



# *SHERIFF*

## Marion County

### *APPLICANT INFORMATION*

#### **APPLICANT: READ THIS FIRST**

Thank you for your interest in employment with the Marion County Sheriff's Office. We require that you fill out this employment application in order to be considered for a position with our agency. No other document that you will prepare during the application process is more important than this application. It is in your best interest to follow these instructions. Investigators and administrative aides will not correct your application or conduct inquiries to complete your responses.

**ENTRIES MUST BE HAND WRITTEN BY THE APPLICANT IN BLACK INK.** Do not type or otherwise reproduce this document except by printing it yourself. Read and answer every question. Do not misstate or omit any material fact, since the statements made herein are subject to verification to determine your qualification for employment.

Further, after thoroughly completing the document, it **MUST BE NOTARIZED** on the appropriate pages. Staff within the Human Resources Division can notarize it for you upon submission, if you wish. **If you elect to have it notarized by our staff, DO NOT SIGN IT BEFOREHAND.** Due to the great number of applicants who must be processed, failing to follow these instructions may result in the discontinuation in the processing of your application

Before completing this application, closely read the instructions which are written throughout. There are a number of copies of official documents, in which you are required to obtain and these documents will be necessary for your processing. The Marion County Sheriff's Office understands that some documents may have to be requested and mailed to you. In that case, a written explanation of why the document is missing and what you are doing to obtain the documents will be required with the application.

When referring to people, be sure to fully identify individuals by their full correct names. Further, give complete addresses; **DO NOT ASSUME** that the investigator will attempt to determine street numbers, correct street spellings, apartment numbers, telephone numbers or zip codes. If your application is not complete at the time of your initial submission, processing will be terminated.

When completing the residence portion of this application, be sure that you provide every address where you have lived for the last ten (10) years, in order from your present address backwards. If necessary, call the appropriate person to find out the exact address and the time period during which you resided at that address. If you resided in an apartment, list the name of the apartment complex.

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When completing the employment portion of this application, be sure you list all employers in order from present backwards. If there was a period of unemployment, enter it in the employment section in the same sequence and manner as if there were another employer by indicating "from" and "to" and printing "UNEMPLOYED" in the block headed "Name & Address of Employer". If you worked more than one job at one time, place the major job first, and enter the part-time or secondary job in the block immediately after the primary position.

If you need to use continuation pages in this application, clearly mark what section you are continuing. Be as thorough as possible.

**Again, answer each question as completely and honestly as possible. Many more people are not accepted because of an intentional omission and/or concealment than because of previous behavior. Any such omission or concealment will be considered deception. While indiscretions or other situations in your life history may or may not be condoned, deception will absolutely not be tolerated.**