



Vanderburgh County Sheriff's Office

APPLICATION FOR CIVILIAN EMPLOYMENT

The Vanderburgh County Sheriff's Office does not discriminate on the basis of race, color, national origin, religion, sex, age, sexual orientation or disability in employment or the provisions of services.

Please use the following guidelines when completing this application. An applicant who fails to follow these guidelines **WILL NOT** be considered for appointment. Read each direction and question carefully.

- DO NOT** submit a resume instead of this application. However, you may include a resume.
- All answers must be answered completely.
- All answers **MUST** be clearly written or typed in **BLACK** ink.
- Questions where a checkbox is provided for your answer, check the appropriate box with an "X".
- If you need additional space to answer the numbered questions, use a blank sheet of paper with your name and the date at the top. Reference each answer on this sheet with the question number. Clearly type or print your answers in black ink. Insert the additional sheet into the middle of this application.
- Any additional documents or sheets that you include with this application should be securely fastened to the inside of this application with a paperclip. **DO NOT** staple.

POSITION YOU ARE APPLYING FOR (CHECK ONLY ONE)
YOU MUST MAKE SEPERATE APPLICATION FOR EACH POSITON APPLYING FOR

Confinement Officer Clerical Other: _____

REVIEW OF JOB FUNCTIONS

Have you reviewed the functions of the job(s) for which you are applying? Yes No

Can you perform the job functions with or without reasonable accomodation? Yes No

If reasonable accomodations are required, please describe the accomodations needed for you to perform the job functions. Attach a separate sheet to respond to this question.

PERSONAL DATA

Last Name	First	Middle	Maiden	Date
Street Address				Primary Telephone ()
City, State, Zip				Alternate Telephone (Cell Phone) ()
Are you available to work full-time? <input type="checkbox"/> Yes <input type="checkbox"/> No If not: what hours can you work? _____				Social Security Number
Are you available to work various shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No				Email Address
Are you on layoff and subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you currently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No
May we contact you at work if necessary? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: what telephone number? _____				What date could you begin?

SHERIFF OFFICE USE

Application provided by: (Signature and ID number):

Date: _____ Application Number: _____

SHERIFF OFFICE USE

Application received by: (Signature and ID number)

Delivery method: _____ Date: _____

SHERIFF OFFICE USE ONLY - DO NOT WRITE IN THIS AREA

Date: _____

Name: _____

Position: _____

ADDITIONAL INFORMATION

A-1. Have you ever applied for appointment or employment with this office before? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: month, year and position sought _____
A-2. Have you ever applied for a job with any other law enforcement agency? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: where and when? _____
A-3. Have you ever been convicted of a crime anywhere for any reason? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: for what, where, when and disposition? _____
A-4. Have you ever received any traffic citation(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: for what, where, when and disposition? _____
A-5. Do you currently have or can you obtain a valid Indiana drivers license? <input type="checkbox"/> Yes <input type="checkbox"/> No
A-6. Are you authorized to work in the U.S. on an unrestricted basis? (Proof of U.S. Citizenship or immigration status will be required upon employment) <input type="checkbox"/> Yes <input type="checkbox"/> No
A-7. Do you have any commitments (i.e. second job, school, etc.) which might interfere with or adversely affect your employment should you be selected for a position? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: describe. _____
A-8. Are you currently involved in any legal proceedings? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: describe type and involvement? _____
A-9. Are you a proprietor or part owner of any business or firm? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: describe nature of business and list any licenses for this/these business(es) in your name, i.e. liquor _____

EDUCATION AND TRAINING BACKGROUND

B-1. Did you graduate from high school or receive a G.E.D. or equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: include a certified copy of your transcripts or other documentation. _____
B-2. Do you have any undergraduate college or university education? If yes, list the degree earned. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: include a certified copy of all college transcripts. _____
B-3. Do you have any graduate college or university education? If yes, list the degree earned. <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: include a certified copy of all transcripts. _____
B-4. Do you have any specialized training that may assist you in performing the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: what type? _____
B-5. Do you have any current licenses or certifications that may assist you in the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: what type? _____
B-6. Can you read, speak or write any foreign language? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: which language(s) and proficiency? _____
B-7. Can you operate any office equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: what type(s)? _____
B-8. Can you type? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how proficiently? _____
B-9. Can you use any standard personal computer applications? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: which applications? _____
B-10. Have you ever served in any branch of the military? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: You must attach a copy of your "DD-214." _____

Application for Employment

Vanderburgh County Sheriff's Office

EMPLOYMENT HISTORY
PLEASE LIST YOUR LAST FOUR EMPLOYERS, BEGIN WITH YOUR CURRENT OR MOST RECENT.

EMPLOYER ONE	Company Name	Dates of employment From To
	Address	Telephone ()
	City, State, Zip	Supervisor
	Job title and type of work	Reason for leaving?
EMPLOYER TWO	Company Name	Dates of employment From To
	Address	Telephone ()
	City, State, Zip	Supervisor
	Job title and type of work	Reason for leaving?
EMPLOYER THREE	Company Name	Dates of employment From To
	Address	Telephone ()
	City, State, Zip	Supervisor
	Job title and type of work	Reason for leaving?
EMPLOYER FOUR	Company Name	Dates of employment From To
	Address	Telephone ()
	City, State, Zip	Supervisor
	Job title and type of work	Reason for leaving?

PERMISSION TO CONTACT PREVIOUS EMPLOYERS

Please mark the number of any employer you have listed above that you **DO NOT** want us to contact and reason:

ONE TWO THREE FOUR

REFERENCES

GIVE THE NAMES OF THREE(3) RESPONSIBLE PERSONS, OTHER THAN RELATIVES OR PAST EMPLOYERS, WHO WILL KNOW YOU WELL ENOUGH TO GIVE INFORMATION ABOUT YOU.

REFERENCE ONE	Name	Address	
Occupation	How long acquainted	Telephone	
REFERENCE TWO	Name	Address	
Occupation	How long acquainted	Telephone	
REFERENCE THREE	Name	Address	
Occupation	How long acquainted	Telephone	

REFERENCES

GIVE THE NAMES OF THREE(3) PEOPLE WHO YOU CONSIDER YOUR CLOSEST FRIENDS AND WITH WHOM YOU FREQUENTLY SOCIALIZE. LIST YOUR CLOSEST OR "BEST FRIEND" FIRST.

REFERENCE ONE	Name	Address	
Occupation	How long acquainted	Telephone	
REFERENCE TWO	Name	Address	
Occupation	How long acquainted	Telephone	
REFERENCE THREE	Name	Address	
Occupation	How long acquainted	Telephone	

APPLICATION CHECKLIST

I have answered all questions completely and correctly to the best of my knowledge?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have included all additional pages needed to complete the application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I affirm that I have completed all sections on this application truthfully. Furthermore, I understand that my misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment:

Signature of Applicant

Date



David Wedding
Sheriff

OFFICE OF
Sheriff of Vanderburgh County

Headquarters

3500 North Harlan Avenue • Evansville, IN 47711
(812) 421-6203

John Strange, III
Chief Deputy

Chad Ferguson
Major • Confinement

Rick Pace
Major • Administration

Craig Titzer
Major • Operations

REQUIREMENTS AND DISQUALIFIERS FOR THE POSITION OF
CONFINEMENT OFFICER AND CIVILIAN SUPPORT STAFF

- Be at least 21 years of age.
- Possess a valid driver's license or be able to obtain an Indiana driver's license prior to employment.
- No felony convictions.
- High school diploma or GED
- No convictions* for hate crimes.
- No convictions* for domestic violence.
- No dishonorable discharges from any branch of military service.
- Applicants who have tattoos on their arms that would be visible when wearing a short sleeve shirt or uniform shirt SHALL be required to wear a long sleeve shirt or uniform shirt, if hired. Other coverings, including those coverings designed specifically for tattoos, shall not be permitted. Tattoos on the exposed areas of the neck, face/head or hands shall be a disqualifier for employment. It is also understood that certain tattoos may be related to hate speech, gang activity or subversive groups. It shall always be the policy of the Vanderburgh County Sheriff's Office (VCSO) that any conduct or affiliations that would otherwise disqualify a person from employment or continued employment shall remain in full force and effect.
- NOTE: The tattoo exception for civilian employment shall not extend to the position of deputy sheriff. This includes civilian employees of the VCSO who wish to apply for deputy sheriff but who have a visible tattoo in a short sleeve uniform. Such visible tattoos shall remain as a disqualifier for the position of deputy sheriff: NO EXCEPTIONS.
- No more than five (5) traffic violations in the past five (5) years (does not include parking tickets).
- No illegal/unlawful use of drugs within the past two (2) years.
- Permanently disqualified from employment if ever engaged in the sale, dealing, or manufacture of controlled substances.
- May not have a conviction* for driving under the influence of alcohol or drugs in the past two (2) years and no more than one (1) conviction* in a lifetime.
- Confinement Officer Applicants: Must provide proof of registration for selective service (applicable under Federal law to males under the age of 26 years of age).

- Confinement Officer Applicants: Pass a post-offer of employment medical examination (including vision and hearing exams), drug screen, and psychological interview.
- Confinement Officer Applicants (and other positions as required): Pass a post-offer of employment background investigation, which includes: fingerprinting; photographing; criminal records checks; interviews with family, references, neighbors and past and present employers; credit history check and a lie detector examination.
- Must live in Vanderburgh County Indiana or a contiguous Indiana County. If not, must agree to relocate to Vanderburgh County Indiana or a contiguous Indiana County within six (6) months after employment.
- Confinement Officer Applicants: Meet and successfully pass all academic, practical, physical training and retention requirements of the Vanderburgh County Sheriff's Office and the Indiana Law Enforcement Training Board. Other positions may also require specific training standards.
- Possess the skills, knowledge and abilities required of the position for which you applied, which includes, but is not limited to, a positive attitude, good communication skills, respect for the law, respect for your fellow citizens and respect for your colleagues.
- NOTE: Where indicated with an "*", the term "conviction" shall include the amendment of a criminal charge (driving under the influence-DUI, etc.) to some other offense as a result of the completion of any type of deferral program.
- NOTE: Compliance with the above listed disqualifiers and requirements will be verified through a background investigation, which includes a lie-detector exam, for those applicants that advance to the conditional offer stage of the selection process.

Revised 01/20/2017

Vanderburgh County Sheriff's Office

Civilian Applicant Certification

Please read each of the following paragraphs carefully. Indicate your understanding of, and consent to, the contents and conditions of each paragraph by placing your initials at the end of each paragraph.

1. I understand and accept that if I am selected for a position, my employment is conditional upon the passing/successful completion of a background investigation, which may include but that it not limited to, criminal history, records and reference checks, medical and/or psychological examinations and the use of other tests and assessments to determine whether I meet the requirements of the position and that I am able to perform the essential functions of the position. I understand and accept that this may include drug, alcohol or substance abuse testing.

INITIALS: _____

2. I understand that it may necessary for me to approve and sign waivers necessary in order for the employer to obtain information from my current and former employers.

INITIALS: _____

3. I understand that the employer provides a seven day per week and twenty-four hour per day service, and therefore, if employed, I may be required to work evening shifts or night shifts, including weekends.

INITIALS: _____

4. I understand that if hired as an employee of the Vanderburgh County Sheriff's Office, I must successfully complete the required training and courses specified by the State of Indiana Law Enforcement Training Board, the Vanderburgh County Sheriff's Office, and any other regulatory board as required.

INITIALS: _____

5. I understand and accept that if any information required in this application is found to be falsified or intentionally excluded, my application may be disqualified from further consideration. I further understand that, if I am employed by the employer, I may be subject to disciplinary action, including termination, if any information required by this application has been falsified or intentionally excluded.

INITIALS: _____

6. I understand and accept that if hired by the Vanderburgh County Sheriff's Office that I must abide by all Office policies, rules and regulations.

INITIALS: _____

7. I understand and agree that if hired by the Vanderburgh County sheriff's Office that I must relocate and establish a physical residence in the State of Indiana within six months of my employment date, pursuant to all other residency requirements as established by Office policy.

INITIALS: _____

I solemnly swear that all of the information furnished in this employment application is true, accurate and complete to the best of my knowledge. I authorize the investigation of all statements contained in this application. I understand that my misrepresentation or falsification of the information provided may lead to withdrawal of an employment offer or termination following employment.

By submission of this document, I hereby agree that I shall execute the employer's conditional and post-employment medical examination and drug testing consent requirements. I recognize that my future employment with the employer will be jeopardized if I engage in substance abuse, illegal drug use or alcohol abuse.

Signature

Date

POSITION DESCRIPTION
COUNTY OF VANDERBURGH, INDIANA

POSITION: Clerk Typist
DEPARTMENT: Vanderburgh County Sheriff's Office
JOB CATEGORY: (COMOT III)

STATUS: Full-time FLSA STATUS:
DATE WRITTEN: September 1991 DATE REVISED: March 2015

Incumbent serves as Clerk/Typist for the Vanderburgh County Sheriff's Office, responsible for entering data, preparing and maintaining a variety of department records and files.

DUTIES:

Answers telephone and greets office visitors, determines nature of call, responds to inquiries and/or routes caller to appropriate person or department.

Types, copies and files department correspondence, memorandum, letters, and reports as required.

Issues and receives employment applications for Sheriff's Office positions, verifies information and affixes appropriate stamp and date, routes to appropriate person.

Maintains accurate records and files, ensuring convenient retrieval, occasionally purges obsolete records and applications as necessary.

Compiles information and types various department reports such as attendance records and disciplinary reports.

Opens, sorts and distributes daily mail to appropriate department personnel.

Enters data as required in data processing equipment.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK

Ability to be certified as an IDACS/NCIC operator and the ability to maintain all certification requirements.

Working knowledge of the policies, procedures and practices of the Sheriff's office, ability to apply such knowledge to particular situations or circumstances.

Knowledge of English grammar, spelling, and punctuation, an ability to type with speed and accuracy.

Knowledge of customary department functions and ability to operate modern office equipment including computer terminal, calculator, typewriter, copier and telephone.

Ability to maintain accurate records and files, and to maintain confidentiality of department documents and information.

Ability to communicate with co-workers and general public in a courteous, tactful and effective manner.

Ability to meet all department's hiring and retention requirements such as medical physical, fingerprinting, photograph, lie detector test, drug testing, and background investigation.

Ability to complete prescribed training necessary for job assigned.

Ability to maintain confidentiality of all department information and records.

II. RESPONSIBILITY

Incumbent performs duties according to customary practices and procedures of the department. Errors in accuracy of work are readily detected by procedural safeguards or through supervisory review of work. Undetected errors may lead to loss of time and inconvenience to department.

Incumbent receives specific instructions and works according to formal, schedule, and priorities established by department supervisor. Work product is reviewed both in progress and upon completion for accuracy and conformance with department policies.

III. PERSONAL WORK RELATIONSHIPS

Incumbent maintains frequent contact with superiors and co-workers, other organizational units, representatives from outside agencies, and members of general public for purpose of receiving and giving factual work related information.

Reports directly to assigned supervisor.

IV. PHYSICAL EFFORT AN WORK ENVIRONMENT

Incumbent performs duties in a modern office environment with no unusual physical demands.

POSITION: Clerk Typist

ORGANIZATION: Vanderburgh County DIVISION: Sheriff

STATUS: Full-time

FLSA STATUS:

Work Schedule:

The following essential job functions comprise a summary of job duties, requirement, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

ESSENTIAL FUNCTIONS:

Answers telephone, greet visitors, responds to inquires and/or routes caller to appropriate person or department; Types, copies and files department correspondence, memorandums, letters and reports as required; Issues and receives employment applications for Sheriff's Department positions, verified information and affixes appropriate stamp and date, routes to appropriate personnel; Maintains accurate records an files, ensuring convenient retrieval, purges obsolete records and applications as needed; Compiles information and types various department reports such as attendance records and disciplinary reports; Opens, sorts and distributers daily mail to appropriate department personnel; Enters data as required in data processing equipment; Performs related duties as assigned.

REQUIREMENTS:

Working knowledge of the policies, procedures and practices of the Sheriff's department, ability to apply such knowledge to particular situations or circumstances; Knowledge of English grammar, spelling, and punctuation. And ability to type with speed and accuracy; Knowledge of customary department functions and ability to operate modern office equipment including computer terminal, calculator, typewriter, copier and telephone; Ability to maintain accurate records and files, and maintain confidentiality of department documents and information; Ability to communicate with co-workers an general public in a courteous tactful and effective manner; Ability to meet hiring and retention requirements such as medical physical, fingerprinting, photograph, lie detector test, drug testing and background investigation; Ability to follow all personnel polities and rules of the

organization; Ability to maintain confidentiality of all department information and records.

LICENSE/CERTIFICATION NEEDED:

Ability to be certified as an IDACS/NCIC operator and the ability to maintain all certification requirements.