

**Noble County Sheriff's Department**

**Deputy Sheriff  
Application**

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**Applicant Name**

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**Date Submitted**

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

**Items needed to complete the application should be attached to the back of the application:**

- (1) Birth Certificate**
- (2) High School transcript (in case of GED diploma, be sure transcript notes issuance of diploma), most high schools will insist on mailing transcript direct to prospective employer (this is acceptable)**
- (3) Transcript showing courses of study and grades obtained from any college or university attended**
- (4) If you have had military service, provide proof of honorable discharges.**

**RETURN TO:  
Sheriff of Noble County  
210 7<sup>th</sup> Street, Noble County  
PO Box 22  
Albion, IN 46701**

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 21 years of age at the time of appointment as a county police 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.
- 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.
- Applicant's body weight must be in proportion to the applicant's height as standardized in the criteria maintained by the Indiana Law Enforcement Academy.
- Must be of such physical state so as to sustain the rigors and demands of law enforcement and police service. "Physical state" means to be in such physical condition and health to meet the minimum standards of a department Physical Ability Test.
- Must be of such mental state so as to sustain the rigors and demands of law enforcement and police service. "Mental state" means having the ability to exercise good judgment; having balanced temperament; being free of debilitating psychological disorders and being of such psychological health to adequately complete psychological testing.
- 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.
- Meet current Indiana Law Enforcement Academy physical standards and general requirements for appointment as a police officer in the State of Indiana.
- Must agree to take a lie detector or voice stress test if under investigation or suspected of committing a crime.
- If discharged from the military service, must possess an Honorable Discharge.
- Pass a drug test.

### **Selection Process**

- Each applicant shall complete a police officer employment application.
- Each applicant shall complete a standardized written test.
- Each applicant shall complete a physical ability test.
- The top seven (7) applicants with the highest aggregate score and having successfully passed the physical ability testing shall undergo a personal interview by the Sheriff's Merit Board.
- Upon completion of the personal interview, the Merit Board shall recommend the most qualified applicant to the sheriff. A "Conditional Offer of Employment" will be extended and the applicant shall continue in the selection process by signing a medical and psychological release form. The applicant shall undergo medical and psychological testing at the expense of the department. Medical testing will assess the applicant's visual/auditory acuity and physiological health to perform the essential functions of the position.

Psychological testing will assess the applicant's psychological health to perform the essential functions of the position.

- Following the completion of the physical and psychological testing, a member of the department will complete a background investigation of the applicant.
- The successful applicant shall submit to a drug screen analysis to determine if any recent illicit drug usage by the applicant is present.
- Following selection, a county police officer shall be on a probationary status during the first year of employment. As a condition of continued employment as a county police officer, he/she must complete the Indiana Law Enforcement Academy Officer Basic Course as prescribed by the Indiana Law Enforcement Academy.

### **Selection Process Deadlines**

Each applicant will be notified in writing advising of the testing schedule. Failure to attend or successfully pass any test phase will disqualify an applicant from further consideration in the process.

## **NOTICE**

**Applications will not be considered until complete in every respect and any misrepresentation of facts will disqualify the applicant.**

- This form must be filled out in black ink in the handwriting of the applicant.
- 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.

# APPLICATION

Name \_\_\_\_\_  
Last First Middle

Residence \_\_\_\_\_  
Street or Rural Address Apt. No.  
\_\_\_\_\_  
City County State Zip Code

Mailing Address (if different from residence) \_\_\_\_\_  
PO Box or Mailing Address  
\_\_\_\_\_  
City County State Zip Code

Telephone \_\_\_\_\_  
Home Business  
\_\_\_\_\_  
Cell #-Mail Address

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### Initial Requirement Data

Are you a US Citizen \_\_\_\_\_ SS# \_\_\_\_\_

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_

Sex \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_

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### Family Data

Marital Status: Married \_\_\_\_\_ Single \_\_\_\_\_ Widowed \_\_\_\_\_ Divorced \_\_\_\_\_ Separated \_\_\_\_\_

Dependents:

Name	Age	Relationship
		Spouse

If divorced, are you legally required to make child support payment \_\_\_\_\_

Are you current on child support payments \_\_\_\_\_ If no, explain \_\_\_\_\_

\_\_\_\_\_

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### Physical Status

Are you, to the best of your knowledge, able to perform the essential functions of the position of Deputy Sheriff \_\_\_\_\_ If no, explain fully on a separate sheet.

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**Education Data**

List information for high school and all accredited colleges/universities you have attended

Name of School / Address	Dates Attended	Course of Study	# Hours Completed	GPA on 4.0 Scale	Did you Graduate	Degree

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**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 of Employer	Position Held	Annual Salary	Reason for Leaving

Have you ever been discharged or resigned to prevent being discharged from a position of employment \_\_\_\_\_ If yes, explain fully on a separate sheet.

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**References** (please do not list relatives as references) (Information must be complete.)

Name	Phone #	Street	City/State

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**Residences last five years other than present**

Street Address	City	State	Dates From / To

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**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	Dates of Service From – To	Highest Rank and 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 \_\_\_\_\_

Where did you complete your basic law enforcement certification program \_\_\_\_\_

\_\_\_\_\_

Date law enforcement training was completed \_\_\_\_\_

Did you receive certification upon completion of training \_\_\_\_\_

Length of basic training: Total training hours \_\_\_\_\_ Weeks of training \_\_\_\_\_

List below where you have been employed as a police officer

Agency / Address	Date From / To	Rank	Reason for leaving

Are you eligible for re-hire \_\_\_\_\_ 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 # \_\_\_\_\_ 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:

Date	Location	What Happened

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 arrested for an act that would have been a crime had it been committed by an adult \_\_\_\_\_ 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.

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**Miscellaneous**

Do you own your own home \_\_\_\_\_

If yes, how much is current mortgage indebtedness \_\_\_\_\_

What is the amount of your indebtedness, other than home \_\_\_\_\_

Annual income \_\_\_\_\_ Spouse \_\_\_\_\_

Are you a proprietor or part owner of any business or firm \_\_\_\_\_

If yes, describe the nature of the business \_\_\_\_\_

\_\_\_\_\_

Are there any licenses for this / these business(es) in your name, i.e., liquor license \_\_\_\_\_

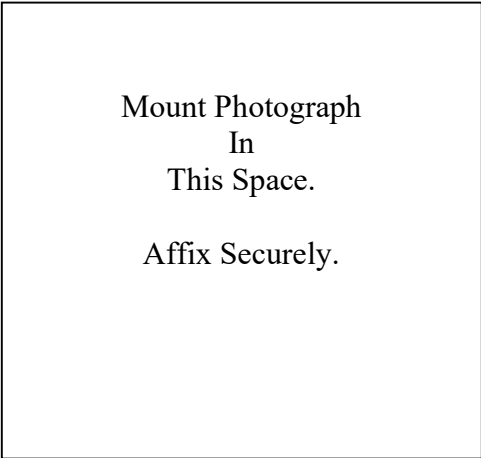
\_\_\_\_\_

Have you ever applied for a permit to carry a handgun \_\_\_\_\_ Reason \_\_\_\_\_

Status of permit \_\_\_\_\_

A home phone is a prerequisite to acceptance of any candidate. Is this an acceptable condition to you? \_\_\_\_\_





Photograph to be front view, head and shoulders, 2 ½ inches square, and taken within past six months.

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**I certify that:**

- (1) All required items are included with this application.**
  - **Birth Certificate (copy only)**
  - **High School and College Transcripts (Grade Reports are not accepted)**
  - **Military – DD214 (if veteran), DD217 (if active duty)**

- Previous Law Enforcement Documentation**
  - **Copy of Law Enforcement Academy certificate**
  - **Copy of specialized training and awards**
  - **Copy of commendations and awards**

- (2) 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 \_\_\_\_\_