



Clark County Sheriff's Office

PO Box 566 / 221 W. 9th Ave.

Ashland, KS 67831

Office: (620) 635-2802 Fax: (620) 635-2148



APPLICATION FOR EMPLOYMENT

Date: _____

INSTRUCTIONS: Print in ink or use a typewriter. The information you submit on this application form will be used to judge qualification, education and experience for this position. You can be credited only with the experience shown. **PLEASE COMPLETE WITH CONCISE AND TRUTHFUL ANSWERS**

POSITION APPLYING FOR----DEPUTY SHERIFF _____ **OR DISPATCHER** _____ **(CHECK ONE)**

NAME _____

ADDRESS _____

No.-Street and or P.O. Box # CITY STATE ZIP CODE

TELEPHONE NUMBER (____)-_____ **U.S. Citizen** (____)YES (____) NO

HEIGHT _____ **WEIGHT** _____ **EYES** _____

HAIR _____

SOCIAL SECURITY NUMBER _____ **DRIVER LICENSE #** _____

DATE of BIRTH _____ **PLACE of BIRTH** _____

CITY STATE

DO YOU WEAR EYEGASSES OR CONTACTS (____) YES (____) NO/ **COLOR BLIND**(____) YES (____) NO

CHECK Appropriate Box (____) Single (____) Married (____) Divorced (____) Rent or (____) Own House

Spouse's Name _____

First

Middle

Last / Maiden

Spouse's Occupation _____

Names of Dependents:

AGE:

PARENT'S NAME(S) :
FATHER _____

MOTHER _____

ADDRESSES _____

BROTHERS AND SISTERS:
NAME _____

ADDRESS _____

NAME _____

ADDRESS _____

Name and Relationship of any relative employed by Clark County:

Name _____

Relationship _____

Name _____

Relationship _____

Are you applying for (___) FULL TIME or (___) PART TIME

Would you accept a position that requires you to work shift work, weekends and Holidays (___) YES (___) NO.

If accepted when would you be able to start your employment _____

How did you learn of this position?

Have you served in the U.S. Armed Forces? (___) YES (___) NO If yes, please answer the following:

Date active duty began _____

Date of discharge _____

Branch of Service _____

Honorable Discharge (___) YES (___) NO

If less than Honorable please explain: _____

Are you presently a member of a Reserve/ National Guard (___) YES (___) NO IF yes, Unit _____

RECORD YOUR EDUCATION AND TRAINING—LIST SCHOOL and Addresses from Jr. High to include College(s) ---COURSE(S) of STUDY Credit Hours Completed--- Date(s) attended and if you graduated.

School & Address ated YES NO	Course of Study	Credit Hrs.	Date Attended	Gradu-
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Write a concise statement of your experience and training which you feel qualifies you for the position for which you are applying for, to include any technical or professional licenses

List any foreign languages you speak and/or read _____

List any office skills you have and any Windows Software that you are familiar with: _____

Give your employment history beginning with your current or most recent employer for the past five years. List all positions held. Include any applicable positions held and job duties also. (PLEASE ATTACH ADDITIONAL SHEETS AS NECESSARY)

EMPLOYER: _____

ADDRESS: _____
No. & Street City State Zip Code

Telephone : (____) _____ EMPLOYED FROM ____ / ____ TO ____ / ____
Month Year Month Year

Start Salary: _____ End Salary: _____ Supervisor Name and Title: _____

List Job Duties _____

List reason for leaving: _____

May we contact this employer (____) YES (____) NO

EMPLOYER: _____

ADDRESS: _____
No. & Street City State Zip Code

Telephone : (____) _____ EMPLOYED FROM ____ / ____ TO ____ / ____
Month Year Month Year

Start Salary: _____ End Salary: _____ Supervisor Name and Title: _____

List Job Duties _____

List reason for leaving: _____

May we contact this employer (____) YES (____) NO

EMPLOYER: _____

ADDRESS: _____

No. & Street

City

State

Zip Code

Telephone : (____) _____ EMPLOYED FROM _____ / _____ TO _____ / _____
Month Year Month Year

Start Salary: _____ End Salary: _____ Supervisor Name and Title: _____

List Job Duties _____

List reason for leaving: _____

May we contact this employer (____) YES (____) NO

EMPLOYER: _____

ADDRESS: _____

No. & Street

City

State

Zip Code

Telephone : (____) _____ EMPLOYED FROM _____ / _____ TO _____ / _____
Month Year Month Year

Start Salary: _____ End Salary: _____ Supervisor Name and Title: _____

List Job Duties _____

List reason for leaving: _____

May we contact this employer (____) YES (____) NO

EMPLOYER: _____

ADDRESS: _____

No. & Street

City

State

Zip Code

Telephone : (____) _____ EMPLOYED FROM _____ / _____ TO _____ / _____
Month Year Month Year

Start Salary: _____ End Salary: _____ Supervisor Name and Title: _____

List Job Duties _____

List reason for leaving: _____

May we contact this employer (____) YES (____) NO

List addresses starting with the present, then for the past five years:

Number and Street

City and State Zip Code

From Month & Year To Month & Year

1. _____
2. _____
3. _____
4. _____
5. _____

Answer the following question YES or NO. Any response marked "YES" you must explain in the section below. A "YES" response to any question does not necessarily bar you from employment as each case is considered in relation to the position which you are applying for.

- A. Have you ever been **convicted** or **charged** with a crime 1. **Misdemeanor** () YES () NO
2. **Felony** () YES () NO 3. Have you been **convicted** of a traffic infraction to include speeding and or parking tickets () YES () NO

B. Do you know of any reason why you would not pass a security check for the position you are applying for () YES () NO

C. Have you ever been fired or asked to resign from a job? () YES () NO

Use space below to explain any **YES** questions from above.

ITEM NUMBER

EXPLAIN

ITEM NUMBER	EXPLAIN
_____	_____
_____	_____
_____	_____
_____	_____

List the last date you had physical exam and where ? _____

Do you own a car () Yes () No Have you ever involved in a traffic accident (include on or off duty) () YES () NO. If your answer is yes please explain _____

Has your drivers license ever been suspended, cancelled or revoked: () Yes () NO. If yes please explain _____

Have your wages ever been garnished and or you ever been sued? () YES () NO.

IF answer is yes please explain _____

_____.

Have you ever been **arrested** ? () YES () NO If yes please give where and why, date and charge _____

_____.

Would you be willing to take a polygraph exam (ie: lie detector test) as part of the pre-employment background investigation process, and if employed, at any time requested by the County and or the Sheriff. () YES () NO

You **may** be asked to take **random** drug testing as part of your employment, would you be willing to do this? () YES () NO

Please list four persons, not related to you or friends, preferably people who can tell us of character, training and ability to do the job you are applying for.

NAME ADDRESS DAY and NIGHT PHONE

- 1. _____
- 2. _____
- 3. _____
- 4. _____

List your hobbies or what you like to do on your off time _____
_____.

VOLUNTARY CONSENT FORMS FOR TESTS

I, _____, voluntarily give my consent to take whatever psychological tests required by the Clark County Sheriff's Office prior to employment prior to employment and any background investigations by the Clark County Sheriff's Office or approved investigative firm. I further give my consent to have the results of such test(s) released to the sheriff of Clark County.

Signed: _____ Dated: _____

Witness: _____ Dated: _____

Witness: _____ Dated: _____

PLEASE READ CAREFULLY:

I understand that I do not need to fill in any portion of this application which I feel is an invasion of my privacy.

I agree to take a physical examination which I must successfully pass before finally accepted for employment.

In the event of my employment by the sheriff, I agree to abide by all present and subsequently issued rules.

I understand that as a part of the employment process by the Clark County Sheriff, that a complete set of my fingerprints will be taken and sent to the Kansas Bureau of Investigation and the Federal Bureau of Investigation.

I understand that in the event of my employment by the sheriff, I shall be subject to dismissal if any of the information given in this application is false.

Signed: _____

Dated: _____

PERSONNEL DEPARMENT USE ONLY

INTERVIEW ARRANGED YES (____) NO (____)

INTERVIEWED BY: _____

DATE OF INTERVIEW: _____

EMPLOYED YES (____) NO (____)

DATE OF EMPLOYMENT: _____

JOB TITLE: _____

STARTING HOURLY WAGE: _____

REMARKS: _____

DISPATCHER / FULL TIME

Clark County

Sheriff's Office

POSITION SUMMARY

This is a full time position under the supervision of the Clark County Sheriff, the Dispatcher is a non-exempt position under FLSA. Answering incoming telephone calls and dispatching officers to emergency situations are the primary responsibilities of this position. This employee contacts other emergency response departments and should possess excellent communication, and public relation skills, and strong organizational skills.

ESSENTIAL FUNCTIONS

- Arrives at work punctually;
- Answers and directs incoming telephone calls;
- Dispatches police officers to accident scenes and other emergency calls;
- Dispatches Fire Department and Emergency Medical Service personnel as needed;
- Fields questions, concerns, and complaints from the general public;
- Enters vehicle information into computers for police officers;
- Maintains records of incidents and enters information from callers;
- Performs office cleaning and maintenance duties;
- Assists with prisoners as needed;
- Prepares inmates meals;
- Does inmates laundry;
- Does jail checks;
- Performs gun checks for gun dealers;
- Assists with tours of the department;
- Updates other dispatchers on the daily activities;

MARGINAL FUNCTIONS

- Assist other departments as the need arises;
- Runs records checks for the County Attorney, District Court and gun dealers;
- Monitors inmates;
- Performs mail and correspondence duties;
- Dispatches storm spotters when the need arises;
- Performs other duties deemed necessary or assigned;

POSITION REQUIREMENTS

Experience: Less than one year of similar or related experience is required. Employee is expected to have acquired the necessary information to perform the job reasonably well within six months of employment.

Education: A high school diploma or GED is required. This position shall obtain National Crime Information Clearinghouse certification, and be certified for performing CPR and first aid. This employee should attend continuing education annually.

Technical Skills: A thorough knowledge of all federal, state, and local laws and ordinances, bookkeeping skills, and a working knowledge of mathematics is required. This employee must be able to efficiently operate computers, radios, photocopiers, telephones, and other departmental equipment. The ability to read and interpret maps, manuals, reports, and written instruction is required. This employee should possess strong organizational, communication, and public relation skills.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with emergency situations and request from the general public.

Decision - Making: Decision-making is a factor in this position. This employee makes decisions about prioritizing calls, and performing daily duties in the most efficient manner.

Supervision: This employee works with supervision from the Clark County Sheriff and has no supervisory duties.

Financial Accountability: This employee is responsible for the safe operation of departmental equipment, does have limited authority to purchase necessary equipment, but does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel and occasional contact with the County Commissioners is expected.

Working Conditions: Adverse working conditions exist within this position. Exposure to high levels of stress, human blood and body fluids, hazardous chemicals, excessive noise, radiation, and work in confined areas is possible. This position contains an element of risk to personal safety.

Essential Physical Functions: Limited physical activity is required to perform the daily duties of this position. This employee works under a large amount of stress. Bending, stooping, twisting, reaching above 5ft, and lifting up to 50 lbs is required.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

I have read and reviewed this job description with my supervisor. I understand the above job description.

Clark County Employee Signature

DATE

County Sheriff

DATE

Updated October 6th, 2006