

SPARTANBURG COUNTY SHERIFF'S OFFICE



PERSONAL HISTORY INFORMATION

PERSONAL HISTORY STATEMENT INSTRUCTIONS

Employees are exposed to confidential and law enforcement information. A thorough background investigation is required to properly evaluate the suitability of applicants for employment with this office. Although it is an achievement to reach the background phase of the hiring process, this is still a competitive process and does not in any way, guarantee selection.

These instructions are provided as a guide to assist you in properly completing your Personal History Statement. **It is essential that the information is accurate in all respects so please read all instructions carefully before proceeding.** The Personal History Statement will be used for the basis for a background investigation that will determine your eligibility for becoming an employee.

- 1) Your application must be printed legibly in **BLACK INK** by the applicant or typed. Answer all questions truthfully and accurately.
- 2) If a question is not applicable to you enter **N/A** in the space provided.
- 3) Avoid errors by reading the directions carefully before making any entries on the form. Be sure your information is accurate and in the proper sequence before you sign.
- 4) You are responsible for obtaining correct and full addresses. If you are not sure of an address, personally verify it before making that entry on this history statement. Errors will not be viewed favorably. **ALL ADDRESSES MUST BE COMPLETE WITH ZIP CODES.**
- 5) If you need additional space for your answers, attach an additional sheet or sheets as needed. Be sure to indicate what question number and page this refers to.
- 6) An accurate and complete form will help expedite your investigation. **Omissions and falsifications will result in disqualifications.**
- 7) You are responsible for furnishing any changes and/or updating your application as needed, such as address changes or telephone changes in writing.
- 8) Any candidate submitting an incomplete application **WILL NOT BE CONSIDERED FOR EMPLOYMENT.** Your **application will be evaluated for completeness and neatness.**
- 9) Any documents requested **must be** submitted with the application. (Photocopies are acceptable in most cases if legible)
 - Certified copy of your birth certificate
 - High School Diploma or GED certificate
 - Copy of Social Security Card
 - Copy of Driver's License
 - Certified copy of your college transcripts, if applicable
 - Copy of all DD-214 or NGB-22, Member – 4, if applicable. Must possess an honorable discharge

- Certified copy of your Naturalization papers, if applicable
- A current copy of your credit report from one credit reporting agency
- Official Court copy of any court orders for expunged criminal records, if applicable
- Official Court copy of final disposition for any criminal charges, even if the case was dismissed, if applicable
- Current Certified 10 year South Carolina driving history (or other state as applicable)
- A full length current photograph of yourself standing in ¾ profile, appropriately attired

10) If you have any questions, please contact our office.

11) When submitting the completed application with documents, please place the entire application in an envelope.

Applicant Qualification Section

Before you begin to fill out this personal history statement, please ensure that you meet the following requirements. You must meet all of these requirements to be certified as a law enforcement officer in South Carolina.

- Initial: _____ I am a citizen of the United States of America
- _____ I have earned a high school diploma or GED
- _____ I am not less than 21 years of age
- _____ I have never been convicted of a Felony
- _____ I have never been convicted of any criminal offense that carries a sentence of a year or more, nor of any criminal offense that involves moral turpitude
- _____ I have never been convicted of any crime of Domestic Violence (CDV)

DISQUALIFICATION

There are very few automatic basis for rejection. Even issues of prior misconduct, employee terminations, and arrests are usually not, in and of themselves, automatically disqualifying. However, deliberate misstatements and omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals “fail” background investigations is because they deliberately without or misrepresent job-relevant information form their prospective employer.

APPLICATION ADDENDUM

SPARTANBURG COUNTY POSITIONS SUBJECT TO RANDOM DRUG TESTING
AS OF AUGUST 14, 1995

OTHER COUNTY POSITIONS DEEMED AS SAFETY SENSITIVE WILL BE ADDED AS NECESSARY

IN ACCORDANCE WITH THE COUNTIES ALCOHOL AND DRUG ABUSE POLICY, EMPLOYEES IN SENSITIVE JOBS WILL BE SUBJECT TO RANDOM TESTING. SENSITIVE JOBS INCLUDE SAFETY SENSITIVE JOBS, EMPLOYEES ASSIGNED TO DRUG INTERDICTION DUTIES, EMPLOYEES WHO CARRY FIREARMS, AND HEAVY EQUIPMENT OPERATORS REQUIRED TO POSSES A COMMERCIAL DRIVERS LICENSE. THE COUNTY WILL MAINTAIN A LIST OF SUCH JOBS AND WILL NOTIFY DETENTION FACILITY, DEPARTMENTS WHERE EMPLOYEES ARE COMMISSIONED TO CARRY FIREARMS AND HEAVY EQUIPMENT OPERATORS REQUIRED TO POSSES A COMMERCIAL DRIVERS LICENSE.

SPARTANBURG COUNTY AND/OR THE SPARTANBURG COUNTY SHERIFF'S OFFICE RESERVES IT'S/HIS RIGHT TO PROMPTLY TERMINATE ANY EMPLOYEE IN A SAFETY SENSITIVE POSITION SUCH AS IN LAW ENFORCEMENT OR A COMMISSIONED COUNTY LAW ENFORCEMENT OFFICER, WHO REST POSITIVE FOR ALCOHOL OR DRUGS UNLESS SUCH DRUGS ARE BEING PRESCRIBED FOR SUCH EMPLOYEE PURSUANT TO A COURSE OF LEGITIMATE MEDICAL TREATMENT.

EMPLOYEES IN THE FOLLOWING DEPARTMENTS, EXCLUDING CLERICAL EMPLOYEES UNLESS OTHERWISE NOTIFIED, WILL BE REQUIRED TO PARTICIPATE IN SPARTANBURG COUNTY'S RANDOM DRUG SCREENING PROGRAM.

SHERIFF OFFICE

SHERIFF
MAJOR
ADM ASST. OFFICER/SHERIFF
ALL COMMISSIONED OFFICERS
CONSTABLES

DETENTION FACILITY

DIRECTOR
ALL COMMISSIONED OFFICERS
PRE-TRAIL DIVERSION
DIRECTOR
SECRETARY
COUNSELORS I, II, III

COMMUNICATIONS

DIRECTOR
ASST DIRECTOR
SHIFT SUPERVISORS
ASST. SHIFT SUPERVISORS
TRAINING COORDINATOR
TELE COMMUNICATORS
TELEPHONE OPERATORS
ENVIRONMENTAL SERVICES

SPARTANBURG COUNTY

COMMISSIONED PERSONNEL
ANIMAL CONTROL OFFICER
LITTER ENFORCEMENT OFFICER
INVESTIGATORS (SOLICITORS)
VEHICLE MAINT. DIRECTOR/
LAW ENFORCEMENT OFFICER
AUTO SHOP MANAGER/LAW
ENFORCEMENT OFFICER
SECURITY GUARD

SOLID WASTE

ALL MEO'S I-IV

ENGINEERING
FOREMAN II
ALL MEO'S I - IV

ROAD MAINTENANCE

FOREMAN II
ALL MEO'S I - IV

**HEAVY EQUIPMENT OPERATORS INCLUDING THOSE REQUIRED
TO POSSES COMMERCIAL DRIVERS LICENSE**

**I HAVE READ AND/OR BEEN EXPLAINED, AND I UNDERSTAND THE ABOVE STATEMENT AND LIST OF
SPARTANBURG COUNTY POSITIONS SUBJECT TO RANDOM DRUG TESTING.**

Applicant's Signature

Date

SPARTANBURG COUNTY SHERIFF'S OFFICE



CHUCK WRIGHT, SHERIFF

NCIC CERTIFICATION

(This form to be used if you are currently NCIC certified)

Name: _____

SCCJA Academy ID # _____

Previous Employer: _____ ORI#: _____

Class: 8 hr _____ 16 hr _____ 40 hr _____
(Please initial the class that you took)

If you are currently NCIC certified, please enclose a copy of your NCIC Certification Certificate.

This information will be turned in to our TAC Officer.

Authorization for Disclosure of Social Networking Information

I, _____, give my permission for the Sheriff’s Office Recruiting Division to have access to my personal social networking accounts. If my accounts are set to “private” I will log into the accounts in the presence of the Recruiting Officer and allow them to review the contents of the account(s). Access to the account(s) must be granted immediately upon request.

I understand that the information present on my personal social networking account(s) is part of my background investigation. Any information that is racist, sexist, or would bring discredit upon my candidacy for the position that I am applying for, may disqualify me from further consideration with the Sheriff’s Office.

I understand that refusal to allow the Sheriff’s Office Recruiting Division access to my personal social networking account(s) will disqualify me from further consideration for employment with the Sheriff’s Office.

By signing this document, I am agreeing to provide the Sheriff’s Office immediate access to my personal social networking account(s).

- _____ I do not have a social networking account
- _____ I authorize the Sheriff’s Office access to my social networking account(s)
- _____ I do not authorize the Sheriff’s Office access to my social networking account(s)

Candidate Signature

Date

Sheriff’s Office Recruiting

Date

Social Networking Account Name _____

Additional Social Networking Account Names _____

**STATE OF SOUTH CAROLINA
HOLD HARMLESS AGREEMENT
COUNTY OF SPARTANBURG**

KNOW ALL MEN BY THESE PRESENTS, that the undersigned, for and in consideration of the exchange of mutual premises and covenants recited herin, for the purpose of being permitted to accompany and observe the operations of the Spartanburg County Sheriff's Office, the receipt and exchange whereof is hereby acknowledged, and for his/her heirs, executors and administrators, successors, and assigns, hold harmless the County of Spartanburg or any of its agents or employees, as to all other persons or organizations, both known or unknown, for all claims and demands, actions and causes of action, costs, damages, loss of use, loss of services, expenses, compensation, or any other thing whatsoever on account of, or in any way growing out of, injuries or damage resulting or to result from in the future an occurrence or accident which may take place, or any other matter attributable to the undersigned's observations, riding and contact with employees of the County of Spartanburg or otherwise.

I further warrant that no promise or inducement, not herein expressed, has been made to us; that in executing this agreement, we are not relying upon any statement or representation made by any person released or their agents, representatives or other officials concerning the nature, extent or duration of potential losses or damages or any legal liability thereof.

I am of full age, legally competent and duly authorized to execute this agreement and that before signing and sealing this agreement, I have fully informed myself of the contents and meaning and have so executed it with full knowledge thereof.

The execution of this **HOLD HARMLESS AGREEMENT** is in no way an admission of liability on the part of the County of Spartanburg or any of its agencies.

The undersigned agrees that this agreement contains the entire agreement between the parties hereto, and that the terms hereof are contractual and not a mere recital.

Signed this _____ day of _____, 20_____

PRINT NAME OF PARTICIPANT

SIGNATURE OF PARTICIPANT

WITNESS:

SPARTANBURG COUNTY SHERIFF'S OFFICE

SPARTANBURG COUNTY SHERIFF'S OFFICE



CHUCK WRIGHT, SHERIFF

AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I HEREBY authorize any officer or other authorized representative of the Spartanburg County Sheriff's Office bearing this release, or a copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military service, educational history (including, but no limited to, academic, achievement, attendance, athletic, personal history, and disciplinary records), medical history and condition, credit (including credit card and payment records), and law enforcement records (including, but not limited to, any record of charge, prosecution or conviction for criminal or civil offenses).

I HEREBY direct you to release such information upon request to the bearer. This release is executed with full knowledge and understanding that the information is for official use of the Spartanburg County Sheriff's Office. Consent is granted for the Spartanburg County Sheriff's Office to furnish such information as is described above to third parties in the course of fulfilling its official responsibilities.

I HEREBY release you as the custodian of such records, and any school, college, university or other educational institution, hospital or other repository of medical records, credit bureau, lending institution, consumer reporting agency, retail business establishment, law enforcement agency, or other criminal justice agency, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. I am furnishing my social security account number on a voluntary basis with the understanding such is not required by any statute or regulation. I have been advised that the Spartanburg County Sheriff's Office will utilize this number only to facilitate the location of employment, military, credit and educational records concerning me in the connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

SIGNED this _____ day of _____, 20_____

Full Name (Signature): _____
Include maiden and any other previously used names

Full Name (Typed/Printed): _____
Include maiden and any other previously used names

Social Security Number: _____ - _____ - _____

Date of Birth: _____ / _____ / _____ Race: _____ Sex: _____

Current Address: _____
_____ Phone: _____

Witness: _____

Name and Title: _____
Spartanburg County Sheriff's Office



SPARTANBURG COUNTY SHERIFF'S OFFICE
CREDIT HISTORY AUTHORIZATION

I authorize the Spartanburg County Sheriff's Office to obtain a copy of my credit report from **one** credit reporting agency in order to determine my suitability for employment.

Date

Signature

Please print

Date

Witness

For the purpose of obtaining the credit report, I provide the following information:

Social Security Number

Date of Birth

Current Address:



**SPARTANBURG COUNTY SHERIFF'S OFFICE
JUDGMENT STATEMENT AFFIDAVIT**

I, _____, _____
Name Street
_____, _____ do hereby certify that
City Zip Code

I have no judgments against me in the County of _____ which I reside or any other County in South Carolina.

Signature

Date

Sworn and subscribed before me this
____ day of _____, 20____

Notary Public for South Carolina
Commission expires: _____

MEMORANDUM FOR: SHERIFF'S OFFICE APPLICANTS
FROM: CAPTAIN MARK BARRY
DATE: JUNE 10, 2019
SUBJECT: COMPLIANCE WITH OMNIBUS CONSOLIDATED
APPROPRIATIONS ACT OF 1997

The Omnibus Consolidated Appropriations Act of 1997 amends the Gun Control Act of 1968, making it unlawful for any person convicted of "misdemeanor crime of domestic violence" to ship, transport, possess or receive firearms or ammunition. Therefore, in an effort to assure compliance with this act, all officers of the Spartanburg County Sheriff's Office must complete and sign this memorandum and return it to the Administration Office. Additionally, should any officer's situation change in such a way as to fall within the guidelines of this act, he/she must immediately notify his Division Captain, who will notify the Sheriff.

HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE?

YES NO

PRINT NAME: _____ **DATE:** _____

SIGNATURE: _____

**SPARTANBURG COUNTY SHERIFF'S OFFICE
PERSONAL HISTORY STATEMENT**

DATE: ____/____/____ POSITION APPLIED FOR: _____

APPLICANT IDENTIFICATION:

Name in full: _____
Last First Middle

If applicable, maiden name or name(s) used other than above, including nicknames:

Current address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Work Phone #: _____

Date of Birth: ____/____/____ Place of Birth: _____ Are you a US citizen: ____

• If Naturalized citizen #: _____ Place: _____ Court: _____

Social Security #: ____ - ____ - ____ Driver's License #: _____ State: _____

Other State(s) where licensed within the last ten years:

State: _____ DL#: _____ State: _____ DL#: _____

Height _____ Weight _____ Eye Color _____ Hair Color _____

Scars, Tattoos (description and location) or other distinguishing marks: _____

Do you have a social networking, instant messaging, or other internet based profile? If yes, provide screen name(s) and service provider(s): _____

List of all e-mail addresses:

MARITAL AND FAMILY HISTORY:

MARITAL STATUS: (CHECK ALL THAT APPLY)

_____ **Single** _____ **Married** _____ **Engaged** _____ **Co-habiting**

Spouse's / Co-habitant's name: _____

Address: _____

Date of Birth: _____ **Date of Marriage:** _____

Employer(s): _____

Roommate(s) (do not include parents or cohabitants): _____

If you have ever been separated, divorced, or widowed, provide the details below:

Date of Marriage: _____

City & State: _____

Separated: _____ **Date:** _____

Divorced: _____ **Date:** _____

Widowed: _____ **Date:** _____

Court or State issues: _____

Ex-Spouse's name: _____

Date of Marriage: _____

City & State: _____

Separated: _____ **Date:** _____

Divorced: _____ **Date:** _____

Widowed: _____ **Date:** _____

Court or State issued: _____

Ex-Spouse's name: _____

RELATIVES:

Complete information concerning relatives must be provided. If you have been married more than once, give the requested information concerning each former spouse. Even if a relative is deceased, list all information requested and indicated the last residence and year of death. Include step and half brothers and sisters. If you or your spouse have step-parents, legal guardians, or others with whom you lived with, other than your parents, the requested information should be furnished concerning them, as well as your birth parents. If you are engaged to be married or contemplating marriage in the near future, complete information should be included regarding your future spouse and future in-laws and clearly indicated that such relationship is a future one.

Father: _____

Date of Birth: _____

Home Phone #: _____

Address: _____

Occupation: _____

Work Phone #: _____

Mother: _____

Date of Birth: _____

Address: _____

Occupation: _____

Home Phone #: _____

Work Phone #: _____

Spouse: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Child: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Child: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Child: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Brother: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Brother: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Brother: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Sister: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Sister: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Sister: _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Father-in-Law _____

Address: _____

Date of Birth: _____

Employer: _____

Home Phone #: _____

Work Phone #: _____

Mother-in-Law: _____
Date of Birth: _____
Home Phone #: _____

Address: _____
Employer: _____
Work Phone #: _____

.....
LIST OTHER RELATIVES WITH WHOM YOU HAVE RESIDED WITH FOR AN EXTENDED AMOUNT OF TIME:

Name: _____
Date of Birth: _____
Home Phone #: _____

Address: _____
Employer: _____
Work Phone #: _____

Name: _____
Date of Birth: _____
Home Phone #: _____

Address: _____
Employer: _____
Work Phone #: _____

Name: _____
Date of Birth: _____
Home Phone #: _____

Address: _____
Employer: _____
Work Phone #: _____

Name: _____
Date of Birth: _____
Home Phone #: _____

Address: _____
Employer: _____
Work Phone #: _____

RESIDENCES

List all residences in the past ten years. Include addresses while attending schools or colleges, if away from home, and all military addresses:

FROM	TO	STREET	ADDRESS	CITY	STATE
MO/YR	MO/YR				
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

AVAILABILITY OF APPLICANT:

Have you previously applied for employment with the Spartanburg County Sheriff's Office? _____

Have you ever been employed as a law enforcement officer? _____

If so, where _____

If appointed, do you understand that you must be available for assignment whenever your services are needed? _____

COURT RECORD:

Has a restraining order or order of protection ever been issued against you? _____

If so, give details:

Have you ever been charged with any traffic violation? _____

If so, list all such matters even if no court appearance, found not guilty, or matter settled by payment of fine or forfeiture of collateral.

	Date:	Place & Department	Charge	Court & Place	Disposition
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____

Have you ever been charged with or arrested for any criminal violation? _____

If so, list all such matters even if you made no court appearance.

	Date:	Place & Department	Charge	Court & Place	Disposition
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____

Has any member of your immediate family ever been arrested for any criminal violation? _____

If so, list all such matters even if no court appearance or found not guilty.

	Date:	Place & Department	Charge	Court & Place	Disposition
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____

EDUCATION:

Name of School Location From To Course of Study Degree/Diploma

.....

High School

University or College

University or College

Graduate School

Other

SPECIAL SKILLS:

List your hobbies, special skills, and abilities, including speaking foreign languages or American Sign Language:

EMPLOYMENT HISTORY:

LIST LAST OR CURRENT POSITION FIRST. Include chronological history of all employment starting with current or last position. Account for all periods of time including summer and part-time employment while attending school and all periods of employment. Be sure to include military experience, if applicable.

Name and address of employer: _____

Name of immediate supervisor: _____ Phone # _____

Exact title of your position: _____ Describe your duties: _____

Dates Employed: _____ to _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____

Average number of hours per week: _____ Reason for leaving: _____

Were you terminated? _____ YES _____ NO Did you resign? _____ YES _____ NO

Name and address of employer: _____

Name of immediate supervisor: _____ Phone # _____

Exact title of your position: _____ Describe your duties: _____

Dates Employed: _____ to _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____

Average number of hours per week: _____ Reason for leaving: _____

Were you terminated? _____ YES _____ NO Did you resign? _____ YES _____ NO

.....

Name and address of employer: _____

Name of immediate supervisor: _____ Phone # _____

Exact title of your position: _____ Describe your duties: _____

Dates Employed: _____ to _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____

Average number of hours per week: _____ Reason for leaving: _____

Were you terminated? _____ YES _____ NO Did you resign? _____ YES _____ NO

.....

Name and address of employer: _____

Name of immediate supervisor: _____ Phone # _____

Exact title of your position: _____ Describe your duties: _____

Dates Employed: _____ to _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____

Average number of hours per week: _____ Reason for leaving: _____

Were you terminated? _____ YES _____ NO Did you resign? _____ YES _____ NO

.....

Name and address of employer: _____

Name of immediate supervisor: _____ Phone # _____

Exact title of your position: _____ Describe your duties: _____

Dates Employed: _____ to _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____
Average number of hours per week: _____ Reason for leaving: _____
Were you terminated? _____ YES _____ NO Did you resign? _____ YES _____ NO

.....

Name and address of employer: _____
Name of immediate supervisor: _____ Phone # _____
Exact title of your position: _____ Describe your duties: _____

Dates Employed: _____ to _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____
Average number of hours per week: _____ Reason for leaving: _____
Were you terminated? _____ YES _____ NO Did you resign? _____ YES _____ NO

.....

Name and address of employer: _____
Name of immediate supervisor: _____ Phone # _____
Exact title of your position: _____ Describe your duties: _____

Dates Employed: _____ to _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____
Average number of hours per week: _____ Reason for leaving: _____
Were you terminated? _____ YES _____ NO Did you resign? _____ YES _____ NO

.....

Name and address of employer: _____
Name of immediate supervisor: _____ Phone # _____
Exact title of your position: _____ Describe your duties: _____

Dates Employed: _____ to _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____
Average number of hours per week: _____ Reason for leaving: _____
Were you terminated? _____ YES _____ NO Did you resign? _____ YES _____ NO

.....

Name and address of employer: _____

Name of immediate supervisor: _____ Phone # _____

Exact title of your position: _____ Describe your duties: _____

Dates Employed: _____ to _____ Starting Salary \$ _____ per _____ Ending Salary \$ _____ per _____

Average number of hours per week: _____ Reason for leaving: _____

Were you terminated? _____ YES _____ NO Did you resign? _____ YES _____ NO

MILITARY RECORD:

Have you ever served in a military or naval organization of the United States? _____ YES _____ NO

Give branch of service: _____ Service#: _____ Highest Rank Attained: _____

Date Entered: _____ Date Discharge: _____ Type of Discharge: _____

Date of Active Duty _____ to _____ Basis for Discharge: _____

Was any type of disciplinary action taken against you in the service? Be sure to include non-judicial punishment(s). _____ YES _____ NO Details: _____

Are you an active member of a Reserve or National Guard Unit? _____ YES _____ NO

Give name of unit/branch and location: _____

Are you registered for Selective Service? _____ YES _____ NO Current Classification: _____

Selective Service #: _____ Location: _____ Date of Expiration: _____

FINANCIAL STATUS:

Do you have any sources of income other than that of your salary or that of your spouse?
_____ YES _____ NO If so, specify each with amount: _____

Has your credit record ever been considered unsatisfactory or have you ever been refused credit?
_____ YES _____ NO If so, give dates, places, name of creditors and circumstances.

Do you have an outstanding student loan? _____ YES _____ NO If so, provide details:

Have you ever been in or petitioned for bankruptcy? _____ YES _____ NO If so, give particulars including court date: _____

REFERENCES:

List three references (not relatives, former or present employers, fellow employees) who are responsible adults of reputable standing in their communities, such as property owners, business or professional persons, who have known you well for at least five years, preferable within the last five years. If retired, give their former occupation.

Complete Name: _____ Home Address: _____

Occupation: _____ Business Name / Address: _____

Years Acquainted: _____ Home/Cell #: _____ Email: _____

Complete Name: _____ Home Address: _____

Occupation: _____ Business Name / Address: _____

Years Acquainted: _____ Home/Cell #: _____ Email: _____

Complete Name: _____ Home Address: _____

Occupation: _____ Business Name / Address: _____

Years Acquainted: _____ Home/Cell #: _____ Email: _____

.....
Give Three Social Acquaintances in Your Own Age Group:

Complete Name: _____ Home Address: _____

Occupation: _____ Business Name / Address: _____

Years Acquainted: _____ Home/Cell #: _____ Email: _____

Complete Name: _____ Home Address: _____

Occupation: _____ Business Name / Address: _____

Years Acquainted: _____ Home/Cell #: _____ Email: _____

Complete Name: _____ Home Address: _____

Occupation: _____ Business Name / Address: _____

Years Acquainted: _____ Home/Cell #: _____ Email: _____

ORGANIZATION MEMBERSHIP(S):

List all clubs, societies or organizations of which you are or have been a member of:

Organization: _____ Address: _____

Date of Membership: _____ Position Held: _____

Organization: _____ Address: _____

Date of Membership: _____ Position Held: _____

Organization: _____ Address: _____

Date of Membership: _____ Position Held: _____

Organization: _____ Address: _____

Date of Membership: _____ Position Held: _____

RELATIVES / FRIENDS EMPLOYED BY GOVERNMENTAL AGENCY:

Name: _____ Relation: _____ Occupation: _____

Employing Agency: _____ Location: _____

Name: _____ Relation: _____ Occupation: _____

Employing Agency: _____ Location: _____

Name: _____ Relation: _____ Occupation: _____

Employing Agency: _____ Location: _____

List the names of any friend or acquaintances employed by State or Local law enforcement agency:

Name: _____ Relation: _____ Occupation: _____

Employing Agency: _____ Location: _____

Name: _____ Relation: _____ Occupation: _____

Employing Agency: _____ Location: _____

Name: _____ Relation: _____ Occupation: _____

Employing Agency: _____ Location: _____

Name: _____ Relation: _____ Occupation: _____

Employing Agency: _____ Location: _____

PERSONAL DECLARATIONS:

In responding to the following questions be aware that the words drink or used mean “one time or more, including experimentation”. If any answer is yes, give full and complete details. Attach extras sheets if necessary.

Do you or have you ever used alcohol? _____ YES _____ NO If so, to what extent? _____

Have you ever used marijuana or hashish? _____ YES _____ NO

If so, when last used? _____

Have you ever used any illegal drug (including controlled substance not prescribed by a physician)?

_____ YES _____ NO If so, give name of the drug, how often it was taken and the last time it was used: _____

Have you ever sold or furnished controlled substances or prescription drugs to anyone?

_____ YES _____ NO If so, explain: _____

Are you now, or have you ever been addicted to drugs or alcohol? _____ YES _____ NO

Have you ever been the plaintiff or defendant in a court action? _____ YES _____ NO

If so, provide details: _____

Have you ever been denied employment by any law enforcement or criminal justice agency?

_____ YES _____ NO If so, provide details: _____

Are you capable of using deadly force, if necessary, to protect your life or that of another? _____ YES _____ NO

Are you willing and able to render emergency aid to trauma victims? _____ YES _____ NO

Are you willing and able to identify dead persons and witness autopsies? _____ YES _____ NO

Are there any incidents in your life, or details, not mentioned herein, which may influence this office's evaluation of your suitability for employment?

If so, explain: _____

Identify any additional information you think should be considered in your application for the position you are seeking and / or any further explanation to answers to previous questions:

I understand that all appointments are probationary for a period of six months during which I must demonstrate my fitness for continued employment with the Spartanburg County Sheriff's Office. I further understand that any appointment tendered me will be contingent upon the results of a complete background investigation, and I am aware that willfully withholding information or making false statements on this document will be the basis for dismissal by the Spartanburg County Sheriff's Office. I agree to these conditions, and hereby certify that all statements that were made by me on this document are true and complete to the best of my knowledge.

Date

Legal Signature of Applicant

SPARTANBURG COUNTY SHERIFF'S OFFICE



Applicant Self-Evaluation Questionnaire

Name: _____

Date: _____

I certify that the answers I will give are true and correct to the best of my knowledge and belief, and I agree that any misstatement or omission as to a material fact will constitute grounds for immediate dismissal or rejection of my application. I hereby grant authorization to the Spartanburg County Sheriff's Office to contact any person or organization for information and/or documents to verify the validity of any previous statement regarding to my previous employment, character and conduct.

Signature of Applicant

Witness

Instructions to Applicant:

Make sure all questions are answered completely. If a question is not applicable, write “N/A”. Write “Unknown” only if the answer is not known. If an exact answer to a question that asks for a numerical is not known, give a best estimate. If the answer to a question is zero, write “0” on the blank.

I. Background Date

A. Why do you want to be a deputy? (Give a brief summary of the reasons)

II. Driving Habit

A. Explain how you think others would evaluate your driving habits?

B. How would you describe your driving habits? (Please explain)

III. Attitude Toward Military

A. If you have not served in the military, answer the following question, then skip to section **IV Education**. If you have served, skip to section **B** and continue.

1. How would you feel about serving in the military? (Explain why you decided to serve)

B. If you have served in the military including reserves, answer the following questions:

1. How would you describe your ability to adapt to military service?

2. How would you describe the problems (if any) you had during military service?

3. What kind of adjustment problems (if any) did you experience?

4. What did you like and dislike about your military service?

Likes:

Dislikes:

5. What did you think about your supervisors?

6. Explain the ways in which you believe your military experience will benefit you as a deputy?

7. In the space below explain any unusual situations which occurred during your military experience?

IV. Education

A. Describe your attitude toward high school.

B. Describe your attitude toward college.

C. Describe the ways in which you believe your education has/will benefit you.

D. In the space below explain any unusual situations which occurred during your educational years.

V. Work History

A. Answer the following questions regarding your CURRENT or LAST job:

1. What kinds of problems (if any) do (or did) you have with your co-workers?

2. How would your present (or past) supervisor evaluate you on your work?

3. What would you say are strong points and weak points?

4. On a four-point scale with 1 = very favorably, 2 = favorably, 3 = unfavorably, and 4 = very unfavorable, how would your supervisor evaluate you on: (Put a number on each blank)

_____	Initiative and resourcefulness
_____	Willingness to follow orders
_____	Ability to make decisions
_____	Perseverance or ability to stick to something
_____	Sense of responsibility
_____	Honesty
_____	Ability to organize and plan
_____	Leadership ability
_____	Ability to get along with co-workers
_____	Absenteeism record

5. If you were ever fired, laid off, or asked to resign, explain why.

6. When we talk to your supervisor about you becoming a deputy, how do you think he or she will evaluate you?

7. What reservations might he or she mention?

8. When we talk to your co-workers about you becoming a deputy, how do you think they will generally evaluate you?

9. When we talk to all of your supervisors about you becoming a deputy, what is the worst evaluation you think you will get? Explain why.

10. When we talk to your previous co-workers about you becoming a deputy, what is the worst evaluation you think you will get? Explain why.

11. Other than financially, how has your current or last job benefited you?

12. In the space below, explain any unusual situations that occurred during your current or last job.

VI. Financial Consideration

A. If you have established credit, answer the following questions:

1. When your credit is checked with a credit bureau, how do you think it will come back?

_____ Excellent _____ Good _____ Fair _____ Poor

2. If it will be rated as fair or poor, explain why.

B. What do you consider your current financial condition to be?

_____ Excellent _____ Good _____ Fair _____ Poor

Explain why:

VII. Drugs

A. Would you enforce the marijuana laws in all cases (e.g. on friends)?

_____ Yes _____ No

Explain why.

B. Would you enforce the hard drug laws in all cases (e.g. on friends)?

_____ Yes _____ No

Explain why.

VIII. Family and Friends Opinions

A. What are your family’s opinions of deputies and other law enforcement officers?

B. What are your friend’s opinions of deputies and other law enforcement officers?

IX. Family, Marriage and Interpersonal Relationships

A. State your current relationship status (for example: single, married, divorced, etc)

B. In reference to all your marriages, list the length of each marriage and the outcome of each marriage.

C. If you are currently married (whether living with your spouse or separated), answer the following questions:

1. How would you describe your marriage?

2. How often do you express disagreement with your spouse? Explain.

3. How do you and your spouse typically resolve disagreements? Explain.

4. Have you ever expressed anger or frustration in a physical way? Explain.

D. If you are divorced or widowed (whether re-married or not), answer the following questions regarding each of your previous marriages.

1. How would you describe each of your previous marriages? Explain.

2. How often did you openly disagree with previous spouse(s)?

3. How did you and your previous spouse resolve those disagreements? Explain.

4. Have you ever expressed anger or frustration in a physical way? Explain.

E. Answer the following questions:

1. How do you typically respond when you are disappointed, frustrated, disagree or angry with someone?

2. How do you typically express disappointment, frustration or anger?

3. Have you ever expressed anger or frustration in a physical way? Explain.

X. Other Activities

1. What hobbies or other activities have you participated in, that have helped or prepare for this position?

XI. Reservations

1. As you know, we will investigate your past. When we interview employers, friends, and neighbors, we almost always find someone who questions the applicant's acceptability for becoming a deputy. What type of reservations might people have about you?

2. How do you think your personal references will evaluate your suitability for police work?

3. Understanding that most people have prejudice regarding race, color, and national origin at some level, whether known or unknown, how would your family, friends, and associates describe your typical preference regarding the aforementioned?

4. Do you think your personal beliefs will interfere with your ability to perform your duties in an impartial and professional manner? Explain.

5. Understanding some people have deeply rooted and personal feelings about religion, how would your family, friends, and associates respond to a question regarding how you might react to people who believe differently than you? Explain.

6. Do you think your religious (or non-religious) beliefs will interfere with your ability to perform your duties in an impartial and professional manner? Explain.

7. Understanding some people have deeply rooted political and social views on a wide range of topics which often generate very heated discussions, how would your family, friends, and associates describe your typical response to persons who express or engage in different beliefs or viewpoints than yours?

8. Do you think your political and social beliefs will interfere with your ability to perform your duties in an impartial and professional manner? Explain.

9. What is the worst thing you have ever done in your life; that is, what have you done that you regret the most?

A. Describe your thoughts and reservations about the following:

1. Completing the academy?

2. The pay of deputies?

3. Shift work?

4. The physical demands of the job?

5. Using firearms?

6. Using force?

7. Possibly injuring someone?

8. Possibly killing someone?

9. Possibly arresting friends or relatives?

10. Enforcing all laws?

11. Following orders strictly?

12. Working on any type of duties assigned?

13. What do you feel are the major attractions of police work?

14. What do you feel are the major drawbacks of police work?

15. The space below has been provided to further explain any other concerns that you feel may have a negative impact on your application.

END OF BOOKLET