

# *Clay County Sheriff* *Application for Employment*

**Mailing Address: 15 Washington St \* Vermillion, SD 57069 \* PH: (605) 677-7100**

**Date:** \_\_\_\_\_ **Position applied for:** \_\_\_\_\_

Directions: Please answer each question fully and accurately. No action can be taken on this application until you have answered all questions and signed the back of the application in ink. In reading and answering the following questions, be aware that none of the questions are intended to imply illegal preferences or discrimination based upon non-job-related information.

**Social Security No.** \_\_\_\_\_ **Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Name:** \_\_\_\_\_  
Last First Middle

**Address:** \_\_\_\_\_  
Street City State Zip

Telephone (\_\_\_\_) \_\_\_\_\_ Date available for work: \_\_\_\_\_

Email Address: \_\_\_\_\_ Alternate telephone number:(\_\_\_\_) \_\_\_\_\_

List alias(es), nickname(s), or any other names you may have worked under:

\_\_\_\_\_

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Are you legally eligible for employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_  
(Proof of US Citizenship or immigration status required)

Have you ever been employed by Clay County South Dakota? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you related to any county employee or elected official? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, name and relationship? \_\_\_\_\_

Have you ever applied here before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, date and position? \_\_\_\_\_

Do you have a High School Diploma or G.E.D. equivalent? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a Veteran of the U.S. Military? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If yes, please attach a copy of your DD-214)

Do you currently possess a valid drivers license? Yes \_\_\_\_\_ No \_\_\_\_\_  
State: \_\_\_\_\_ No. \_\_\_\_\_

Are you willing to work overtime if required? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to work holidays, overnights, weekends as required for this job? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to work alternating shifts as required? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been fired from a job or asked to resign? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_

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**DETENTION, ARREST, CRIMINAL LITIGATION, CRIMINAL SUMMONS, CITATIONS, and/or CONVICTIONS. List ALL, including juvenile, and traffic tickets.**

**Have you ever been arrested, issued summons or detained by a Law enforcement agency?**

**Yes            No            (If yes please list below.)**

(Factors such as date, nature, number of offenses, age at the time of offense, and rehabilitation will be considered)

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**SKILLS / CERTIFICATIONS**

List any certifications: \_\_\_\_\_

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Describe your proficiency with computer hardware and software (list software): \_\_\_\_\_

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**EDUCATION**

*School*

*Years*

*Completed Degree or Diploma Major*

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

**EMPLOYMENT HISTORY**

1) Name of Employer \_\_\_\_\_

Supervisor \_\_\_\_\_

Address \_\_\_\_\_

Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary/Wage \_\_\_\_\_

Position \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this employer? Yes            No            Phone No. \_\_\_\_\_

2) Name of Employer \_\_\_\_\_

Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary/Wage \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact this employer? Yes No Phone No. \_\_\_\_\_

3) Name of Employer \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary/Wage \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact this employer? Yes No Phone No. \_\_\_\_\_

4) Name of Employer \_\_\_\_\_  
Supervisor \_\_\_\_\_  
Address \_\_\_\_\_  
Date (Month/Year) From \_\_\_\_\_ To \_\_\_\_\_ Salary/Wage \_\_\_\_\_  
Position \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
May we contact this employer? Yes No Phone No. \_\_\_\_\_

Please summarize your interest in working for the Clay County Sheriff. Additionally, tell us about your special skills, abilities, accomplishments, or military service that you feel most qualify you for the position for which you are applying:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES** (List 3, not relatives or employers)

<i>Name</i>	<i>Title</i>	<i>Phone</i>	<i>Years Known</i>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

**APPLICANT STATEMENT  
PLEASE READ AND SIGN BELOW**

I hereby certify that the information given by me is true and complete to the best of my knowledge and belief. I further authorize investigation of all statements I have made. Misrepresentations, falsification, or omission of facts called for in this application or in the interview process is cause for cancellation of this application or termination of employment.

I authorize the Clay County Sheriff, his officers, agents and employees to conduct a background investigation (including criminal, schools, residential management agents, employers, criminal justice agencies, credit bureaus, consumer reporting agencies, collection agencies or other sources of information) prior to making a decision regarding employment. I release and hold harmless the Clay County Sheriff, his officers, agents, and employees, and the person providing the information from any liability related to the performance or result of this check.

I hereby understand and acknowledge that, unless otherwise defined by applicable law; initial and ongoing employment with the Clay County Sheriff is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge an employee at any time with or without cause. It is further understood that this relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current or past employer, an organizations to provide relevant information that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I understand that if I am extended a conditional offer of employment, it may be conditioned upon my successfully passing a complete pre-employment physical examination. I give my consent to any pre-employment or post-employment health screenings, physical limitations testing, examinations, and/or any other requirements of the Clay County Sheriff if a conditional offer of employment has been given. I consent to the release of any or all medical information as may be deemed necessary to judge my capability to do the work for which I am applying. We advise you not to resign or change your current employment status until you are advised that you have successfully completed the health assessment.

I understand that I may be required to successfully pass an alcohol and drug screening examination. I hereby consent to a pre and/or post-employment alcohol/drug screen as a condition of employment, if required.

Finally, I understand that this application does not constitute a contract or guarantee of employment, or if employed, does not bind either party to a specific period of employment.

**Authorization for Reference Requests**

I have applied with the Clay County Sheriff for employment and I desire that they be fully advised of my record with former employers and schools I have attended. I, therefore, give my permission and request that former employers and prior schools attended furnish any and all requested information and records to the Clay County Sheriff on their request for references in regard to the position for which I have applied. In addition, I hereby release all involved parties from any and all liability of damages for requesting or providing the reference information. This authorization is valid for one year from the date signed or upon the termination of my affiliation with the Clay County Sheriff whichever is sooner.

SIGNATURE: \_\_\_\_\_ PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

**\*\*\*The Clay County Sheriff considers applicants for all positions without regard to race, color, religion, sex, age, national origin, marital or veteran status, disability, creed, ancestry, political affiliation, or any other legally protected status. The Clay County Sheriff is prepared to make reasonable accommodations for applicants with a disability. If called for an interview, please advise the person calling of any accommodations that you may need\*\*\***

----- **For Clay County Sheriff Use Only** -----

**Criminal Records Check** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Driving History** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Local Wants/Warrants/Incidents** \_\_\_\_\_ **Date:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Interview: Yes No** **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_