

**DALLAS COUNTY
SHERIFF'S OFFICE
APPLICATION FOR EMPLOYMENT**



**SCOTT RICE
SHERIFF**

Dear Applicant:

Welcome and thank you for your interest in our organization. You have chosen to apply to the finest law enforcement agency in Southwest Missouri.

I take pride on the high performance standards of my staff and place an emphasis on educating all in current issues in Missouri, as well as the nation. Our mission is to promote and maintain a sense of peace in our communities and among our citizens.

Dallas County is instrumental in providing a wide range of benefits that cover either an individual or a family. Aside from those inherent benefits, this office also provides specific programs that set us apart from other agencies. Some of those programs include the following:

- K-9 Unit
- Special Operations Unit
- Inmate Work Program
- Crime Prevention Unit
- School Resource Officer
- Drug Task Force

We hope this information encourages you to join our ranks. Applicants that most closely fit our current needs will be contacted to proceed in our selection process. We look forward to meeting with you. If you have any questions regarding the application process or our organization, do not hesitate to contact us at (417)345-2441, we are very proud, so just ask us!! Our process is as follows:

- Application Review/Pre-Screen
- Background Investigation/Ride Along
- Physical Fitness Test
- Sheriff Interview
- Oral Board Interview
- Drug Screen/Medical Exam

Once initiated, our selection process will take approximately 6-8 weeks to complete. Our selection process will be based on the best prospect(s) for success with our teams.

Thank you for applying. We are looking forward to your participation.

The Application

The application is the first impression made on the Investigator handling your file. How you complete it will considerably impact the impression.

- If your application isn't legible, we can't investigate it!!!
 - o Neat, legible and complete applications are easier to investigate.
- Provide phone numbers for contact during business hours.
 - o We will not look up phone numbers and addresses for your references and previous employers.
- Fully complete ALL sections.
- Provide all required information requested with completed application.
 - o Copy of driver's license
 - o Copy of birth certificate
 - o Copy of social security card
 - o Copy of high school diploma or GED
 - o College transcripts if applicable

Automatic Disqualifiers

- Any illegal drug use in the last three years
- Any felony convictions.
- Any convictions involving acts of Domestic Violence.

The Integrity Interview/Oral Board

- Interview topics will provide insight into your integrity and morals.

Rejection Letter If you get a rejection letter:

- First and foremost, we WILL NOT discuss why you were not selected to continue in the process.
- This letter may come at any point in the hiring process.

BACKGROUND STANDARDS FOR THE DALLAS COUNTY SHERIFF'S OFFICE

Law Enforcement personnel are conspicuous representatives of the County and the majority of the people. Law Enforcement is a symbol of stability and trust upon which citizen's must rely. They are entrusted with substantial authority to carry out these responsibilities. The public has the right to expect that such authority and trust be placed in only those individuals of the highest caliber who have demonstrated by their conduct that they can uphold and enforce the law fairly and impartially within the scope of their authority. Each applicant's prior conduct will be evaluated to assure that it meets the following standards.

Honesty

A Deputy's duty to provide protection and service to the public is one of great trust, responsibility, and authority. Therefore, a candidate's prior conduct shall demonstrate high personal integrity, trustfulness, and fairness in relationships with others.

Mature Judgment

A Deputy's personal conduct is scrutinized and criticized more closely than comparable conduct by persons in other walks of life. They often act on a daily basis in ways affecting the lives of others. To assure sound and responsive decisions and to maintain public confidence they must demonstrate confidence. They must demonstrate common sense and use mature and impartial judgment. Therefore, a candidate's prior conduct shall demonstrate mature judgment and acceptance of responsibility for the appropriateness of decisions made and actions taken.

Respect for Others

A Deputy must often control others through advice, warnings, persuasion, and through the use of appropriate physical force. To a large extent, the amount of cooperation between the public and Sheriff's Office services is dependent upon each employee's attitude. Therefore, a candidate's prior conduct shall demonstrate an understanding of, and a respect for, the rights of others and the ability to deal with others in a cooperative and courteous manner.

Employment Record

Most police work is necessarily performed without close supervision, and as a result, the responsibility for the proper performance of their duties lies primarily with each employee. Therefore, a candidate's prior work record shall demonstrate dependability, conscientiousness, initiative, and the ability to cooperate with others.

Driving Record

A Deputy must patrol the County under various conditions, including vehicular pursuits and emergencies. A Deputy may drive county vehicles for a variety of reasons. Errors in judgment or poor driving habits may result in accidents, injuries or death, and create substantial liability for the County. Therefore, a candidate's driving record shall demonstrate the ability to operate a vehicle safely and legally.

Use of Drugs and Intoxicants

Deputies are routinely called upon to perform under pressure and in life-threatening situations. They may often be exposed to criminal drug activity and have direct access to narcotics. To maintain public confidence, candidates must be alert, reliable, and drug free, and must be able to demonstrate through their past conduct that they have made responsible decisions in this area. A candidate's prior behavior shall be exemplary and shall demonstrate sound judgment regarding the use of drugs and intoxicants.

Falsification of any information is grounds for dismissal and rejection from the process.

7. Please list any special skills and abilities:

8. Do you have any friends or relatives working for this organization? ____ Yes ____ No

If yes, please list names and relationship: _____

9. List all jobs you have held in the past ten years. Begin with your present or most recent job first. Do not say "see resume" or leave any space blank. However, we will refer to your resume for additional information.

From _____ To _____ Month Year Month Year
Name, Address and Phone Number of Employer:

Name Address City State
(_____) _____
Phone Number Name of Supervisor
Duties: _____
Salary per Month: _____ Reason for Leaving: _____

From _____ To _____ Month Year Month Year
Name, Address and Phone Number of Employer:

Name Address City State
(_____) _____
Phone Number Name of Supervisor
Duties: _____
Salary per Month: _____ Reason for Leaving: _____

From _____ To _____
Month Year Month Year

Name, Address and Phone Number of Employer:

Name Address City State

(_____) _____

Phone Number Name of Supervisor

Duties: _____

Salary per Month: _____ Reason for Leaving: _____

From _____ To _____
Month Year Month Year

Name, Address and Phone Number of Employer:

Name Address City State

(_____) _____

Phone Number Name of Supervisor

Duties: _____

Salary per Month: _____ Reason for Leaving: _____

From _____ To _____
Month Year Month Year

Name, Address and Phone Number of Employer:

Name Address City State

(_____) _____

Phone Number Name of Supervisor

Duties: _____

Salary per Month: _____ Reason for Leaving: _____

From _____ To _____
 Month Year Month Year

Name, Address and Phone Number of Employer:

Name Address City State

(_____) _____

Phone Number Name of Supervisor

Duties: _____

Salary per Month: _____ Reason for Leaving: _____

From _____ To _____
 Month Year Month Year

Name, Address and Phone Number of Employer:

Name Address City State

(_____) _____

Phone Number Name of Supervisor

Duties: _____

Salary per Month: _____ Reason for Leaving: _____

10. Indicate below the schools you have attended and courses completed.

HIGH SCHOOL/COLLEGE/OTHER

NAME	ADDRESS	GRADUATED		COURSE OF STUDY	DATES ATTENDED
		YES	NO		

11. Were you ever expelled or suspended from any school or were you ever disciplined by any school official? _____ Yes _____ No

If yes, give reason: _____

12. List any addresses you have had for the past 10 years, starting with your present address:

DATES	ADDRESS	FROM WHOM RENTED

13. List below the names of five persons not related to you and not former employers who have known you for at least 5 years. All persons to whom you refer may be asked to appraise your character, ability, experience, personality, and other qualities.

Name: _____ Occupation: _____

Home Address: _____

Home Phone () _____ Business Phone () _____

Business Address: _____

Years Known: _____ Relationship: _____

Name: _____ Occupation: _____

Home Address: _____

Home Phone () _____ Business Phone () _____

Business Address: _____

Years Known: _____ Relationship: _____

Name: _____ Occupation: _____
Home Address: _____
Home Phone () _____ Business Phone () _____
Business Address: _____
Years Known: _____ Relationship: _____

Name: _____ Occupation: _____
Home Address: _____
Home Phone () _____ Business Phone () _____
Business Address: _____
Years Known: _____ Relationship: _____

Name: _____ Occupation: _____
Home Address: _____
Home Phone () _____ Business Phone () _____
Business Address: _____
Years Known: _____ Relationship: _____

14. Have you ever served in a military or naval organization of the United States? ____ Yes ____ No

If yes, what branch of service? _____

Dates of Service _____ Discharge Date _____ (Please Attach DD214)

15. Were you ever discharged or forced to resign because of misconduct or unsatisfactory service? ____ Yes ____ No

If yes, please explain: _____

16. Were you ever court-martialed, tried on charges, or were you the subject of a summary court, deck court, captain's mast or company punishment, or any other disciplinary action while a member of the armed forces? ____ Yes ____ No If yes, give details:

17. Do you drink alcoholic beverages? _____ If yes, to what degree? _____

18. Have you EVER used or experimented with any illegal drugs? _____

If yes, what type of drug(s), when did you use them and what were the circumstances?

19. Do you possess a valid operator's license? _____ Yes _____ No License # _____ State _____

20. Did you ever possess an operator's license issued by any state other than the above? _____ Yes _____ No If Yes, give state(s) and number(s):

21. Has your license ever been suspended? If yes, give details:

22. Have you ever been charged or convicted of a crime, NOT including traffic? _____ Yes _____ No

If yes, give details below: (a "yes" answer does not automatically bar you from employment).

Crime Charged/Convicted	Police Agency	Date	Description

23. Have you ever been involved in a motor vehicle accident? _____ Yes _____ No If yes, give complete details for each accident:

DATE	LOCATION	POLICE INVESTIGATION	CAUSE	WHO WAS AT FAULT?

24. List any traffic citations in the past five years.

DATE	LOCATION	VIOLATION	DISPOSITION

25. If it became necessary in the course of police duties to take a human life, would you have any reluctance to do so, because of religious or other beliefs? ____ Yes ____ No

If yes, please explain: _____

26. Patrol and Detentions Officers are required to wear a uniform. If hired, do you object to wearing a uniform? ____ Yes ____ No.

27. If the position you are applying for requires shift work, including weekends and night shifts, on a rotating basis, would you object to this work schedule? ____ Yes ____ No

28. Do you feel your employers have always treated you fairly? ____ Yes ____ No

If no, give details: _____

29. What have been the accomplishment(s) you are most proud of? _____

30. What areas about your life are you most pleased with? _____

31. What are some things that motivate you? _____

32. What is your biggest pet peeve? _____

33. Why do you want to work for us? _____

34. How would you rate your writing and spelling skills? Please explain: _____

35. What "one" word best describes you? _____

36. Do you do any personal planning? If yes, what are your goal(s) for the next five years?

37. If you were selected, what can you contribute to the Sheriff's Office that would enhance our organization? _____

38. Why should we hire you? _____

39. If you are P.O.S.T. certified, what is your certificate number: _____

Where did you attend a P.O.S.T Academy? _____

If you are not yet P.O.S.T. certified, are you certifiable? _____

Are you currently enrolled in a Missouri P.O.S.T Academy? _____

Where? _____ Graduation date? _____

Please attach a copy of your P.O.S.T certificate, drivers' license, birth certificate, social security card, high school diploma or GED, and college transcripts with this application.

We would like to know, who referred you to this job or how you found out about the job?

AUTHORIZATION TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Dallas County Sheriff's Office, I am required to furnish information concerning my moral, physical, educational, financial, and mental qualifications. The Sheriff's Office needs to thoroughly investigate my employment background and personal history to evaluate my qualifications to hold the position for which I have applied. It is in the public's best interest that all relevant information concerning my personal and employment history be disclosed to the Sheriff's Office. I hereby authorize any representative of the Dallas County Sheriff's Office bearing this release to obtain any information upon request of the bearer. I do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself, by and to any duly authorized agent of the Dallas County Sheriff's Office, whether said records are of public, private, or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure. I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Dallas County Sheriff's Office to consider in determining my suitability for employment in that Office. It is my specific intent to provide access to personal information, however personal or confident it may appear to be. I consent to your release of any and all public and private information that you have concerning me, to include the following: work records, background data, military service records, education records, financial status, criminal history record, including any arrest records, any information contained in investigatory files, efficiency ratings, complaints or grievances filed by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest, attendance records, polygraph examinations, psychological examinations, medical examinations, and any internal affairs investigations and discipline, including any files which are deemed to be confidential, and/or sealed. I hereby release you, your organization, and all others from liability or damages that may result from furnishing the information requested, including any liability or damage pursuant to any state or federal laws. I hereby release you, your organization and its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I direct you to release such information upon request of the duly accredited representative of the Dallas County Sheriff's Office regardless of any agreement I may have made with you previously to the contrary. The Dallas County Sheriff's Office will discontinue processing my application if you refuse to disclose the information requested. For and in consideration of the Dallas County Sheriff's Office's acceptance and processing of my application for appointment or employment, I agree to hold the Dallas County Sheriff's Office, its agents and employees harmless from any and all claims and liability associated with my application for appointment or employment in any way connected with the decision whether or not to appoint or employ me with the Dallas County Sheriff's Office. I understand that should information of a criminal nature surface as a result of this investigation, such information will be turned over to the proper authorities.

(See Reverse Side for Signatures)

I understand that I have rights guaranteed by law to privacy with regards to the disclosure of records or information concerning me and I voluntarily, knowingly, and willingly waive those rights with the understanding that information furnished will be used by the Dallas County Sheriff's Office in conjunction with appointment or employment procedures. I agree that any information provided by me, by others concerning me, or discovered during a background investigation concerning this application, is the sole property of the Dallas County Sheriff's Office. Further, that it will not be released by anyone, including me, except at the discretion of the Dallas County Sheriff's Office. I further understand that it is my responsibility to provide any records requested and failure to do so will result in my application for appointment or employment to be terminated.

A photocopy or FAX copy of this release form will be valid as an original therefore, even though said photocopy or FAX copy does not contain an original writing of my signature.

I agree to pay any and all charges or fees concerning this request and can be billed for such charges at the address listed on this form. These fees could include, but not limited to, requests for medical records, driving records, court documentation and police reports.

I agree to indemnify and hold harmless the person, to whom this request is presented, and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

This waiver is valid for a period of one year from the date of my signature.

Full Name (printed) _____

Date of Birth _____ Social Security # _____

Street Address _____

City _____ State _____ Zip _____

Home Telephone: _____ Cell Phone: _____

Signature _____ Date _____