



MARION COUNTY

SHERIFF'S OFFICE

HONESTY AND APPLICATION PREPARATION
APPLICANT INFORMATION
Revision 1-14-15

Thank you for your interest in employment with the Marion County Sheriff's Office. We require that you complete and submit an employment application in order to be considered an official applicant for any position with our agency. No other document that you will prepare during the application process is more important than the MCSO application. It is in your best interest to follow these instructions and as provided within the application itself. Investigators and HR professional staff will not correct your application or conduct inquiries to complete your responses.

IMPORTANCE OF HONESTY

The Marion County Sheriff's Office is seeking applicants who demonstrate certain characteristics. Honesty is the most important characteristic that you must demonstrate. Therefore, it is extremely important that you are completely truthful when answering all application questions. The importance of honesty from time of application, completion of all documents and questionnaires, as well as during all interviews and processes cannot be overemphasized. Failure to respond to any question truthfully, whether orally or in writing, will result in disqualification. Many applicants have been disqualified for dishonesty. While completing documents, you are cautioned to take your time, to be thorough, and to be specific in all your answers. If you have any doubt in your mind concerning a particular question or if you are unsure whether to include certain information, the answer is "Yes", include it. You may think that something you have done will disqualify you from further consideration, it may or may not. What will certainly disqualify you is lying, misleading or distorting the truth. For example, an arrest (either when you were a juvenile or as an adult) may or may not disqualify you. However, lying about that arrest will disqualify you from further consideration. You may have been fired from a job that, by itself, may or may not disqualify you; however, lying about it will disqualify you from further consideration. The use of drugs, including marijuana, may or may not disqualify you; however lying about it will disqualify you from further consideration.

APPLICATION PREPARATION

APPLICATION ENTRIES MUST BE PREPARED BY YOU. Read and answer every question. Remember the honesty standard which exists for all applicants and employees. Do not misstate or omit any material fact. The statements made on the application and during the process are subject to verification to determine your qualification for employment. Further, after thoroughly completing the required application and attaching the mandatory documentation, you must certify, electronically sign and submit it electronically. By doing so, you are attesting to the truthfulness, completeness and



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thoroughness of your application and supporting documentation. Subsequent recruiting steps will be communicated to you by our Human Resources Division staff. Due to the large number of applicants we receive and must process, failing to follow these instructions may result in discontinuing your application. Also, failing to make timely contact with our Human Resources Office when directed to do so may also result in discontinuing your application. Before completing this application, closely read the information provided and the instructions which are included within the application itself. There are a number of copies of official documents which you are required to obtain and attach to the application BEFORE submitting the application. These required documents are mandatory and necessary for your application 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 as an added uploaded document with the application. When referring to people, be sure to fully identify individuals by their full correct names. Further, give complete email addresses and physical mailing addresses and telephone contact numbers ; DO NOT ASSUME that the background investigator (s) will attempt to determine contact numbers, 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. 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 are found to be dishonest or deceptive, your application will be discontinued.

If you need to use or add additional attachment pages to this application, clearly title the pages you are adding. The application will accept additional document attachments. Simply return to the Attachments Page within the application itself and click on "Add New". Be thorough and complete. Again, answer each application question completely and with honesty. Your electronic submission requires that you certify your honesty, attest to your understanding of our requirements and electronically sign your name.

We look forward to receiving your application for employment.