FLORENCE COUNTY SHERIFF'S OFFICE
TJ Joye, Sheriff

Florence County Sheriff's Office Application Packet Contents:

- Information Sheet

- Application Checklist

- Application

- Personal Information Release Waiver

- Physical Agility Test Standards

<u>Information Sheet for Applicants</u>

Your application packet contains an application and a summary of the physical requirements to be a Deputy Sheriff. In an effort to make the application process for a position with the agency a smooth and easy process, we offer the following guidelines:

1. You will need to include a copy of the following information with your application:
   a. Driving History
   b. Birth Certificate
   c. High School Diploma
   d. Three (3) Letters of Reference
   e. Any Current LEO Certification
   f. A Recent Photograph
   g. Copy of Social Security Card
   h. Copy of Valid Driver's License
      * you may go by an SCDMV location and get a copy of your South Carolina driving history. If you have, in the past ten years, had an out of state driver's license, you must contact the state's appropriate agency.

2. The packet must be returned to Katherine McCain at the Law Enforcement Complex in Effingham. Incomplete applications may not be considered for employment. Applications may be returned by mail to:

   Katherine McCain
   Florence County Sheriff's Office
   6719 Friendfield Road
   Effingham, SC 29541

3. Applicant Phases

   a. <u>Phase 1</u>: Receipt of the completed application with ALL requested documents and verification of driving record.
   b. <u>Phase 2</u>: Written examination and physical agility test. If successful, the applicant will continue to the phase 3.
   c. <u>Phase 3</u>: Background investigation, Sheriff's interview, psychological examination, drug screening and medical exam.

4. Upon the satisfactory completion of the requirements listed above, you will be placed on an eligibility list for a period of one year. During that year, as vacancies occur, you may be called in to interview for various entry level positions. If you are interviewed but not hired, you will be placed back on that eligibility list.

APPLICANT CHECKLIST

The following items MUST be returned to Katherine McCain at the Law Enforcement Complex in Effingham:

- Completed Application
- A copy of your social security card
- A copy of your birth certificate
- A certified copy of any out of state driver's history, if within the last ten (10) years
- A copy of your high school diploma
- Three (3) letters of reference (non-family) which include:
  The author's name, address, telephone number, information on your relationship and character
- Completed signed and notarized waiver
- A recent photograph
- Any current Law Enforcement Officer Certifications

If you have any questions, please call Katherine McCain at 843-665-2121 ext. 361

Florence County Employment Application

FLORENCE COUNTY
Human Resources Department
180 N. Irby Street, Room 605, MSC-S
Florence, South Carolina 29501
Phone (843) 665 – 3054
Toll Free 1 – 800 – 523 – 3577
www.florenceco.org

I. Personal Information

Name_____ _____ _____ _____
Last   Suffix   First   Middle

Address_____ _____ _____ _____
Street   City   State   Zip Code

Telephone_____-_____-_____ Alternate_____-_____-_____

Email_____

Position Applied For_____ Date_____

For each position, you must complete a separate employment application. Print legibly in ink or type.

Have you ever been employed by Florence County? ☐ Yes ☐ No
If yes, provide the following information:
Job Title_____
Department_____
Supervisor_____
Dates of Employment   From _____/_____   To _____/_____

Do you have any relatives employed by Florence County? ☐ Yes ☐ No
If yes, provide the following information:
Name _____   Name _____
Relationship _____   Relationship _____
Department _____   Department _____

Have you ever been convicted of or plead guilty, or no contest to a crime other than a minor traffic violation? ☐ Yes ☐ No
If yes, describe in full.

_____

_____

Failure to disclose all requested criminal record information on your application could result in refusal of employment or discharge if you have already been employed. The nature of any criminal record will be considered in relation to any jobs for which you are applying and will not necessarily keep you from being hired.

Have you ever been bonded? ☐Yes ☐No
A bond is an insurance agreement for financial and other loss coverage.

II.   Employment History

If presently employed, explain why you are seeking employment with Florence County.

_____

_____

A resume may be attached but cannot substitute completing this section.

Present or Latest Employer _____
Address _____
Type of Business _____
Telephone _____-_____-_____
Dates of Employment   From _____/_____   To _____/_____
Job Title _____   Employment Status ☐full-time ☐part-time
Beginning Salary _____   Ending Salary_____

Describe job responsibilities.

_____

_____

Explain reason(s) for leaving.

_____

_____

Supervisor_____   May we contact? ☐Yes ☐No

Next Most Recent Employer _____
Address _____
Type of Business _____
Telephone _____-_____-_____
Dates of Employment   From _____/_____   To _____/_____
Job Title _____   Employment Status ☐ full-time ☐ part-time
Beginning Salary _____   Ending Salary_____

Describe job responsibilities.

_____

_____

Explain reason(s) for leaving.

_____

_____

Supervisor_____   May we contact? ☐ Yes ☐ No

Next Most Recent Employer _____

Address _____

Type of Business _____

Telephone _____-_____-_____

Dates of Employment   From _____/_____   To _____/_____

Job Title _____   Employment Status ☐ full-time ☐ part-time

Beginning Salary _____   Ending Salary_____

Describe job responsibilities.

_____

_____

Explain reason(s) for leaving.

_____

_____

Supervisor_____   May we contact? ☐ Yes ☐No

Next Most Recent Employer _____

Address _____

Type of Business _____

Telephone _____-_____-_____

Dates of Employment   From _____/_____   To _____/_____

Job Title _____   Employment Status ☐full-time ☐part-time

Beginning Salary _____   Ending Salary_____

Describe job responsibilities.

_____

_____

Explain reason(s) for leaving.

_____

_____

Supervisor_____   May we contact? ☐Yes ☐ No

Florence County Employment Application

III. References

Do not list relatives or previous supervisors.

Name and Occupation	Address	Telephone

IV. Educational Background

School	Name and Address of School	Course of Study	Graduate	Note Number of Years Completed and List Diploma/Degree/Certification
High School			☐Yes ☐No	
College			☐Yes ☐No	
Other			☐Yes ☐No	

Florence County Employment Application

V. Professional Certifications and Licenses

Attach current original certified 10-year driving record if required by job.
Attach copies of required certificates, licenses, other training, etc.

Check Applicable Licenses/Certifications	License and/or Certificate Number	Note Level and/or Type	State Issued	Expiration Date	Active or Inactive
Driver's License					
CDL License					
EMT					
Professional					
Notary Public					

VI. Military Service

Have you ever served in the Armed Forces? ☐ Yes ☐ No
If yes, attach copy of DD214 Long Form.

VII. Skills

Shorthand or Speedwriting speed _____

Typing Speed _____

Software used _____ MS Word _____ Excel _____ Other _____

Other Software Skills _____

Equipment used _____ Adding machine _____ Calculator _____ Computer _____ Other _____

Not any equipment, machines, or other skills related to the position.

_____

_____

VIII. Other Job Relevant Information

Exclude information that would reveal sex, race, religion, national origin, age, disability or similar distinctions.

Describe other accomplishments, associations, special qualifications or additional information related to the position.

_____

_____

Florence County Employment Application

Employment applications submitted without required documentation may be rejected or returned. It is understood and agreed that any misrepresentation or omission of material information by me on this application will be considered sufficient cause of cancellation of the application and/or separation from employment if I have been employed. Furthermore, I understand that all employees of Florence County are employed at-will and may quit or be terminated at any time and for any reason. I understand that no representative of the County has the authority to make any assurances to the contrary.

Florence County is an equal opportunity employer and is committed to providing equal opportunity in its personnel actions. No question on this application is used for the purpose of limiting or excluding an applicant's consideration for employment on a basis prohibited by applicable local, state or federal law.

Florence County endorses a drug-free workplace policy to help ensure the health, safety, and welfare of its employees and the public. I understand that I must successbully submit to a pre-employment drug screening as a condition for employment. I further agree that while employed by the County I will consent to drug and alcohol testing in accordance with the County policy. In addition to the drug screening test, I may be required to submit to a physical examination to determine my fitness for the work to be performed and to receive required immunizations.

I agree to and authorize the County to conduct a criminal background investigation and make any investigation of my personal employment, education and any other related matters as may be necessary in arriving at any employment decision. I also agree to and authorize the County to obtain information from credit bureaus as part of the application process for certain positions. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

I also understand that if I am hired, I will be required to provide proof of identify and legal authorization to work in the United States and that federal law requires me to complete an I-9 form in this regard. It is very important that all documents I provide to the county are legible and properly signed.

NOT A CONTRACT

Signature of Applicant _____ Date _____

NOT A CONTRACT

Florence County Employment Application

Hiring Department Questionnaire

Check one of the options below and save this document:

☐   Applicant selected for interview.

- If interviewing, print the Employment Application. Have applicant sign and date the Employment Application (in ink).

☐   Applicant not selected for interview.

- If not interviewing, check the applicable reason below:
  - ☐   Applicant does not meet minimum job qualifications.
  - ☐   Other applicants are better qualified.

AUTHORIZATION

I hereby authorize the Florence County Sheriff's Office to order a consumer credit report and verify other credit information. This authorization specifically consents to the credit bureau's release of any medical information that may be contained in the consumer report.

This authorization is given freshly and voluntarily and is given with my application for employment by the Florence County Sheriff's Office, and I understand the Florence County Sheriff's Office intends to secure a credit report. It is understood that a copy of this form will also serve as an authorization.

_____

Signature of Applicant

Date: _____

Witness: _____

Personal Inquiry Waiver
Authority for Release of Information

To: Concerned Person or Authorized Representative of
                 any Organization, Institution or Repository of Records

I respectfully request and authorize you to furnish the Florence County Sheriff's Office any and all information that you may have concerning my work record, school record, reputation, financial status and military records. Please include any record of detainment, arrest, and conviction by any law enforcement agency including information of a confidential or privileged nature, and photocopies of same if requested. This information is to be used to assist the Florence County Sheriff's Office in determining my qualifications and fitness for the position I am seeking.

I hereby release to you, your organization or others from any liability or damage which may result from furnishing the information requested above.

Applicants Name: _____

Applicants Signature: _____

Date of Birth: _____   Social Security No.: _____

Address: _____

AFFIDAVIT

State of South Carolina
County of Florence

PERSONALLY appeared before me the said, _____,
who being duly sworn, states that he/she executed the above instrument of his own free will and accord, with full knowledge of the purpose therefore.

_____

Sworn to and subscribed before me on this _____ day of _____ 20_____.

_____ My commission expires:_____
Notary Public for South Carolina

Physical Agility Test Standards

The standard for successful completion of the Physical Agility Test is to complete the course in two minutes and six seconds (2:06).

A time penalty (two [2] seconds added) for failure to negotiate the low crawl or the ditch jump will be imposed and added to the individual's cumulative score. Failure to negotiate any obstacle and/or to stop continuous motion will NOT constitute a "failure".

Applicants will be allowed three (3) attempts to successfully negotiate obstacles (e.g., stairs, fence, wall/window). At each failed attempt, the instructor will tell the student to back-up to a designated point in attempt to gain momentum to negotiate the obstacle. Following a third failed attempt at a given obstacle, the applicant will be instructed to walk around the obstacle and finish the course in order for the individual's time to be recorded for purposes of the comparison of performance (time) to ability (non-negotiation of obstacle[s]).

Course Description:

The course measures a total of 870 feet (290 yards/ 265.2 meters). The course consists of a series of nine interspersed individual tasks, arranged in a continuous format that are viewed as being essential (physical) job-tasks for law enforcement training:

- running;
- jumping (low hurdle);
- climbing stairs;
- low crawling;
- jumping (broad-type);
- climbing a fence (chain-link/four feet);
- climbing through a window;
- moving/dragging a weight (150 pounds);
- changing direction on the run.

 The applicant starts the course at a point, indicated in green on the course map.

The course is outlined as such:

The candidate runs one and ¾ laps around the perimeter of the course

The first obstacle encountered in the interior consists of two low hurdles, one and a half feet high and four feet long, placed 13 feet apart.

After clearing the hurdles, stairs (five steps up to a 32-inch wide landing, 45 inches above the floor, and five steps down) must be negotiated twice (note that each step has a 7.5 inch rise and tread that is 11 inches wide).

Once the stair event is completed another low hurdle must be cleared; the applicant must then successfully negotiate a low crawl under an obstacle set at 2 ½ feet above the floor.

Make a turn and clear a ditch simulation that is six feet in width.

After another turn, a chain-link fence (four feet in height) must be climbed.

Two additional turns made, and a four-foot high window (opening is 3' wide x 4.5' high) must be successfully entered.

The applicant must then drag a 150-pound dead weight a distance of 20 feet.

After the weight drag, the candidate exits the course, completes one final lap around the perimeter and finishes at the point indicated in red on the course map.

not drawn to scale