PRE-APPLICATION FOR EMPLOYMENT
Macon County Sheriff's Office

PERSONAL INFORMATION

FULL NAME:_____ **DATE:** _____
First Middle Last

ADDRESS: _____
Street Address Apt/Suite

_____
City State Zip Code

POSITION APPLIED FOR: _____

E-MAIL: _____

PHONE: _____

DATE OF BIRTH: _____

DRIVERS LICENSE NUMBER: _____

DATE AVAILABLE:_____ **DESIRED PAY**: $_____ ☐ HOUR ☐ SALARY

MAY WE CONTACT YOU AT WORK? ☐ YES ☐ NO **PHONE NUMBER:** _____

HAVE YOU EVER BEEN BONDED? ☐ YES ☐ NO **ARE YOU A U.S. CITIZEN?** ☐ YES ☑ NO

IF NO, WHAT IS YOUR LEGAL RESIDENT PERMIT NUMBER: _____

EMPLOYMENT DESIRED: ☐ FULL-TIME ☐ PART-TIME

HAVE YOU EVER WORKED FOR THIS EMPLOYER? ☐ YES ☐ NO **Dates:** _____

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? ☐ YES ☐ NO

WHAT HOURS ARE YOU AVAILABLE TO WORK? ☐ ANY ☐ BUSINESS ☐ OTHER_____

PLEASE LIST ANY OTHER NAMES YOU HAVE USED: _____

_____

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? ☐ YES ☐ NO

*IF YES, PLEASE EXPLAIN: _____

_____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES ☐ NO

HAVE YOU EVER BEEN CONVICTED OF A MISDEMEANOR? ☐ YES ☐ NO

IF YOU HAVE EVER BEEN CONVICTED OF A CRIME LIST EACH OFFENSE:

_____

_____

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BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK? ☐ YES ☐ NO

DISCLAIMER

Applicant understands that this is an Equal Opportunity Employer and committed to excellence through diversity. In order to ensure this application is acceptable, please print or type with the application being fully completed in order for it to be considered.

Please complete each section EVEN IF you decide to attach a resume.

I, the Applicant, certify that my answers are true and honest to the best of my knowledge. If this application leads to my eventual employment, I understand that any false or misleading information in my application or interview may result in my employment being terminated.

SIGNATURE_____DATE _____

PRINT NAME _____

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AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:
I hereby authorize any authorized representative of the County of Macon bearing this release, or copy thereof, within one (1) year of its date, to obtain any information in your files pertaining to my employment, credit, educational records and criminal records including, but not limited to, academic, achievement, attendance, athletic, personal history and disciplinary records; medical records (associated to the ability to perform within a specific job assignment) and credit records. I hereby direct you to release such information upon request to the bearer. This release is executed with the full knowledge and understanding that the information is for the official use of the County of Macon. I hereby release you, as custodian of such records and any school, college, university, or other bureau, lending institution, consumer reporting agency, or retail business establishment including its officers, employees, or related personnel, both individually and collectively; from any and all liability for damages of whatever kind, which may at anytime result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with this release. Should there be any question as to the validity of this release, you may contact me as indicated below.

Full Name: _____
(Signature)

Full Name: _____
(Print)

Date: _____

Address: _____

Telephone: _____

Witness: _____
Representative of the County of Macon

APPLICATION FOR EMPLOYMENT
Macon County Sheriff's Office

Position applied for:

PERSONAL INFORMATION

Full Name: _____ **Date:** _____
First Middle Last

Address: _____
Street Address Apt/Suite

_____
City State Zip Code

Email: _____

Phone: _____

Date of Birth: _____

MILITARY SERVICE

Are you a Veteran? ☐ YES ☐ NO **Branch:** _____

From: _____**To:** _____ **Type of Discharge:** _____

Are you a member of active reserves? ☐ YES ☐ NO

Describe all Military Occupations: _____

_____

Highest Rank Achieved? _____ **Rank at Discharge:** _____

EMPLOYMENT ELIGIBILITY

Have you ever been arrested or convicted of a crime? ☐YES ☐NO

If yes when and where: _____

Are you a citizen or legal resident of the United States? ☐ YES ☐ NO

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EDUCATION

High School: _____ **City/State**: _____

From: _____ **To:** _____ **Graduate?** ☐ YES ☐ NO **Diploma?** ☐ YES ☐ NO

College: _____ **City/State:** _____

From: _____ **To:** _____ **Graduate?** ☐ YES ☐ NO **Degree:** _____

Other: _____ **City/State:** _____

From: _____ **To:** _____ **Degree/Certification:** _____

Other: _____ **City/State:** _____

From: _____ **To:** _____ **Degree/Certification:** _____

What is your typing speed in words per minute? _____ **Are you proficient in the use of the following computer programs?**

Word ☐ YES ☐ NO **Excel** ☐ YES ☐ NO **PowerPoint** ☐ YES ☐ NO

CURRENT AND PREVIOUS EMPLOYMENT

EMPLOYER 1: _____

Company / Individual

Dates of Employment From: _____ **To:** _____

Email: _____ **Phone**: _____

Address: _____ _____

Street Address Apt/Suite

_____ _____ _____

City State Zip

Starting pay: $ _____ **Ending Pay** $ _____ ☐ Hour ☐ Salary

Job Title: _____ **Responsibilities**: _____

Supervisor name: _____

Reason for leaving: _____

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EMPLOYER 2: _____

Company / Individual

Dates of Employment From: _____ **To:** _____

Email: _____ **Phone**: _____

Address: _____ _____

Street Address Apt/Suite

_____ _____ _____

City State Zip

Starting pay: $ _____ **Ending Pay** $ _____ ☐ Hour ☐ Salary

Job Title: _____ **Responsibilities**: _____

Supervisor name: _____

Reason for leaving: _____

EMPLOYER 3: _____

Company / Individual

Dates of Employment From: _____ **To:** _____

Email: _____ **Phone**: _____

Address: _____ _____

Street Address Apt/Suite

_____ _____ _____

City State Zip

Starting pay: $ _____ **Ending Pay** $ _____ ☐ Hour ☐ Salary

Job Title: _____ **Responsibilities**: _____

Supervisor name: _____

Reason for leaving: _____

Macon County Sheriff's Office

REFERENCES (Personal only and no relatives)

Full Name: _____ _____ **Relationship:** _____
First Last

Address: _____

Email: _____ **Phone**: _____

Full Name: _____ _____ **Relationship:** _____
First Last

Address: _____

Email: _____ **Phone**: _____

Full Name: _____ _____ **Relationship:** _____
First Last

Address: _____

Email: _____ **Phone**: _____

Full Name: _____ _____ **Relationship:** _____
First Last

Address: _____

Email: _____ **Phone**: _____