



# APPLICATION FOR EMPLOYMENT

Lamar County Sheriff's Office  
121 Roberta Drive, Barnesville, Georgia 30204  
Phone: 770-358-5159 Fax: 770-358-5195  
www.lamarcountysheriff.com  
**BRAD WHITE, Sheriff**

INSTRUCTIONS - Please read carefully.

**Type or print in ink.** Please answer all questions completely and accurately. Any untrue or misleading answer or concealment of any fact will constitute grounds for no further consideration of this application or immediate discharge at any time during employment that such false or misleading statement or concealment of any fact becomes known. Failure to complete the entire application may result in disqualification or rejection. You must sign and date your application in ink.

We are an Equal Opportunity Employer

## PERSONAL DATA

Today's Date  Position Applied For

Name  SSN

Address

City  State  Zip Code

Home Phone  Cell Phone  Other Phone

Email Address

Will you accept?  Temporary Work  Part-Time Work  Shift Work  Weekend/Holiday

Are you over 18 years old (21 years old for Law Enforcement positions)?  Yes  No

Are you eligible to work in the U.S.?  Yes  No

*Note: If offered employment you will be required to provide documentation to verify employment eligibility. Failure to provide the requested documentation may result in a determination that the applicant is ineligible for employment in the United States.*

Have you ever been employed by Lamar County Government?  Yes  No

If YES, when and where?

Do you have any relatives who are employed by Lamar County Government?  Yes  No

If YES, give name and relationship

Do you have a valid driver's license?  Yes  No

License Number  Type  State  Date of Birth

Have you had any traffic violations in the past 3 years?  Yes  No

If YES, type of offense & Dates?

Have you ever been convicted of a crime or are you now under charges for any crime?

*(omit non-moving traffic violations and any offense adjudicated in a Juvenile Court or under a Youth Offender Law.)*

Yes  No

If YES, type of offense & Dates?

*Note: Disclosure of a misdemeanor conviction will not automatically result in disqualification of your application. Felony convictions will bar employment in a law enforcement position. Criminal histories will be submitted to the National Crime Information Center for verification. Failure to disclose a conviction may be considered grounds for disqualification.*

## EDUCATION

### High School Information (You will be required to provide a copy of a diploma or GED certificate.)

Name of School

Did you receive a high school diploma or GED?  Yes  No

Location

If no, highest grade completed:

### Relevant College Information (You may be required to provide a certified copy of college transcripts.)

Name of School

Did you receive a degree?  Yes  No

Location

If so, what type?  Major?

Please indicate total number of years and months of all colleges attended: Years  Months

List major course(s) of study:

### Relevant Vocational Technical Courses (You may be required to provide a certified copy of college transcripts.)

Name of School

Did you receive a degree?  Yes  No

Location

If so, what type?  Major?

Please indicate total number of years and months of all vocational/technical credits received: Years  Months

List major course(s) of study:

### Licenses/Special Qualifications/Skills

List all licenses/certifications/special qualifications or skills that relate to the job for which you are applying:

## REFERENCES

Give names, addresses, and telephone numbers of three (3) individuals who are not related to you and are not previous employers.

Name

Phone Number

Address

Email

City  State  Zip

Name

Phone Number

Address

Email

City  State  Zip

Name

Phone Number

Address

Email

City  State  Zip

## WORK HISTORY

Describe your work history beginning with your current or most recent job. Include military and volunteer experience. Failure to give complete information regarding each position held may result in your disqualification. Complete addresses with zip codes and telephone numbers for all employers are necessary.

Have you ever been disciplined, fired, or asked to resign from any job?  Yes  No

If YES, why?

Company Name

Phone Number

Address

Employment Dates:

City

State

Zip Code

From:

To:

Supervisor Name

Salary

Position Held

Reason for Leaving

Describe your Duties:

Company Name

Phone Number

Address

Employment Dates:

City

State

Zip Code

From:

To:

Supervisor Name

Salary

Position Held

Reason for Leaving

Describe your Duties:

Company Name

Phone Number

Address

Employment Dates:

City

State

Zip Code

From:

To:

Supervisor Name

Salary

Position Held

Reason for Leaving

Describe your Duties:

**A resume may be attached only as additional information and will not be accepted in lieu of completing this section.**

**Notice**

Your application will be sent to the respective department upon certification, provided that you have met the minimum qualifications. If your application for employment is considered by the department and they wish to set up an interview, you will be notified by a representative within 90 days. All qualified applicants will be considered, but may not necessarily receive an interview. If you have not been notified within 90 days, please consider the position filled or the department has elected to continue their search for a candidate whose qualifications are closer to the needs and requirements of the position.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. Selected applicants will be contacted regarding next steps in the selection process. Applicants who are not selected will not receive notification.

We appreciate your interest in employment with the Lamar County Sheriff's Office and wish you success with your employment endeavors.

It is Lamar County's policy to provide equal opportunity for every applicant based upon merit, without regard to race, color, religion, national origin, gender, age, disability, or sexual orientation. Only authorized workers will be eligible for employment regardless of national origin.

**Applicant's Certification and Agreement**

The signature below indicates that I understand and certify that all information provided in this application is true and correct to the best of my knowledge and belief. I understand that any untrue or misleading answer or concealment of any fact will constitute grounds for no further consideration of this application or immediate discharge at any time during employment that such false or misleading statement or concealment of any fact becomes known. I hereby authorize Lamar County Sheriff's Office to verify, at any time, any information contained in this application.

**Applicant's Authorization to Release Information**

I have applied for employment with the Lamar County Sheriff's Office . The Lamar County Sheriff's Office is hereby authorized to make any investigation of my prior Motor Vehicle Records, Credit, Education, Work, and Criminal Histories. I also authorize my employer and/or former employers and schools to release information regarding my employment, transcripts, and/or any information they have regarding me, whether or not it is in their records. I hereby release them from any damage whatsoever for issuing such information. I understand this request will only be used for the purpose of employment and will not be used for any other purpose.

May we contact your present employer?  Yes  No

Signature

Date:

Notice: This application must contain your original signature and must be witnessed by a notary public or it will be disqualified.

Sworn To and Subscribed Before Me

This \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public

The following MUST be attached to this application when submitted or it will be disqualified:

- Copy of Birth Certificate
- Copy of DD214 (if applicable)
- Copy of High School Diploma or GED
- Copy of Driver's License
- Copy of Social Security Card