

**BEAUFORT COUNTY SHERIFF'S OFFICE
INEXPERIENCED LAW ENFORCEMENT OFFICER
ESSENTIAL JOB FUNCTIONS**

INSTRUCTIONS: The following are “essential job functions” common to all inexperienced law enforcement officers in North Carolina, as determined by the N. C. Sheriff’s Education and Training Standards Commission. The successful applicant must be able to perform **ALL** of the essential job functions of an inexperienced law enforcement officer, generally unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

Do you believe that, following completion of Basic Law Enforcement Training, you will have the ability to perform the following functions, with or without a reasonable accommodation? (Initial “Y” = Yes, “N” = No I can’t)

NOTE: A request for an accommodation will not, by itself, disqualify an applicant for employment as an officer.

1. Effect an arrest, forcibly if necessary, using handcuffs and other restraints; subdue resisting suspects using maneuvers and weapons and resort to the use of hands and feet and other approved self-defense weapons. _____
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations. Also file, alphabetize and label reports. _____
3. Exercise independent judgment in determining reasonable suspicion to detain, when probable cause exists to search and arrest and when force may be used and to what degree. _____
4. Operate a law enforcement vehicle day and night; in emergency situations and involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow. _____
5. Communicate effectively and coherently over law enforcement radio channels while initiating and responding to radio communications. _____

6. Conduct criminal investigations by interviewing and obtaining statements of victims, witnesses, suspects and confidential informers. _____
7. Pursue fleeing suspects and perform rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and under obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; balancing on uneven or narrow surfaces and using body force to gain entrance through barriers. _____
8. From a variety of positions, load, unload, aim and fire handguns, shotguns and other agency firearms under stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards. _____
9. Perform searches of people, vehicles, building and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time, detaining people and stopping suspicious vehicles and persons. _____
10. Conduct visual and audio surveillance for extended periods of time. _____
11. Engage in law enforcement patrol functions that include working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure. _____
12. Effectively communicate with people, including juveniles, by giving information and directions, mediating disputes and advising of rights and processes. _____
13. Demonstrate communications skills in court and other formal settings. _____
14. Detect and collect evidence and substances that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions. _____
15. Endure verbal and mental abuse when confronted with the hostile views and opinions of suspects and other people encountered in an antagonistic environment. _____

16. Perform rescue functions at accidents, emergencies and disasters to include directing traffic for long periods of time, administering emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from particular areas. _____
17. Process and transport prisoners and committed mental patients using handcuffs and other appropriate restraints. _____
18. Put on and operate a gas mask in situations where chemical munitions are being deployed. _____
19. Extinguish small fires with a fire extinguisher or other equipment. _____
20. Read and comprehend legal and non-legal documents, including the preparation and processing of citations, affidavits and warrants. _____
21. Process arrested suspects to include taking photographs and fingerprints. _____

It is a business necessity that Deputies exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skills and integrity. A history of mental or physical disability may be grounds for denying an application, or these factors might be a consideration in the hiring process. Applicants posing a substantial risk to themselves, other officers, and the public are at a substantial disadvantage in the hiring process.

I hereby certify that the answers given on this Essential Job Function questionnaire are truthful.

Applicant

Date

EMPLOYEE SELECTION PROCESS (CALEA 32.1.1)

It is the policy of the Beaufort County Sheriff's Office to hire, recruit, train and promote employees without discrimination because of race, religion, color, political affiliation, physical disability, national origin, sex, or age.

The selection process used by the Beaufort County Sheriff's Office is designed to ensure applications are evaluated, and interpreted in a uniform and fair manner. The Investigator conducting background investigations will be trained in all aspects of the selection process to ensure consistency in the selection process. The selection process will be based on the minimum qualifications specified in the related job description. **(CALEA 32.1.2, 32.1.3, 32.2.2)**

Individuals seeking sworn positions, dispatch positions, and detention positions with the Beaufort County Sheriff's Office will be asked to complete an application for employment, the North Carolina Sheriff's Education and Training Standards Commission Personal History Statement (For F-3), Authorization and Release to Obtain Information form and fingerprint cards. Individuals seeking employment in civilian positions with the Sheriff's Office will be required to complete an application for employment, Authorization and Release to Obtain Information form and fingerprint cards. Applicants will be provided information about the selection process, the expected duration of the selection process and the Sheriff's policy on reapplication and reevaluation of candidates not appointed. Applications will not be rejected because of omissions or deficiencies that are corrected prior to the interview process or testing. **(CALEA 31.3.4, 31.1.4a,b,c)**

The Chief Deputy or his designee will acknowledge receipt of all employment applications within seven working days of their submission. All applicant contacts will be documented and logged. **(CALEA 31.3.3)**

A review of the applications will be conducted by the Chief Deputy or his designee to ensure that all necessary forms have been submitted. Selection to continue in the process will be based upon the applicant's ability to meet minimum requirements as established by the NC Sheriffs' Education and Training Standards Commission. Preference will be given to those individuals with current North Carolina Basic Law Enforcement Training or Jailer certifications and/or prior experience in a job related field.

Applications for civilian positions will be reviewed by the Chief Deputy or his designee and the selection process will be based upon prior job experience, education and skills. Applications for civilian positions will be interviewed by a board made up of the Chief Deputy, the supervisor of the open position, and one other command staff member.

A Criminal Investigator or private contractor will be assigned to complete a background investigation before any applicant is considered for a Pre-conditional Offer of

Employment by the Sheriff. The Investigator will notify the applicant the background process has begun and the expected duration of the process. **(CALEA 32.1.4b)**

A criminal background check on sworn and civilian applicants will be conducted through NCIC and the Clerk of Court. This information, along with other data that has been submitted by the applicant, will be documented in the Background Summary completed by the background Investigator.

Background investigations will be completed by a Criminal Investigator or private contractor. A written summary of the investigation will be completed and maintained in the Personnel Office. As a minimum, background investigations will consist of a verification of qualifying credentials, a complete criminal and driving history check, verification of at least three personal references and verification of employment history. **(CALEA 32.2.1a,b,c)**

All applicants selected for background investigation must be fingerprinted. Civilian fingerprints will be submitted to the North Carolina State Bureau of Investigation and the Division of Criminal Information for criminal history records check. Fingerprint cards and other data for Deputy and Detention positions will be forwarded to North Carolina Sheriffs' Standards Division to be processed. They will also be forwarded to the North Carolina State Bureau of Investigation. The results will be maintained in the Records Office. The criminal history records check results will be included in the background summary.

Upon completion of the background investigation, the Investigator will submit in writing a Background Summary of the information collected during the investigation. The Investigator will make a recommendation to the Sheriff on employment based on the minimum requirements established by the Sheriffs' Education and Training Standards Commission, prior experience, education, and information collected from references and prior employers.

Upon the recommendation of the Background Investigator, the completion of the background investigation and positions available, the applicant may be made a conditional offer of probationary employment. The conditional offer of employment will be made prior to drug testing, physical examination and psychological assessment.

The Beaufort County Sheriff's Office does not conduct polygraph examination for employment purposes. **(CALEA 32.2.6)**

A physical examination and psychological assessment will be scheduled by the Administrative Secretary with a certified professional provider selected by the Sheriff's Office. The results of these examinations will be maintained in the applicant's personnel file. **(CALEA 32.2.7, 32.2.8, 32.2.9)**

Drug screening will be included with the physical examination. Applicants for civilian positions will receive a drug screening as directed by the Beaufort County Sheriff's

Office. Examination will be at the expense of the County and must be completed prior to probationary appointment. **(CALEA 32.2.7)**

Information concerning an applicant, such as a result of the psychological assessment, physical examination, drug screen or background investigation will remain confidential.

The Personnel Office will notify individuals not selected for employment in writing within 30 days of the decision. These individuals will also be advised they must wait one year before reapplying. **(CALEA 32.1.5)**

If offered probationary employment, the applicant will be asked to sign a probationary statement. Probationary employment will be for a period of six (6) months, which may be extended upon the direction of the Sheriff. **(CALEA 32.2.10)**

The Administrative Secretary and the Chief Deputy shall be responsible for maintaining the security and confidentiality of personnel files, application packets, and selection materials. Cabinets containing personnel files and selection materials will be kept locked and the Personnel Office will be secured when unattended. **(CALEA 32.1.7)**

Employee records and application packets of persons not selected will be disposed of in accordance to the Records Disposition Schedule published by the Division of Archives and History, Department of Cultural Resources, and in a manner that prevents disclosures of the information contained within. **(CALEA 32.1.6)**

BEAUFORT COUNTY SHERIFF'S OFFICE APPLICATION PROCESS INFORMATION

(DEPUTY SHERIFF, DETENTION OFFICER OR TELECOMMUNICATOR)

Thank you for your interest in employment with the Beaufort County Sheriff's Office.

This packet contains the following forms:

- (1) Application Process Information Sheet;
- (2) Disclosure of Information Forms, Sheriff's Office and Sheriff's Education and Training Standards Commission;
- (3) Beaufort County Employment Application;
- (4) Applicant Questionnaire;
- (5) NC Sheriff's Standard Personal History Statement; and
- (6) Essential Job Functions.

Pay close attention to the following information:

Answer all questions honestly and completely. If the question does not apply to you, indicated it does not apply by writing "N/A". (Use additional sheets of paper when necessary.) Fill out each form with a black fine point pen.

A current telephone number, street address, and mailing address are required to process your application.

You must submit a **certified** copy of your entire criminal history record from **every** county **where you** have resided during the last **ten** years. These criminal record checks must be submitted **with your application packet at time of application**. (If you lived in North Carolina, a criminal record check is available from the Office of the Clerk of Superior Court.)

You must submit a copy of a civil record check from the Clerk of Court, Civil Division from every county where you have resided during the past **ten** years. These civil record checks must be submitted **with your application packet at the time of application**. (If you lived in North Carolina, a civil record check is available from the Office of the Clerk of Court, Civil Division.)

List **ALL** criminal charges since age 16 except **minor** traffic infractions. Provide the date of offense, charging or arresting agency, location of court and the disposition. You must provide **certified copies** of warrants, summons, citations and dispositions of all **criminal and traffic charges** including charges that were dismissed. Provide a separate sheet of paper if necessary. Be certain to list **all criminal and traffic charges**, including charges that were dismissed.

The Disclosure of Information forms must be notarized and submitted along with the application. **We will not accept forms that have not been notarized.**

You must submit a copy of your credit report with your application packet. The payment for the copy of the credit report is the responsibility of the applicant. **No application will be accepted without the credit report.** This report can be obtained from the following agencies:

Equifax Credit Information Services
PO Box 740256
Atlanta, GA 30374
Telephone 1-800-270-3435

Transunion
Telephone 1-800-916-8800

Experian
Telephone 1-800-682-7654

Free yearly credit reports are available from each of the above agencies at <https://www.annualcreditreport.com>.

All applicants having prior military service must submit a copy of their **Form DD-214**.

All applicants having prior law enforcement service must submit a copy of their **Personal History Statement (F-3)** from each agency.

You must submit a copy of your **Birth Certificate** and **High School Diploma**.

When you submit your application packet to the Beaufort County Sheriff's Office, it must contain the following items:

1. Completed Beaufort County Employment Application;
2. Completed Notarized NC Sheriff's Standards Personal History Statement;
3. Notarized Disclosure of Information Forms from the Sheriff's Office and NC Sheriff's Education & Training Standards Commission;
4. Completed Applicant Questionnaire;
5. Your Certified Criminal History Reports;
6. Your Civil Records Check;
7. Your Credit Report;
8. DD-214 (for Prior Military Applicants Only);
9. Prior Personal History Statements (F-3) from Each Agency;
10. Copy of Your Birth Certificate;
11. Copy of your High School Diploma, or GED Certificate; and
12. Any Educational Transcripts, Training Certificates or other documents you wish to be considered.

A successful candidate will complete the following selection process prior to appointment:

1. Meet certain criteria which have been established by the Beaufort County Sheriff's Office and the NC Sheriff's Education and Training Standards Commission.
2. Pass a computerized criminal and driving history check that will be conducted through the NC Administrative Office of the Courts, NC Division of Motor Vehicles, NC Division of Criminal Information and National Crime Information Center.
3. Participate in a personal interview conducted by a Background Investigator.
4. Fingerprinting with card being submitted to the SBI and FBI.
5. Pass an extensive background investigation conducted by a qualified Background Investigator which includes contacting present and prior employers, interviewing listed and unlisted references, verifying the candidate's education, training, traffic and criminal record, and credit status.
6. Pass a commission approved screening for marijuana, cocaine and other drugs without a confirmed positive test.
7. Pass a complete physical and psychological examination conducted by a licensed physician/psychiatrist chosen by the Beaufort County Sheriff's Office. Must possess sufficient physical and mental ability to perform the essential job functions of the position.
8. Pass the Test of Adult Basic Education at the Beaufort County Community College.
9. Participate in a personal interview conducted by a supervisor of the position applied for.
10. Participate in an interview with the Sheriff of Beaufort County.
11. Receive a recommendation of Pre-conditional Offer of Employment by the Background Investigator.

The expected duration of the selection process will be approximately sixty days. The process could take longer than sixty days or less time depending on participation from the applicant in submitting required information and documentation.

A candidate who is not appointed may reapply in twelve months. Candidates for sworn positions determined to be ineligible for appointment are informed in writing with thirty days of such a decision.

APPLICANT QUESTIONNAIRE
Beaufort County Sheriff's Office

Directions: Read and answer each question completely and carefully. When necessary, explain answers on a separate sheet of paper and attach it to this questionnaire. This document must be signed and dated by the applicant.

Applicant's Full Name: _____

Date and Reason for Name Change (Marriage, Divorce, Legal Name Change, etc.):

The following information is required to conduct a criminal record check:

Social Security Number: _____ - ____ - _____ Date of Birth: ____ / ____ / ____

Sex: () Male () Female Race: () Black () White () Other _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Scars, Marks, or Tattoos: _____

Driver's License Number: _____ State: _____

1. Why are you applying for this position? (Write at least three complete sentences.)

2. Have you attended and successfully completed any of the following training programs?

a. Basic Law Enforcement Training: Yes _____ No _____

If yes: Date: _____ State: _____ #Hrs: _____

b. Basic Detention Officer Training: Yes _____ No _____

If yes: Date: _____ State: _____ #Hrs: _____

c. Basic Correctional Officer Training: Yes _____ No _____
If yes: Date: _____ State: _____ #Hrs: _____

d. DCI Terminal Operator Training: Yes _____ No _____
If yes: Date: _____ State: _____ #Hrs: _____

3. Within the past twelve months, have you been:

a. Sworn law enforcement officer? Yes _____ No _____
If yes: Agency: _____ Date: _____

b. Certified detention officer? Yes _____ No _____
If yes: Agency: _____ Date: _____

c. Certified correctional officer? Yes _____ No _____
If yes: Agency: _____ Date: _____

4. Have you ever been arrested or otherwise charged with any crime or any serious traffic offense? (If yes, explain in writing on a separate sheet of paper and attach it to this questionnaire.)
Yes _____ No _____

5. Have you ever been convicted of a felony? (If yes, do not continue with this application process).
Yes _____ No _____

6. Are you now using, or have you ever used, any illegal drugs? (If yes, explain in writing on a separate sheet of paper and attach it to this questionnaire).
Yes _____ No _____

7. Have you ever possessed, used or sold any amount of illegal drugs?
Yes _____ No _____

8. Do you consider yourself an honest person?
Yes _____ No _____

9. Do you consider yourself a reliable person?
Yes _____ No _____

10. Do you consider yourself capable of managing your personal finances? (Example: Paying bills on time, etc.)
Yes _____ No _____

11. Do you have any outstanding civil judgments against you?
 Yes _____ No _____
 If yes, what where, and when? _____
12. Are able to keep your temper under control when you are insulted or threatened?
 Yes _____ No _____
13. Do you feel that you can effectively communicate with other people?
 Yes _____ No _____
14. List any of your special training, education, hobbies or abilities which qualifies you for this position. (Attach documentation if you wish.)
15. Do you speak a language other than English?
 Yes _____ No _____
 If yes, which one(s) and how well? _____
16. Are you able and willing to work weekends, holidays, overtime, split shifts, call out duty, and rotating 12 hour shifts?
 Yes _____ No _____
17. Are you able and willing to comply with all clothing and grooming standards of the Beaufort County Sheriff's Office, and you are willing to wear a uniform?
 Yes _____ No _____
18. Do you have a relative who works for the Beaufort County Sheriff's Office or the Beaufort County Government?
 Yes _____ No _____
 Names: _____
19. Have you worked for any other company, agency or person within the past ten years that you have not listed on the employment application?
 Yes _____ No _____ (If yes, attach list to this questionnaire.)
20. Have you ever been discharged or forced to resign from any position because of personal conduct or neglect of duty?
 Yes _____ No _____ (If yes, explain in writing on a separate sheet of paper and attach it to this questionnaire.)
21. Do you live in Beaufort County?
 Yes _____ No _____
 If you do not live in Beaufort County, are you willing to move to Beaufort County?
 Yes _____ No _____

22. Have you ever been disciplined by any agency or employer for excessive use of force, making untruthful statements, sexual harassment, conduct unbecoming an officer, violating any portion of the Code of Ethics or otherwise violating policy or procedures?
Yes _____ No _____ (If yes, explain on a separate sheet of paper and attach it to this questionnaire.)
23. If appointed to a position with the Beaufort County Sheriff's Office, do you agree to abide by the Criminal Justice Code of Ethics in your personal and public life?
Yes _____ No _____
24. ANSWER QUESTION #24 ONLY IF YOU HAVE EVER BEEN A MEMBER OF THE ARMED FORCES.
- a. What were your occupational specialties and assignments?
- b. Did you have any arrests or convictions under the Uniform Code of Military Justice?
Yes _____ No _____ If yes, what were they?
- c. Did you receive any disciplinary actions under UCMJ?
Yes _____ No _____ If yes, what were they?
- d. What special training did you receive in the Armed Services that would help you as a criminal justice applicant?
- e. What was the date of your discharge? _____
() Not discharged. Expected date of discharge? _____
- f. Was your discharge characterized as "Honorable"?
Yes _____ No _____ (If no, explain fully)

25. ANSWER QUESTION #25 ONLY IF YOU ARE APPLYING FOR A POSITION AS A DETENTION OFFICER AND/OR DEPUTY SHERIFF:

- a. Do you understand this job is dangerous and that you could be attacked and injured while in the performance of your official duties?
Yes _____ No _____
- b. Are you able and willing to use force (hands, feet, weapons, etc.) against another person to protect yourself and others?
Yes _____ No _____
- c. Are you willing to administer first aid, including CPR, to a person who is badly injured or bleeding profusely?
Yes _____ No _____

ANSWER QUESTION #26 ONLY IF YOU ARE APPLYING FOR A POSITION AS A DETENTION OFFICER.

26. If you are applying for a position as a detention officer, are you able and willing to perform the following essential job functions?
- a. Use your body and appropriate weapons to restrain a combative inmate or prisoner using approved movement and tactics for the purpose of protecting yourself and others?
Yes _____ No _____
 - b. Write reports about investigations, incidents and other matters; use proper words, English grammar and punctuation; solve math problems; and file in alphabetical order?
Yes _____ No _____
 - c. Determine a “special needs” person (Examples: a suicidal person, a security risk, etc.) and respond to the person’s needs?
Yes _____ No _____
 - d. Operate a car, van or truck for long periods of time during both the day and night, in heavy, busy traffic and on roads where there may be fog, smoke, rain, ice and snow?
Yes _____ No _____
 - e. Communicate effectively and clearly in person or by phone or radio with other officers or inmates?
Yes _____ No _____
 - f. Collect/gather information for investigations (Criminal and Administrative) and write down inmate’s statements?
Yes _____ No _____

- g. Chase runaway inmates and perform rescue operations and other duties which may involve quickly going into and leaving secured/locked areas; lifting, carrying and dragging heavy objects; climbing up to and down from high places; climbing through openings, jumping over obstacles; crawling in close, tight and confined areas; and using body force to gain entrance or break through a door?
Yes _____ No _____
- h. Perform searches of people, mail items, and other objects looking for smuggled items; search cells which may involve feeling and finding objects; walk for long periods of time and conduct crowd control?
Yes _____ No _____
- i. Carefully watch prisoners and listen to prisoners for long periods of time?
Yes _____ No _____
- j. Work in close, tight areas, work rotating shifts, physically check doors and other areas to ensure safety?
Yes _____ No _____
- k. Be able to talk clearly with prisoners, giving information and directions; settle disagreements; and explain jail policies?
Yes _____ No _____
- l. Speak effectively in court and other formal meetings?
Yes _____ No _____
- m. Discover the presence of items of evidence and substances that provide the basis of investigations for criminal offenses or internal administrative violations; and discover the presence of conditions such as smoke, unusual or excessive noises, odors, etc?
Yes _____ No _____
- n. Be able to tolerate verbal and mental abuse when prisoners and public use foul language, call you names, curse, threaten you, etc.?
Yes _____ No _____
- o. Perform rescue duties such as dragging and carrying people away from dangerous situations and securing and evacuating people from locked or closed in areas?
Yes _____ No _____
- p. Transport and escort prisoners, detainees, and mental patients using handcuffs and other approved restraints?
Yes _____ No _____
- q. Put out small fires by using a fire extinguisher and other approved ways?
Yes _____ No _____

- r. Read and understand legal and non-legal documents; including following directions on documents? (Example: medical instructions for prisoners.)
Yes _____ No _____
- s. Process and release prisoners including taking their photograph and rolling impressions of fingerprints which are clear and can be read by the experts?
Yes _____ No _____
- t. Work with crisis situations that may include suicide prevention, recognizing abnormal and strange behavior and doing what is approved and necessary to prevent problems?
Yes _____ No _____
- u. Break up fights and brawls?
Yes _____ No _____
- v. Use hands and fingers to type on keyboards, operate levers and buttons; use hands and body to operate heavy doors and to lock and unlock them with keys; collect and list small items in an inventory?
Yes _____ No _____
- w. Read computer and camera screens, court and other legal and non-legal papers and documents; determine different colors and watch/supervise prisoners while viewing the surrounding area?
Yes _____ No _____
- x. Using proper protection, inspect the unclothed bodies of prisoners including looking into openings (mouth, nose, ears); contact with sick and injured people?
Yes _____ No _____
- y. With proper training and supervision, do you believe that you can perform all of the major job duties of a detention officer without any help, quickly and without delay?
Yes _____ No _____

ANSWER QUESTION #27 ONLY IF YOU ARE APPLYING FOR A DEPUTY SHERIFF POSITION.

27. If you are applying for a position as a deputy sheriff, are you able and willing to perform the following essential job functions:
- a. Arrest someone, using force if necessary, with handcuffs and other types of restraints; control someone who is trying to fight you using (1) your body, including hands and feet, with approved movements and tactics to protect yourself and (2) weapons to protect yourself and others?
Yes _____ No _____

- b. Write reports about investigations, incidents and other matters; use proper words, English grammar and punctuation; solve math problems; file in alphabetical order?
Yes _____ No _____
- c. Decide on your own when there is reason to believe someone may be a suspect and take the person in custody; decide if there is enough reason to search a person or belongings and make an arrest; and decide when and if to use force and how much force to use?
Yes _____ No _____
- d. Operate a law enforcement automobile, van, or truck during both the day and night, in emergency situation involving speeds faster than posted speed limits, in heavy busy traffic and on unsafe roads where there may be fog, rain, ice and snow?
Yes _____ No _____
- e. Talk effectively and clearly in person or over law enforcement radio channels while initiating and answering radio calls?
Yes _____ No _____
- f. Collect/gather information for criminal investigations by interviewing and writing down statements of victims, witnesses, suspects and confidential informers?
Yes _____ No _____
- g. Chase running suspects and perform rescue operations which may involve quickly going into and out of law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up over obstacles; jumping down from high places; climbing through openings, jumping over obstacles; ditches and streams; crawling in close, tight and confined areas; balancing on uneven or narrow places; using body force to gain entrance or break through doors and other barriers?
Yes _____ No _____
- h. Perform searches of people, vehicles, buildings and large outdoor areas which may involve feelings and finding objects, walking for long periods of time, holding back people and stopping suspicious vehicles?
Yes _____ No _____
- i. Load, unload, aim and fire handguns, shotguns and other agency firearms using different body positions and under conditions of stress where you must use deadly force; doing all of this at the levels of performance required according to agency standards?
Yes _____ No _____
Most recent handgun scores (if available) Day _____ Night _____

- j. Carefully watch and listen for long periods of time in performing surveillance duties?
Yes _____ No _____
- k. Go out on patrol and perform patrol duties that include working rotating shifts?
Yes _____ No _____
- l. Be able to talk clearly with prisoners and the public, including children and teenagers?
Yes _____ No _____
- m. Speak effectively in court and other formal meetings?
Yes _____ No _____
- n. Discover the presence of items of evidence and substances that provide the basis for investigation for criminal offenses or which indicate the presence of dangerous conditions?
Yes _____ No _____
- o. Be able to tolerate verbal and mental abuse when prisoners, their family and the public use foul language, call you names, curse, threaten you, etc.
Yes _____ No _____
- p. Perform rescue duties at accidents, emergencies and disasters to include directing traffic for long periods of time, administering basic emergency medical care, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from dangerous areas?
Yes _____ No _____
- q. Process and transport prisoners and mental patients using handcuffs and other approved restraints?
Yes _____ No _____
- r. Put out small fires by using a fire extinguisher and other approved ways?
Yes _____ No _____
- s. Put on and operate a gas mask in situations where chemical weapons are being used?
Yes _____ No _____
- t. Read and understand legal and non-legal documents, including being able to prepare and serve such documents as citations, summons and warrants?
Yes _____ No _____
- u. Process arrested suspects including taking their photograph and rolling impressions of fingerprints which are clear and can be read by the experts?
Yes _____ No _____

v. With proper training and supervision, do you believe that you can perform all of the major job duties of a deputy sheriff without any help, quickly and without delay?

Yes _____ No _____

I understand the requirement of a Deputy Sheriff and Detention Officer and possess the physical and personal characteristics required to perform the essential job functions of the position for which I have applied.

I certify that all the answers given by me in this questionnaire are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I understand that false, incorrect, or missing information may be grounds for rejection of my application or dismissal if I am appointed.

Signature

Print Full Name

Address City

Birth Date SS#

Subscribed and sworn before me,

This the _____ day of _____, 20_____

Notary Public

My Commission Expires: _____

Authorization for Release of Information

I am an applicant for a justice officer position with _____(Agency Name) In order to determine my suitability for this position and for justice officer certification or continued certification, I understand that the both the named hiring Agency and the North Carolina Sheriffs' Education & Training Standards Commission must make a thorough investigation of my personal records and personal background. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I, _____, DOB, _____, Operators License # _____, do hereby request and authorize any bank, credit union, lending or financial institution, credit bureau, consumer report agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional including mental health, alcohol treatment center, hospital or other repository of medical records, insurance company, governmental agency, criminal and civil courts, certification/licensing commission, military organization, and any other individual agency to produce and provide copies of any and all information to the name hiring Agency and the North Carolina Sheriffs' Education & Training Standards Commission regarding me, whether of a privileged or confidential nature.

Moreover, I hereby release the named hiring Agency and the North Carolina Sheriffs' Education & Training Standards Commission from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my application for certification. And, I hereby release the issuing agency and its agents and employees, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result because of compliance with this authorization and request.

I further waive all right to inspect or review any information compiled in reference to my application for certification as allowed by law. I do further authorize the named hiring Agency and the North Carolina Sheriffs' Education & Training Standards Commission, its agents and employees, to release copies of any and all information to any agency or entity regulating the certification, authority or conduct of law enforcement officers. This is to include, but not limited to: North Carolina Criminal Justice Education & Training Standards Commission, North Carolina Sheriffs' Education & Training Standards Commission, North Carolina Attorney General's Office, agencies of other states and the federal government, and the applicant's/officer's employing agency.

I hereby acknowledge that this authorization is valid for one (1) year or until the employment application or investigative process has been completed, whichever is later.

A copy of this document is considered valid, just as the original. I have read and fully understand the above statements.

STATE OF NORTH CAROLINA COUNTY
OF _____.

Subscribed and sworn to before me, this is the
___ day of _____, 20__.

Notary Public & Seal My Commission

Expires:

Applicant Signature

Printed Name: _____

Address _____

Phone Number _____

Beaufort County, North Carolina

Application for Employment
121 W. 3rd St., Washington, NC 27889



Last Name		First Name		Middle Name	
Address		City		State	Zip Code
Social Security Number	Home Phone		Work Phone		
Position Applied For			Date		

****PLEASE READ BEFORE FILLING OUT THIS APPLICATION****

This application is for all general Beaufort County Government positions and will be considered only for the position listed above. If you wish to receive consideration for other position vacancies, it will be necessary to submit another application.

Applicants for positions with Beaufort County Health and Social Services Departments must complete a State of North Carolina Employment Application Form (PD 107).

Applicants interested in positions with the Beaufort County Sheriff, Jail, and Emergency Communications are required to complete a Personal History Statement (Form F-3) required by the Sheriff's Education and Training Standards Commission in addition to the Beaufort County Application for Employment. The Form F-3 can be obtained from the Beaufort County Sheriff's Department.

Thank you for your interest in employment with Beaufort County. The County is committed to providing equal employment opportunities to qualified individuals regardless of race, color, sex, religion, disability, national origin, citizenship, age with respect to persons 18 years or older, or any other status protected by law.

BEAUFORT COUNTY, NORTH CAROLINA

Application for Employment

Page 2

GENERAL INFORMATION

1. Are you currently employed by Beaufort County? Yes No
If yes, what department? _____
2. Have you previously been employed by Beaufort County? Yes No
If yes, when? _____
3. Are you related by blood or marriage to any person now employed by Beaufort County?
 Yes No If yes, give name, relationship to you and the department where employed:

4. How did you find out about this vacancy? _____
5. Do you have a valid North Carolina Driver's License? Yes No
License Number _____
6. Are you age eighteen or over? Yes No
If no, hire is subject to verification that you are of minimum legal age.
7. Have you ever been convicted of an offense against the law other than a minor traffic violation?
 Yes No (If yes, explain fully on an additional sheet.)
Note: A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.
8. Are you a veteran? Yes No
Dates of active service: From _____ To _____ Type of separation _____
9. Describe any special skills you have such as machines you can operate, computer systems, and software with which you are proficient, etc.

10. Indicate any language other than English you can speak, read, and/or write:
Spanish speak read write
Other _____ speak read write

RECORD OF EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

School	Name and Location of School	Course of Study	Attendance Dates	Did you Graduate?	List Diploma or Degree
High School				yes _____ no _____	
College/ University				yes _____ no _____	
Other (Specify)				yes _____ no _____	

BEAUFORT COUNTY, NORTH CAROLINA

Application for Employment

Page 3

RECORD OF EMPLOYMENT

List below present and past employment and military experience beginning with the most recent.

I

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
						per	per		
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

II

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
						per	per		
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

III

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
						per	per		
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

IV

Name and Address of Employer	From		To		Job Title	Starting salary	Last salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
						per	per		
Describe the work you did:									
Telephone									
If part-time, hours per week ____									

May we contact the employers listed above? ____ Yes ____ No
 If no, indicate which one(s) you do not wish for us to contact and why. _____

BEAUFORT COUNTY, NORTH CAROLINA

Application for Employment

SPECIAL LICENSES OR CERTIFICATIONS

Type Issued by Date received Date of Expiration Certificate Number

REFERENCES (Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

CERTIFICATION OF APPLICANT

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I hereby authorize Beaufort County to make any investigation of my personal history, employment, financial and credit record, and other related matters which may be necessary to verify information related to my application, and to secure the information necessary to make an employment decision.

Signature of Applicant

Date