

# NOBLE COUNTY SHERIFF'S OFFICE



## ***CONFINEMENT OFFICER APPLICATION***

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**APPLICANT NAME**

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**DATE SUBMITTED**

**Return in a sealed envelope or in person to:**

NOBLE COUNTY SHERIFF'S DEPARTMENT  
210 S. SEVENTH ST. PO BOX 22  
ALBION, IN 46701

***The Noble County Sheriff's Office is an Equal Opportunity Employer***

The following is a summary of the minimum applicant standards and criteria which must be met by an applicant to be considered in the selection process. Also, a brief description of the selection process is listed and applicants will be notified in writing when the selection process begins and the testing schedule.

### **MINIMUM APPLICANT STANDARDS AND CRITERIA**

- Must be a citizen of the United States of America.
- Applicant must be at least eighteen (18) years of age at the time of appointment as a Confinement Officer.
- Must be a high school graduate and produce evidence of same by way of a diploma or equivalency diploma issued by an accredited school.
- Must possess a valid motor vehicle driver's license. **A copy of the applicant's driver's license must be submitted with this application.**
- Must possess, as a minimum, visual acuity that is correctable to 20/40 in both eyes.
- Must possess, as a minimum, auditory acuity that is within normal range in both ears.
- Must be of such physical state so as to sustain the rigors and demands of Confinement work.
- Must be of such mental state so as to sustain the rigors and demands of Confinement work.
  - "Mental state" means having the ability to exercise good judgment; having balance temperament; being free of debilitating psychological disorders and being of such psychological health to adequately complete psychological testing.
- Must not have tattoos or body piercings that are apparent or visible when the officer/employee is in uniform or wearing clothing that readily identifies the officer/employee as employed by the Noble County Sheriff Office.
- Must be a person of excellent character having favorable references from previous employers, credit history, and personal references. Excellent character includes an absence of pattern or practice of substance abuse or criminal misdemeanor convictions and **no felony convictions**.
- Have a good work history with recommendations from previous employers.
- Must agree to take a lie detector or voice stress test.
- If discharged from the military service, must possess an Honorable Discharge or Discharge under Honorable Conditions.
- Must submit to and pass a pre-employment drug test.

### **SELECTION PROCESS**

There are three steps to the initial application process. Each applicant must successfully pass each step before moving on to the next step.

- Step 1: Submit a completed application to the Noble County Jail.
- Step 2: Written examination.
- Step 3: Interview process.
- Step 4: Background investigation and Voice Stress Test (criminal/driving history, employment history, reference check and character verification).
- Step 5: Conditional offer of employment and pre-employment physical.

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## NOTICE

Applications will not be considered unless each of the following conditions is met:

**Each application must be complete in every respect.**

**Any misrepresentation of facts will disqualify the applicant.**

- This form must be filled out in **black ink** in the **handwriting of the applicant, or typed**.
- Answer all questions. If the question does not apply, state: "None" or "Does Not Apply".
- Any further information you wish to add may be placed on separate pages with proper identifying reference marks.
- It is important that you clearly and correctly indicate your mailing address. In the event you change your address after filing application, mail notification of new address immediately.

## CONFINEMENT OFFICER APPLICATION

NAME: \_\_\_\_\_  

Last
First
Middle

RESIDENCE: \_\_\_\_\_  

Street or Rural Address
Apt No

\_\_\_\_\_  

City
County
State
Zip Code

MAILING ADDRESS (if different from residence): \_\_\_\_\_

\_\_\_\_\_  

City
County
State
Zip Code

TELEPHONE: \_\_\_\_\_  

Home
Business

\_\_\_\_\_  

Cell
Number at Mailing Address

EMAIL ADDRESS: \_\_\_\_\_

### INITIAL REQUIREMENT DATA

ARE YOU A US CITIZEN? \_\_\_\_\_

### PHYSICAL STATUS

ARE YOU, TO THE BEST OF YOUR KNOWLEDGE, ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSTION OF CONFINEMENT OFFICER? \_\_\_\_\_

IF NO, EXPLAIN FULLY ON A SEPARATE SHEET.

### EDUCATION DATA

LIST INFORMATION FOR HIGH SCHOOL AND ALL ACCREDITED COLLEGES/UNIVERSITIES YOU HAVE ATTENDED:

NAME OF SCHOOL	COURSE OF STUDY	# HOURS COMPLETED	GPA ON 4.0 SCALE	DID YOU GRADUATE	DEGREE

**EMPLOYMENT DATA**

LIST CHRONOLOGICALLY (MOST RECENT EMPLOYMENT FIRST) ALL PAST AND CURRENT EMPLOYMENT INCLUDING PART TIME (USE ADDITIONAL SHEETS IF NECESSARY).  
EXPLAIN ANY BREAKS IN EMPLOYMENT.

DATES OF EMPLOYMENT FROM - TO	NAME OF EMPLOYER	ADDRESS AND PHONE NUMBER OF EMPLOYER	POSITION HELD	ANNUAL SALARY	REASON FOR LEAVING

HAVE YOU BEEN DISCHARGED OR RESIGNED TO PREVENT BEING DISCHARGED FROM A POSITION OF EMPLOYMENT? \_\_\_\_\_  
IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

**REFERENCES**

PLEASE DO NOT LIST RELATIVES AS REFERENCES. INFORMATION MUST BE COMPLETE.

NAME	PHONE #	STREET	CITY / STATE

**MILITARY HISTORY AND STATUS**

HAVE YOU EVER SERVED IN THE MILITARY ON ACTIVE DUTY (INCLUDE INITIAL ACTIVE DUTY TRAINING WITH THE NATIONAL GUARD AND RESERVES)? \_\_\_\_\_

MILITARY BRANCH	HIGHEST RANK	RANK AT SEPARATION	TYPE OF DISCHARGE / REENLISTMENT CODE

ARE YOU ELIGIBLE TO RE-ENLIST? \_\_\_\_\_  
IF NO, EXPLAIN FULLY ON A SEPARATE SHEET.

MILITARY CITATIONS OR OTHER AWARDS RECEIVED: \_\_\_\_\_

WERE YOU EVER DISCIPLINED (COURT MARTIAL, ARTICLE 15, CAPTAIN'S MAST, ETC.) WHILE ON DUTY? \_\_\_\_\_

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

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### LAW ENFORCEMENT EXPERIENCE

HAVE YOU EVER BEEN EMPLOYED BY A POLICE DEPARTMENT OR CORRECTIONAL FACILITY? \_\_\_\_\_

LIST BELOW WHERE YOU HAVE BEEN EMPLOYED AS A CONFINEMENT/CORRECTIONAL OFFICER

LAW ENFORCEMENT AGENCY / ADDRESS	DATE FROM / TO	RANK	REASON FOR LEAVING

ARE YOU ELIGIBLE FOR RE-HIRING? \_\_\_\_\_

IF NO, EXPLAIN FULLY ON A SEPARATE SHEET

LIST ANY SPECIALTY TRAINING YOU HAVE RECEIVED: \_\_\_\_\_

WERE YOU EVER DISCIPLINED? \_\_\_\_\_

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET

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### VEHICLE CRASH AND ARREST RECORD

DO YOU CURRENTLY POSSESS A VALID AUTOMOBILE DRIVING LICENSE? \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED? \_\_\_\_\_

IF YES, EXPLAIN: \_\_\_\_\_

LIST VEHICLE CRASHES IN WHICH YOU HAVE BEEN INVOLVED AS A DRIVER

LAW ENFORCEMENT AGENCY INVOLVED	DATE FROM / TO	LOCATION/DESCRIPTION

HAVE YOU EVER RECEIVED A TICKET OR BEEN ARRESTED FOR A TRAFFIC OFFENSE? \_\_\_\_\_

IF YES, DESCRIBE BELOW:

DATE	LOCATION	CHARGE	FINE OR SENTENCE

HAVE YOU EVER BEEN ARRESTED FOR A CRIMINAL OFFENSE? \_\_\_\_\_

IF YES, DESCRIBE BELOW:

DATE	LOCATION	CHARGE	FINE OR SENTENCE

HAVE YOU EVER BEEN CONVICTED OF A FELONY? \_\_\_\_\_

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

HAVE YOU EVER BEEN OR ARE YOU CURRENTLY INVOLVED AS A PLAINTIFF, DEFENDANT, PETITIONER,

OR RESPONDENT IN ANY CIVIL COURT ACTION: \_\_\_\_\_

IF YES, EXPLAIN FULLY ON A SEPARATE SHEET.

**CERTIFICATION**

I CERTIFY THAT:

- ALL REQUIRED ITEMS ARE INCLUDED WITH THIS APPLICATION
  - MILITARY
    - DD214
  - PREVIOUS LAW ENFORCEMENT /CORRECTIONAL DOCUMENTATION
    - COPY OF SPECIALIZED TRAINING AND AWARDS
    - COPY OF COMMENDATIONS AND AWARDS
  
- I HAVE PERSONALLY COMPLETED THIS APPLICATION.

I SWEAR OR AFFIRM UNDER PENALTY OF PERJURY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



**Noble County Sheriff's Office**  
210 S. 7<sup>th</sup> Street • Albion, Indiana 46701  
*Douglas A. Harp, Sheriff*

### RELEASE FORMS

I, \_\_\_\_\_ do hereby give my consent and authorize the Noble County Sheriff's Office to check criminal records, driver's license, and credit history.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness to Applicant Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date