

Section II – Work References

Are you currently on “lay-off” status and subject to recall? Yes No

Date available to start: _____

Employment History (In chronological order beginning with most recent):

1. Employer’s Name _____

Street Address City State Zip Code

Dates Employed: From: _____ To: _____

Job Title: _____

Hourly wage: _____

Describe your duties, responsibilities, etc for positions held: _____

Reason for leaving: _____

Did you leave voluntarily? Yes No

Explain _____

Were you asked to resign? Yes No

Explain _____

2. Employer’s Name _____

Street Address City State Zip Code

Dates Employed: From: _____ To: _____

Job Title: _____

Hourly wage: _____

Describe your duties, responsibilities, etc for positions held: _____

Reason for leaving: _____

Did you leave voluntarily? Yes No

Explain _____

Were you asked to resign? Yes No

Explain _____

3. Employer's Name _____

Street Address _____ City _____ State _____ Zip Code _____

Dates Employed: From: _____ To: _____

Job Title: _____

Hourly wage: _____

Describe your duties, responsibilities, etc for positions held: _____

Reason for leaving: _____

Did you leave voluntarily? Yes No

Explain _____

Were you asked to resign? Yes No

Explain _____

Section III – Education and Training

1. School Name and Location _____

Years Completed _____ Diploma/ Degree/ Major _____

2. School Name and Location _____

Years Completed _____ Diploma/ Degree/ Major _____

3. School Name and Location _____

Years Completed _____ Diploma/ Degree/ Major _____

Other schools attended: _____

Please describe the courses you took, technical training you received, or skills you have attained which you feel will help you perform the job for which you are applying (special classes, certificates, hobbies, volunteer work projects which have taught you qualifying skills): _____

Do you hold any specialized corrections certifications (instructor certifications, jail academy)? Yes No

If yes please list the type of certification and date of certification.

Type: _____ Date Certified: _____ Is certification current? _____

Type: _____ Date Certified: _____ Is certification current? _____

Type: _____ Date Certified: _____ Is certification current? _____

Type: _____ Date Certified: _____ Is certification current? _____

Section IV - Miscellaneous

(The following information will be used only if it is directly related to the classification/
position for which you are applying.)

AS AN ADULT OR JUVENILE:

Have you ever filed an application with this office before? Yes No
If yes, when _____

Have you ever been employed with this office before? Yes No
If yes, when and what position _____

Have you ever been employed in the state or county service of the state of Indiana?
 Yes No
If yes, please explain: _____

Have you ever applied for employment with any other law enforcement or corrections
agency before? Yes No
If yes, explain _____

Have you ever been convicted of a felony? Yes No
Have you ever been arrested for a felony? Yes No
If yes, explain _____

Have you ever been convicted of a misdemeanor? Yes No
Have you ever been arrested for a misdemeanor? Yes No
If yes, explain _____

Have you ever been convicted of domestic battery? Yes No

Have you ever been arrested for domestic battery? Yes No

If yes, explain _____

Has your driver's license ever been suspended or revoked? Yes No

If yes, explain _____

Have you ever committed or assisted another person in the crime of murder, kidnapping, rape, robbery, burglary, arson, theft or conversion? Yes No

If yes, explain _____

Have you ever purchased or sold anything you knew or suspected was stolen?

Yes No

If yes, explain _____

Have you ever possessed, purchased, sold or distributed any illegal drugs?

Yes No

If yes, explain _____

Have you ever used an illegal drug? Yes No

If yes, explain and include all drugs used and last time used _____

Have you ever been arrested for an alcohol related violation? (i.e. OVWI, public intoxication, illegal possession of alcohol) Yes No

If yes, explain _____

Have you ever been dismissed or asked to resign from a position of employment?

Yes No

If yes, explain _____

Have you ever been subject to a restraining order?

Yes No

If yes, explain _____

Have you ever been summoned to court?

Yes No

If yes, explain _____

Have you ever been placed on probation or house arrest? Yes No

If yes, explain _____

Have you ever been or are currently involved in any civil actions (i.e. small claims, evictions, etc.)?

Yes No

If yes, explain _____

Have you ever been investigated/charged/convicted of any sexual based crimes (i.e. sexual battery, sexual misconduct, rape, etc.) misdemeanor or felony?

Yes No

If yes, explain _____

Are there any pending charges against you?

Yes No

If yes, explain _____

Have you ever received a traffic violation?

Yes No

If yes, explain _____

I have answered all of the above questions fully and truthfully. I understand that any misrepresentation or omission of requested information could eliminate me from consideration as an applicant with the Ripley County Sheriff's Office. If any of the information changes, I understand that I am responsible for promptly updating that information in writing.

Signed _____ Date _____

Printed _____

Section V – References

(Please give the name, address and telephone number of three references **not related** to you who would know of your skills for this position)

Name Address Telephone #

Name Address Telephone #

Name Address Telephone #

I hereby authorize that the information provided by me in this application for employment is true, correct and complete to the best of my knowledge. I understand that, if employed, any misstatement or omission of fact on this application shall be considered cause for dismissal.

I authorize the Ripley County Sheriff's Office to obtain information through contacts with my former employers and references listed above.

Signature Date

Printed Name

****NOTE: This application will expire after one year from date received. It is your responsibility to re-submit a new application after hiring or expiration.**

**RIPLEY COUNTY SHERIFF'S OFFICE
APPLICANTS STATEMENT OF CONSENT, WAIVER AND
ACKNOWLEDGEMENT**

- I. In applying for employment, I want the Ripley County Sheriff's Office to be fully informed of my previous record. Accordingly, I hereby authorize the Ripley County Sheriff's Office to investigate my background and to obtain any and all information which may concern me, including the information set forth in my application.
- II. I hereby release all persons, including schools, companies, corporations, credit bureaus and law enforcement agencies from any liability on account of furnishing such information.
- III. I fully understand that if employed, any misrepresentation of facts on this application is sufficient reason for my immediate termination.
- IV. I fully understand that any initial offer of employment is conditional upon a drug test, to which I consent, along with disclosure of any absolute disqualifying factors, such as the detection of certain illegal substances during a confirmed drug test.
- V. In addition to my authorization and release of information and entities set forth in paragraphs 1, 2, and 4 above, I hereby authorize the Ripley County Sheriff's Office to discuss the results of any pre-employment investigation with those persons who conduct the interview(s) and any investigation with those persons responsible for hiring.
- VI. I understand that nothing contained in this application, or in the granting of conducting of an interview, is intended to create a contract between the Ripley County Sheriff's Office and myself.

I have read and understand the above statement carefully and I agree to abide by all of its terms.

Applicant Signature _____ Date ____/____/____

Printed Name _____



Employment applications and resumes may be
submitted in person or email

Ripley County Courthouse Annex
2nd Floor, West Side
102 W. First N. Street
Versailles, Indiana 47042

sheriffemployment@ripleycounty.in.gov