

Describe any specialized training, apprenticeship, skills, and extra-curricular activities.

Describe any job related training received in the United States military.

List Professional, trade, business or civil activities and offices held.
You may exclude membership which would reveal gender, race, religion, age, ancestry, disability, or other protected status:

Additional Information / Other Qualifications:
 Summarize special job-related skills and qualifications acquired from employment or other related experiences:

Specialized Skills (Skills/Equipment Operated)		
Terminal Typewriter Shorthand PC Mac	Word Processor Spreadsheet Database Publisher Typing Speed/WPM:	Other (Please List)

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. Yes No

When are you available to work?

Full Time	Please indicate shift:	1 2 3
Part Time	Please indicate shift:	Mornings Afternoons Evenings
Temporary	Please indicate available dates: ____/____/____ - ____/____/____	
Are you currently on "lay-off" status and subject to recall?		Yes No
Can you travel if the job requires it?		Yes No
Distance willing to travel: _____		

PERSONAL/PROFESSIONAL REFERENCES

Name	Phone Number	Best Time to Call	Occupation

Education

School	Name	Address	Course(s) of Study	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional College				
Other (Please specify)				

WORK HISTORY

Start with present or last job. Include any job-related, military service assignments, and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disabilities, or other protected status.

Employer	Dates Employed	Work Performed
Address	Phone Number (s)	
		May We Contact? Yes / No
Job Title	Supervisor	Pay Rate/Salary Starting: _____ Final: _____
Reason for Leaving		

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Authorization for Release of Records

In order to determine my suitability for employment, the *Orangeburg County Sheriff's Office* is conducting a personal background investigation.

I, _____, do hereby authorize any law enforcement agency, military organization, doctors, insurance companies, educational institutions, governmental agencies, banks and credit agencies, former and present employers, and individuals to furnish the Orangeburg County Sheriff's Office any or all available information regarding me, whether or not it is on their records. I hereby release them from any civil or criminal liability whatsoever for issuing it.

Signature

Date: _____

Sworn and Subscribed before me, this
_____ Day of _____, 20_____.

Notary Public of South Carolina

My Commission Expires: _____

Dear applicant:

Note: Filing an application with us does not imply that you will be interviewed or hired, only that you will be considered for vacancies based upon the stated occupation preference identified, when vacancies exist. All applications are held by the Orangeburg County Sheriff's Office for one year from the date of entry. This application must be filled out in its entirety with no empty spaces. The *Personal Injury Waiver* portion of the application must be notarized. If you have no information to put on a given line, then N/A (not applicable) should be indicated in that space.

Copies of the following documents must be included with the application package:

- a) Driver's license
- b) Social security card
- c) Birth certificate (must be 21 years of age)
- d) High school diploma or state GED certification
- e) College degree (if applicable)
- f) DD 214 (military discharge papers)
- g) *Recent photograph *

Originals of the following documents must be included in the application package:

- a) Certified SC driving record for the last 10 years (no prior DUI convictions)
- b) Certified out of state driving record (if you have had one in the past 5 years)
- c) Current credit report
- d) No prior criminal record

The first step of processing applications depends upon available openings within the sheriff's office. You will be notified upon completion of your background investigation as to the next step in the hiring process. In consideration for employment the following steps will also be required as part of the application process:

- a) Initial Background Investigation
- b) Oral Interview Board
- c) Background Investigation
- d) Drug Screening
- e) Medical Examination

Please do not call our office to check on the status of your application, this not only complicates the process, it also slows it down. If you need to update your application, please make an appointment.

Notice of Deputy Sheriff Ineligibility

Please be advised that you **will not** be eligible to hold a Deputy Sheriff's commission if **any** of the following applies to you.

1. If you have a record during the past **five (5) years** for suspension of your driver's license as a result of driving under the influence of alcoholic beverages or dangerous drugs, or leaving the scene of an accident.
2. If you have a criminal record.
3. If you have any outstanding judgments against you.
4. If you presently hold any other commission or any other office to which you were elected or appointed. This would constitute dual-office holding.
5. Renewal of a commission may also be denied if valid complaints have been received against a Deputy Sheriff.