

DAWSON COUNTY SHERIFF'S OFFICE

19 Tucker Avenue
Dawsonville, Georgia 30534
706-344-3535 / 706-344-3537 Fax

Dear Applicant,

I am pleased you have decided to apply for employment with the Dawson County Sheriff's Office. Should you be selected for employment, you will find that the employees of this agency are highly motivated, career orientated, competent men and women with high ethical standards, who provide the entire range of law enforcement services to the community.

Therefore, we have established very high standards for our employees. It is the policy of this agency to hire only the best-qualified individuals for full and part-time positions. Our employee selection process is thorough and regimented. It affords equal opportunity to everyone regardless of race, creed, color, gender, national origin, age or disability. All eligible applicants will be afforded the same opportunity for employment selection. Accordingly, should you be disabled, you may request any reasonable accommodation in order to further participate in the application process by contacting Human Resources at 706-344-3535.

To be considered for employment, applicants must meet the following minimum qualifications: Applicants must be at least 21 years of age for sworn positions or 18 years of age for detention officers or for civilian positions, possess a high school diploma or GED, possess a valid drivers license, honorable discharge (if prior military), be a U.S. citizen, and have no adverse driving record nor felony convictions.

The hiring process includes but is not limited to the following: Passing an adult basic education test, passing a physical agility test, intensive background investigation, truth verification examination (voice-stress analysis and/or polygraph), oral interview and following a conditional job offer, medical examination, drug screen and psychological examination. The entire selection process takes approximately 30 days from the date of the written test.

If you fail to pass the written competency test or physical agility test, you may re-apply during an announced application period following the expiration of at least 90 days from the closing date of the application period during which you were rejected for employment. Any subsequent failure of these tests will disqualify you from further consideration of employment with the Dawson County Sheriff's Office.

It is essential that you follow all directions provided. The application process requires you to provide much detailed information about yourself. Because we are a public safety organization, we must have accurate and extensive information upon which to base our employment decisions so that we can properly serve the citizens of Dawson County. Should you have any questions, please contact our Human Resources Office at 706-344-3535.

Sincerely,

Sheriff Billy Carlisle

Dawson County Sheriff's Office

EMPLOYMENT APPLICATION



Applications will be kept on file for six (6) months from the date of filing.

* All applications must be turned into the Administration Office located at
19 Tucker Avenue, Dawsonville, Georgia 30534 (706) 344-3535

Dawson County Sheriff's Office
 19 Tucker Avenue
 Dawsonville, Georgia 30534
 (706) 344-3535/(706) 344-3537 Fax

APPLICATION FOR EMPLOYMENT

Date _____

Position: Deputy Detention Officer E-911 Civilian Other (Specify) _____

Please print or type. Use black ink.

PERSONAL INFORMATION			
Name:		Social Security No:	
(Last)	(First)	(M.I.)	
List any alias names used i.e. maiden names, nicknames, etc. _____			
Present Address:			
	(City)	(State)	(Zip Code)
County of Residence:		Birth Date: / /	Place of Birth:
Home Telephone: ()		Business Telephone: ()	
Person to contact in case of emergency:		Telephone: ()	
Are you willing to work shift work (nights, holidays, weekends, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you object to wearing a uniform? <input type="checkbox"/> Yes <input type="checkbox"/> No Date available for employment:			

EDUCATION									
Are you a high school graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list below.									
If no, circle highest grade completed 5 6 7 8 9 10 11 12									
If not a high school graduate, do you have a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No									
School	Name and location of school (address) and dates attended							Completed	
High School								9 10 11 12	
Business/ Technical School								1 2 3 4	
College								1 2 3 4	
Graduate School								1 2 3 4	

APPLICANT'S STATEMENT/CONSENT WAIVER

I certify that I have read and understand all questions and instructions in this application, and that my answers are true and complete. I understand that this application is not an offer or a contract for employment.

I understand that any untrue statement in this application may result in my dismissal at any time during my employment with the Dawson County Sheriff's Office. I understand that any intentional false statement will result in the disqualification of my application and/or prosecution for the offense of False Swearing (Ga. Code Section 16-10-71) punishable by a maximum fine of \$1,000 plus imprisonment for not less than one nor more than five years or both. I further understand that any erroneous answer given by me during any part of the application process, whether intentional or not, will constitute a basis for my elimination from consideration for the employment I now seek. I understand that if I do not wish to answer a question in the process, I may choose not to do so and my application will be terminated.

I hereby authorize the Dawson County Sheriff's Office to receive any Criminal/Driver's History Record information, pertaining to me, which may be in the files of any state or local jurisdiction. I also respectfully request and authorize all information that there may be concerning my employment record, my educational record, my reputation and my financial/credit status be released to the Dawson County Sheriff's Office. I request that all records pertaining to my military service, to include undeleted DD214 forms be released to the Dawson County Sheriff's Office. You may include all information of a confidential or privileged nature and any photocopies or facsimile of same, if required.

This information will be used to assist the Dawson County Sheriff's Office in determining my qualification and fitness for the position I am seeking with this agency. I hereby release you, your organization and/or others from liability, which may result from furnishing the information I have requested above. A PHOTOCOPY of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I understand resumes, letters of reference, etc., submitted with the application become property of the Dawson County Sheriff's Office and cannot be returned. The information I have provided on the application is subject to public disclosure under the Georgia Open Records Act.

By signing this application, I hereby acknowledge that I have read, understand, and agree to all provisions outlined herein.

Applicant's Signature

Date

**STATE OF GEORGIA
COUNTY OF DAWSON**

**Before me appeared, _____, who says that he/she executes the above
Statement of his/her own free will and accord, with full knowledge of the purpose thereof.**

Sworn to me and subscribed in my presence this _____ day of _____, _____.

Notary Public

My commission expires: _____

POLYGRAPH EXAMINATION

Prior to being employed with the Dawson County Sheriff's Office, you will be required to pass an extensive background investigation. Part of this investigation will include a polygraph examination, a criminal background check, driver's history check, employment history check, a references check, verification of diplomas and or certificates, a psychological examination, a medical examination, and interviews of known associates and neighbors.

Following an interview with the background investigator, you may be asked to take a polygraph examination. Polygraph questions may come from any of the following areas of application:

1. criminal history
2. drug use
3. driver's history
4. work history
5. alcohol use
6. gambling
7. honesty in filling out the application for employment
8. honesty in completing the background investigation's booklet

The preceding information was provided in compliance with in accordance with CALEA standard 32.2.4.