

**LEXINGTON COUNTY SHERIFF'S DEPARTMENT  
EMPLOYMENT APPLICATION INFORMATION**

We appreciate your interest in employment with the Lexington County Sheriff's Department. All applicants must complete a Lexington County Sheriff's Department application. Applications can be obtained at the front lobby of the Sheriff's Department located at 521 Gibson Road, Lexington, South Carolina; or online at: [www.lexingtonsheriff.com](http://www.lexingtonsheriff.com)

Please complete the application accurately and completely, especially concerning past employers and reference information (giving FULL addresses, telephone numbers, etc.). The Department accepts applications on a continual basis. Completed applications can be turned in at the front desk of the Sheriff's Department, which is open 24 hours a day. Completed applications may also be mailed to the Department at the following address:

Lexington County Sheriff's Department  
ATTN: Human Resources Division  
PO Box 639  
Lexington, SC 29071

All applicants must meet the following minimum requirements to be considered for employment. Additional requirements for the positions of Deputy, Correctional Officer, and Clerical or other positions are outlined separately below:

**Minimum Requirements for all Positions**

- Must have a High School diploma or GED.
- Must have a clear criminal history.
- Must be authorized to work in the United States.
- Driving record must not show a disregard for the law.
- Credit history must show sound financial management with the ability to keep accounts paid up-to-date.
- Results of all pre-employment tests and interviews must meet standards.
- Past employment record must be satisfactory.
- Must pass a drug test.
- Medical examination results must show that you are capable of performing all of the essential functions of the job for which you are applying, with reasonable accommodation.

**Additional Requirements for DEPUTY**

- Must be at least 21 years-of-age, a United States citizen, *AND, MEET AT LEAST ONE OF THE FOLLOWING CRITERIA:*
  - Must already be certified by the South Carolina Criminal Justice Academy (LE Class 1),
  - Must possess a college degree (Bachelors or higher),
  - Must be a certified law enforcement officer from another state,
  - Must have prior Military Police experience.

**Additional Requirements for  
CORRECTIONAL OFFICER**

- Must be at least 21 years-of-age.
- Must be a United States citizen.

**Additional Requirements for  
the LECO Program**

- Must be at least 21 years-of-age.
- Must be a United States citizen.
- Must possess a college degree (Associates or higher) or have completed at least 2 years of prior military service.

**Additional Requirements for  
Clerical and other positions**

- Must be at least 18 years-of-age.

The following documents are **required** in order for your application to be processed:

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of High School Diploma or GED
- Copy of a valid S.C. Driver's License
- Certified ten year driving record (*You must provide a copy of your driving record from every state you have been licensed to drive in within the past ten years.*)
- Credit report (*This can be obtained from companies such as Equifax, Experian, etc. These are listed in the yellow pages of the phone directory under "Credit Reporting Agencies" and also at the bottom of this page.*)
- Copy of form DD-214 (*if a veteran*)
- Copies of other documents which may be applicable to employment (*Certifications, training documents, diplomas, etc.*)

You will be contacted within several weeks of the submission of your application. If your application is satisfactory, you will be given a date and time to attend applicant testing. Following testing, applicants are placed in an applicant pool along with others who have successfully completed the applicant process to that point. The most qualified applicants are then chosen to continue in the process. If rejected, an applicant may reapply one year after being turned down for employment.

The pre-employment selection process at the Department consists of the following:

- Driving record review
- Criminal record review
- Credit history review
- Psychological screening
- Initial interview
- Polygraph examination
- Background investigation
- Pre-employment physical examination and completion of a health history questionnaire
- Pre-employment drug test
- Any other requirement determined necessary by the Sheriff's Department

This process generally takes eight to ten weeks or longer to complete. Any questions may be directed to our Human Resources Division office at (803) 785-2407.

Qualified applicants and employees are treated without regard to race, religion, sex, national origin, age, marital status, or disability.

***The Lexington County Sheriff's Department is an Equal Opportunity Employer.***

Major Credit Reporting Agencies

Equifax (www.equifax.com or 1-800-685-1111)  
Experian (www.experian.com or 1-888-397-3742)  
Trans Union (www.transunion.com or 1-800-888-4213)

These are the three major credit reporting agencies. There are other credit reporting agencies-- you are not limited to these three. You can also obtain a **free** credit report, **once per year**, from [www.annualcreditreport.com](http://www.annualcreditreport.com).

## **LEXINGTON COUNTY SHERIFF'S DEPARTMENT BENEFITS INFORMATION**

The Lexington County Sheriff's Department provides law enforcement services for the unincorporated areas of Lexington County, the fourth largest county in the state (725 square miles). The department currently has over 400 full and part time enforcement, corrections, and civilian employees. The department's detention center is responsible for the safety and security of over 700 inmates on a daily basis. The following is some information about the department that you might find beneficial:

### **STARTING SALARIES**

CORRECTIONAL OFFICER	\$36,891
PATROL DEPUTY	\$39,474

The Sheriff can increase the starting salaries for those individuals with higher qualifications (certified officers, college degree, prior work experience, etc.)

### **WORK SCHEDULES**

Employees (Patrol Deputy, Correctional Officer) work the following schedule:  
12 hour shifts - 6am-6pm or 6pm-6am  
2 days on, 2 days off; 3 days on, 2 days off; 2 days on, 3 days off; (this cycle then repeats).  
Correctional Officers work a permanent shift (days or nights).  
Patrol Deputies rotate between dayshift and nightshift every 28 days.

### **ANNUAL LEAVE AND SICK LEAVE**

Annual leave is accrued at the rate of 10 days per year for employees with less than five years of service with the county; 15 days for 5-10 years of service; and 20 days for 10 or more years of service. Sick leave is accrued at 12 days per year.

### **HEALTH AND DENTAL INSURANCE**

The Sheriff's Department provides medical and dental insurance for its employees through a county funded Employee Health Care Plan. Basic coverage is provided at a minimal cost to the employee. Employees who wish to cover members of their family may do so through payroll deductions. Actual rate within the range is determined on which coverage plan is chosen and how many children are being covered. The following semi-monthly rates apply:

	<u>Medical Premium Range</u>	<u>Dental Premium Range</u>
Employee Only	\$35.00 – \$88.50	\$6.50
Employee and Child(ren)	\$62.00 - \$257.50	\$16.00 - \$45.50
Employee and Spouse	\$135.50 - \$242.00	\$19.50
Employee and Family	\$162.00 - \$410.50	\$29.00 - \$58.00

### **EMPLOYEE WELLNESS CENTER**

The County of Lexington provides a Wellness Center for its employees and their dependants who are covered under County Health Insurance. The staff of the new Health and Wellness Center is licensed to diagnose, treat, and prescribe for a wide variety of common illness and injuries at no cost to the employee and their covered dependants.

### **LIFE INSURANCE**

The Sheriff's Department provides life insurance for its employees. Basic coverage is provided at no cost to the employee. Additional coverage on the employee or his or her dependents is available and can be paid for through payroll deduction.

### **TYPES OF RETIREMENT SYSTEMS**

All full time employees of the county participate in the South Carolina Retirement System or the South Carolina Police Officer's Retirement System.

## **WORKER'S COMPENSATION**

The Sheriff's Department operates under and is subject to the Workers' Compensation Act of South Carolina.

## **OVERTIME**

Employees who are eligible for overtime are paid overtime at the rate of one and one-half (1½) times his or her regular rate of pay for time worked. Overtime will be calculated at any hours worked over eighty-six (86) in a two week pay period for non-exempt, sworn personnel and any hours worked over eighty (80) in a two week pay period for non-exempt, non-sworn personnel.

## **CREDIT UNION**

Employees are eligible for membership in an employee credit union. Membership enables employees to deposit savings or handle loan payments through payroll deduction. There are other programs available through the credit union.

## **DIRECT DEPOSIT**

Employees are paid by a bi-weekly direct payroll deposit system. Checks can be deposited to any financial institution covered by the Federal Reserve. Employees will receive a pay statement indicating gross pay, net pay, and deductions.

## **U. S. SAVINGS BONDS**

All employees may elect to purchase U. S. Savings Bonds through payroll deductions. Information on Savings Bonds is available through the county Human Resources Department.

## **DEFERRED COMPENSATION**

Employees are eligible to participate in the South Carolina Public Employees Deferred Compensation Plan, 401K or 457. The amount deposited is determined by the employee and participation is optional. This is a tax-deferred savings program and is handled automatically by payroll deduction.

## **MONTGOMERY GI BILL**

Veterans may qualify to use their GI Bill education benefits while working and receiving on-the-job training at the Sheriff's Department.

## **VEHICLES**

At the discretion of the Sheriff, employees in designated positions are authorized to be assigned a department vehicle on a twenty-four-hour, seven day-a-week basis. Take-home vehicles are only available to personnel living in Lexington County or living in one of the adjacent/bordering counties of Aiken, Calhoun, Newberry, Orangeburg, Richland, or Saluda.

## **EQUIPMENT**

Department personnel receive that equipment (uniforms, firearms, etc.) that is necessary for the position for which they are hired.

## **JOB DESCRIPTION**

### **Deputy— Patrol**

#### GENERAL STATEMENT OF JOB

Performs assigned duties of the position for the County and responds to calls for service; enforces all local, federal and state laws relating to public safety and welfare. Works under stressful, high-risk conditions.

#### ESSENTIAL JOB FUNCTIONS

- Enforces all local, federal and state laws relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations and standards of safety.
- Performs routine patrol duties, including but not limited to patrolling assigned areas of the County, responding to emergency calls and/or public calls for assistance, maintaining order and public safety, apprehending and arresting law violators and criminal suspects, issuing traffic citations/summonses, transporting prisoners and mental patients.
- Assists with criminal investigations. Interviews witnesses, complainants and victims; gathers physical evidence and preserves it for court; provides case follow-up as needed.
- Prepares cases for prosecution; provides court testimony as necessary.
- Participates in special operations as assigned.
- Provides courtroom security as assigned.
- Maintains assigned equipment and vehicles.
- Participates in public relations efforts as necessary to maintain a cooperative and positive relationship between the Sheriff's Office and the community.
- Attends periodic training sessions; maintains required level of proficiency in the use of firearms.
- Prepares various documents including incident reports, accident reports, investigative reports, pursuit reports, warrants, subpoenas, and case documentation.
- Refers to policy and procedure manuals, codes, regulations, laws, maps, statutes, and training manuals.
- Operates/uses a variety of police equipment, which may include a police vehicle, firearms, Datamaster, radar; operates various types of office equipment, machinery and tools in the performance of duties such as a computer, printer, adding machine, radio equipment, telephones, tape recorder, fax machine, copier.

#### JOB SPECIFICATIONS AND QUALIFICATIONS

##### Knowledge:

- Policies, procedures and methods of the Sheriff's Department;
- Structure, functions and inter-relationships of state and local law enforcement agencies;
- Up-to-date law enforcement procedures;
- Firearms, automotive, radio and other law enforcement equipment;
- Legal rights of accused persons and law enforcement;
- Criminal behavior and methods of operation;
- Civil process;
- Other County departments to communicate with their representatives as necessary in carrying out duties and responsibilities;
- Layout of local roads and of the locations and characteristics of the various neighborhoods;
- Standard tools, materials and practices of the trade;
- Occupational hazards and safety precautions of the trade.

##### Skills:

- Operation and care of firearms;
- Comprehension, interpretation and application of regulations, procedures and related information;
- Basic mathematics;
- Reacting quickly to emergency situations;
- Written and verbal communication via in-person, phone and email contact.

##### Education/Experience:

- High School diploma or equivalent, with no experience required.

##### Licensing and Certifications:

- Valid South Carolina Driver's License;
- Class I Law Enforcement Certification from the South Carolina Criminal Justice Academy

##### Working Conditions / Physical Requirements:

- Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Positions in this class typically require talking, hearing, seeing, fingering, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, and lifting. Positions in this class may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, and vibrations.

## **JOB DESCRIPTION**

### **Correctional Officer**

#### GENERAL STATEMENT OF JOB

Provides for the safety of staff and inmates and the security of the detention facility; supervises inmate activities, and performs related corrections work as assigned.

#### ESSENTIAL JOB FUNCTIONS

- Maintains the security and safety of the County's detention facility, inmates and staff through implementation of established policies and procedures.
- Monitors jail access and egress.
- Monitors security cameras, alarm systems, automated locking systems and other specialized security equipment.
- Patrols facility to ensure security; inspects locking and security devices and doors for proper working condition.
- Processes and books inmates; searches, photographs and fingerprints inmates; secures inmates' property and issues clothing and supplies; establishes inmate records and accounts; completes medical screenings; receives and processes inmates for weekend sentences; escorts inmates to proper housing locations.
- Performs initial classification of all new arrivals; conducts NCIC background checks on new inmates.
- Supervises meals, visitation, recreation and exercise, telephone privileges, counseling, court visits, movement within the facility, and medical attention; conducts head counts regularly.
- Maintains key and tool control.
- Supervises inmate workers.
- Ensures that inmates are provided with appropriate sanitary conditions, clothing and supplies; administers First Aid and/or CPR as required.
- Routinely searches inmates, cells, kitchen and other inmate-accessible areas for contraband and other safety and security hazards.
- Observes and maintains orderly conduct among inmate population; subdues unruly or violent individuals; responds to emergency situations on jail property; investigates incidents, crimes, disputes, abuse of drugs, etc., among inmates.

#### JOB SPECIFICATIONS AND QUALIFICATIONS

##### Knowledge:

- Methods, organization, and operation of a County detention facility;
- Structure, functions, and inter-relationships of state and local law enforcement agencies and detention facilities;
- Enforcement procedures;
- Methods of detention and incarceration;
- Firearms, restraining devices, automotive, radio, and other law enforcement and security equipment;
- State and federal law, departmental and county policies, and state and federal standards pertaining to corrections.

##### Skills:

- Comprehending, interpreting, and applying regulations, laws, and detention methods and techniques;
- Written and verbal communication via in-person, phone, and email contact;
- Utilizing taser equipment and restraining devices;
- Reacting calmly in emergency and stressful situations.

##### Education/Experience:

- High School diploma or equivalent, with no experience required.

##### Licensing and Certifications:

- Class II Basic Jail Certification from the South Carolina Criminal Justice Academy;
- Valid South Carolina Driver's License;
- CPR and First Aid certifications.

##### Working Conditions / Physical Requirements:

- Exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.
- Positions in this class typically require fingering, talking, hearing, seeing, grasping, standing, walking, repetitive motions, stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling, and lifting. Positions in this class may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, and vibrations.

## **PROGRAM DESCRIPTION**

### **LECO Program**

#### PURPOSE OF PROGRAM

The Sheriff's Department's Law Enforcement Correctional Officer (LECO) Program provides employees serving as Correctional Officers, who may not otherwise meet certain Patrol Deputy eligibility requirements, a pathway to transition into a Patrol Deputy position. The LECO Program gives participants valuable experience as a Correctional Officer as well as the opportunity to participate in a defined training curriculum to prepare the employee for successfully obtaining certification as a Class-1 Law Enforcement Officer through the South Carolina Criminal Justice Academy.

#### QUALIFICATIONS

To be eligible to apply to the LECO Program through the Sheriff's Department's pre-employment process, individuals must, at a minimum, possess an Associate's Degree or have at least two (2) years of prior military service. Additionally, the new hire LECO applicant must satisfactorily meet all other standard pre-employment screening requirements for the position of Patrol Deputy and Correctional Officer.

#### PROGRAM

Individuals selected to participate in the LECO Program will, upon hire, be required to serve as a Correctional Officer for a period of two and a half (2-1/2) years. At the completion of two (2) years of service as a Correctional Officer with the Sheriff's Department, the employee will enter a defined training curriculum designed to specifically prepare the Correctional Officer to attend the South Carolina Criminal Justice Academy and to successfully obtain certification as a Class-1 law enforcement officer. While participating in this six-month preparatory training, the employee will continue to work as a Correctional Officer. After the satisfactory completion of the defined training curriculum, the employee will be enrolled at the South Carolina Criminal Justice Academy to pursue Class-1 law enforcement officer certification. Upon successful graduation from the Academy, the employee will return in the Patrol Deputy position.

Disciplinary action or otherwise poor work performance as a Correctional Officer may prohibit the employee from further participation in the LECO Program.

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*Applicant may keep all previous pages.*

*It is only necessary to submit all pages after this point.*





*"Pride in Professionalism"*

## ***LEXINGTON COUNTY SHERIFF'S DEPARTMENT***

### **APPLICATION FOR EMPLOYMENT**

**521 GIBSON ROAD  
LEXINGTON, SOUTH CAROLINA 29072  
TELEPHONE: (803) 785-8230  
FAX: (803) 785-2327**

**SHERIFF BRYAN "JAY" KOON**

*AN EQUAL OPPORTUNITY EMPLOYER*



**LEXINGTON COUNTY SHERIFF'S DEPARTMENT**  
**Applicant Waiver**

I, \_\_\_\_\_, permit my present and prior employers to divulge to the Lexington County Sheriff's Department any and all relevant information from my personnel file(s) that they possess. I also authorize the Lexington County Sheriff's Department to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of its choosing. I further authorize the Lexington County Sheriff's Department to conduct a full and complete investigation of my employment background and personal history and to create an investigative report whereby information is obtained through personal interviews with neighbors, friends, current and former employers, and others with whom I am now or have been acquainted. I fully understand that this pre-employment investigation is being conducted for the purposes of ensuring that I possess the knowledge, skills, and abilities necessary for the position to which I have applied, and that this investigation will include, but may not be limited to, matters pertaining to my personal history, illegal drug history, criminal misconduct, domestic violence, and any other matters that the Lexington County Sheriff's Department may deem pertinent to my possible employment in a law enforcement setting.

Recognizing all of the above, I hereby consent to the Lexington County Sheriff's Department conducting the aforesaid employment background investigation and further consent to LCSD disclosing the findings and results of this comprehensive investigation to my current employer, as indicated above, as LCSD deems appropriate. I understand that this disclosure may result in adverse consequences for me in my current job, including, but not limited to, termination from employment, negative reference for future employment, and possible criminal prosecution.

I understand and acknowledge that information contained within my employment application materials or any resultant pre-employment investigation reports or records may be subject to disclosure under the South Carolina Freedom of Information Act.

I release from liability, agree not to sue, and hold harmless, the Lexington County Sheriff's Department, Sheriff Bryan "Jay" Koon, his deputies, agents, assigns, and others similarly situated from any and all liability in any way with the processing of my application even if they should be negligent.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

***(Note: Digital signatures are not accepted. Please print and manually sign document.)***



**LEXINGTON COUNTY SHERIFF'S DEPARTMENT**  
Lexington, South Carolina

**APPLICATION FOR EMPLOYMENT**

*An Equal Opportunity Employer*

"Pride in Professionalism"

**Address:** 521 Gibson Road  
Lexington, SC 29072

**Mailing Address:** P.O. Box 639  
Lexington, SC 29071

**Telephone:** (803) 785-8230

**Fax:** (803) 785-2327

**INSTRUCTIONS:** Please PRINT LEGIBLY or TYPE. Incomplete applications WILL NOT be processed.

**NOTE:** Filing an application does not imply that you will be interviewed or hired – only that you will be considered for vacancies based upon the stated occupation preference you identify, when vacancies exist. If you are offered employment, you will be subject to a physical examination and/or drug test, the results of which must satisfactorily indicate that you can perform all essential job functions with reasonable accommodation. All statements are subject to verification and any incorrect statements or omissions may bar or remove you from employment. Truthful statements to any item requested will not necessarily exclude you from employment.

**POSITION APPLYING FOR**

Deputy       Correctional Officer       Correctional Officer in the LECO Program   
Other

(Please specify name of posted position for which you want to be considered. Due to the high volume of applications received, applications without a specific position listed will not be considered.)

**APPLICATION DATE**

\_\_\_\_\_   
Month / Day / Year

**APPLICANT INFORMATION**

**Full Name:** \_\_\_\_\_   
First Middle Last

**Address:** \_\_\_\_\_   
Complete Street Address  
\_\_\_\_\_  
City State Zip County

**Telephone: Home:** \_\_\_\_\_

**Work:** \_\_\_\_\_

**Cell (Other):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**APPLICANT INFORMATION (Continued...)**

Have you ever worked under another name? If so, please give name:

\_\_\_\_\_

First

Middle

Last

Are you a United States Citizen? Yes  No

If No, give Visa number: \_\_\_\_\_

Immigration number: \_\_\_\_\_

Do you possess a Driver's License? Yes  No  If Yes, from which state? \_\_\_\_\_

If yes, give Driver's License number: \_\_\_\_\_

Date you would be available to start work? \_\_\_\_\_

Would you work: Full Time?  Part Time?  Day and Night shift?

Have you ever maintained any online social networking site(s) (MySpace, Facebook, etc.)? Yes  No

If Yes, list the service, web address, and/or user ID for each site:

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION AND TRAINING**

High School: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes  No  Degree: \_\_\_\_\_

College: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes  No  Degree: \_\_\_\_\_

**EDUCATION AND TRAINING (Continued...)**

Other: \_\_\_\_\_ Location: \_\_\_\_\_

Dates Attended: From: \_\_\_\_\_ To: \_\_\_\_\_

Did you graduate? Yes  No  Degree: \_\_\_\_\_

If you did not graduate from high school, have you passed the General Educational Development (GED) test?

Yes  No  If Yes, when and where did you complete the GED?

\_\_\_\_\_

Indicate languages you speak, read, and/or write: \_\_\_\_\_

\_\_\_\_\_

List any professional license(s) you hold: \_\_\_\_\_

\_\_\_\_\_

List scholarships, academic honors, awards you have received:

\_\_\_\_\_

List training, skills, and/or experience you have that, in your opinion, would be particularly useful in the position for which you are applying:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can you type? Yes  No  If so, how many words-per-minute \_\_\_\_\_

List any equipment, office machines, and/or software you can operate:

\_\_\_\_\_

## EMPLOYMENT HISTORY

*Beginning with the most recent, list all present and past employment. Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.*

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why. \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why. \_\_\_\_\_

\_\_\_\_\_

**EMPLOYMENT HISTORY (Continued...)**

*Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.*

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why.

\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why.

\_\_\_\_\_

**EMPLOYMENT HISTORY (Continued...)**

*Correct addresses and telephone numbers MUST BE PROVIDED in order to process your application.*

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why. \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Job Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Dates Employed: From: \_\_\_\_\_ To: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Yes  No  If No, please explain why. \_\_\_\_\_

\_\_\_\_\_



**REFERENCES**

Complete addresses and telephone numbers **MUST** be provided.

**CO-WORKERS / FORMER CO-WORKERS**

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

Address: \_\_\_\_\_

Telephone:     Home: \_\_\_\_\_

                  Work: \_\_\_\_\_

                  Cell: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone:     Home: \_\_\_\_\_

                  Work: \_\_\_\_\_

                  Cell: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone:     Home: \_\_\_\_\_

                  Work: \_\_\_\_\_

                  Cell: \_\_\_\_\_

**REFERENCES (Continued...)**

Complete addresses and telephone numbers **MUST** be provided.

**PERSONAL REFERENCES** (No relatives or former employers.)

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

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

**REFERENCES (Continued...)**

Complete addresses and telephone numbers **MUST** be provided.

**NEIGHBORS**

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

Address: \_\_\_\_\_

Telephone:     Home: \_\_\_\_\_

                  Work: \_\_\_\_\_

                  Cell: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone:     Home: \_\_\_\_\_

                  Work: \_\_\_\_\_

                  Cell: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone:     Home: \_\_\_\_\_

                  Work: \_\_\_\_\_

                  Cell: \_\_\_\_\_

**APPLICANT BIOGRAPHICAL INFORMATION**

**Full Name:** \_\_\_\_\_  
  First  Middle  Last

**Have you ever gone by a different name?**    Yes     No     **If Yes, indicate name below:**  
\_\_\_\_\_

**Has your name been legally changed?**    Yes     No     **If Yes, indicate former name below:**  
\_\_\_\_\_

**Age:** \_\_\_\_\_    **Date-of-Birth:** \_\_\_\_\_

**Place-of-Birth:** \_\_\_\_\_

**Has your date-of-birth ever been changed on a legal document?**    Yes     No     **If Yes, explain:**  
\_\_\_\_\_

**Current Address:** \_\_\_\_\_

**How long have you lived at this address?** \_\_\_\_\_

**List all of your previous addresses:**    *(If additional space is needed, use a separate sheet of paper.)*

Number	Street	City	State	Zip

**APPLICANT BIOGRAPHICAL INFORMATION (Continued...)**

Your Father's Name: \_\_\_\_\_

Your Mother's Name: \_\_\_\_\_

Your Marital Status:    Single                   Engaged                   Divorced   
                                 Married                   Separated                   Widowed

If Married:

Name of spouse: \_\_\_\_\_  
  First                                  Middle                                  Last                                  Maiden

Spouse's Occupation: \_\_\_\_\_

Spouse's Employer: \_\_\_\_\_

If Divorced, Separated, or Widowed:

Name of Former Spouse: \_\_\_\_\_  
  First                                  Middle                                  Last                                  Maiden

If Engaged:

Name of Fiancé(e): \_\_\_\_\_  
  First                                  Middle                                  Last                                  Maiden

Do you have any children?    Yes                   No                   If Yes, indicate below:

Name: \_\_\_\_\_                                  Date-of-Birth: \_\_\_\_\_

Name: \_\_\_\_\_                                  Date-of-Birth: \_\_\_\_\_

Name: \_\_\_\_\_                                  Date-of-Birth: \_\_\_\_\_

Name: \_\_\_\_\_                                  Date-of-Birth: \_\_\_\_\_

Name: \_\_\_\_\_                                  Date-of-Birth: \_\_\_\_\_

**MILITARY SERVICE**

If applicable, are you registered with Selective Service? Yes  No

Have you ever served in the military? Yes  No  If No, skip the rest of this section.

Branch: \_\_\_\_\_

Dates of Service: From: \_\_\_\_\_ To: \_\_\_\_\_

Highest Rank / Grade: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Date and Location of your last Discharge: \_\_\_\_\_

List all Medals and Decorations awarded to you during your military service:

\_\_\_\_\_  
\_\_\_\_\_

If you are presently a member of the National Guard or any military reserve, indicate the unit, location, and describe your obligation:

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been court-martialed or subject to disciplinary action to include non-judicial punishment (i.e. Article 15, Captain's Mast, etc.) while serving as a member of the Armed Forces?

Yes                      No                      If Yes, explain:

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT PERSONAL HISTORY**

Have you ever illegally possessed, used, and/or sold any amount of the following drugs or substances?

Marijuana  
Cocaine  
Hashish  
LSD  
Hallucinogens

Opium  
Heroin  
Speed  
Quaaludes  
Inhalants

Steroids  
PCP  
Ecstasy  
Methamphetamine

Crack  
Amphetamines  
Barbiturates  
Morphine

Yes  No

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used:

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Other than those listed, are there any other drugs or substances that you have illegally possessed, used, and/or sold to include prescription medications that were not prescribed to you?

Yes  No

If Yes, explain in detail, indicating which drug(s) or substance(s) and date last used:

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Do you drink alcoholic beverages? Yes  No  If Yes, indicate how much and how often:

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Do you use any form of tobacco? Yes  No  If Yes, indicate form:

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**APPLICANT PERSONAL HISTORY (Continued...)**

How many individuals do you support financially? \_\_\_\_\_

Indicate any income other than your current salary, including your spouse's salary, if applicable:

\_\_\_\_\_

Total amount of your present debt: \_\_\_\_\_

Have you ever been named in a lawsuit either as a plaintiff or a defendant? Yes  No

If Yes, explain in detail: \_\_\_\_\_

\_\_\_\_\_

Have you ever been engaged in a private business? Yes  No

If Yes, indicate the name and nature of the business, as well as the capacity of your affiliation:

\_\_\_\_\_

\_\_\_\_\_

Are you currently in default on any student or education loan? Yes  No

If Yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you ever been terminated (fired) or asked to resign from a job? Yes  No

If Yes, explain: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**APPLICANT PERSONAL HISTORY (Continued...)**

Would you object to wearing a uniform? Yes  No

Would you object to working overtime? Yes  No

Would you object to working regular shifts? Yes  No

Would you object to working rotating shifts? Yes  No

Would you object to working holidays? Yes  No

Would you object to being away from home for long periods of time due to official duties? Yes  No

If Yes, explain: \_\_\_\_\_

Have you ever been arrested by law enforcement? Yes  No  If Yes, indicate the following:

Offense Charged: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Disposition: \_\_\_\_\_

Offense Charged: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Disposition: \_\_\_\_\_

Offense Charged: \_\_\_\_\_

Law Enforcement Agency: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Disposition: \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

If Yes, give details: \_\_\_\_\_

\_\_\_\_\_

**APPLICANT PERSONAL HISTORY (Continued...)**

Have you ever been placed on probation? Yes  No

If Yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever stolen anything? Yes  No  If Yes, explain:

\_\_\_\_\_

Have you ever been subject to a restraining order? Yes  No

If Yes, explain in detail: \_\_\_\_\_  
\_\_\_\_\_

Do you possess a valid South Carolina Driver's License? Yes  No

If Yes, indicate Driver's License number: \_\_\_\_\_

Do you possess a Driver's License issued by another state? Yes  No

If Yes, indicate: State: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Has your Driver's License ever been suspended or revoked? Yes  No

If Yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Are your driving privileges restricted? Yes  No

If Yes, give details: \_\_\_\_\_  
\_\_\_\_\_

Are you attempting to conceal any information regarding your background? Yes  No

**APPLICANT PERSONAL HISTORY (Continued...)**

You will find a Job Description included with this application which details the position you are applying for (Deputy, Correctional Officer.) After reading the Job Description, answer the following questions.

After training, could you perform the essential job functions of the position that you are applying for?

Yes  No

If No, explain: \_\_\_\_\_

\_\_\_\_\_

If No, what, if any, reasonable accommodations could be made so that you could perform the essential job functions?

\_\_\_\_\_

\_\_\_\_\_

**DISCLAIMER**

I hereby certify that all statements on this form are true and complete and that any misstatement or omission will subject me to disqualification or dismissal.

This, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

## STATISTICAL INFORMATION

The information collected in this section is used for statistical purposes only and in no way has any bearing on the processing or outcome of the employment application. This data will be kept in a confidential file.

Application Date: \_\_\_\_\_  
Month / Day / Year

Full Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Complete Street Address

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

Telephone: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell (Other): \_\_\_\_\_

Position Applied For: Deputy  Correctional Officer  Correctional Officer in the LECO Program   
Other  Specify: \_\_\_\_\_  
(please specify name of posted position for which you want to be considered)

Social Security Number: \_\_\_\_\_

Date-of-Birth: \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_

Are you a Vietnam Veteran? Yes  No

Are you a Disabled Veteran? Yes  No

How did you hear about our agency? Advertisement  Job Service  Employment Agency

County Employee  Specify: \_\_\_\_\_

LCSD Recruiter  Specify: \_\_\_\_\_

Career Fair  Specify: \_\_\_\_\_

Other  Specify: \_\_\_\_\_