

BUCHANAN COUNTY SHERIFF'S OFFICE



EMPLOYMENT APPLICATION

Dear Prospective Member of the Buchanan County Sheriff's Office:

The Buchanan County Sheriff's Office seeks to hire only the highest quality individuals to undertake the challenging and rewarding duty assignments within the Buchanan County Sheriff's Office. I encourage you to complete all information requested in the application if you have a desire to become a member of one of the finest law enforcement agencies in Missouri.

The Buchanan County Sheriff's Office is responsible for a jurisdiction which covers approximately 485 square miles. We provide high quality service to the citizens of Buchanan County through: Patrol, Criminal Investigations, Drug Strike Force, Corrections, Court Security, Civil Process and Administration. Within these divisions there are a variety of challenging assignments for both sworn, non-sworn, and civilian personnel.

The minimum standard qualifications for employment are:

1. United States Citizenship
2. Sworn members must be a minimum of 21 years of age, while other positions must be a minimum of 18 years of age
3. No felony or serious misdemeanor convictions – must be able to provide testimony in court
4. High school diploma/GED
5. Good physical and mental condition
6. Reside within (45) forty-five minutes of the Law Enforcement Center
7. Possess a valid Missouri driver's license

Sworn applicants must have a valid Missouri POST Class A or B license, or have the ability to receive one after attending a POST certified academy.

The hiring process for positions with the Department consists of the following phases. If an individual does not successfully complete a phase the applicant will be disqualified and removed from the hiring process. The phases are:

- Completed application and required documents submitted to the Sheriff's Office
- Initial Panel Interview and Assessment
- Written Examination
- Background Investigation
- Truth verification Examination
- Sheriff's interview – offer of employment

The Buchanan County Sheriff's Office provides a full range of benefits; with some additional benefits the member may elect to also utilize. Provided benefits:

- Health Insurance – with a provided Health Savings Account (HSA) option
- 13 Paid Holidays
- 20 PTO Days
- LAGERS Retirement – Provided
- CERF Retirement – Partial
- 457 Deferred Compensation with Match
- Uniforms and Equipment

The Buchanan County Sheriff's Office also offers Academy sponsorship to outstanding individuals with excellent potential to serve the Citizens of Buchanan County.

If you are interested in a challenging and rewarding career in county law enforcement, then you are encouraged to complete this application and start the hiring process.

Sheriff Bill Puett

All information must be complete and legible – failure to do so will result in removal from consideration

APPLICANT POSITION

- DEPUTY SHERIFF
 DETENTION DEPUTY
 ADMINISTRATIVE AIDE
 COOK
 RESERVE DEPUTY
 OTHER: _____

Applicant Information

Last Name		First Name		Middle Name	
Other name used (Maiden/Nicknames)		Street Address		City	State Zip
Social Security Number		Date of Birth		Drivers License Number DL State	
Home Phone		Cell Phone		Work Phone Email address	
POST Certified <input type="checkbox"/> YES <input type="checkbox"/> NO		Academy Attended		Academy Hours Date Completed	
Diploma/Degree		School Attended		School Location Date Completed	
Certification/License		Certificate/License Issuer		Certificate/License Type Expiration	

Background Information

You must answer each question in this section – failure to answer any question will result in your disqualification from continuing in the hiring process.

If you answer “**yes**” to any of the questions 1-8 you must provide a complete explanation in the background section of this application to clarify the answer

1. Have you ever pled guilty, been convicted, been imprisoned, or been on probation or parole for any crime classified as a felony?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. During the last 10 years have you ever pled guilty, been convicted, been imprisoned, or been on probation or parole for any crime classified as a misdemeanor?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Have you ever been convicted by a military court-martial in the last 10 years?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Are you currently charged with any violation of the law?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Have you ever been convicted of any crime of domestic violence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Have you ever been or are you currently a respondent in any adult abuse order?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. During the last 10 years have you been fired from any job for any reason?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. During the last 10 years did you quit after you were told that you would be fired, or did you leave any job by mutual agreement because of problems?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you currently have a valid Missouri driver’s license?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Employment History – Begin with current or most recent

Job Title/Position		Start Date		End Date	
Employer/Company Name		Supervisor's Name		Supervisor's Phone	
Employer/Company Address	City	State	Starting Salary	Ending Salary	
Reason for Leaving	Have you had any job actions while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____				
Job Title/Position		Start Date		End Date	
Employer/Company Name		Supervisor's Name		Supervisor's Phone	
Employer/Company Address	City	State	Starting Salary	Ending Salary	
Reason for Leaving	Have you had any job actions while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____				
Job Title/Position		Start Date		End Date	
Employer/Company Name		Supervisor's Name		Supervisor's Phone	
Employer/Company Address	City	State	Starting Salary	Ending Salary	
Reason for Leaving	Have you had any job actions while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____				
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Employer/Company Address	City	State	Starting Salary	Ending Salary	
Reason for Leaving	Have you had any job actions while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____				
Job Title/Position		Start Date		End Date	
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Reason for Leaving	Have you had any job actions while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____				
Job Title/Position		Start Date		End Date	
Employer/Company Name		Supervisor's Name		Supervisor's Phone	
Employer/Company Address	City	State	Starting Salary	Ending Salary	
Reason for Leaving	Have you had any job actions while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____				

Employment History – Continued					
Job Title/Position			Start Date		End Date
Employer/Company Name			Supervisor's Name		Supervisor's Phone
Employer/Company Address		City	State	Starting Salary	Ending Salary
Reason for Leaving		Have you had any job actions while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____			
Job Title/Position			Start Date		End Date
Employer/Company Name			Supervisor's Name		Supervisor's Phone
Employer/Company Address		City	State	Starting Salary	Ending Salary
Reason for Leaving		Have you had any job actions while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____			
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Job Title/Position			Start Date		End Date
Employer/Company Name			Supervisor's Name		Supervisor's Phone
Employer/Company Address		City	State	Starting Salary	Ending Salary
Reason for Leaving		Have you had any job actions while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No Reason: _____			

Background Information

Please discuss any background issues; 1. "Yes" answers in the background questions 1-8, 2. Issues with prior employment, 3. Contacts with law enforcement, or 4. Any other background issues that the Sheriff's Office should know for consideration of your employment.

Any failures to disclose relevant information will result in disqualification and removal from the hiring process

1.

2.

3.

4.

5.

6.

Background Information – Continued

7.

8.

9.

10.

11.

12.

13.

14.

Personal References – (Family and relatives CANNOT be used as personal references)		
Name	Relationship to the Reference	Primary Phone
Name	Relationship to the Reference	Primary Phone
Name	Relationship to the Reference	Primary Phone
Name	Relationship to the Reference	Primary Phone
Name	Relationship to the Reference	Primary Phone

List any family members that work for or with the Buchanan County Sheriff's Office – in any capacity		
Name	Relationship to the Reference	Primary Phone
Name	Relationship to the Reference	Primary Phone
Name	Relationship to the Reference	Primary Phone
Name	Relationship to the Reference	Primary Phone
Name	Relationship to the Reference	Primary Phone

I certify that, to the best of my knowledge and belief, all of the information contained in this application or attached with the application is true, accurate, correct, complete, and made in good faith.

I understand that I will submit this application and any required documents to BCSDJobs@co.buchanan.mo.us.

I also understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for termination of employment after I have begun work.