



APPLICATION FOR EMPLOYMENT HARFORD COUNTY SHERIFF'S OFFICE

45 South Main Street, Bel Air, Maryland 21014-3865
www.harfordsheriff.org - phone: 410-836-5456 - fax: 410-879-2782

INSTRUCTIONS: This application must be typed or printed in ink. Attach additional sheets if necessary. Applications are only accepted for positions that are posted. All applicants, including current employees seeking promotion or transfer, must provide a complete, separate and signed application for each position of interest. Applications must be received in the Personnel Unit no later than the closing date as stated on the position announcement.

VACANCY # _____ TITLE _____ CLOSING DATE _____
(Give Exact Title)

Name _____ Social Security # _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip Code)

Telephone # _____ Date of Birth _____

Driver's License # _____ State _____ Class _____ Expires _____

Is your driver's license suspended? Yes _____ No _____

Have you ever been convicted of an offense in adult court? No _____ Yes _____ If yes, give nature of crime(s) and year(s) of conviction(s): _____

EDUCATION: Are you a High School graduate? Yes _____ No _____

Name of High School _____

High School Equiv. Cert. or GED# or State which granted certificate _____

List any professional/technical licenses, the authorizing State and date of expiration:

List College, Technical School, or other advanced training

Name	From (Month/Year)	To (Month/Year)	Degree/ Major

MILITARY SERVICE: Branch _____ Type Discharge _____

Years/Served: From _____ To _____ Rank at Discharge _____

Primary and Secondary MOS _____

THE HARFORD COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

EMPLOYMENT HISTORY

INSTRUCTIONS: Please read these instructions carefully. In order to be considered for employment, all information must be completed accurately. If you have any questions, please contact the personnel unit for help.

- 1. List your present and past employers starting with the current employer first (use additional paper, if necessary).***
- 2. List accurate months/dates of employment for each employer.***
- 3. You are REQUIRED to complete this section even if you are attaching a resume. Your application will be rejected if this section is not complete.***

PRESENT OR MOST RECENT POSITION:

Employer Name: _____

Address: _____

Street

City

State

Zip

Telephone # _____ Name and Title
of Supervisor _____

Salary _____ Employed From _____ to _____
MONTH/YEAR MONTH/YEAR

Job Title and Duties _____

Reason for leaving _____

FORMER POSITION:

Employer Name: _____

Address: _____

Street

City

State

Zip

Telephone # _____ Name and Title
of Supervisor _____

Salary _____ Employed From _____ to _____
MONTH/YEAR MONTH/YEAR

Job Title and Duties _____

Reason for leaving _____

FORMER POSITION:

Employer Name: _____

Address: _____

Street

City

State

Zip

Telephone # _____ Name and Title
of Supervisor _____

Salary _____ Employed From _____ to _____
MONTH/YEAR MONTH/YEAR

Job Title and Duties _____

Reason for leaving _____

Describe any significant volunteer work that may be used to qualify you for the position for which you are applying; list dates and person to contact for references.

List any additional information that you consider pertinent to your application for employment including special skills such as operation of office equipment, vehicular equipment, computers, etc.

LIST TWO PERSONAL REFERENCES (NOT RELATED TO YOU)

Name _____ Telephone # _____

Address _____

Name _____ Telephone # _____

Address _____

Do you have any relatives employed with the Harford County Sheriff's Office? Yes _____ No _____

If yes, state name, relationship, and work location _____

Are you currently or have you previously been employed by the Harford County Sheriff's Office? If so, please provide the dates, position and unit.

SIGNATURE IS REQUIRED FOR THE FOLLOWING AUTHORIZATION AND ACKNOWLEDGEMENT OF INFORMATION:

I authorize the Harford County Sheriff's Office to investigate any and all statements made on this application, including any criminal history and driving record. Such authorization includes obtaining records from present and past employers, law enforcement agencies and/or credit reporting services. I also authorize the Harford County Sheriff's Office to perform a criminal background check including, but not limited to, fingerprinting and criminal record review. Candidate selected for position must perform essential job functions with or without reasonable accommodation and must undergo and pass a thorough background and criminal records check; polygraph or similar test; pre-employment medical exam to include urine drug/alcohol screening and psychological screening.

If any misrepresentation has been made or if the results of the investigation are unsatisfactory, any offer of employment may be withdrawn; in the event that I am already employed by the Harford County Sheriff's Office, my employment may be terminated.

MAKE SURE YOU HAVE COMPLETED ALL APPLICABLE SECTIONS ON THIS APPLICATION FORM AND SIGN IT BELOW. THIS APPLICATION WILL BE REJECTED IF YOU HAVE NOT FILLED IT OUT COMPLETELY, OR HAVE NOT SIGNED IT.

Printed/Typed Full Name _____

Signature _____ Date _____

APPLICATION INFORMATION

THE FOLLOWING INFORMATION IS VOLUNTARY:

The information below is requested to meet the requirements of certain federal agencies and will be seen and tabulated by the Personnel Unit only. It is confidential information and will not be used in any employment decision.

Position applied for _____
(job title as listed on front of application)

Sex: Male () Female () Date of Birth _____

Race/Ethnic Information – Check one:

_____ **White** – not of Hispanic origin – A person having origins in any of the original peoples of Europe, North Africa or the Middle East.

_____ **Black** – not of Hispanic origin – A person having origins in any of the Black racial groups of Africa.

_____ **Hispanic** – A person of Puerto Rican, Mexican, Cuban, Central or South American or other Spanish Culture or origin, regardless of race.

_____ **Asian or Pacific Islander** – A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. Examples: China, Japan, Korea, the Philippines, Samoa

_____ **American Indian or Alaskan Native** – A person having origins in any of the original peoples of North America and who maintains tribal affiliation or community recognition.

Handicap or Disability if any _____
