Dear Applicant:

Houston County Board of Commissioners is an Equal Opportunity/Affirmative Action employer and subject to certain reporting and affirmative action requirements. The information required on this insert is requested only so that we may meet our Equal Opportunity/Affirmative Action obligations. Your completion of this form is purely voluntary and will not, in any way, affect your consideration for employment. This insert will be separated from your application and will be separately maintained.

Thank you for your assistance.

Position: _____
(*Job Title)*

How were you referred:
Ad _____
Walk-In _____
Web-Site _____
Agency (Specify) _____
Employee (Who?) _____

Please select the appropriate information for each category:

1. <u>Sex</u>:
_____ Male
_____ Female

2. <u>Ethnicity/Race</u>:
_____ American Indian or Alaska Native
_____ Asian
_____ Black or African American
_____ Hispanic
_____ Native Hawaiian or Other Pacific Islander
_____ White

Applicant's Last Name ***(please print)*** **First Middle**

No. & Street City, State, Zip

Applicant's Signature Date

Turn in completed application with the following:

- Credit History w/ Score (must be at least 600)
- Birth Certificate
- High School Diploma or GED
- Copy of Driver's License
- DD 214 (if prior military)
- If certified, copy of POST training record

Clear Form

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: (1) (2) (3) | Date:

_____ Full Time _____ Part Time _____ Temporary | Salary Desired:

PERSONAL DATA

Name: Last First Middle | Social Security Number

Address: No. & Street Apt. No. City, State, Zip

Telephone Numbers: Home: Business: | Are you between the ages of 17 and 70? ☐ Yes ☐ 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 ☐ Yes ☐ No If yes, explain on a separate sheet.

Do you have a relative working for the county? ☐ Yes ☐ No If yes, give name(s) and relationship.

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) from _____ / _____ to _____ / _____ | Salary _____ hrs/wk Starting: $_____ per _____ Present: $_____ per _____ | Name and Title of Supervisor | Telephone Number

Position Title | Job Duties

Reason for Leaving

Name of Employer | Address

Employment Dates (mo/yr) from _____ / _____ to _____ / _____ | Salary _____ hrs/wk Starting: $_____ per _____ Present: $_____ per _____ | Name and Title of Supervisor | Telephone Number

Position Title | Job Duties

Reason for Leaving

Name of Employer | Address

Employment Dates (mo/yr) from _____ / _____ to _____ / _____ | Salary _____ hrs/wk Starting: $_____ per _____ Present: $_____ per _____ | Name and Title of Supervisor | Telephone Number

Position Title | Job Duties

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

Name-Based Criminal History Record Information Consent/Inquiry Form

I hereby give consent for the Houston County Sheriff's Office **to conduct an**
Criminal Justice Agency
inquiry and receive any Georgia criminal history record information pertaining to me which may be contained in the files of any state or local criminal justice agency in Georgia.

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

This authorization is valid for: ☐ **90 Days** ☐ **180 Days** **(check one - days from date of signature)**

Signature **Date**

Below is for Law Enforcement Use Only

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

Purpose Code used: (check one)

	Employment (E) – Provides ***Georgia*** Criminal History Record Information
	Employment with Mentally Disabled (M) - Provides ***Georgia*** Criminal History Record Information
	Employment with Elder Care (N) - Provides ***Georgia*** Criminal History Record Information
	Employment with Children (W) - Provides ***Georgia*** Criminal History Record Information

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

	No Georgia CHRI results available.
	Georgia CHRI attached/released.

	No NCIC/GCIC Warrant results available.
	Possible NCIC/GCIC Warrant. Contact Agency listed below.
Wanting Agency Name:	
Agency Telephone:	

Agency Designee Signature and Title **Date**

W.H. Rape, Jr.
Chief Deputy
Major Tommy Jackson
Chief Administrator
Major Alan Everidge
Jail Administrator
Captain Ricky Harlowe
911 Emergency Services

Cullen Talton
Sheriff, Houston County

202 CARL VINSON PARKWAY
WARNER ROBINS, GEORGIA 31088
478.542.2125 • FAX 478.328.1544

Captain Ronnie Harlow
Patrol/Traffic Division
Captain Jon Holland
Investigations Division
Captain M.J. Stokes
Warrants/Civil Division
Captain Randy Banks
Juvenile Division

APPLICANT RELEASE AND HOLD HARMLESS AGREEMENT

I _____ hereby acknowledge that I am a Peace Officer applicant, or candidate for appointment or certification to a position as a Peace Officer in the State of Georgia, or for attendance at a basic training course required for such appointment and certification.

1. I hereby request that my former employers release to any Jaw enforcement agency requesting employment related information as defined in O.C.G.A. §35-8-8(c)(l) the following:

   All written information contained in a prior employer's records or personnel files that relates to an applicant/candidate/peace officer's performance or behavior while employed by such prior employer, including performance evaluations, records of disciplinary actions, and eligibility for rehire. Such term shall not include information prohibited from disclosure by federal law or any document not in the possession of the employer at the time a request for such information is received.

2. In consideration of your providing such information to my prospective Jaw enforcement employer, I hereby forever release and agree to hold harmless and to defend from all liability for any claims, causes of action, or suits or charges by every former employer who provides such complete and accurate information about my employment to the requesting law enforcement agency in accord with O.C.G.A. §35-8-8(c)(2).

3. I understand that O.C.G.A. §35-8-8-(c)(S) provides as follows:

   Before taking final action on an application for employment based, in whole or in part, on any unfavorable employment-related information received from a previous employer, a law enforcement agency shall inform the applicant/candidate/peace officer that it has received such employment-related information and that the applicant/candidate/peace officer may inspect and respond in writing to such information. Upon the applicant/candidate/peace officer's request, the law enforcement agency shall allow him/her to inspect employment related information and to submit a written response to such information. The request for inspection shall be within five business days from the date that the applicant/candidate/peace officer is notified of the law enforcement agency's receipt of such employment-related information. The inspection shall occur not later than ten business days after said notification. Any response to the employment-related information shall be made by the applicant/candidate/peace officer not later than three business days after his/her inspection.

_____ _____

Applicant's Name - PLEASE PRINT Applicant's Signature

Sworn to and subscribed before me
this _____day of ___December ____, 2017.

_____
Notary Public

My commission expires _____