



## Education and Training (High School/College)

### High School

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Name	Address	City	State
Dates Attended	From: _____ Mo/Yr	To: _____ Mo/Yr	
Did you Graduate?	Yes	No	Certificate/Diploma _____

If you did not graduate from high school, have you passed the (GED) test? Yes No NA

If yes, when and where did you complete the GED? \_\_\_\_\_

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### College/University

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Name	Address	City	State
Dates Attended	From: _____ Mo/Yr	To: _____ Mo/Yr	
Did you Graduate?	Yes	No	Type of Degree _____

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### College/University

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Name	Address	City	State
Dates Attended	From: _____ Mo/Yr	To: _____ Mo/Yr	
Did you Graduate?	Yes	No	Type of Degree _____

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### Trade School, Military, or Law Enforcement Training

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Name	Address	City	State
Dates Attended	From: _____ Mo/Yr	To: _____ Mo/Yr	
Did you Graduate?	Yes	No	Type of Degree _____

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### Military Service

Have you ever served in any of the United States Armed Forces? Yes No

If yes, what branch \_\_\_\_\_

Date of entry \_\_\_\_\_ Date of discharge \_\_\_\_\_ Discharge \_\_\_\_\_

Are you currently in the National Guard or Military Reserve? Yes No

If yes, Unit: \_\_\_\_\_ Location \_\_\_\_\_

## Work Experience and History

*A resume may be attached, but not substituted for completing this section.*

Present or last employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_ End Salary: \_\_\_\_\_  
Mo/Yr Mo/Yr

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Duties: \_\_\_\_\_

May we contact?  Yes  No If No, please explain why:

Reason for Leaving: \_\_\_\_\_

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Next most recent employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_ End Salary: \_\_\_\_\_  
Mo/Yr Mo/Yr

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Duties: \_\_\_\_\_

May we contact?  Yes  No If No, please explain why:

Reason for Leaving: \_\_\_\_\_

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Next most recent employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_ End Salary: \_\_\_\_\_  
Mo/Yr Mo/Yr

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Duties: \_\_\_\_\_

May we contact?  Yes  No If No, please explain why:

Reason for Leaving: \_\_\_\_\_

## Work Experience and History (Continued)

*A resume may be attached, but not substituted for completing this section.*

Next most recent employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_ End Salary: \_\_\_\_\_  
Mo/Yr Mo/Yr

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Duties: \_\_\_\_\_

May we contact? Yes No If No, please explain why:

Reason for Leaving: \_\_\_\_\_

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Next most recent employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_ End Salary: \_\_\_\_\_  
Mo/Yr Mo/Yr

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Duties: \_\_\_\_\_

May we contact? Yes No If No, please explain why:

Reason for Leaving: \_\_\_\_\_

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Next most recent employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Dates employed: From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_ End Salary: \_\_\_\_\_  
Mo/Yr Mo/Yr

Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

Job Duties: \_\_\_\_\_

May we contact? Yes No If No, please explain why:

Reason for Leaving: \_\_\_\_\_

## Work Experience and History (Continued)

Have you ever been terminated or asked to resign from any job or position?  Yes  No

If yes, explain: \_\_\_\_\_

Have you had any disciplinary action taken against you from any employment or position you have held?  Yes  No

If yes, explain: \_\_\_\_\_

List any honors or awards that you have received, also include leadership positions you have held:

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List any foreign languages that you are able to read, write, and/or speak:

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Indicate any special skills you possess and equipment you can use which may be related to law enforcement work (Radar, Datamaster, Firearms, computer skills, and etc.)

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Has your law enforcement certification ever been suspended, revoked, relinquished or subject to discipline or investigation by the South Carolina Law Enforcement Training Council?

Yes  No  N/A

If yes, explain: \_\_\_\_\_

## Criminal History

*A "Yes" answer to any of the following questions will not necessarily disqualify you from employment.*

Have you ever been arrested, charged, or received a notice or summons to appear for any criminal violation (excluding juvenile)?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been the subject of or a suspect in any criminal investigation (excluding juvenile)?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever committed an act of Domestic Violence?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

## Financial Stability

*A "Yes" answer to any of the following questions will not necessarily disqualify you from employment.*

Do you have any debts that are more than 30 days past due?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever had debts turned over to a collection agency?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever had any goods you purchased repossessed?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever filed for bankruptcy?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been subject to a lien or had a judgement against you for a debt?  Yes  No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

## Drug Use

*A "Yes" answer to any of the following questions will not necessarily disqualify you from employment.*

Have you ever used marijuana or any of its derivatives?  Yes  No

If yes, explain extent of use (number of times and time frame)

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Have you ever used cocaine, crack cocaine, heroin, methamphetamine, LSD, PCP, or other hallucinogens, illegal drugs to include anabolic steroids?  Yes  No

If yes, explain extent of use (number of times and time frame)

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Do you now or have you within the past year, abused or or illegally obtained, possessed or sold any prescription drug?  Yes  No

If yes, provide details, including drug, date, and circumstances.

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## Places of Residence

List your last five previous addresses since age 18 beginning with your current address:

From (Mo/Yr)	To (Mo/Yr)	Street Address	City	State

## References

Complete addresses and telephone numbers MUST be provided.

**List three (3) individuals who have known you for the past five (5) years:**

Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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Complete addresses and telephone numbers MUST be provided.

**List (3) current neighbors who have known you well for the past year:**

Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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Name \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

## Applicant's Certification

I understand that my appointment or employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement, or misrepresentation may be the basis for my disqualification as an applicant or my dismissal from the Kershaw County Sheriff's Office. I agree to the conditions and certify that all statements made by me on this application are true, correct, and complete, to the best of my knowledge. I further fully understand and consent to a polygraph or examination concerning the truthfulness of my responses to the information requested on this application or information discovered as a result of the background investigation, or any physical examination or drug test. I also understand that I will be fingerprinted and this employment application shall become the property of the Kershaw County Sheriff's Office. Employment will be contingent on a satisfactory FBI criminal history check.

I further understand and agree that my employment or appointment will be contingent upon the results of a complete drug test and that I may be required to take during the term of my employment or appointment with the Kershaw County Sheriff's Office. I understand that the use of drugs, alcohol, and tobacco are not permitted during the work or on duty time, whether paid or unpaid, in the areas including vehicles, where work is performed by employees or appointees.

I understand that my continued employment or appointment may be contingent upon the results of my medical or psychological examinations that I may be required to take during the term of my employment or appointment and the maintenance of my physical fitness, to the degree necessary, to satisfactorily perform the duties of my position or assignment with the Kershaw County Sheriff's Office. I also authorize the Kershaw County Sheriff's Office without further authorization, to obtain medical records allowed by law if I claim rights to payment or receipt of any benefit pursuant to state and federal law.

I further agree to execute any authorization as may be required by the Health Insurance Portability Accountability Act of 1996 (HIPAA) for health care providers to release the necessary medical information to process my application for employment.

I agree to conform to the rules, regulations, and orders of the Kershaw County Sheriff's Office and acknowledge that these rules, regulations, and orders may be changed, interpreted, withdrawn, or added to by the Kershaw County Sheriff's Office, at its discretion.

I understand that an investigation will be conducted on all information listed in this application. Are you aware of any information about yourself which might tend to reflect unfavorably on your reputation, morals, character, or ability?

Yes       No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Print Name of Applicant

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Signature of Applicant

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Date

# Applicant Waiver

## Kershaw County Sheriff's Office

Sheriff Lee Boan

P.O. Box 70

Lugoff, SC 29078

803-425-1512



I, \_\_\_\_\_, permit my present and prior employers to divulge to the Kershaw County Sheriff's Office any and all relevant information from my personnel file(s) that they possess. I also authorize the Kershaw County Sheriff's Office 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 Kershaw County Sheriff's Office 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 Kershaw County Sheriff's Office may deem pertinent to my possible employment in a law enforcement setting.

Recognizing all of the above, I hereby consent the Kershaw County Sheriff's Office conducting the aforesaid employment background investigation and further consent to the Kershaw County Sheriff's Office disclosing the findings and results of this comprehensive investigation to my current employer, as indicated above, as the Kershaw County Sheriff's Office deems appropriate. I understand that this disclosure may result in adverse consequences for me in my current job, including, but not limited to, termination from employment, negative reference for future employment, and possible criminal prosecution.

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 Kershaw County Sheriff's Office, Sheriff Lee Boan, his deputies, agents, assigns, and other similarly situated from any and all liability in any way with the processing of my application even if they should be negligent.

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Print Name of Applicant

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Signature of Applicant

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Date

## Employment Information

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

- Certified 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 (10) year driving record (every state you have been licensed to drive)
- Credit report (Equifax, Experian, etc.)
- Copy of DD-214 (if a veteran)
- Copies of other documents which may be applicable to employment  
(Certifications, training documents, diplomas, etc.)

### **These documents are required for ALL applicants.**

You will be contacted within ten (10) business days upon receipt of your application. If your application is satisfactory and the department has open positions, you will be given a date and time to attend applicant testing. Following successful completion of applicant 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 six (6) months after being turned down for employment.

The pre-employment selection process at the Kershaw County Sheriff's Office consists of the following:

- Driving record review
- Criminal record review
- Credit history review
- National Police Officer Selection Test (not required for certified LE applicants)
- Physical Ability Test (PAT)
- Oral Interview
- Background Investigation
- Polygraph Examination
- Psychological Examination (not required for certified LE applicants)
- Physical Examination
- Drug Test

**The Kershaw County Sheriff's Office is an Equal Opportunity Employer**

## STATISTICAL INFORMATION

The federal government requires the following information to be collected for statistical reporting as part of the Affirmative Action Program. Refusal to answer will not result in an adverse treatment of any applicant. This information is not used in the employment process nor released in a manner which identifies the individual.

Today's Date: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_\_

Position for which you are applying:  Deputy Sheriff  School Resource Officer

Other \_\_\_\_\_

Sex (Check appropriate box)  Male  Female

Race (Check appropriate box)  Black or African American  Hispanic/Latino

White/Non-Hispanic  Other

Years of Education \_\_\_\_\_