



Steve Ross
Sheriff of Polk County
164 Industrial Access Circle
Benton, TN 37307
Phone (423) 338-8215
Fax (423) 338-4541

Application for Employment

General Information		
Date:		
Name – Last:	First:	Middle:
Are you of legal age to work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Date of Birth:	Age:	
Telephone Number – Home:	Cell:	
E-Mail Address:		
Current Address: City, State, Zip code:		

Position Information		
What position(s) are you applying for?		
Have you ever been employed by the Polk County Sheriff's Office?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give dates of employment:		
Have you ever been employed by the Polk County Government?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please describe your duties:		
Date available to start?		
Have you ever been certified by The Tennessee Corrections Institute T.C.I. ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Have you obtained P.O.S.T. certification thru the state of Tennessee?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, please provide details.		
Have you ever been certified thru Tennessee Enforcement System (TIES) ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide details:		
Have you ever been certified thru the National Crime Information Center (NCIC)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yess, please provide details:		



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Are there any other skills, or qualifications which will be of special benefit in the job for which you are applying? (Applicants should list any information that the federal or state law preclude obtaining in the pre-employment stage)

Education
Elementary School

School name:
School address:
Years attended:
Graduated: Yes <input type="checkbox"/> No <input type="checkbox"/>

Education
Junior High School (Middle School)

School name:
School address:
Years attended:
Graduated: Yes <input type="checkbox"/> No <input type="checkbox"/>

Education
High School

School name:
School address:
Years attended:
Graduated: Yes <input type="checkbox"/> No <input type="checkbox"/>

Education
College (Vocational/Technical)

School name:
School address:
Years attended:
Graduated: Yes <input type="checkbox"/> No <input type="checkbox"/>
Major:



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Employment History
Company name:
Employed from:
Supervisors' name and title:
Reason for leaving:

Employment History
Company name:
Employed from:
Supervisors' name and title:
Reason for leaving:

Employment History
Company name:
Employed from:
Supervisors' name and title:
Reason for leaving:

Employment History
Company name:
Employed from:
Supervisors' name and title:
Reason for leaving:

I _____, hereby give the Polk County Sheriff's Office permission to contact my previous employers concerning my prior work experience.

Applicant Signature: _____

Date: _____



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Personal Reference	
Name:	
Address:	
Phone Number:	
Relation to applicant:	

Personal Reference	
Name:	
Address:	
Phone Number:	
Relation to applicant:	

Personal Reference	
Name:	
Address:	
Phone Number:	
Relation to applicant:	

Personal Reference	
Name:	
Address:	
Phone Number:	
Relation to applicant:	

I _____, hereby give the Polk County Sheriff's Office permission to contact any of the names listed above for the purposes of personal reference.

Applicant Signature: _____

Date: _____



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In making this application for employment, I authorize the Polk County Sheriff's Office to make any investigative consumer report whereby information is obtained through personal interviews with my neighbors, friends, or others which I am acquainted with. This inquiry, if made, may include information as to my character, general reputation, personal characteristics, and mode of living. I understand that I have the right to make a written request within a reasonable period of time, receive additional detailed information about the nature of any such investigative report that is made.

Applicant Signature: _____

Date: _____

To the applicant: Please read this information carefully before answering any questions below.

The Civil Rights Act of 1964 prohibits the discrimination in employment because of race, color, creed, religion, sex, or national origin. Federal law also prohibits other types of discrimination based on ancestry, marital status, or physical/mental disability. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

How long have you lived at your current address?
Are you over the age of 18? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, hire is subject to age verification that you are of minimum legal age.
Date of birth: ____/____/____
Sex: Male <input type="checkbox"/> Female <input type="checkbox"/>
Are you a citizen of The United States of America? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been bonded? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, on what job were you bonded?
Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever been convicted of a crime, excluding misdemeanors and summary offenses, in the past 10 years, which has NOT been annulled, expunged, or sealed by the courts? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide full details:
Do you have a physical condition that limits your ability to perform a job? Yes <input type="checkbox"/> No <input type="checkbox"/>



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**Polk County Sheriff's Office
 Background waiver and Authorization**

I, _____ do hereby authorize the Polk County Sheriff's Office and its agents to inquire into my background to verify the accuracy of the information I have provided, related to criminal record. I specifically authorize the Polk County Sheriff's Office to conduct an NCIC (National Crime Information Center) computer check to verify the existence of any criminal record, which may exist using my date of birth and social security number.

On this the ____ day of _____, 20____

Applicant Signature, _____

Name of Applicant:
Date of Birth:
Social Security Number:

Office use only

Criminal history ran by:
Date and time of criminal history
Criminal history status: No history <input type="checkbox"/> Findings <input type="checkbox"/>
Criminal history reviewed by:
Applicant cleared for hire: Yes <input type="checkbox"/> No <input type="checkbox"/>