



Clay County Sheriff's Office

EMPLOYMENT APPLICATION

Human Resource Dept.
Post Office Box 548
Green Cove Springs, FL 324043
Web Site: www.claysheriff.com

Date: _____

Equal Opportunity Employer

The Clay County Sheriff's Office is an Equal Opportunity Employer and a Drug Free Workplace. We consider applicants for all position without regard to race, color, national origin, gender, age, disability, marital status, religion, or any other legally protected status.

General Instructions

- Incomplete applications will not be considered
- Application must be legible and signed or it will not be considered
- In accordance with Florida Statute 119, all information is subject to the public records law, unless determined exempt or confidential by statute.

Position Applying For

For what position are you applying? **CHECK ONLY 1.** Must be 18 years or older (**19 years or older for Sworn - MUST BE CERTIFIED**)

Accounting/Finance Crossing Guard Clerical Communication Public Service Aide Technology

Corrections/Detention Law Enforcement Reserves Florida Certificate No. _____

Other? Please explain: _____

If you are not certified in the state of Florida, from what state is your certificate? _____

Applicant Information

Last Name		First Name		Middle Name	
Street Address/Mailing Address					
City/County/State/Zip					
Telephone		Cellular	E-Mail		
Are you a U.S. citizen or authorized to work in the United States?				Yes	No
Have you ever worked for or applied for a position with the Clay County Sheriff's Office?				Yes	No

If yes, what position?		
Do you have any relatives working for the Clay County Sheriff's Office? If yes, name and relationship	Yes	No
Have you ever been convicted of a felony or misdemeanor If yes, please explain	Yes	No
Are you registered for Selective Service? If yes, please provide your Selective Service no.	Yes	No
If employed, may we contact your current employer?	Yes	No

Education (from high school to highest level)

School Name	Address/City/State/Zip	Diploma/Degree

Other Skills/Training

Employment History (from most recent – past 10 years)

Employer No. 1	Job Title	Dates Employed
Address/City/State/Zip		
Contact Person	Telephone No.	E-Mail Address
Employer No. 2	Job Title	Dates Employed
Address/City/State/Zip		

Contact Person	Telephone No.	E-Mail Address
Employer No. 3	Job Title	Dates Employed
Address/City/State/Zip		
Contact Person	Telephone No.	E-Mail Address
Employer No. 4	Job Title	Dates Employed
Address/City/State/Zip		
Contact Person	Telephone No.	E-Mail Address
Employer No. 5	Job Title	Dates Employed
Address/City/State/Zip		
Contact Person	Telephone No.	E-Mail Address

Residency –List present address then previous addresses for the past 7 years

Dates Month/Year		Address/City/County/State

If applicable, please indicate who you were referred by at the Clay County Sheriff's Office:

Please read, sign and date back of this page. Must be signed and dated to be considered.

EMPLOYMENT APPLICATION INSTRUCTIONS

PLEASE ATTACH RESUME WITH APPLICATION

General:

1. Must be typed or printed legibly in black ink.
2. Incomplete applications will not be considered. If question does not apply, note N/A.
3. References may not be family members
4. Please attach copies of the following documents if you are applying for a sworn law enforcement officer or a certified detention officer position.
 - Police Standards Certificate
 - If you are an out of state officer, military police officer or federal officer who has requested exemptions from Florida Basic Recruit Training Programs, you **MUST** provide an equivalency of training. (CJSTC 76 + CJSTC 76A Forms)
 - Basic Recruit Examination scores, if certification date is after June 30, 1993
 - BAT test results, if attended academy after January 1, 2002

Application Disqualifiers - Sworn Applicants

- **Domestic Violence** – any conviction
- **Driving** – three (3) moving violations in the past 24 months
- **Driving** – suspension/revocation in the last five (5) years
- **DUI Convictions** - has pled guilty or nolo contendere or been found guilty of the criminal offense of DUI within the last five (5) years while employed as a law enforcement officer, corrections officer, or military policeman
- **Military** – any discharge other than honorable
- **Perjury or False Statements** – not have been convicted of any felony or of a misdemeanor that involves perjury or a false statement
- **Perjury or False Statements** – not have pled guilty or nolo contendere after July 1, 1981, to any felony or of a misdemeanor that involves perjury or a false statement, whether or not adjudication was withheld or sentence suspended.
- **Tattoos** - tattoos or body art that is exposed and visible on the body and not capable of being covered by sleeves, such as on the hands, neck or head.
- **Unlawful Drug Activity** – any illegal drug use five (5) years prior to application date

Items that may be required in Conjunction with Pre-Offer of Employment

- Birth certificate
- Diploma and sealed transcripts from highest level of education
- Documentation supporting legal name change (if applicable)
- Driver's license
- Drug Screening – 7 panel
- Fingerprinting
- Form DD214 for all periods served in the military
- Social security card
- Physical assessment
- Polygraph assessment
- Vocational assessment

I certify that all answers given on this employment application are true and complete to the best of my knowledge and that any misrepresentation or omission is sufficient cause for immediate termination of employment by the employer without incurring any liability or obligation. I also give my permission for the sheriff's office to conduct a thorough background screening on me. I hereby acknowledge that I have read and understand this statement.

Signature of the Applicant

Date