

**LEXINGTON COUNTY SHERIFF'S DEPARTMENT
EMPLOYMENT APPLICATION INFORMATION**

We appreciate your interest in employment with the Lexington County Sheriff's Department. All applicants must complete a Lexington County Sheriff's Department application. Applications can be obtained at the front lobby of the Sheriff's Department located at 521 Gibson Road, Lexington, South Carolina; or online at: www.lexingtonsheriff.com

Please complete the application accurately and completely, especially concerning past employers and reference information (giving FULL addresses, telephone numbers, etc.). The Department accepts applications on a continual basis. Completed applications can be turned in at the front desk of the Sheriff's Department, which is open 24 hours a day. Completed applications may also be mailed to the Department at the following address:

Lexington County Sheriff's Department
ATTN: Human Resources Division
PO Box 639
Lexington, SC 29071

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the positions of Deputy, Correctional Officer, and Clerical or other positions are outlined separately below:

Minimum Requirements for all Positions

- Must have a High School diploma or GED.
- Must have a clear criminal history.
- Must be authorized to work in the United States.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Results of all pre-employment tests and interviews must meet standards.
- Past employment record must be satisfactory.
- Must pass a drug test.
- Medical examination results must show that you are capable of performing all of the essential functions of the job for which you are applying, with reasonable accommodation.

Additional Requirements for DEPUTY

- Must be at least 21 years-of-age, a United States citizen, *AND, MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:*
 - Must already be certified by the South Carolina Criminal Justice Academy (LE Class 1),
 - Must possess a college degree (Bachelors or higher),
 - Must be a certified law enforcement officer from another state,
 - Must have prior Military Police experience.

**Additional Requirements for
CORRECTIONAL OFFICER**

- Must be at least 21 years-of-age.
- Must be a United States citizen.

**Additional Requirements for
the LECO Program**

- Must be at least 21 years-of-age.
- Must be a United States citizen.
- Must possess a college degree (Associates or higher) or have completed at least 2 years of prior military service.

**Additional Requirements for
Clerical and other positions**

- Must be at least 18 years-of-age.

The following documents are **required** in order for your application to be processed:

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of High School Diploma or GED
- Copy of a valid S.C. Driver's License
- Certified ten year driving record (*You must provide a copy of your driving record from every state you have been licensed to drive in within the past ten years.*)
- Credit report (*This can be obtained from companies such as Equifax, Experian, etc. These are listed in the yellow pages of the phone directory under "Credit Reporting Agencies" and also at the bottom of this page.*)
- Copy of form DD-214 (*if a veteran*)
- Copies of other documents which may be applicable to employment (*Certifications, training documents, diplomas, etc.*)

You will be contacted within several weeks of the submission of your application. If your application is satisfactory, you will be given a date and time to attend applicant testing. Following testing, applicants are placed in an applicant pool along with others who have successfully completed the applicant process to that point. The most qualified applicants are then chosen to continue in the process. If rejected, an applicant may reapply one year after being turned down for employment.

The pre-employment selection process at the Department consists of the following:

- Driving record review
- Criminal record review
- Credit history review
- Psychological screening
- Initial interview
- Polygraph examination
- Background investigation
- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug test
- Any other requirement determined necessary by the Sheriff's Department

This process generally takes eight to ten weeks or longer to complete. Any questions may be directed to our Human Resources Division office at (803) 785-2407.

Qualified applicants and employees are treated without regard to race, religion, sex, national origin, age, marital status, or disability.

The Lexington County Sheriff's Department is an Equal Opportunity Employer.

Major Credit Reporting Agencies

Equifax (www.equifax.com or 1-800-685-1111)
Experian (www.experian.com or 1-888-397-3742)
Trans Union (www.transunion.com or 1-800-888-4213)

These are the three major credit reporting agencies. There are other credit reporting agencies-- you are not limited to these three. You can also obtain a **free** credit report, **once per year**, from www.annualcreditreport.com.

LEXINGTON COUNTY SHERIFF'S DEPARTMENT BENEFITS INFORMATION

The Lexington County Sheriff's Department provides law enforcement services for the unincorporated areas of Lexington County, the fourth largest county in the state (725 square miles). The department currently has over 400 full and part time enforcement, corrections, and civilian employees. The department's detention center is responsible for the safety and security of over 700 inmates on a daily basis. The following is some information about the department that you might find beneficial:

STARTING SALARIES

CORRECTIONAL OFFICER	\$36,891
PATROL DEPUTY	\$39,474

The Sheriff can increase the starting salaries for those individuals with higher qualifications (certified officers, college degree, prior work experience, etc.)

WORK SCHEDULES

Employees (Patrol Deputy, Correctional Officer) work the following schedule:
12 hour shifts - 6am-6pm or 6pm-6am
2 days on, 2 days off; 3 days on, 2 days off; 2 days on, 3 days off; (this cycle then repeats).
Correctional Officers work a permanent shift (days or nights).
Patrol Deputies rotate between dayshift and nightshift every 28 days.

ANNUAL LEAVE AND SICK LEAVE

Annual leave is accrued at the rate of 10 days per year for employees with less than five years of service with the county; 15 days for 5-10 years of service; and 20 days for 10 or more years of service. Sick leave is accrued at 12 days per year.

HEALTH AND DENTAL INSURANCE

The Sheriff's Department provides medical and dental insurance for its employees through a county funded Employee Health Care Plan. Basic coverage is provided at a minimal cost to the employee. Employees who wish to cover members of their family may do so through payroll deductions. Actual rate within the range is determined on which coverage plan is chosen and how many children are being covered. The following semi-monthly rates apply:

	<u>Medical Premium Range</u>	<u>Dental Premium Range</u>
Employee Only	\$35.00 – \$88.50	\$6.50
Employee and Child(ren)	\$62.00 - \$257.50	\$16.00 - \$45.50
Employee and Spouse	\$135.50 - \$242.00	\$19.50
Employee and Family	\$162.00 - \$410.50	\$29.00 - \$58.00

EMPLOYEE WELLNESS CENTER

The County of Lexington provides a Wellness Center for its employees and their dependants who are covered under County Health Insurance. The staff of the new Health and Wellness Center is licensed to diagnose, treat, and prescribe for a wide variety of common illness and injuries at no cost to the employee and their covered dependants.

LIFE INSURANCE

The Sheriff's Department provides life insurance for its employees. Basic coverage is provided at no cost to the employee. Additional coverage on the employee or his or her dependents is available and can be paid for through payroll deduction.

TYPES OF RETIREMENT SYSTEMS

All full time employees of the county participate in the South Carolina Retirement System or the South Carolina Police Officer's Retirement System.

WORKER'S COMPENSATION

The Sheriff's Department operates under and is subject to the Workers' Compensation Act of South Carolina.

OVERTIME

Employees who are eligible for overtime are paid overtime at the rate of one and one-half (1½) times his or her regular rate of pay for time worked. Overtime will be calculated at any hours worked over eighty-six (86) in a two week pay period for non-exempt, sworn personnel and any hours worked over eighty (80) in a two week pay period for non-exempt, non-sworn personnel.

CREDIT UNION

Employees are eligible for membership in an employee credit union. Membership enables employees to deposit savings or handle loan payments through payroll deduction. There are other programs available through the credit union.

DIRECT DEPOSIT

Employees are paid by a bi-weekly direct payroll deposit system. Checks can be deposited to any financial institution covered by the Federal Reserve. Employees will receive a pay statement indicating gross pay, net pay, and deductions.

U. S. SAVINGS BONDS

All employees may elect to purchase U. S. Savings Bonds through payroll deductions. Information on Savings Bonds is available through the county Human Resources Department.

DEFERRED COMPENSATION

Employees are eligible to participate in the South Carolina Public Employees Deferred Compensation Plan, 401K or 457. The amount deposited is determined by the employee and participation is optional. This is a tax-deferred savings program and is handled automatically by payroll deduction.

MONTGOMERY GI BILL

Veterans may qualify to use their GI Bill education benefits while working and receiving on-the-job training at the Sheriff's Department.

VEHICLES

At the discretion of the Sheriff, employees in designated positions are authorized to be assigned a department vehicle on a twenty-four-hour, seven day-a-week basis. Take-home vehicles are only available to personnel living in Lexington County or living in one of the adjacent/bordering counties of Aiken, Calhoun, Newberry, Orangeburg, Richland, or Saluda.

EQUIPMENT

Department personnel receive that equipment (uniforms, firearms, etc.) that is necessary for the position for which they are hired.

JOB DESCRIPTION

Deputy— Patrol

GENERAL STATEMENT OF JOB

Performs assigned duties of the position for the County and responds to calls for service; enforces all local, federal and state laws relating to public safety and welfare. Works under stressful, high-risk conditions.

ESSENTIAL JOB FUNCTIONS

- Enforces all local, federal and state laws relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.
- Performs routine patrol duties, including but not limited to patrolling assigned areas of the County, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summonses, transporting prisoners and mental patients.
- Assists with criminal investigations. Interviews witnesses, complainants and victims; gathers physical evidence and preserves it for court; provides case follow-up as needed.
- Prepares cases for prosecution; provides court testimony as necessary.
- Participates in special operations as assigned.
- Provides courtroom security as assigned.
- Maintains assigned equipment and vehicles.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Sheriff's Office and the community.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms.
- Prepares various documents including incident reports, accident reports, investigative reports, pursuit reports, warrants, subpoenas, and case documentation.
- Refers to policy and procedure manuals, codes, regulations, laws, maps, statutes, and training manuals.
- Operates/uses a variety of police equipment, which may include a police vehicle, firearms, Datamaster, radar; operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, adding machine, radio equipment, telephones, tape recorder, fax machine, copier.

JOB SPECIFICATIONS AND QUALIFICATIONS

Knowledge:

- Policies, procedures and methods of the Sheriff's Department;
- Structure, functions and inter-relationships of state and local law enforcement agencies;
- Up-to-date law enforcement procedures;
- Firearms, automotive, radio and other law enforcement equipment;
- Legal rights of accused persons and law enforcement;
- Criminal behavior and methods of operation;
- Civil process;
- Other County departments to communicate with their representatives as necessary in carrying out duties and responsibilities;
- Layout of local roads and of the locations and characteristics of the various neighborhoods;
- Standard tools, materials and practices of the trade;
- Occupational hazards and safety precautions of the trade.

Skills:

- Operation and care of firearms;
- Comprehension, interpretation and application of regulations, procedures and related information;
- Basic mathematics;
- Reacting quickly to emergency situations;
- Written and verbal communication via in-person, phone and email contact.

Education/Experience:

- High School diploma or equivalent, with no experience required.

Licensing and Certifications:

- Valid South Carolina Driver's License;
- Class I Law Enforcement Certification from the South Carolina Criminal Justice Academy

Working Conditions / Physical Requirements:

- Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Positions in this class typically require talking, hearing, seeing, fingering, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, and lifting. Positions in this class may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, and vibrations.

JOB DESCRIPTION

Correctional Officer

GENERAL STATEMENT OF JOB

Provides for the safety of staff and inmates and the security of the detention facility; supervises inmate activities, and performs related corrections work as assigned.

ESSENTIAL JOB FUNCTIONS

- Maintains the security and safety of the County's detention facility, inmates and staff through implementation of established policies and procedures.
- Monitors jail access and egress.
- Monitors security cameras, alarm systems, automated locking systems and other specialized security equipment.
- Patrols facility to ensure security; inspects locking and security devices and doors for proper working condition.
- Processes and books inmates; searches, photographs and fingerprints inmates; secures inmates' property and issues clothing and supplies; establishes inmate records and accounts; completes medical screenings; receives and processes inmates for weekend sentences; escorts inmates to proper housing locations.
- Performs initial classification of all new arrivals; conducts NCIC background checks on new inmates.
- Supervises meals, visitation, recreation and exercise, telephone privileges, counseling, court visits, movement within the facility, and medical attention; conducts head counts regularly.
- Maintains key and tool control.
- Supervises inmate workers.
- Ensures that inmates are provided with appropriate sanitary conditions, clothing and supplies; administers First Aid and/or CPR as required.
- Routinely searches inmates, cells, kitchen and other inmate-accessible areas for contraband and other safety and security hazards.
- Observes and maintains orderly conduct among inmate population; subdues unruly or violent individuals; responds to emergency situations on jail property; investigates incidents, crimes, disputes, abuse of drugs, etc., among inmates.

JOB SPECIFICATIONS AND QUALIFICATIONS

Knowledge:

- Methods, organization, and operation of a County detention facility;
- Structure, functions, and inter-relationships of state and local law enforcement agencies and detention facilities;
- Enforcement procedures;
- Methods of detention and incarceration;
- Firearms, restraining devices, automotive, radio, and other law enforcement and security equipment;
- State and federal law, departmental and county policies, and state and federal standards pertaining to corrections.

Skills:

- Comprehending, interpreting, and applying regulations, laws, and detention methods and techniques;
- Written and verbal communication via in-person, phone, and email contact;
- Utilizing taser equipment and restraining devices;
- Reacting calmly in emergency and stressful situations.

Education/Experience:

- High School diploma or equivalent, with no experience required.

Licensing and Certifications:

- Class II Basic Jail Certification from the South Carolina Criminal Justice Academy;
- Valid South Carolina Driver's License;
- CPR and First Aid certifications.

Working Conditions / Physical Requirements:

- Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Positions in this class typically require fingering, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, and lifting. Positions in this class may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, and vibrations.

PROGRAM DESCRIPTION

LECO Program

PURPOSE OF PROGRAM

The Sheriff's Department's Law Enforcement Correctional Officer (LECO) Program provides employees serving as Correctional Officers, who may not otherwise meet certain Patrol Deputy eligibility requirements, a pathway to transition into a Patrol Deputy position. The LECO Program gives participants valuable experience as a Correctional Officer as well as the opportunity to participate in a defined training curriculum to prepare the employee for successfully obtaining certification as a Class-1 Law Enforcement Officer through the South Carolina Criminal Justice Academy.

QUALIFICATIONS

To be eligible to apply to the LECO Program through the Sheriff's Department's pre-employment process, individuals must, at a minimum, possess an Associate's Degree or have at least two (2) years of prior military service. Additionally, the new hire LECO applicant must satisfactorily meet all other standard pre-employment screening requirements for the position of Patrol Deputy and Correctional Officer.

PROGRAM

Individuals selected to participate in the LECO Program will, upon hire, be required to serve as a Correctional Officer for a period of two and a half (2-1/2) years. At the completion of two (2) years of service as a Correctional Officer with the Sheriff's Department, the employee will enter a defined training curriculum designed to specifically prepare the Correctional Officer to attend the South Carolina Criminal Justice Academy and to successfully obtain certification as a Class-1 law enforcement officer. While participating in this six-month preparatory training, the employee will continue to work as a Correctional Officer. After the satisfactory completion of the defined training curriculum, the employee will be enrolled at the South Carolina Criminal Justice Academy to pursue Class-1 law enforcement officer certification. Upon successful graduation from the Academy, the employee will return in the Patrol Deputy position.

Disciplinary action or otherwise poor work performance as a Correctional Officer may prohibit the employee from further participation in the LECO Program.

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Applicant may keep all previous pages.

It is only necessary to submit all pages after this point.



"Pride in Professionalism"

LEXINGTON COUNTY SHERIFF'S DEPARTMENT

APPLICATION FOR EMPLOYMENT

**521 GIBSON ROAD
LEXINGTON, SOUTH CAROLINA 29072
TELEPHONE: (803) 785-8230
FAX: (803) 785-2327**

SHERIFF BRYAN "JAY" KOON

AN EQUAL OPPORTUNITY EMPLOYER



LEXINGTON COUNTY SHERIFF'S DEPARTMENT
Applicant Waiver

I, _____, permit my present and prior employers to divulge to the Lexington County Sheriff's Department any and all relevant information from my personnel file(s) that they possess. I also authorize the Lexington County Sheriff's Department to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of its choosing. I further authorize the Lexington County Sheriff's Department to conduct a full and complete investigation of my employment background and personal history and to create an investigative report whereby information is obtained through personal interviews with neighbors, friends, current and former employers, and others with whom I am now or have been acquainted. I fully understand that this pre-employment investigation is being conducted for the purposes of ensuring that I possess the knowledge, skills, and abilities necessary for the position to which I have applied, and that this investigation will include, but may not be limited to, matters pertaining to my personal history, illegal drug history, criminal misconduct, domestic violence, and any other matters that the Lexington County Sheriff's Department may deem pertinent to my possible employment in a law enforcement setting.

I understand and agree that if I should admit to or divulge my involvement in any criminal offenses during this pre-employment screening process, such may be reported to the proper law enforcement jurisdictional authority for possible investigation and/or prosecution. I also consent to the Lexington County Sheriff's Department disclosing any such findings to my current employer as the Lexington County Sheriff's Department deems appropriate.

I understand and acknowledge that information contained within my employment application materials or any resultant pre-employment investigation reports or records may be subject to disclosure under the South Carolina Freedom of Information Act.

I release from liability, agree not to sue, and hold harmless, the Lexington County Sheriff's Department, Sheriff Bryan "Jay" Koon, his deputies, agents, assigns, and others similarly situated from any and all liability in any way with the processing of my application even if they should be negligent.

Signature of Applicant

Date

Signature of Witness

Date

(Note: Digital signatures are not accepted. Please print and manually sign document.)



LEXINGTON COUNTY SHERIFF'S DEPARTMENT
Lexington, South Carolina

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

"Pride in Professionalism"

Address: 521 Gibson Road
Lexington, SC 29072

Mailing Address: P.O. Box 639
Lexington, SC 29071

Telephone: (803) 785-8230

Fax: (803) 785-2327

INSTRUCTIONS: Please PRINT LEGIBLY or TYPE. Incomplete applications WILL NOT be processed.

NOTE: Filing an application does not imply that you will be interviewed or hired - only that you will be considered for vacancies based upon the stated occupation preference you identify, when vacancies exist.

POSITION APPLYING FOR

- Deputy []
Correctional Officer []
Correctional Officer in the LECO Program []
Other []

(Please specify name of posted position for which you want to be considered. Due to the high volume of applications received, applications without a specific position listed will not be considered.)

APPLICATION DATE

Month / Day / Year

APPLICANT INFORMATION

Full Name: First Middle Last

Address: Complete Street Address

City State Zip County

Telephone: Home:

Work:

Cell (Other):

Email Address:

APPLICANT INFORMATION (Continued...)

Have you ever worked under another name? If so, please give name:

First

Middle

Last

Are you a United States Citizen? Yes No

If No, give Visa number: _____

Immigration number: _____

Do you possess a Driver's License? Yes No If Yes, from which state? _____

If yes, give Driver's License number: _____

Date you would be available to start work? _____

Would you work: Full Time? Part Time? Day and Night shift?

Have you ever maintained any online social networking site(s) (MySpace, Facebook, etc.)? Yes No

If Yes, list the service, web address, and/or user ID for each site:

EDUCATION AND TRAINING

High School: _____ Location: _____

Dates Attended: From: _____ To: _____

Did you graduate? Yes No Degree: _____

College: _____ Location: _____

Dates Attended: From: _____ To: _____

Did you graduate? Yes No Degree: _____

EDUCATION AND TRAINING (Continued...)

Other: _____ Location: _____

Dates Attended: From: _____ To: _____

Did you graduate? Yes No Degree: _____

If you did not graduate from high school, have you passed the General Educational Development (GED) test?

Yes No If Yes, when and where did you complete the GED?

Indicate languages you speak, read, and/or write: _____

List any professional license(s) you hold: _____

List scholarships, academic honors, awards you have received:

List training, skills, and/or experience you have that, in your opinion, would be particularly useful in the position for which you are applying:

Can you type? Yes No If so, how many words-per-minute _____

List any equipment, office machines, and/or software you can operate:

EMPLOYMENT HISTORY

Beginning with the most recent, list all present and past employment. Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

EMPLOYMENT HISTORY (Continued...)

Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why.

EMPLOYMENT HISTORY (Continued...)

Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

Employer: _____ Telephone: _____

Address: _____

Job Title: _____ Ending Salary: _____

Job Duties: _____

Supervisor's Name: _____ Telephone: _____

Dates Employed: From: _____ To: _____

Reason for Leaving: _____

May we contact this employer? Yes No If No, please explain why. _____

REFERENCES

Complete addresses and telephone numbers **MUST** be provided.

CO-WORKERS / FORMER CO-WORKERS

Name: _____

Address: _____

Telephone: Home: _____

 Work: _____

 Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

 Work: _____

 Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

 Work: _____

 Cell: _____

REFERENCES (Continued...)

Complete addresses and telephone numbers **MUST** be provided.

PERSONAL REFERENCES (No relatives or former employers.)

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

Work: _____

Cell: _____

REFERENCES (Continued...)

Complete addresses and telephone numbers **MUST** be provided.

NEIGHBORS

Name: _____

Address: _____

Telephone: Home: _____

 Work: _____

 Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

 Work: _____

 Cell: _____

Name: _____

Address: _____

Telephone: Home: _____

 Work: _____

 Cell: _____

APPLICANT BIOGRAPHICAL INFORMATION

Full Name: _____
 First Middle Last

Have you ever gone by a different name? Yes No If Yes, indicate name below:

Has your name been legally changed? Yes No If Yes, indicate former name below:

Age: _____ Date-of-Birth: _____

Place-of-Birth: _____

Has your date-of-birth ever been changed on a legal document? Yes No If Yes, explain:

Current Address: _____

How long have you lived at this address? _____

List all of your previous addresses: *(If additional space is needed, use a separate sheet of paper.)*

Number	Street	City	State	Zip
--------	--------	------	-------	-----

Number	Street	City	State	Zip
--------	--------	------	-------	-----

Number	Street	City	State	Zip
--------	--------	------	-------	-----

Number	Street	City	State	Zip
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Number	Street	City	State	Zip
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Number	Street	City	State	Zip
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APPLICANT BIOGRAPHICAL INFORMATION (Continued...)

Your Father's Name: _____

Your Mother's Name: _____

Your Marital Status: Single Engaged Divorced
 Married Separated Widowed

If Married:

Name of spouse: _____
First Middle Last Maiden

Spouse's Occupation: _____

Spouse's Employer: _____

If Divorced, Separated, or Widowed:

Name of Former Spouse: _____
First Middle Last Maiden

If Engaged:

Name of Fiancé(e): _____
First Middle Last Maiden

Do you have any children? Yes No If Yes, indicate below:

Name: _____ Date-of-Birth: _____

Name: _____ Date-of-Birth: _____

Name: _____ Date-of-Birth: _____

Name: _____ Date-of-Birth: _____

Name: _____ Date-of-Birth: _____

MILITARY SERVICE

If applicable, are you registered with Selective Service? Yes No

Have you ever served in the military? Yes No If No, skip the rest of this section.

Branch: _____

Dates of Service: From: _____ To: _____

Highest Rank / Grade: _____ Type of Discharge: _____

Date and Location of your last Discharge: _____

List all Medals and Decorations awarded to you during your military service:

If you are presently a member of the National Guard or any military reserve, indicate the unit, location, and describe your obligation:

Have you ever been court-martialed or subject to disciplinary action to include non-judicial punishment (i.e. Article 15, Captain's Mast, etc.) while serving as a member of the Armed Forces?

Yes No If Yes, explain:

APPLICANT PERSONAL HISTORY

Have you ever illegally possessed, used, and/or sold any amount of the following drugs or substances?

Marijuana
Cocaine
Hashish
LSD
Hallucinogens

Opium
Heroin
Speed
Quaaludes
Inhalants

Steroids
PCP
Ecstasy
Methamphetamine

Crack
Amphetamines
Barbiturates
Morphine

Yes No

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used:

Other than those listed, are there any other drugs or substances that you have illegally possessed, used, and/or sold to include prescription medications that were not prescribed to you?

Yes No

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used:

Do you drink alcoholic beverages? Yes No If Yes, indicate how much and how often:

Do you use any form of tobacco? Yes No If Yes, indicate form:

APPLICANT PERSONAL HISTORY (Continued...)

How many individuals do you support financially? _____

Indicate any income other than your current salary, including your spouse's salary, if applicable:

Total amount of your present debt: _____

Have you ever been named in a lawsuit either as a plaintiff or a defendant? Yes No

If Yes, explain in detail: _____

Have you ever been engaged in a private business? Yes No

If Yes, indicate the name and nature of the business, as well as the capacity of your affiliation:

Are you currently in default on any student or education loan? Yes No

If Yes, explain: _____

Have you ever been terminated (fired) or asked to resign from a job? Yes No

If Yes, explain: _____

APPLICANT PERSONAL HISTORY (Continued...)

Would you object to wearing a uniform? Yes No

Would you object to working overtime? Yes No

Would you object to working regular shifts? Yes No

Would you object to working rotating shifts? Yes No

Would you object to working holidays? Yes No

Would you object to being away from home for long periods of time due to official duties? Yes No

If Yes, explain: _____

Have you ever been arrested by law enforcement? Yes No If Yes, indicate the following:

Offense Charged: _____

Law Enforcement Agency: _____ State: _____

Date: _____ Disposition: _____

Offense Charged: _____

Law Enforcement Agency: _____ State: _____

Date: _____ Disposition: _____

Offense Charged: _____

Law Enforcement Agency: _____ State: _____

Date: _____ Disposition: _____

Have you ever been convicted of a felony? Yes No

If Yes, give details: _____

APPLICANT PERSONAL HISTORY (Continued...)

Have you ever been placed on probation? Yes No

If Yes, explain: _____

Have you ever stolen anything? Yes No If Yes, explain:

Have you ever been subject to a restraining order? Yes No

If Yes, explain in detail: _____

Do you possess a valid South Carolina Driver's License? Yes No

If Yes, indicate Driver's License number: _____

Do you possess a Driver's License issued by another state? Yes No

If Yes, indicate: State: _____ Driver's License Number: _____

Has your Driver's License ever been suspended or revoked? Yes No

If Yes, explain: _____

Are your driving privileges restricted? Yes No

If Yes, give details: _____

Are you attempting to conceal any information regarding your background? Yes No

APPLICANT PERSONAL HISTORY (Continued...)

You will find a Job Description included with this application which details the position you are applying for (Deputy, Correctional Officer.) After reading the Job Description, answer the following questions.

After training, could you perform the essential job functions of the position that you are applying for?

Yes No

If No, explain: _____

If No, what, if any, reasonable accommodations could be made so that you could perform the essential job functions?

DISCLAIMER

I hereby certify that all statements on this form are true and complete and that any misstatement or omission will subject me to disqualification or dismissal.

This, the _____ day of _____, _____

Signature of Applicant

STATISTICAL INFORMATION

The information collected in this section is used for statistical purposes only and in no way has any bearing on the processing or outcome of the employment application. This data will be kept in a confidential file.

Application Date: _____
Month / Day / Year

Full Name: _____
First Middle Last

Address: _____
Complete Street Address

City State Zip County

Telephone: Home: _____

Work: _____

Cell (Other): _____

Position Applied For: Deputy Correctional Officer Correctional Officer in the LECO Program
Other Specify: _____
(please specify name of posted position for which you want to be considered)

Social Security Number: _____

Date-of-Birth: _____

Race: _____ Sex: _____

Are you a Vietnam Veteran? Yes No

Are you a Disabled Veteran? Yes No

How did you hear about our agency? Advertisement Job Service Employment Agency

County Employee Specify: _____

LCSD Recruiter Specify: _____

Career Fair Specify: _____

Other Specify: _____