



# APPLICATION FOR EMPLOYMENT

**PLEASE INDICATE BELOW THE TYPE OF POSITION YOU ARE APPLYING FOR:**

- |   |  |
|---|--|
| <input type="checkbox"/> Detention Deputy           | <input type="checkbox"/> Administrative Position |
| <input type="checkbox"/> Maintenance / Housekeeping | <input type="checkbox"/> Internship / Volunteer  |
| <input type="checkbox"/> Program Services           | <input type="checkbox"/> Other: _____            |

**PERSONAL:**

Name:

\_\_\_\_\_

(Last)

(First)

(Middle)

(Maiden / Nickname / Alias)

Address:

\_\_\_\_\_

(Street Address)

(City)

(State)

(Zip Code)

Method of Contact:

\_\_\_\_\_

(Home Phone)

(Cell Phone)

(E-Mail Address)

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

(Month)

(Day)

(Year)

Arkansas Driver's License Number: \_\_\_\_\_ Exp: \_\_\_\_\_

Citizenship:  U.S. Born  U.S. Naturalized  Other: \_\_\_\_\_

**GENERAL:**

- 1) Are you currently employed?.....  Yes  No
- 2) May we contact your current employer?.....  Yes  No
- 3) Are you currently in "Lay-Off" status and subject to recall?.....  Yes  No
- 4) Can you travel if a job requires it?.....  Yes  No
- 5) Do you have any friends or family members that work here?.....  Yes  No
  - a) If yes, who: \_\_\_\_\_
- 6) Have you applied with us before?.....  Yes  No
  - a) If so, when: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- 7) Date you are available for work: \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- 8) What is your desired salary range? \_\_\_\_\_

**EDUCATION:**

	Name and Address of School	Course of Study	Number of Years Completed	Diploma / Degree or GED
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

List all jobs you have held in the last ten (10) years, starting with your current or last job first. If you need more space, you may attach additional sheets. Include military service, temporary and part-time jobs in proper time sequence.

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				
Telephone Number (s)		Hourly Rate / Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed		Work Performed
		From	To	
Address				

Telephone Number (s)		Hourly Rate / Salary Starting                      Final		
Job Title	Supervisor			
Reason for Leaving				

Employer		Dates Employed From                      To		Work Performed
Address				
Telephone Number (s)		Hourly Rate / Salary Starting                      Final		
Job Title	Supervisor			
Reason for Leaving				

**REFERENCES:**

List at least five (5) responsible persons, other than relatives, who could provide information about your character, ability, experience, personality and other qualities:

(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)
(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)
(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)
(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)
(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)

**SKILLS / TRAINING:**

Describe any specialized training and/or skills related to the position for which you are applying for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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I hereby certify that all statements made in this questionnaire are true and complete and I understand that any misstatements of material facts will subject me to disqualification or dismissal.

By signing this employment application, I certify that I am in compliance with the Military Selective Act.

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(Printed Name)

(Signature)

**\* Garland County is an Equal Opportunity Employer. It is our policy not to discriminate based on race, color, religion, gender, national origin, age, handicap, disability or veteran status in activities, services or employment practices.**



**CONSUMER DISCLOSURE AND AUTHORIZATION FORM**

**Disclosure Regarding Background Investigation**

Garland County Sheriff's Department (hereinafter called "Garland County") may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references. These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Garland County, throughout your employment or your contract period, as allowed by law.

HireRight, Inc. ("HireRight"), or another consumer reporting agency, will prepare or assemble the background reports for the Garland County. HireRight is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761. Information about HireRight's privacy practices is available at [www.hireright.com/Privacy-Policy.aspx](http://www.hireright.com/Privacy-Policy.aspx).

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or Garland County policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; and, for investigative consumer reports, personal interviews with sources such as neighbors, friends, former employers and associates; and other information sources. If the Garland County should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Garland County will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Administrative Director of the Garland County Sheriff's Department.

A summary of your rights under the Fair Credit Reporting Act, as well as certain state-specific notices, are also being provided to you.



**Authorization of Background Investigation**

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc. ("HireRight"), and to the release of such background reports to the Garland County Sheriff's Office (herein called "County") and its designated representatives and agents, for the purpose of assisting the County in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the County hires me or contracts for my services, my consent will apply, and the County may, as allowed by law, obtain additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period from HireRight and/or other consumer reporting agencies.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize all of the following, without limitation, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state and local agencies, learning institutions (including public and private schools, colleges and universities), testing agencies, information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the County.

Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_