

Revised 02/20

SHERIFF'S OFFICE

# SWORN LAW ENFORCEMENT EMPLOYMENT APPLICATION FORM

The Sheriff's Office is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

**NOTICE:**

The following additional documents must be attached to this application:

1. A certified copy of birth certificate
2. A certified copy of high school diploma or Florida Police Standards approved G.E.D.
3. A copy of military discharge(s).

\_\_\_\_\_ COUNTY

DATE: \_\_\_\_\_

POSITION APPLYING FOR:

Deputy Sheriff

Corrections Academy Sponsorship or Internship

Correctional Officer

Law Enforcement Academy

Sponsorship or Internship

## INSTRUCTIONS

Application must be typewritten or printed legibly in ink. All questions must be answered. Applications which are not complete will not be considered. If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application, and number answers to correspond with questions.

I understand that the submission of this application for sponsorship to a law enforcement or corrections academy does not constitute an application for employment or appointment with the sponsor-law enforcement agency. Moreover, I understand this law enforcement agency is under no obligation to sponsor me as a candidate for any law enforcement or corrections training program.



# Okeechobee County Sheriff's Office

Noel E. Stephen  
Sheriff

P.O. Drawer 1397  
Okeechobee, FL 34973-1397  
863-763-3117 or 1-800-357-9868  
Fax: 863-763-6366

**To: Applicants for Employment**

**The following documents are required to be submitted with application:**

- 1: Copy of Birth Certificate
- 2: Copy of High School Diploma or G.E.D and any College Degree
- 3: Copy of DD214 (Military-Honorable Discharge Only)
- 4: Copy of Social Security Card
- 5: Copy of Driver's License with Expiration Date visible)
- 6: Copy of any documentation represents a name change)  
(i.e., marriage license, adoption records, divorce decree etc)
- 7 : Copy of all certificates applicable to position applied for

**\*PLEASE ALSO ADD REFERENCE & ACQUAINTANCE EMAIL ADDRESSES TO THE REFERENCE PAGE\***

**Also required prior to employment, but after an interview:**

- 1: Physical examination w/EKG (paid by the Agency) with no abnormalities
- 2: Drug Screen(provided by the Sheriff's Office) with negative results
- 3: Psychological Evaluation (performed at the Sheriff's Office) with results approved by Division Supervisor

**Please make all copies and have application signed and notarized before returning them to our facility. Any applications received icomplete or without proper documents will not be accepted.**

**If one of our employees referred you to our Agency, please list their name below:**

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**If you have any questions, please feel free to contact the Personnel Office at (863)763-3117, Monday-Friday, from 8:00am to 5pm.**

Thank you,

Human Resource Manager

## PERSONAL HISTORY

1. Full Name:

\_\_\_\_\_

Last Name

First

Middle

Abb.

2. Other: List all other names you have used including circumstances and time periods you used them. (For example: maiden name, former name(s), alias(es), or nickname(s).)

| Name | Circumstance | Dates From<br>Mo./Yr. | Dates To<br>Mo./Yr. |
|------|--------------|-----------------------|---------------------|
|      |              |                       |                     |
|      |              |                       |                     |
|      |              |                       |                     |

## BACKGROUND INFORMATION

**THIS INFORMATION IS REQUIRED TO CONDUCT BACKGROUND INVESTIGATION ONLY!**

1. Date and Place of Birth:

\_\_\_\_\_

Date of Birth

City

County

State

Country (if not the United States)

2. Are you a United States citizen?  Yes  No

If naturalized, please provide: \_\_\_\_\_

Date

Place

3. Marital Status:  Married  Divorced  Separated  Widowed  Never Married

4. Do you have or have you ever applied for a passport?  Yes  No Passport No. \_\_\_\_\_

5. Height: \_\_\_\_\_ Weight: \_\_\_\_\_

## EDUCATION/TRAINING

| 1. | High School<br>Name/Address | Dates Attended<br>Mo./Yr. |    | Years<br>Completed | Did You<br>Graduate? | Type of<br>Diploma |
|----|-----------------------------|---------------------------|----|--------------------|----------------------|--------------------|
|    |                             | From                      | To |                    |                      |                    |
|    |                             |                           |    |                    |                      |                    |
|    |                             |                           |    |                    |                      |                    |
|    |                             |                           |    |                    |                      |                    |

| 2. | *College/University<br>Name/Address | Dates Attended<br>Mo./Yr. |    | Credit Hours<br>Earned |      | Did You<br>Graduate? | Type of<br>Degree |
|----|-------------------------------------|---------------------------|----|------------------------|------|----------------------|-------------------|
|    |                                     | From                      | To | Qtr.                   | Sem. |                      |                   |
|    |                                     |                           |    |                        |      |                      |                   |
|    |                                     |                           |    |                        |      |                      |                   |
|    |                                     |                           |    |                        |      |                      |                   |
|    |                                     |                           |    |                        |      |                      |                   |

\*Attach diploma or official transcript from last institution of higher education attended.

Major \_\_\_\_\_ Minor \_\_\_\_\_

3. Other Schools (Trade, Vocational, Business or Military):

| Name/Address | Dates Attended<br>Mo./Yr. |    | Credit<br>Hours<br>Earned | Area of<br>Study | Did You<br>Graduate? | Type of Degree<br>or Certificate |
|--------------|---------------------------|----|---------------------------|------------------|----------------------|----------------------------------|
|              | From                      | To |                           |                  |                      |                                  |
|              |                           |    |                           |                  |                      |                                  |
|              |                           |    |                           |                  |                      |                                  |
|              |                           |    |                           |                  |                      |                                  |

4. Describe any awards, honors, citations, positions held in school organizations, and any other special recognition you received while attending school:

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5. Indicate any foreign languages you can:

|        | Fluent | Good | Fair |
|--------|--------|------|------|
| Speak: |        |      |      |
| Read:  |        |      |      |
| Write: |        |      |      |

6. Indicate any law enforcement education/training:

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7. Did you receive a certificate for this training?  Yes  No Certificate Number: \_\_\_\_\_

8. Has your law enforcement certificate ever been suspended, revoked, relinquished or subject to discipline or investigation by the CJST?  Yes  No If yes, explain

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9. Describe any special abilities, interests, and hobbies including the degree of proficiency:

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10. Indicate any type of special license such as pilot, radio operator, etc., showing licensing authority, where the license was first issued, and date current license expires (except vehicle operator's license):

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11. Indicate any special skills you possess and equipment you can use which may be related to law enforcement work. (For example: two-way radio communications, breathalyzer, speed detection equipment, firearms, computers):

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12. Have you had any training/education with K-9's?  Yes  No If yes, provide details:

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13. Would you be willing to be transferred to a K-9 unit, if necessary?  Yes  No

(I understand that there is a lesser rate of pay for non-duty time devoted to the care and maintenance of the animal.)

## EMPLOYMENT HISTORY

1. List chronologically all employment beginning with present employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, set forth dates of unemployment.

| Name & Address of Employer | Dates Worked<br><small>Mo./Yr.</small> |    | Salary | Title<br>or<br>Position   | Name<br>of<br>Supervisor | Reason<br>for<br>Leaving |
|----------------------------|--|----|--------|---|--------------------------|--------------------------|
|                            | From                                   | To |        |   |                          |                          |
| Name                       |  |    |        | <input type="checkbox"/> Full<br><input type="checkbox"/> Part-time |                          |                          |
| Address                    |  |    |        |   |                          |                          |
| City, State, Zip           |  |    |        |   |                          |                          |
| Area Code & Phone No.      |  |    |        |   |                          |                          |
| Name                       |  |    |        | <input type="checkbox"/> Full<br><input type="checkbox"/> Part-time |                          |                          |
| Address                    |  |    |        |   |                          |                          |
| City, State, Zip           |  |    |        |   |                          |                          |
| Area Code & Phone No.      |  |    |        |   |                          |                          |
| Name                       |  |    |        | <input type="checkbox"/> Full<br><input type="checkbox"/> Part-time |                          |                          |
| Address                    |  |    |        |   |                          |                          |
| City, State, Zip           |  |    |        |   |                          |                          |
| Area Code & Phone No.      |  |    |        |   |                          |                          |
| Name                       |  |    |        | <input type="checkbox"/> Full<br><input type="checkbox"/> Part-time |                          |                          |
| Address                    |  |    |        |   |                          |                          |
| City, State, Zip           |  |    |        |   |                          |                          |
| Area Code & Phone No.      |  |    |        |   |                          |                          |
| Name                       |  |    |        | <input type="checkbox"/> Full<br><input type="checkbox"/> Part-time |                          |                          |
| Address                    |  |    |        |   |                          |                          |
| City, State, Zip           |  |    |        |   |                          |                          |
| Area Code & Phone No.      |  |    |        |   |                          |                          |

2. Have you ever been dismissed or asked to resign or had any disciplinary action taken against you from any employment or position you have held?  Yes  No

3. Have you resigned, or left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance?  Yes  No If yes to question #2 or #3, please provide details.

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4. Have you ever applied to or performed paid or unpaid services for a law enforcement agency not listed as an employer?  Yes  No If yes, please provide name of agency and date of application or service.

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5. Do you own a business, or are you a partner or corporate officer in any business or organization not listed previously as a current or former employer?  Yes  No If yes, please provide name and address of business, corporation or organization and describe your relationship or position.

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## RESIDENCES

1. Actual places of residence for past 10 years – list chronologically all addresses, including residences while at school and in military. For college on campus residences, give dormitory name, city and state. If residences in military service cannot be shown as street address, indicate complete military unit designation and location by city and state. If post office box, give location of post office.

| Dates<br>Mo./Yr. |    | Apt. No. | Street Address | City | County | State |
|------------------|----|----------|----------------|------|--------|-------|
| From             | To |          |                |      |        |       |
|                  |    |          |                |      |        |       |
|                  |    |          |                |      |        |       |
|                  |    |          |                |      |        |       |
|                  |    |          |                |      |        |       |
|                  |    |          |                |      |        |       |
|                  |    |          |                |      |        |       |
|                  |    |          |                |      |        |       |
|                  |    |          |                |      |        |       |
|                  |    |          |                |      |        |       |
|                  |    |          |                |      |        |       |

## ARREST HISTORY/COURT DATA

1. Have you ever been arrested, charged or received a notice or summons to appear, convicted, pled nolo contendere or pled guilty to any criminal violation, regardless if the record was sealed or expunged?  Yes  No
  
2. Have you ever received a ticket or been charged with a traffic violation (exclude parking tickets)?  Yes  No
  
3. To your knowledge, has any member of your immediate family ever been arrested for other than traffic violations?  Yes  No If yes to question #1, #2 or #3, list all such matters even if not formally charged, or no court appearance, or found not guilty, or nolo contendere to any charge for which adjudication was withheld, or matter settled by payment of fine or forfeiture of collateral. (Include your juvenile record and records of your arrest(s) which have been sealed, if any.)

| Date            | Place & Department | Charge | Court & Place | Disposition |
|-----------------|--------------------|--------|---------------|-------------|
|                 |                    |        |               |             |
|                 |                    |        |               |             |
|                 |                    |        |               |             |
| Relative's Name | Place & Department | Charge | Court & Place | Disposition |
|                 |                    |        |               |             |
|                 |                    |        |               |             |
|                 |                    |        |               |             |

Provide details for each response to question #1, #2, or #3:

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4. Have you or your spouse ever been a plaintiff or defendant in a court action? (Include any liens, lawsuits, bankruptcy, domestic violence injunctions, etc.)  Yes  No If you answered yes, give date, place or court, case number, names of involved parties, nature of action, and final disposition.

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5. Have you ever been detained by any law enforcement officer for investigative purposes or to your knowledge have you ever been the subject of or a suspect in any criminal investigation?  Yes  No

6. Have you ever been fingerprinted for any reason (arrest, job application, military, etc.)?  Yes  No  
If yes to questions #5 or #6, please provide details.

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## DRIVING HISTORY

1. Are you a licensed Florida automobile operator or chauffeur?  Yes  No License No.: \_\_\_\_\_  
Date of Expiration: \_\_\_\_\_ Restrictions: \_\_\_\_\_

2. Do you hold or have you ever held an operator or chauffeur license in another state?  Yes  No  
If yes, please provide state(s), name used and approximate dates license(s) was/were held.

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3. Have you ever been denied issuance of a license or have you ever had a license suspended or revoked?  Yes  No  
If yes, please provide complete details including why license was revoked.

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4. Have you ever had automobile insurance refused, withdrawn, or revoked?  Yes  No  
If yes, please provide complete details.

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## MILITARY HISTORY

1. Are you registered for Selective Service?  Yes  No

If yes, your Selective Service Number: \_\_\_\_\_

Classification: \_\_\_\_\_ Date of Classification: \_\_\_\_\_

Address of Local Board: \_\_\_\_\_

2. Have you ever served on active duty in the Armed Forces of the United States?  Yes  No

Branch of Service: \_\_\_\_\_ Highest Rank: \_\_\_\_\_

Serial #: \_\_\_\_\_ Duty Dates: From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

3. Date and type of discharge: \_\_\_\_\_

4. Are you now or have you ever been a member of a reserve unit or the National Guard?  Yes  No

5. If yes state the branch of service, name and location of your unit and whether you attend drills, meetings, or camps:

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6. Was any type of disciplinary action taken against you in the service?  Yes  No If yes, please provide:

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Nature of Offense: \_\_\_\_\_

Action Taken: \_\_\_\_\_

7. Have you ever served in the Armed Forces of a foreign country.  Yes  No If yes, please specify countries and dates.

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8. **VETERANS' PREFERENCE:** Check the appropriate block if you are claiming veteran's preference. **Documentation substantiating your claim must be furnished at the time of application.**

1. A disabled veteran who has served on active duty in any branch of the United States Armed Forces, has received an honorable discharge, and has established the present existence of a service-connected disability that is compensable under public laws administered by the United States Department of Veteran's Affairs, or who is receiving compensation, disability retirement benefits, or pension by reason of public laws administered by the United States Veterans

Affairs and the United States Department of Defense.

- 2. The spouse of a person who has a total disability, permanent in nature, resulting from a service-connected disability, and who, because of this disability, cannot qualify for employment, or the spouse of a person missing in action, captured in line of duty by a hostile force, or forcibly detained or interned in line of duty by a foreign government or power.
- 3. A wartime veteran as defined in section 1.01(14), Florida Statutes, who has served at least one (1) day during a war time period. Active duty for training may not be allowed for eligibility under this paragraph.
- 4. The unremarried widow or widower of a veteran who died of a service-connected disability.
- 5. The mother, father, legal guardian, or unremarried widow or widower of a member of the United States Armed Forces who died in the line of duty under combat-related conditions, as verified by the United States Department of Defense.
- 6. A veteran as defined in section 1.01(14), Florida Statutes. Active duty for training may not be allowed for eligibility under this paragraph
- 7. A current member of any reserve component of the United States Armed Forces of the Florida National Guard.

**NOTE:** Under Florida law, if a numerically based selection process is used, points shall be added to the earned ratings of persons included in #1-7 above, as set forth in section 295.07, Florida Statutes. If a numerically based selection process is not used, preference in appointment shall be given first to those persons included in #1 and #2 above, and second to those persons included in #3 through #7 above. If an applicant claiming veterans' preference for a vacant position is not selected for the vacant position, he/she may file a complaint with the Florida Department of Veterans' Affairs, 11351 Ulmerton Road, Suite 311-K, Largo, FL 33778-1630.

## BUSINESS INTERESTS & LICENSES

- 1. Do you or have you ever owned any stock or interest in any firm, partnership or corporation dealing wholly or partly in the sale or distribution of alcoholic beverages?     Yes     No
- 2. Are you now issued or have you ever been issued a license to engage in a business or profession?  
 Yes     No
- 3. Was license ever cancelled, relinquished, suspended or revoked?     Yes     No

If yes to question #1, #2 or #3, please provide details including the type of license or certificate, the agency that issued the license, effective date of license and license number.

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## CREDIT DATA

1. Do you have any sources of income other than your salary or the salary of your spouse?  Yes  No  
Specify each with an estimated annual amount.

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2. Are you or your spouse indebted to anyone?  Yes  No If yes, please list all debts over \$500. Be sure to include student loans and charge accounts. Also, list any debt where payment is **past due**, regardless of amount.

| Creditor | Address | Amount | Loan or Account Number |
|----------|---------|--------|------------------------|
|          |         |        |                        |
|          |         |        |                        |
|          |         |        |                        |

3. Have you, your spouse, or a company controlled by you filed for bankruptcy?  Yes  No, or declared bankruptcy?  Yes  No, or had a legal judgment rendered against you for a debt?  Yes  No, or been subject to a tax lien?  Yes  No If yes to any of these questions, please provide details.

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## ORGANIZATION MEMBERSHIP

1. List all clubs, societies of which you are or have been a member:

| Name | City & State | Former | Present<br>(list position held & describe activity) |
|------|--------------|--------|---|
|      |              |        |   |
|      |              |        |   |
|      |              |        |   |

2. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted, or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the constitution of the United States, or which seeks to alter

the form of government of the United States by unconstitutional means?  Yes  No

3. Have you ever made a financial or other material contribution to any organization of the type described in question #2 above?  Yes  No If yes to question #2 or #3, answer questions #4 and #5 also.
4. At the time of your membership, participation, or contribution, did you know of any unlawful aims of the organization?  Yes  No
5. Did you intend to promote any unlawful aims of the organization?  Yes  No If yes to question #2, #3, #4, or #5, explain including name of organization and location.
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## PERSONAL REFERENCES & ACQUAINTANCES

1. Personal References: Give three (3) references (not relatives, former or present employers, fellow employees, or school teachers) who are responsible adults of reputable standing in their communities, such as property owners, business or professional men or women, who have known you well for the past five (5) years. If retired, give former occupation.

|                       |            |                              |
|-----------------------|------------|------------------------------|
| Complete Name         |            | Home Address: _____          |
| (Last, First, Middle) |            | City, State & Zip: _____     |
| Yrs. Acq.             | Occupation | Home Phone: (    ) _____     |
|                       |            | Business Address: _____      |
|                       |            | City, State & Zip: _____     |
|                       |            | Business Phone: (    ) _____ |
| Complete Name         |            | Home Address: _____          |
| (Last, First, Middle) |            | City, State & Zip: _____     |
| Yrs. Acq.             | Occupation | Home Phone: (    ) _____     |
|                       |            | Business Address: _____      |
|                       |            | City, State & Zip: _____     |
|                       |            | Business Phone: (    ) _____ |
| Complete Name         |            | Home Address: _____          |
| (Last, First, Middle) |            | City, State & Zip: _____     |
| Yrs. Acq.             | Occupation | Home Phone: (    ) _____     |
|                       |            | Business Address: _____      |
|                       |            | City, State & Zip: _____     |
|                       |            | Business Phone: (    ) _____ |

2. Social Acquaintances: Give three (3) social acquaintances in your own age group (including both sexes) who have known you well for the past five (5) years.

|                       |            |                              |
|-----------------------|------------|------------------------------|
| Complete Name         |            | Home Address: _____          |
| (Last, First, Middle) |            | City, State & Zip: _____     |
| Yrs. Acq.             | Occupation | Home Phone: (    ) _____     |
|                       |            | Business Address: _____      |
|                       |            | City, State & Zip: _____     |
|                       |            | Business Phone: (    ) _____ |
| Complete Name         |            | Home Address: _____          |
| (Last, First, Middle) |            | City, State & Zip: _____     |
| Yrs. Acq.             | Occupation | Home Phone: (    ) _____     |
|                       |            | Business Address: _____      |
|                       |            | City, State & Zip: _____     |
|                       |            | Business Phone: (    ) _____ |
| Complete Name         |            | Home Address: _____          |
| (Last, First, Middle) |            | City, State & Zip: _____     |
| Yrs. Acq.             | Occupation | Home Phone: (    ) _____     |
|                       |            | Business Address: _____      |
|                       |            | City, State & Zip: _____     |
|                       |            | Business Phone: (    ) _____ |

**EMPLOYEE HISTORY**

**THE INFORMATION CONTAINED HEREIN MAY BE CONFIDENTIAL  
AND NOT AVAILABLE FOR PUBLIC INSPECTION.**

1. Applicant's Current Address:

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

(       ) \_\_\_\_\_

Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

2. Applicant's Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

3. Spouse's Name and Address (if different):

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

4. Children's Names and Ages:

| Name | Date of Birth | Address (if different than applicants) |
|------|---------------|--|
|      |               |  |
|      |               |  |
|      |               |  |
|      |               |  |
|      |               |  |
|      |               |  |

5. Former Spouse(s) Name and Address:

Name

Address

City County State Zip Code

6. Are you now able to participate in defensive tactics, firearms or physical training, operation of a motor vehicle, or otherwise perform the duties set forth in the job description or task analysis related to the position for which you applied? [ ] Yes [ ] No

7. This position may require a physical agility test, if such a test or examination is required, would you be able to take this test or examination? [ ] Yes [ ] No

8. Please provide name and address of next of kin or other person to be contacted in case of an emergency:

Name

Address City State Zip Code

( ) ( )

Home Phone Business Phone

9. Please provide the name and address of your personal or family physician to be contacted in case of an emergency:

Name

Address City State Zip Code

( )

Business Phone

DRUG HISTORY

The information contained herein MAY BE a confidential medical record under the Americans with Disabilities Act if the applicant is a rehabilitated drug or alcohol abuser or under section 119.071(4)(b)1, Florida Statutes, if the disclosure of the medical information would identify the applicant.

1. Do you currently use any narcotic or controlled substance, such as cannabinoids, PCP, hallucinogen; methaqualone, hashish, cocaine, LSD, amphetamines, heroin, steroid, opiates, barbiturate, benzodiazepine, a synthetic narcotic, a designer drug, or any drug of a similar nature, or have you used such a narcotic or controlled substance within the last year? [ ] Yes [ ] No

2. Have you ever illegally experimented with or used any narcotic or controlled substance such as, but not limited to: cannabinoids, PCP, hallucinogen; methaqualone, hashish, cocaine, LSD, amphetamines, heroin, steroid, opiates, barbiturates, benzodiazepine, a synthetic narcotic, a designer drug, or any drug of a similar nature?

Yes  No If yes, please complete the following:

a. Drug: \_\_\_\_\_

b. How taken: \_\_\_\_\_

c. Last time illegally experimented with or used: \_\_\_\_\_

3. Do you now or have you ever illegally obtained, possessed, supplied, or sold any narcotic or controlled substance such as, but not limited to: cannabinoids, PCP, hallucinogen; methaqualone, hashish, cocaine, LSD, amphetamines, heroin, steroid, opiates, barbiturates, benzodiazepine, a synthetic narcotic, a designer drug, or any drug of a similar nature?

Yes  No If yes, please complete the following:

a. Drug: \_\_\_\_\_

b. Circumstances: \_\_\_\_\_

c. Number of times illegally obtained/possessed/supplied/sold: \_\_\_\_\_

d. First time illegally obtained/possessed/supplied/sold: \_\_\_\_\_

e. Last time illegally obtained/possessed/supplied/sold: \_\_\_\_\_

4. Do you now or have you within the last year, abused or illegally obtained, possessed or sold any prescription drug?

Yes  No If yes, provide details, including drug, date, and circumstances.

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5. Do you claim to be a rehabilitated alcohol, narcotics or drug user of any of the controlled substances as set forth above?  Yes  No If yes, provide details.

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I understand that the "Applicants Certification" applies in all respects to the responses provided in this "Confidential Employee History" and "Drug History."

\_\_\_\_\_  
Signature of the applicant as usually written

\_\_\_\_\_  
Date

Witnessed by:

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## APPLICANT'S CERTIFICATION

I understand that my appointment or employment will be contingent upon the results of a complete background investigation. I am aware that any omission, falsification, misstatement or misrepresentation will be the basis for my disqualification as an applicant or my dismissal from the Sheriff's Office. I agree to the conditions and certify that all statements made by me on this application are true, correct and complete, to the best of my knowledge. I further fully understand and consent to a polygraph examination concerning the veracity of my responses to the information requested on this application or which is discovered as a result of the background investigation, or any physical examination or drug test. I also understand that I will be fingerprinted. I understand that this employment application shall become the property of the Sheriff's Office and that it and the information received in response to the background examination are public records.

I also understand that I may be required to furnish the Sheriff's Office with a copy of my Income Tax Return for the year preceding this application and for each year during my employment or appointment.

I further understand and agree that my employment or appointment will be contingent upon the results of a complete drug test and that I may be required to take drug tests during the term of my employment or appointment with the Sheriff's Office.

I understand that the use of drugs or alcohol is not permitted, during work or duty time, whether paid or unpaid, in the areas, including vehicles, where work is performed by employees or appointees.

I understand that my continued employment or appointment may be contingent upon the results of medical or psychological examinations that I may be required to take during the term of my employment or appointment and the maintenance of personal physical fitness, to the degree necessary, to satisfactorily perform the duties of my position or assignment with the Sheriff's Office.

I further authorize the Sheriff's Office or agent of the Sheriff's Office, without need of further authorization, to obtain medical records allowed by law if I claim rights to payment or receipt of any benefit pursuant to state or federal law.

I further agree to execute any authorization as may be required by the Health Insurance Portability Accountability Act of 1996 (HIPAA) for health care providers to release the necessary medical information to process my application for employment.

I understand and agree that any employment or appointment offered to me will be contingent upon my acceptance of compensatory time off, instead of cash, in payment for overtime hours that I work, to the extent allowed by law. I understand, however, that the Sheriff has the absolute discretion to periodically substitute cash, in whole or part, for my accrued compensatory time.

I authorize any of the persons or organizations referenced in this application to furnish information, personal or otherwise, regarding my ability and fitness for employment or appointment with the Sheriff's Office and I release all such parties from any and all liability for any damage that might result from furnishing such information to the Sheriff's Office.

I agree to conform to the rules, regulations and orders of the Sheriff's Office and acknowledge that these rules, regulations and orders may be changed, interpreted, withdrawn or added to by the Sheriff's Office, at its discretion, at any time and without any prior notice to me.

I understand an investigation will be conducted on all of the information listed on this application. Because of this, are you aware of any information about yourself or any person with whom you are or had been closely associated (including relatives, roommates) which might tend to reflect unfavorably on your reputation, morals, character or ability?  Yes  No  
If yes, provide your version or explain fully any such incident.

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\_\_\_\_\_  
Signature of the applicant as usually written

\_\_\_\_\_  
Date

Witnessed by:

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**DOCUMENTS TO BE ATTACHED TO APPLICATION**

1. Attach a certified copy of birth certificate.
2. Attach a certified copy of high school diploma or Florida Police Standards approved G.E.D.
3. Attach a copy of military discharge(s).
4. Attach application fee of \$15 (check or money order only).

**OTHER REQUIREMENTS**

When ordered by the Sheriff's Office, applicant will be fingerprinted and shall submit to a complete physical examination and electrocardiogram, if desired.

**REMARKS**

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**BACKGROUND INVESTIGATION WAIVER**  
*Authority for Release of Information*

TO: Concerned Person or  
Authorized Representative of  
Any Organization, Institution  
or Repository of Records

APPLICANT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

**EMPLOYING AGENCY REQUESTING BACKGROUND INFO:** \_\_\_\_\_

I hereby authorize any employee or authorized representative bearing this release, or copy thereof, to obtain any information in your files pertaining to my employment records including, but not limited to, achievement, attendance, personal history, disciplinary records, medical records, credit records, and criminal history records. I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the requesting agency. Consent is granted for the agency to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities. I hereby release you, as the custodian of such records, and employer, education institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A photocopy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or photocopies from my military personnel and related medical records, including a photocopy of my DD 214, Report of Separation, to:

\_\_\_\_\_

*Florida State Statute 768.095 titled employer immunity from liability; disclosure of information regarding former employees states: – An employer who discloses information about a former employee's job performance to a prospective employer of the former employee upon request of the prospective employer or of the former employee is presumed to be acting in good faith and, unless lack of good faith is shown by clear and convincing evidence, is immune from civil liability for such disclosure of its consequences. For the purposes of this section, the presumption of good faith is rebutted upon a showing that the information disclosed by the former employer was knowingly false or deliberately misleading, was rendered with malicious purpose, or violated any civil right of the former employee protected under chapter 760.*

Pursuant to Section 943.13 (4), (5) and (7) F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Address \_\_\_\_\_

**AFFIDAVIT**

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_ who says that he/she executed the above instrument of his/her own free will and accord, with full knowledge of the purpose therefore. The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization.

Sworn and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_. My commission expires on \_\_\_\_\_, \_\_\_\_\_.

Personally Known – or –  Produced Identification

\_\_\_\_\_  
Notary Public

Type of Identification Produced: \_\_\_\_\_

CJSTC58



Florida Department of Law Enforcement

**AUTHORITY FOR RELEASE OF INFORMATION (Background Investigation Waiver)**

Incorporated by Reference in Rule 11B-27.0022(2)(a), F.A.C.



To: Concerned Person or Authorized Representative of Any Organization, Institution or Repository of Records
APPLICANT'S NAME:
DATE OF BIRTH:
LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:

AGENCY REQUESTING BACKGROUND INFORMATION:

ADDRESS:

Having made application for certification or employment as a law enforcement, correctional, or correctional probation officer within the state of Florida, I hereby authorize for one year, from the date of execution hereof, any authorized representative of a Florida criminal justice agency or a Regional Criminal Justice Selection Center bearing this release to obtain any information pertaining to my employment, credit history, education, residence, academic achievement, personal information, work performance, background investigations, polygraph examinations, any and all internal affairs investigations or disciplinary records, including any files that are deemed to be confidential and/or sealed.

I also authorize release of any criminal justice records of arrests, citations, detentions, probation and parole records, or any police reports or other police records in which I may be named for any reason, including any files that are deemed to be juvenile and confidential. I hereby direct you to release this information upon the request of the bearer, whether in person or by correspondence. I further authorize the bearer to make copies of these records.

This release is executed with the full knowledge and understanding that these records and information are for the official use of a Florida criminal justice agency or Regional Criminal Justice Selection Center in fulfilling official responsibilities, which may include sharing the records or information with other criminal justice agencies, Regional Criminal Justice Selection Centers or the State of Florida or release to third parties as may be required by Florida public records laws. I hereby release you, as the custodian of such records, and employer, educational institution, physician, hospital or other repository of medical records, credit bureau or consumer reporting agency, including its officers, employees, and related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it. A copy of this form will be as effective as the original.

I hereby authorize the National Records Center, St. Louis, Missouri, or other custodian of my military record to release information or copies from my military personnel and related medical records, including a copy of my DD 214, Report of Separation, or other official documents from the United States Military denoting discharge status or current active military status to:

Section 768.095, F.S., titled Employer Immunity from Liability; disclosure of information regarding former or current employees states: An employer who discloses information about a former or current employee to a prospective employer of the former or current employee upon request of the prospective employer or of the former or current employee, is immune from civil liability for such disclosure of its consequences, unless it is shown by clear and convincing evidence that the information disclosed by the former or current employer was knowingly false or violated any civil right of the former or current employee protected under chapter 760, Florida Statutes. Pursuant to Sections 943.134(2)(a) and (4), F.S., Chapter 2001-94, Laws of Florida, disclosure of information is required unless contrary to state or federal law. Civil penalties may be available for refusal to disclose non-privileged legally obtainable information.

Applicant's Signature Date

Applicant's Address

OATH

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF COUNTY OF

Sworn to (or affirmed) and subscribed before me by means of Physical Presence OR Online Notarization this

day of , year , By

Signature of Notary Public - State of Florida

Print, Type, or Stamp Commissioned name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced

## Attestment of Non Military Service

I \_\_\_\_\_, do solemnly swear / affirm that I have never served in the Armed Forces of the United States of America.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### Affidavit

State of Florida  
County of Okeechobee

Subscribed and sworn to me on \_\_\_\_\_ (date) by \_\_\_\_\_  
(name of affiant). He/She is personally known to me or has presented

\_\_\_\_\_  
(type of identification) as identification.

(SEAL)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: Notary Public

Commission # \_\_\_\_\_

Expires: \_\_\_\_\_



OKEECHOBEE COUNTY SHERIFF'S OFFICE

NOTICE OF CONDITIONAL OFFER OF APPOINTMENT

You are hereby offered a Conditional Offer of Appointment for the position described below pending satisfactory completion for the following:

- \*Military Records
\*Medical Examination
\*Background Investigation
\*Drug Screening

Conditional Offer of Appointment is defined as follows: Should you satisfactorily complete the above listed events, you will be placed in the Applicant Pool which will enable you to be eligible for appointment by the Sheriff. Placement in the aforementioned Applicant Pool does not assure appointment by the Sheriff.

I, \_\_\_\_\_, being duly sworn, depose and say that I am the above named person. I do solemnly attest that I have read and understand the conditions of my appointment to the Applicants Pool for the position of \_\_\_\_\_.

Signature of applicant

AFFIDAVIT

STATE OF FLORIDA
COUNTY OF OKEECHOBEE

The foregoing instrument was acknowledge before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.
By \_\_\_\_\_, who is personally known to me or who has produced
\_\_\_\_\_ as identification and who did (did not) take an oath.

Notary Signature
Print, type or stamp commissioned name of Notary Public
My commission expires: SEAL



Florida Department of Law Enforcement

AFFIDAVIT OF APPLICANT

Incorporated by Reference in Rule 11B-27.002(1)(f), F.A.C.



Please type or print in black or blue ink and use capital and small letters for names, titles, and addresses

Last Four Digits of Applicant's Social Security Number: \_\_\_\_\_

Applicant's Legal Name: \_\_\_\_\_ Last First MI

Employing agency: \_\_\_\_\_

Use this form to verify your compliance with the employment requirements of Section 943.13, F.S. I fully understand that to qualify for employment as a law enforcement, correctional, or correctional probation officer, I shall comply with the following provisions of Section 943.13, F.S.:

- Be at least 18 years of age for correctional officer or 19 years of age for all others.
Be a citizen of the United States.
Be a high school graduate or equivalent.
Not have been convicted of any felony or of a misdemeanor involving perjury or false statement.
Have been fingerprinted by the employing agency.
Have passed a physical examination by a licensed medical specialist approved in Rule 11B-27.002(1)(d), F.A.C..
Be of good moral character.
Have not received a dishonorable discharge from the U.S. Military.

True False NA In addition, I attest to the following statements: Each statement shall be checked "True" "False" or "NA"

Table with 3 columns (True, False, NA) and 11 rows of statements for attestation, including completion of application, documentation of qualifications, and military service.

NOTICE: This document shall constitute as an official statement within the purview of Section 837.06, F.S., and is subject to verification by the employing agency and the Criminal Justice Standards and Training Commission.

PLEASE READ CAREFULLY BEFORE SIGNING. You must complete the remainder of this affidavit in the presence of a notary public. Upon witnessing your signing of this affidavit, a notary public shall complete the notary block by entering the same date the affidavit is signed.

12. \_\_\_\_\_ Applicant's Signature 13. \_\_\_\_\_ Date Signed

14. OATH

Pursuant to Section 117.05(13)(a), Florida Statutes

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of Physical Presence OR Online Notarization this \_\_\_\_\_

day of \_\_\_\_\_, year \_\_\_\_\_, By \_\_\_\_\_

Signature of Notary Public - State of Florida

Print, Type, or Stamp Commissioned name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced

\*NOTE: Private Correctional facilities must submit original and shall forward the completed affidavit stapled to the Registration of Employment, Affidavit of Compliance Form CJSTC-60 to FDLE, Criminal Justice Professionalism Program, Post Office Box 1489, Tallahassee, Florida 32302-1489, Attention Records Section