

APPLICATION INTRODUCTION

The Jacksonville Sheriff's Office is requiring you to fill out this employment application. No other document, which you will prepare during your application process for a position with this department, is as important as this questionnaire. It is in your best interest to follow these instructions. There are many more applicants for employment than there are available positions; Investigators and Administrative Aides do not have the time to correct your application or conduct inquiries to complete your responses.

ENTRIES MUST BE TYPED ON A COMPUTER - DO NOT HANDWRITE THIS APPLICATION

Before completing this document, closely read the instructions, which are written throughout. There are a number of copies of official documents, which you are required to obtain, and these documents will be necessary. The Jacksonville Sheriff's Office understands that some documents may have to be requested and mailed to you. In that case, a written explanation of why the document is missing and what you are doing to obtain the document will be required with the application.

When mentioning persons, be sure to fully identify the individual by his or her full, correct name. Further, give complete addresses; **DO NOT ASSUME** that the investigator will attempt to determine street numbers, correct street spellings, apartment numbers, telephone numbers or zip codes.

When completing the residence portion of this application, be sure that you provide every address where you have lived for the last ten (10) years, in order from your present address backwards. If necessary, call the appropriate person to find out the exact address and the time period during which you resided at that address. If you resided in an apartment, also list the name of the apartment complex.

When completing the employment portion of this application, be sure you provide each employer for the past ten (10) years, in order from your present employer backwards. If you have ever had a previous law enforcement / corrections employment, you must list it, even if it was more than ten (10) years ago. If there was a period of unemployment, enter it in the employment section in the same sequence and manner as if this were another employer indicating "from" and "to" and printing "**UNEMPLOYED**" in the block headed "Employer Name". Further, if you worked more than one job at a time, place the major job first and enter the part-time or secondary job in the block immediately after the primary position.

When completing any section of this application; personal reference, residential reference, or employment reference, always spell out the name of that person or business. Do not abbreviate or use nicknames. If your application is not complete at the time of your initial processing, processing will be terminated.

If you need more space, feel free to use a blank sheet of paper, but make sure you clearly state what section the continuation is from. Be as thorough as possible.

Again, answer each question completely and honestly. Many more people are not accepted because of omission and concealment than because of previous behavior. Any such omission or concealment will be considered deception. While indiscretions or other situations in your life history may or may not be condoned, deception will absolutely not be tolerated.

Instructions

Applicants must personally prepare this application. All entries, except the signature must be **TYPED**. Read and answer every question. If a question does not apply to you, so state with "N/A". All addresses listed for prior employers and references must consist of a complete mailing address (i.e. street number, city, state and zip code). Do not abbreviate. If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application, and number answers to correspond with the questions.

Do not misstate or omit any material fact since the statements made herein are subject to verification to determine your qualifications for employment.

One (1) legible copy of each of the following must be submitted with this application. **DO NOT EXPECT COPIES TO BE MADE FOR YOU.**

- Certified copy of Birth Certificate or the original Naturalization Certificate (Hospital certificates are NOT acceptable)
- Official High School Transcripts or GED with test scores (Copies of High School diplomas are no longer acceptable)
- Official transcript of college credit hours and notation of degree (if applicable)
- Drivers license
- Social Security Card
- DD-214 if applicable (**Member-4 form** showing character of service, discharge status and re-enlistment codes)
- A copy of all documented name changes (i.e. marriage license, divorce decree, adoption, etc.)
- One current photograph no older than six (6) months and no larger than six (6) inches (**Please avoid using a photograph with other people in the picture. We only want YOU in the photo.**)
- Basic Recruit Certificate (for certified police / correction applicants)
- State of Florida Examination Scores (for certified police / correction applicants)
- FBAT scores for non-certified police applicants.
- COBAT scores for non-certified corrections applicants.

Once completed, local applicants will hand-deliver the application along with the required documents to:

Jacksonville Sheriff's Office Recruiting Unit
4715 Capper Road
Jacksonville, FL 32218

Applications are accepted Monday through Friday (except holidays) between the hours of 8:00 am and 4:00 pm.

Out of town applicants may mail the completed application to the above listed address. The Jacksonville Sheriff's Office is not responsible for lost or misdirected mail.



- Non-Certified Police
- Certified Police
- Non-Certified Corrections
- Certified Corrections
- Judicial Officer
- Certified Bailiff (Retirees Only)
- Reserves
- CSO
- PECO
- Civilian

Name: _____

Male Race: White American Indian / Alaskan Native
 Female Black Asian / Pacific Islander Hispanic
 (Used for statistical purposes only.)

Address: _____
 Street Number City State Zip Code County

Home Phone: () _____ Business Phone: () _____

Cell Phone: () _____ Email Address: _____

Additional Contact Information: _____

Date of Birth: _____ Place of Birth _____ Social Security #: _____

List any other names you may have used: _____

United States Citizen? Yes No Naturalization # _____ Port of Entry: _____

Marital Status: Single Married Widowed Divorced Annulled

Full Name of Spouse: _____ Maiden Name: _____

Declaration of Applicant

"I understand that this questionnaire becomes the property of the Office of the Sheriff, that all appointments are probationary, during which time the employee must demonstrate his/her fitness for employment. I also understand that any employment tendered me will be contingent upon the result of a complete character and fitness investigation; and I am aware that willfully withholding information or making false statements on this application will be the basis for dismissal from the appointment. Traffic violations, arrests, receipts of any summons to appear in court, criminal or civil, from any jurisdiction that are received during the application process, must be reported to the Recruitment/Selection Unit. This includes contact with any police agency which involves a police report naming the application as a suspect, victim or complainant. Applicants must report any changes in their employment performance or status as job-related counseling, discipline, resignations, or terminations. Failure to report any of the aforementioned information will result in suspension of my application. I agree to these conditions and authorize the Sheriff's Office to verify conditions and authorize the Sheriff's Office to verify any and all statements made by me on this application. I hereby certify that all statements made by me on this application are true and correct to the best of my knowledge."

 Applicant's Signature Date