



Orangeburg County Sheriff's Office

SHERIFF LEROY RAVENELL

1520 Ellis Avenue
P.O. Drawer 9000
Orangeburg, SC 29116-9000
Phone (803) 531-4647
Fax (803) 515-1899
www.orangeburgcounty.org/ocso

Dear Applicant:

Thank you for your interest in employment with the Orangeburg County Sheriff's Office.

The Orangeburg County Sheriff's Office is a full service law enforcement agency that encompasses field services, judicial operations, criminal investigations, community services, civil processing, and special operations. We serve 92,501 citizens in a county that spans 1,106 square miles, the second largest geographic county in the state of South Carolina. My commitment to the citizens of this county is to provide professional, knowledgeable service and to hire and retain the best employees that are dedicated to their calling.

Daily, we are striving to improve the operations of the Sheriff's Office to further improve the quality of life for the residents, visitors, and business owners of this county.

We look forward to talking with you about your future with the Orangeburg County Sheriff's Office.

Sincerely,

A handwritten signature in black ink, appearing to read "Leroy Ravenell", with a long, sweeping underline that extends to the right.

Sheriff Leroy Ravenell



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Application Checklist

- Completed Application
- Copy of Driver's License
- Copy of Social Security Card
- Birth Certificate
- High School Diploma or GED certification
- College Degree
- DD214 (Military Discharge Papers)
- Certified SC Driving Record for the last 10 years
- Certified Out-of-State driving (If you have had one in the past 5 years)
- Current Credit Report

All items listed above must be submitted or your application will be considered incomplete. Incomplete applications will **not** be processed.

Applications will remain on file according to the guidelines set forth by the South Carolina Records Retention Policy but not greater than one year.

If you need to update your application, please contact the Training Division for an appointment.



ORANGEBURG COUNTY SHERIFF'S OFFICE SHERIFF LEROY RAVENELL

Employment Application

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT IN BLUE OR BLACK INK ONLY)

Date of Application _____

Last Name		First Name		Middle Name	
Street Address			City	State	Zip Code
Social Security Number				Date of Birth	
Home Phone Number				Work Phone Number	
Cell Phone Number				Fax Number	
E-mail Address					
Sex:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Race:	White <input type="checkbox"/>	Black <input type="checkbox"/>
				Hispanic <input type="checkbox"/>	Asian <input type="checkbox"/>
				Other: _____	
SC Drivers License #					Exp. Date

The best time to contact you is _____ and at what phone number _____

If you are less than 18 years of age, can you provide proof of eligibility to work? Yes No

Have you ever filed an application with us before? Yes No Date _____

Have you been employed with us before? Yes No Date _____

Do any of your friends or relatives excluding your spouse work here? Yes No

If yes, state their name, relationship and division _____

Are you currently employed? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
 Yes No (Proof of citizenship or immigration status will be required upon employment.)

Date available to begin _____ Desired Salary Range _____

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



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When are you available to work?

Full Time	<input type="checkbox"/> 8:30a.m. – 5p.m.	<input type="checkbox"/> Shifts	Part Time (Indicate Hours)	
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Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if the job requires? Yes No

Distance willing to travel _____

Online Identities

Have you ever maintained an online profile for a social networking site (MySpace, Instagram, Facebook, Twitter, etc.)? **Yes** ____ **No** ____

If yes, please list the service, web address and/or user ID for such:

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)				



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DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without reasonable accommodation, the activities 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

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

Describe my job-related training received in the United States military.

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

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

Specialized Skills (Skills/Equipment Operated)				Certifications			
Terminal		Microsoft Word		NCIC Certification	Full	Inquiry	DATE
Windows Based Computer		Microsoft Excel		Security Awareness Training			DATE
Macintosh		Adobe Products		Law Enforcement Certification(s)			
Database		Typing Speed/WPM					



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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	Reason for Leaving
Address	Phone Number (s)	
		May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Title	Supervisor	Pay Rate/Salary <i>Starting:</i> _____ <i>Final:</i> _____
Work Performed		

Employer	Dates Employed	Reason for Leaving
Address	Phone Number (s)	
		May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Title	Supervisor	Pay Rate/Salary <i>Starting:</i> _____ <i>Final:</i> _____
Work Performed		



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Work Performed		

Employer	Dates Employed	Reason for Leaving
Address	Phone Number (s)	
		May We Contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Job Title	Supervisor	Pay Rate/Salary <i>Starting:</i> _____ <i>Final:</i> _____
Work Performed		



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Authorization for Release of Records

In order to determine my suitability for an internship, 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

Parent/Guardian Signature

Date: _____

Sworn and Subscribed before me, this

_____ Day of _____.

Notary Public of South Carolina

My Commission Expires: _____



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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.