	DATES ATTENDED	
					From	To

OTHER (Military, Trade, Business, Secretarial, etc.) _____

Foreign Language Spoken or Read: _____

Computer - Word Processing Skills: _____

Professional License: Type: _____

License #: _____

State Issued: _____

Expiration Date: _____

Please list below any additional information you consider pertinent to your application for employment (including school honors, organization memberships, unique skills, etc.)

MILITARY HISTORY

11. Have you served in the U.S. Armed Forces? ☐ Yes ☐ No (If yes, supply a copy of DD214)

If yes, your branch of service: _____

Dates Served From: _____ Date Served To: _____

Did you receive any disciplinary action while in the Service? ☐ Yes ☐ No If yes, please explain:

EMPLOYMENT HISTORY

Instructions:

Please provide a detailed employment history. List all positions held for the last ten years, including military, part-time, summer and volunteer. Use additional sheets if necessary. **If you submit a resume, all information must still be provided on this application form.**

12. CURRENT EMPLOYER:

EMPLOYER NAME: _____

ADDRESS: _____

Dates of Employment Month / Year	Salary	Average Hours Per Week
From: Mo: _____ Yr: _____	Start \$ _____	_____
To: Mo: _____ Yr: _____	Final \$ _____	_____

TELEPHONE: _____ NAME & TITLE OF SUPERVISOR: _____

NO. & TYPE OF EMPLOYEES SUPERVISED: _____

JOB TITLE: _____ DUTIES: _____

FORMER EMPLOYER:

EMPLOYER NAME: _____

ADDRESS: _____

Dates of Employment Month / Year	Salary	Average Hours Per Week
From: Mo: _____ Yr: _____	Start \$ _____	_____
To: Mo: _____ Yr: _____	Final \$ _____	_____

TELEPHONE: _____ NAME & TITLE OF SUPERVISOR: _____

REASON FOR LEAVING: _____

NO. & TYPE OF EMPLOYEES SUPERVISED: _____

JOB TITLE: _____ DUTIES: _____

EMPLOYER NAME: _____
ADDRESS: _____

Dates of Employment Month / Year	Salary	Average Hours Per Week
From: Mo: _____ Yr: _____	Start \$ _____	_____
To: Mo: _____ Yr: _____	Final \$ _____	_____

TELEPHONE: _____ **NAME & TITLE OF SUPERVISOR:** _____

REASON FOR LEAVING: _____

NO. & TYPE OF EMPLOYEES SUPERVISED: _____

JOB TITLE: _____ **DUTIES:** _____

EMPLOYER NAME: _____
ADDRESS: _____

Dates of Employment Month / Year	Salary	Average Hours Per Week
From: Mo: _____ Yr: _____	Start \$ _____	_____
To: Mo: _____ Yr: _____	Final \$ _____	_____

TELEPHONE: _____ **NAME & TITLE OF SUPERVISOR:** _____

REASON FOR LEAVING: _____

NO. & TYPE OF EMPLOYEES SUPERVISED: _____

JOB TITLE: _____ **DUTIES:** _____

EMPLOYER NAME: _____
ADDRESS: _____

Dates of Employment Month / Year	Salary	Average Hours Per Week
From: Mo: _____ Yr: _____	Start \$ _____	_____
To: Mo: _____ Yr: _____	Final \$ _____	_____

TELEPHONE: _____ **NAME & TITLE OF SUPERVISOR:** _____

REASON FOR LEAVING: _____

NO. & TYPE OF EMPLOYEES SUPERVISED: _____

JOB TITLE: _____ **DUTIES:** _____

13. Have you ever been discharged (fired) or requested to resign from a former position?
(If yes, please explain)

☐

Yes

☐

No

GENERAL INFORMATION

Affirmative responses to the following questions will not automatically exclude you from employment consideration.

14. HAVE YOU EVER BEEN CONVICTED OF **ANY** VIOLATION OF ANY FEDERAL LAW, STATE LAW, COUNTY OR MUNICIPAL LAW REGULATION OR ORDINANCE? (Includes court-martial while in the military, traffic citations or traffic arrests.) ☐ Yes ☐ No
15. IF YES, LIST THE NATURE OF THE CHARGE(S), THE CHARGING AGENCY AND THEIR FULL ADDRESS, THE DATE(S) OF THE CHARGE(S), AND THE FINAL DISPOSITION. (If additional space is needed, continue under "Additional Information.")

EQUAL OPPORTUNITY EMPLOYER

Notice to Applicants

The Charles County Government is an Equal Opportunity Employer and accordingly monitors and reviews its hiring practices and policies with respect to non-discrimination in recruitment and selection. The information requested below on this form will not be considered in the selection process of the job position you are applying for. The information detailed below will be used to conform with Equal Employment Opportunity Commission guidelines concerning application statistics and is voluntary.

SEX: ☐ Male ☐ Female

RACE: ☐ Black ☐ Asian American ☐ White

☐ American Indian ☐ Hispanic ☐ Other: _____

Position applying for: _____

ADDITIONAL INFORMATION:

I agree that if any misrepresentation has been made, any offer of employment may be withdrawn or my employment terminated immediately without any obligation to me other than for payment of services actually rendered.

I understand that part of the hiring process will include additional questionnaires, interviews, a background check, a drug screening test and may include a physical examination.

I understand and agree that this employment application, by itself or together with other Charles County Sheriff's documents or policy statements, does not create a contract or employment. I also understand that I may voluntarily leave or be terminated at any time and for any reason.

I further understand and agree that the Sheriff reserves the authority to deny employments to any applicant who, in his sole discretion, does not meet the standards of the Charles County Sheriff's Office.

I hereby authorize and fully consent to the disclosure and release to the Charles County Sheriff's Office, Charles County, Maryland of any information and documents bearing on my academic history; job performance; and / or other credentials or license that may pertain to the position for which application is made. It is my specific intent to provide access to the above detailed information, no matter how personal or confidential it may appear to be. In consideration of the Charles County Sheriff's Office acceptance and evaluation of the application, I hereby release and hold harmless the Charles County Sheriff's Office, Charles County, Maryland; any school; any present or former employer; and / or any other person furnishing such information or documents from any loss, costs or damages resulting from the release of such information.

I understand that I must notify the Charles County Sheriff's Office, Human Resources, of any changes in my name, address, phone number or other pertinent information.

Signature of Applicant

Date

In order to preclude a delay in the processing of your application, please be sure you have signed and dated the form and that you have answered every question clearly and completely.