



SHERIFF

Marion County

APPLICATION PROCESS

Thank you for your interest in employment with the Marion County Sheriff's Office. The following information is provided to you in an effort to acquaint you with our hiring process. The process is both thorough and lengthy and will take a minimum of thirty days to complete. Your cooperation and patience throughout this process is greatly appreciated. **Please be advised that the application must be returned to us in person so that initial processing can be completed for the background investigation. We receive a large volume of calls per day and request that you do not call our office to check on the status of your application. If you are not being considered for employment, you will be notified in writing.**

CONDITIONAL OFFER OF EMPLOYMENT-An interview with the Human Resources Director or his/her designee will be conducted.

KEYBOARD TESTING (if applicable)-Human Resources will conduct a keyboard test for all positions requiring typing skills. If standards are not met on initial testing, the applicant is eligible to schedule a re-take, after a reasonable time has been met, to "brush up" on typing skills.

FINGERPRINT REQUIREMENT-Fingerprints will be a part of the application process and will be processed through the Federal Bureau of Investigations and also the Florida Department of Law Enforcement.

BACKGROUND INVESTIGATION-A background investigation will be completed, utilizing the information contained in the application as well as any other information that may be divulged during the process. You should be made aware at this time that sensitive or confidential aspects of your personal life may be explored if it is determined that it may have a bearing in being considered for employment with the Marion County Sheriff's Office.

POLYGRAPH EXAMINATION-All applicants may be subject to a polygraph examination, if warranted. Areas under consideration in this exam will include any criminal behavior, any illegal drug usage or involvement, employment history and/or any items revealed during the background investigation.

MEDICAL ASSESSMENT/EKG/DRUG SCREEN-All applicants are required to complete a basic medical exam, EKG, and drug screen. Certain other positions might require additional testing, as appropriate. These may include vision, audio, and/or psychological exam. All medical exams required in the application process are paid for by the Sheriff's Office.

DIVISION COMMANDER INTERVIEW-All applicants will be interviewed by the appropriate Division Commander or his/her designee.

CHIEF OF STAFF INTERVIEW-All applicants will be interviewed by the Chief of Staff.

SHERIFF INTERVIEW-All applicants will be interviewed by the Sheriff or his/her designee.

FINAL OFFER OF EMPLOYMENT-Once the applicant has satisfactorily completed all stages in the hiring process; a Final Offer of Employment will be made in writing. Conditions of employment will be discussed at this time and the applicant will be required to sign acknowledging acceptance of these terms.

This agency reserves the right to hire only those candidates deemed best suited for employment. Applicants not selected for appointment may reapply after one (1) year.

ALL APPLICANTS UPON EMPLOYMENT MUST COMPLY WITH THE RESIDENCY REQUIREMENT