



## Cherokee County Sheriff's Office

498 Chattin Drive  
Canton, Georgia 30115  
Fax (678)493-4187  
Telephone (678) 493-4200



*"A NATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY"*

Roger Garrison, Sheriff

Dear applicant:

I am pleased that you have decided to apply for employment with the Cherokee County Sheriff's Office. Should you be selected for employment, you will find that the employees of the agency are highly motivated, career orientated, competent men and women with high ethical standards, who provide the entire range of law enforcement services to the community.

Therefore, we have established very high standards for our employees. It is the policy of this agency to hire only the best qualified individuals for full and part-time positions. Our employee selection process is thorough and regimented. It affords equal opportunity to everyone regardless of race, creed, color, gender, national origin, age or disability. All eligible applicants will be afforded the same opportunity for employment selection. Accordingly, should you be disabled, you may request any reasonable accommodation in order to further participate in the application process by contacting the Human Resources Office at 678-493-4128.

To be considered for employment, applicants must meet the following minimum qualifications: Applicants must be at least 21 years of age for Deputy Sheriff, 18 years of age for Detention Officer and civilian positions, possess a high school diploma or GED, possess a valid drivers license, honorable discharge (if prior military), be a US citizen, and have no adverse driving record nor felony or family violence convictions. In addition you can have no marijuana usage within the last 36 months, no other illegal drug usage within the last 60 months and no DUI convictions within the last 60 months.

The hiring process includes but is not limited to the following: Passing an adult basic education test, passing a physical agility test, intensive background investigation, polygraph examination, oral interview and following a conditional job offer, medical examination, drug screen and psychological examination. The entire selection process takes approximately 45-60 days from the date of the written test.

If you fail to pass the written competency test or physical agility test, you may re-apply during an announced application period following the expiration of at least 30 days from the closing date of the application period during which you were rejected for employment. A second failure of either test will require a six month waiting period before you may take the test again.

It is essential that you follow all directions provided. The application process requires you to provide much detailed information about yourself. Because we are a public safety organization, we must have accurate and extensive information upon which to base our employment decisions so that we can properly serve the citizens of Cherokee County. Should you have any questions, please contact our Human Resources Office at 678-493-4128.

Sincerely,

Sheriff Roger Garrison



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## APPLICATION FOR EMPLOYMENT

### Equal Opportunity Employer

The Cherokee County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services

Position: Deputy  Detention Officer  Civilian  Reserve/Auxiliary  Date \_\_\_\_\_

Please print or type.

### PERSONAL INFORMATION

Name:			Social Security No.:		
(Last)	(First)	(Middle Initial)			
List Any Alias Names Used i.e. maiden names, nicknames, etc. _____					
Present Address:					
		(City)	(State)	(Zip Code)	
County of Residence:		Birth date: / /		Place of Birth:	
Home Telephone: ( )		Age:		Business Telephone: ( )	
Cell Phone: ( )		Pager: ( )		Email:	
Are you willing to work shift work ( nights, holidays, weekends, etc.)?			<input type="checkbox"/> Yes		<input type="checkbox"/> No
Do you object to wearing a uniform?		<input type="checkbox"/> Yes		<input type="checkbox"/> No	
		Date available for employment:			

**For statistical purposes only (not required): Race** \_\_\_\_\_ **Sex:** \_\_\_\_\_

### EDUCATION

Are you a high school graduate?				<input type="checkbox"/> Yes		<input type="checkbox"/> No					
If no, circle highest grade completed				5	6	7	8	9	10	11	12
If not a high school graduate, do you have a GED?						<input type="checkbox"/> Yes		<input type="checkbox"/> No		Date Completed:	
School	Name and location of school (address) and dates attended						Degree Earned		Completed		
High School									9 10 11 12		
Business/ Technical School									1 2 3 4		
College									1 2 3 4		
Graduate School									1 2 3 4		

## GENERAL INFORMATION

Have you ever been employed by or applied with the Cherokee County Sheriff's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes when?	Department/Office	
Are you related to anyone currently employed by the Cherokee County Sheriff's Office? <input type="checkbox"/> Yes <input type="checkbox"/> No	Relatives Name	Relationship	Department/Office
How did you learn of this opening?		Are you a citizen of the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	
In accordance with the Immigration Reform Act of 1986 proof of authorization to be employed in the United States will be required of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.			

Have you ever been convicted of, or plead guilty or Nolo to a felony or misdemeanor, other than a minor traffic violation?  Yes  No  
If yes, please attach a written statement that answers what, where, when, the specific circumstances surrounding the event as well as the outcome.

Active Military Service (list date, serial or service number for all active service) N/A

From \_\_\_\_\_ to \_\_\_\_\_ Serial or Service Number \_\_\_\_\_ Branch of Service

Discharge type:

Are you now or have you ever been an inactive member of any branch of the U. S. Reserve Forces or National Guard?  Yes  No  
If yes, what type and branch?

Have you ever used marijuana?  Yes  No  
 Have you ever tried marijuana?  Yes  No  
 Have you ever sold or manufactured marijuana?  Yes  No  
 Have you ever possessed marijuana?  Yes  No  
 Have you ever tried any illegal drugs other than marijuana?  Yes  No  
 Have you ever used or possessed any illegal drugs other than marijuana?  Yes  No  
 Have you ever sold or manufactured any illegal drugs other than marijuana?  Yes  No

If you answered yes to any of the above statements concerning drug use, answer the following questions:

Date(s) used, possessed, sold, manufactured, delivered:

Number of times used, possessed, sold, manufactured, or delivered:

Are you a graduate of a police mandate school or academy?  Yes  No If yes, location:

## DRIVING HISTORY

Do you have a valid Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No	Which State?	Driver's License Number.	Date of Expiration.
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Have you ever been licensed to drive in another state?  Yes  No

If yes indicate which state(s). Operator's License Number:

Have you incurred any traffic charges within the last three (3) years? Do not include parking tickets.  Yes  No  
If yes, give date(s) and type of charges:


I hereby authorize the Department of Public Safety of Georgia, or any other authorized agency to whom this authorization may be presented, to release to the Cherokee County Sheriff's Office an abstract of my driving record for use in processing my employment application.

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

**\*\*No faxed or emailed applications will be accepted\*\***



**APPLICANT'S STATEMENT/ CONSENT WAIVER**

I certify that I have read and understand all questions and instructions in this application, and that my answers are true and complete. I understand that this application is **not an offer of or a contract for employment**.

I understand that any untrue statement in this application may result in my dismissal at any time during my employment with the Cherokee County Sheriff's Office. I understand that any intentional false statement will result in my disqualification of my application and/or prosecution for the offense of False Swearing (Ga. Code Section 16-10-71) punishable by a maximum fine of \$1000 plus imprisonment for not less than one nor more than five years or both. I further understand that any erroneous answer given by me during any part of the application process, whether intentional or not, will constitute a basis for my elimination from consideration for the employment I now seek. I understand that if I do not wish to answer a question in the process, I may choose not to do so and my application will be terminated.

I hereby authorize the Cherokee County Sheriff's Office to receive any Criminal/Driver's History Record information, pertaining to me which may be in the files of any State or Local Jurisdiction. I also respectfully request and authorize all information that there may be concerning my employment record, my educational record, my reputation and my financial / credit status be released to the Cherokee County Sheriff's Office. I request that all records pertaining to my military service, to include undeleted DD214 forms be released to the Cherokee County Sheriff's Office. You may include all information of a confidential or privileged nature and any photocopies or facsimile of same, if required.

This information will be used to assist the Cherokee County Sheriff's Office in determining my qualification and fitness for the position I am seeking with this agency. I hereby release you, your organization and/or others from liability which may result from furnishing the information I have requested above. A PHOTOCOPY of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

I understand resumes; letters of reference, etc., submitted with the application become property of the Cherokee County Sheriff's Office and cannot be returned. The information I have provided on the application is subject to public disclosure under the Georgia Open Records Act.

By signing this application, I hereby acknowledge that I have read, understand, and agree to all provisions outlined herein.

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

\_\_\_\_\_  
Date

**STATE OF GEORGIA  
COUNTY OF CHEROKEE**

**Before me appeared, \_\_\_\_\_, who says that he/she executes the above statement of his/her own free will and accord, with full knowledge of the purpose thereof.**

**Sworn to me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.**

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

**My commission expires:** \_\_\_\_\_

## **POLYGRAPH EXAMINATION**

Prior to being employed with the Cherokee County Sheriff's Office, you will be required to pass an extensive background investigation. Part of this investigation will include a polygraph examination, a criminal background check, driver's history check, employment history check, a references check, verification of diplomas and or certificates, a psychological examination, a medical examination, and interviews of known associates and neighbors.

Following an interview with the background investigators, you may be asked to take a polygraph examination. Polygraph questions may come from any of the following areas of the application:

1. criminal history
2. drug use
3. driver's history
4. work history
5. alcohol use
6. gambling
7. honesty in filling out the application for employment
8. honesty in completing the background investigation's booklet

The preceding information was provided in compliance with in accordance with CALEA standard 32.2.4