Noble County Sheriff's Department

Deputy Sheriff
Application

_____

Applicant Name

_____

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 7th 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 _____

****

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

****

Residences last five years other than present

Street Address	City	State	Dates From / To

****

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 _____

Mount Photograph
In
This Space.

Affix Securely.

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), Memorandum of Good Standing from Commander (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 _____