

To submit an application to the 911 center for any current openings you must have the following completed:

- 1) Applicant letter from Personnel Department
- 2) Application
- 3) Applicant letter from 911 center
- 4) Background Consent Form: A through E must be submitted with application package
- 5) GBI Consent

HOUSTON COUNTY

APPLICATION FOR EMPLOYMENT

It is the policy of Houston County to select new employees and to promote current employees without regard to race, sex, religion, national origin, marital status or disability.

INSTRUCTIONS: You must answer all items on this application fully and accurately. The information that you give will be used in determining your qualifications and rating for employment. If an item does not apply to you, or if there is no information to be given, write the letters "N/A" for Not Applicable. **PRINT IN INK OR TYPE.** A resume may be attached BUT WILL NOT be accepted in lieu of this application. In order to be assured consideration for employment, your application must be received no later than the closing date of the vacancy announcement.

Position(s) Desired:	Date:
(1) _____ (2) _____ (3) _____	

_____ Full Time	_____ Part Time	_____ Temporary	Salary Desired:
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PERSONAL DATA

Name:	Last	First	Middle	Social Security Number
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Address:	No. & Street	Apt. No.	City, State, Zip
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Telephone Numbers:	Are you between the ages of 17 and 70?
Home: _____ Business: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

U. S. Citizen or Permanent VISA

Yes No If no, give work permit number: _____

Have you ever been convicted of a crime other than a minor traffic violation? (A conviction does not automatically exclude you from employment consideration <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain on a separate sheet.	Do you have a relative working for the county? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name(s) and relationship.
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Have you ever been employed by Houston County? Yes No If yes, give dates, location and job classification: _____

Do you possess a valid motor vehicle Driver's License? Yes No Class _____ Lic No. _____

EDUCATION

	Name and Location	From Mo/Yr	To Mo/Yr	Highest Grade Completed	Did You Graduate	Type Degree	Major	Date Degree Obtained or To Be Obtained
High School								
College(s)								
(Other if Applicable)								
Graduate School								

MILITARY

Branch of U.S. Service _____ From Mo/Yr. _____ To Mo/Yr. _____ Rank _____

Major Duties: (Explain on separate sheet) _____

Honorable Discharge: _____ Yes _____ No (If no, explain on separate sheet)

Service Schools or special training (Explain on separate sheet) _____

Do you have a Reserve Obligation? _____ Yes _____ No (If yes, please describe) _____

EMPLOYMENT HISTORY: Please provide a complete employment history, listing all positions held, including **military**, part-time, summer, and volunteer. It is most important that you provide exact dates of employment, exact title or position, and detailed description of duties. If you held more than one position with an employer, please treat each position separately. This information will help determine eligibility. If submitting a resume, complete all information except Job Duties.

Were you ever discharged or asked to resign from any position? Yes No May we contact your present employer Yes No

(Begin with your present or most recent employer)

Name of Employer		Address	
Employment Dates (mo/yr)	Salary _____ hrs/wk	Name and Title of Supervisor	Telephone Number
from _____ / _____	Starting: \$ _____ per _____	Job Duties	
to _____ / _____	Present: \$ _____ per _____		
Position Title			
Reason for Leaving			

Name of Employer		Address	
Employment Dates (mo/yr)	Salary _____ hrs/wk	Name and Title of Supervisor	Telephone Number
from _____ / _____	Starting: \$ _____ per _____	Job Duties	
to _____ / _____	Present: \$ _____ per _____		
Position Title			
Reason for Leaving			

Name of Employer		Address	
Employment Dates (mo/yr)	Salary _____ hrs/wk	Name and Title of Supervisor	Telephone Number
from _____ / _____	Starting: \$ _____ per _____	Job Duties	
to _____ / _____	Present: \$ _____ per _____		
Position Title			
Reason for Leaving			

REFERENCES

List three references (NOT minors, relatives or former employers) who have known you well during the past few years.

NAME	ADDRESS	OCCUPATION	PHONE NO.	NO. YEARS KNOWN

CERTIFICATION AND AUTHORIZATION FOR RELEASE OF INFORMATION

I CERTIFY that the information given by me in this application is true and complete to the best of my knowledge knowing that any false information, misrepresentation, or concealment of fact is sufficient grounds for my application to be rejected or, if employed, my employment terminated.

I UNDERSTAND AND AGREE that all information furnished in this application may be verified by the County. I further understand that any offer of employment may be revoked in the event a drug test, given by the County discloses information on me which is considered disqualifying. I hereby authorize all individuals and organizations named or referred to in this application and any law enforcement organization to give the Houston County Government all information relative to my employment, education and character, and hereby release such individuals, organizations, and Houston County from any liability for any claim or damage which may result.

Signature _____

Date _____

Dear Applicant,

Thank you for your interest in becoming an employee of Houston County 911. The purpose of this letter is to inform you the procedures that we take during the selection process. It is very important the application submitted is completed in full, as incomplete applications will not be considered for employment. Once we have received your completed application the process could take anywhere from 4 to 6 weeks to complete. If you are ruled out as a prospective employee, at any time during the process, you will be notified in writing. You may only submit an application every six months. The elements of the application process are as follows:

First Phase

- Application Review
- Credit score and report reviewed
- Driver's history reviewed
- Criminal history reviewed
- Personal/Professional references checked
- Internet check (Twitter, Facebook, Google, etc.)

Second Phase*

- Realistic Job Review
- Writing Exercise
- Typing Test
- Cognitive Test
- Panel Interview
- 2 hour Observation

***If you are called to come in during this phase, you will need to be prepared to stay for the entire day.**

Third Phase

- Interview with Captain. and Lieutenant
- Personal / Professional References Checked

Fourth Phase

- Psychological Test
- Hearing / Vision Test
- Complete Physical
- Interview with Sheriff (if needed)

(All appointments must be approved by the Sheriff)

Applicant Signature

Date

BACKGROUND CONSENT FORM

I hereby authorize and fully understand that **prior** to my application being considered for employment by the Houston County Sheriff Department 911 Communications Division that the following information must be received and attached to the application.

- A) Credit History – www.creditkarma.com or www.annualcreditreport.com
- B) Credit Score: minimum requirement 500 or higher to submit application can be obtained at www.creditkarma.com or www.annualcreditreport.com
- C) Driver’s License History – if driving for 7 yrs. need 7 yr. history, if not then need 3 yr. history. Can obtain history at Driver’s License Department.
- D) (Must be a U.S. or Naturalized Citizen) Birth certificate or one or more of the following: Baptismal Record, Draft Card, Court Records, Passport, Citizenship Papers, Armed Forces Discharge Paper (DD214), Certified.
- E) Must have High School Diploma, or (GED) test, or Transcript showing graduation date, or an approved college degree or college transcript showing graduation date.

Complete the following below:

_____		_____	
Full Name (PRINTED)		Address	
_____	_____	_____	_____
Date of Birth	Social Security Number	Sex	Race
_____		_____	
Driver’s License Number		Signature	

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the _____ to receive any Georgia or _____
 Criminal Justice Agency
 III criminal history record information pertaining to me, as authorized under state and federal law for
 individuals seeking employment with a criminal justice agency.

Full Name (print):			
Address			
Sex	Race	Date of Birth	Social Security Number

- This authorization is valid for 90/180/_____ (circle one) days from date of signature.
- I, _____ give consent to the above named to perform periodic
 criminal history background checks for the duration of my employment with this agency.

 Signature

 Date

Date of inquiry: _____ Time of inquiry: _____ Operator's initials: _____

Purpose Code used: (check one)

<input type="checkbox"/>	Civilian Employment with a Criminal Justice Agency (J) – Provides complete <i>Georgia</i> and <i>III</i> Criminal History Record Information except juvenile or restricted records and
<input type="checkbox"/>	P.O.S.T. Certified Employment with a Criminal Justice Agency (Z) - Provides <i>Georgia</i> and <i>III</i> Criminal History Record Information including restricted records that contain completed first offender sentences for any offense

The inquiry resulted in the following: (check all that apply)

<input type="checkbox"/>	No Georgia or III CHRI results available.
<input type="checkbox"/>	Georgia / III CHRI attached/released.

<input type="checkbox"/>	No NCIC/GCIC Warrant results available.
<input type="checkbox"/>	Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

 Agency Designee Signature and Title

 Date