



ALPENA COUNTY SHERIFF

MINIMUM REQUIREMENTS FOR EMPLOYMENT AS DEPUTY SHERIFF, SPECIAL DEPUTY OR CORRECTIONS DEPUTY WITH THE ALPENA COUNTY SHERIFF'S OFFICE

Please initial each box that applies

I DO NOT have any Felony convictions (including expunged convictions)

I DO NOT have any Misdemeanor convictions involving force, violence, theft or dishonesty.

I HAVE NOT been released or discharged from the Armed Forces, except by Honorable Discharge.

I am at least 18 years of age.

I understand that I must have fingerprints on file. (This will be arranged by Alpena County Sheriff's Office)

I possess and maintain a valid Michigan Driver's License.

I understand that I must pass a written examination, physical agility examination, oral interview, background investigation, psychological examination by a licensed psychologist, and a medical examination by a licensed physician. (All of which to be determined and arranged by the Alpena County Sheriff's Office)

I have good moral character as determined by a background investigation.

I have uncorrected vision NO GREATER THAN 20/40 IN EACH EYE CORRECTABLE TO 20/20 VISION in each eye with glasses, soft contact lenses, or gas permeable lenses. I am not color blind.

I understand I must pass a corrections academy. (If applying for corrections deputy position.)

Applicant Signature

Date



INSTRUCTIONS

READ THE FOLLOWING IMPORTANT INSTRUCTIONS FOR COMPLETING THE APPLICATION AND PERSONAL HISTORY STATEMENT CARFULLY.

This is a **PERMANENT RECORD**. All information must be **TYPED OR NEATLY PRINTED BY THE APPLICANT, USING BLACK INK ONLY. ILLEGIBLE OR INCOMPLETE FORMS WILL NOT BE ACCEPTED**. Avoid errors by reading the directions and questions before making entries on the form. Be sure your information is correct and in proper sequence before you begin. It is **MANDATORY** that all information be supplied in the exact manner requested.

- If a question is not applicable to you, enter N/A in the appropriate area. **DO NOT LEAVE ANY QUESTION UNANSWERED.**
- List complete and accurate address ZIP CODES and AREA CODES on all addresses and telephone numbers. You are responsible for obtaining the correct information. Your local library may have a directory service or copies of local phone directories.
- You must have complete and correct spelling of all Names, Addresses, and Telephone Numbers of References/Acquaintances, Employers, Business names, Educational and Financial institutions along with type of degree obtained, if any.
- If there is insufficient space on the form for you to include all information required, attach extra sheets of white paper (8 1/2" x 11") and place in proper sequence. Be sure to reference the relevant section and question number before continuing your answer.
- Submit Required Documents along with Pre-Employment Application (see attached sheet)

The principle purpose of the Employment Application and Personal History Statement is to collect information needed as a basis for a background investigation that will determine your eligibility for employment with the Alpena County Sheriff's Office.

NOTE: The application **MUST** be submitted in person. Once your application is approved, it will remain on file for 1 year.

ANY FALSE STATEMENTS OR OMISSIONS MADE ON THIS FORM MAY CAUSE YOUR NAME TO BE REMOVED FROM THE ELIGIBLE LIST OR BE CAUSE FOR IMMEDIATE DISMISSAL, IF AN APPOINTMENT HAS BEEN MADE.



BACKGROUND PROCESS

To protect the confidentiality of the source contacted during the course of the background investigation, it is the policy of the Alpena County Sheriff's Office not to discuss the content or the nature of information contained in the background investigation once it has begun. Furthermore, once the background investigation has begun, we cannot discuss the findings of that investigation with the applicant or anyone not directly involved in the investigation or hiring process. The applicant is simply told he or she passed or failed the background investigation.

IMMEDIATE DISQUALIFIERS

Applicant DOES NOT meet minimum requirements

Deception on ANY portion of the background investigation

Omitting any requested or required information

Falsifying information

Any illegal drug use or possession while employed in the capacity of a police officer, licensed security officer, military police or student enrolled in college accredited courses related to the criminal justice field.

Failure to divulge any information during the background investigation involving illegal drug use or possession.

Irresponsible credit history: Bad credit is not in and itself disqualifying. If an applicant had bad credit in the past and has taken responsible steps to repair it, the applicant may be considered for employment. However, if the background investigation revealed the applicant handled his/her credit obligations irresponsibly, the applicant may be disqualified.

There may be questions the applicant may have about the hiring process; particularly regarding personal matters that the individual feels may be disqualifying. Because we are prohibited to discuss the investigation once it has begun, applicants are encouraged to contact the background investigator prior to the start of the investigation with any questions of concerns. Conversations are strictly confidential. Please feel free to contact the background investigator at the number given by the hiring personnel or background investigator.

Applicant Signature

Date



Alpena County Sheriff's Office Pre-Employment Application Position Applied For:

Deputy Sheriff

Corrections Deputy

Special Deputy/ Bailiff

Clerical

Master Controller

Animal Care Technician

Section I. Personal Information

Name (Last, First Middle)		Date of Birth		18 or older? YES NO
Address:			How long have you lived there?	
Previous Address:			How long did you live there?	
Cell Phone:	Secondary Contact:		Email:	
Social Security Number		Driver's License Number and State issued by:		
Do you have a valid Michigan Driver's License? If so, how long?		Are you a resident of the State of Michigan? If so, how long?		
Is your spouse or any relative employed by Alpena County? If yes, name(s):		Are you MCOLES certified?		
Are you MCOLES certifiable? (Have you completed a police academy?)		Salary expected:	Date available to work:	Desired employment status:
Have you ever been employed by Alpena County?	If yes, Date started:	Date Left:	What Department:	Reason for leaving:
What prompted your application?				
Have you EVER applied for employment with the Alpena County Sheriff's Office, any fire department or other law enforcement agency or governmental agency?				
If yes, give details, positions sought, dates, agency/department name and address:				
Can you perform the essential duties of the position for which you have applied, with or without reasonable accommodation?				

Section II. Military Service

Branch:	Dates of Service:	Where you honorably discharged?	Reserve Status:
Describe specialized training and duties:			



Section III. Education

From Year:	To Year:	School:	Address:	Major/Minor	Degree or credit hours completed

Extracurricular activities and honors received in school:

Did you receive a high school diploma?

If no, do you have a high school equivalency certificate?

If yes, name of institution and address:

Section IV. Employment History

List below COMPLETE work history beginning with your present employer working backward to your first employer, including part-time employment. List any periods of unemployment. Please attach additional information if necessary. Resume alone is not acceptable.

Employer's Name:	Dates (month and year):	
Address:	Phone:	
Supervisor:	Your Position:	Salary/Wage:
Reason for departure:		
Employer's Name:	Dates (month and year):	
Address:	Phone:	
Supervisor:	Your Position:	Salary/Wage:
Reason for departure:		



Employment History Cont.

Employer's Name:		Dates (month and year):	
Address:			Phone:
Supervisor:	Your Position:		Salary/Wage:
Reason for departure:			
Employer's Name:		Dates (month and year):	
Address:			Phone:
Supervisor:	Your Position:		Salary/Wage:
Reason for departure:			
Employer's Name:		Dates (month and year):	
Address:			Phone:
Supervisor:	Your Position:		Salary/Wage:
Reason for departure:			
Employer's Name:		Dates (month and year):	
Address:			Phone:
Supervisor:	Your Position:		Salary/Wage:
Reason for departure:			
Employer's Name:		Dates (month and year):	
Address:			Phone:
Supervisor:	Your Position:		Salary/Wage:
Reason for departure:			



Employment History Cont.

Do you speak, read or write in any foreign languages?

Are you involved in any business as an owner or partner (active or silent)?

If yes, give details:

Are you currently on "layoff" status and subject to recall?

Have you EVER been discharged by an employer or resigned in lieu of termination?

If yes, please give details of discharges or forced resignations below

Employer	Address	Date	Reason

Where you ever subjected to disciplinary action in connection with employment?

If yes, give details.

How much time have you missed from work in the past twelve months?

Are you willing to work night shifts?

Are you willing to work weekends and holidays?



Section V. Professional Licenses, Registrations, and/or Certifications

List all states in which you are or have been licensed or certified and any national certifications. Attach additional pages if necessary.

Have you ever had any professional license or certification placed under investigation, disciplined, suspended, revoked or placed on probation?

Have you ever been denied a license or certification?

If you answered yes to either of the above questions, please explain:

Section VI. Criminal History Disclosure

Do you have any felony charges pending against you?

Have you ever been convicted of a felony?

Do you have any misdemeanor charges pending against you?

Have you ever been convicted of a misdemeanor?

Have you ever been convicted, pled guilty or nolo contendere to a crime?

If you answered yes to any of the five preceding questions, explain by giving the date, nature of the offense and circumstance on an attached, signed statement. Conviction of a crime will not necessarily disqualify an applicant from employment.



Section VII References

Give the name, address and phone number of three references who are not related to you:

Name	Address	Phone Number

Section VIII Miscellaneous Information

Have you now or ever used another name, alias or other identity for any purpose?

If yes, please explain:

Has your credit record (including your spouse) ever been unsatisfactory or have you ever been refused credit?

If yes, give dates, agency, name of creditors and circumstances:



Section VIII Continued

Have you ever filed for bankruptcy?
If yes, please give details including dates and court where filed.



CERTIFICATION

I, _____, understand that all appointments are probationary for a period of one year at the discretion of the Sheriff, subject to rules and regulations set forth by the Alpena County Sheriff's Office Merit System. I understand that any appointment rendered me will be contingent upon the result of a complete character investigation, and I am aware that willfully withholding information or making false statements on/in this application will be the basis for dismissal from the Alpena County Sheriff's Office or disqualify me as a candidate for employment. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete to the best of my knowledge.

I understand that I may be required to submit to a post-offer physical examination, which may include a drug test prior to beginning employment and that I must satisfactorily pass such an examination to obtain employment.

I also specifically waive written notice from any and all former employers regarding their disclosure to Alpena County of any prior disciplinary actions and waive any claim against Alpena County and current or former employers arising from such investigation or disclosure, including, but not limited to, slander and libel, that may result from furnishing any information to you.

I agree that any action or suit against the Alpena County arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within 180 days of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

It is with full understanding and agreement with the provisions of this Certification that I will accept any employment offered to me.

Applicant Signature

Date



FULL NAME: _____

ADDRESS: _____

DRIVER'S LICENSE NUMBER: _____

In order to permit the Alpena County Sheriff's Office to make a thorough investigation of my background, pursuant to the laws of Michigan, I _____, hereby release from liability; and promise to hold harmless from any liability, under any and all possible causes of legal action; opinions regarding my background or reputation.

The undersigned hereby authorizes any person or legal entity who may be contacted by officers, agents or employees to give and receive any information, data or opinions they may have regarding my background.

The undersigned further agrees to hold harmless and release from liability, under any and all possible causes of legal action, the Alpena County Sheriff's Office and the County of Alpena, its officers, agents and employees for any statement, acts or omissions in the course of its investigation into my background and reputation.

This release from liability given by me to the Alpena County Sheriff's Office, its officers, agents, employees and all others, as heretofore provided shall apply to any right of action that might accrue to myself, my heirs, and my personal representatives.

I further understand that certain record check information could disqualify me as a candidate for some positions.

Signature

Date

FOR NOTARY

Sworn and Subscribed To Before Me This _____ Day of _____, State of Michigan County of Alpena.

Signature of Notary Public: _____