



Charles S. McDonald, Sheriff Henderson County Sheriff's Office

APPLICATION FOR EMPLOYMENT

Thank you for your interest in employment with the Henderson County Sheriff's Office. The application process is a key component in ensuring that we meet your expectations as an employer and that your personality, skills, and work ethic meet our expectations of employees of our agency. We are committed to maintaining high ethical standards always stressing honesty and integrity.

The Sheriff's Office utilizes an employment selection and hiring process that is structured to ensure that prospective employees possess requisite knowledge, skills, abilities, and acceptable character traits. The purpose of the selection process is to produce effective and respected members of the Sheriff's Office by hiring qualified individuals. It is the policy of the Sheriff's Office to recruit, hire, train and promote employees without discrimination because of age, national origin, physical disability, political affiliation, race, religion, or sex.

The selection and hiring process includes many steps and can take up to four months to complete. This process is designed to fully examine each applicant's abilities and interest in employment with the Sheriff's Office. During the course of the hiring process, you will be asked to answer many questions and to provide a lot of detailed information about your life. We expect you to be truthful and maintain a high level of integrity at all times. **If you provide false information or engage in deception during any part of the process, you will be eliminated from further consideration immediately.**

SUBMITTING YOUR APPLICATION FOR EMPLOYMENT

Your application should be submitted to the Henderson County Sheriff's Office located at 100 North Grove Street, Hendersonville, NC 28792. Applications may be submitted in person, by mail, by fax to 828-697-4607 or via e-mail to Sheriffjobs@hendersoncountync.org.

THE NEXT STEP

Upon receipt of your completed application, the Sheriff's Office will review your application and available positions. You will receive written notification (via regular mail or e-mail) advising you of the status of your application. If at any point a decision is made to decline your request for hire and/or a position is not currently available, you will be notified in writing (via regular mail or e-mail) of this decision. The Henderson County Sheriff's Office reserves the right to modify the employment recruitment and selection process at any time without prior notice.

CONSEQUENCES OF FALSIFICATION, MISSING DEADLINES AND/OR APPOINTMENTS

ANY misrepresentation, falsification or omissions provided on **ANY FORM** during the selection and hiring process is just cause for rejecting your application. It will also disqualify you from submitting an application in the future for positions with the Henderson County Sheriff's Office. In addition, missing a deadline or confirmed appointment during the selection and hiring process may cause you to be removed from the selection process.

COMPLETING THE APPLICATION FOR EMPLOYMENT

On the following page is a list of minimum requirements for positions within the Sheriff's Office. If you meet the minimum requirements listed for the job you are applying for, please complete the application on pages 3-5. Ensure that every question is answered.

QUESTIONS

If you have any questions concerning the information required or the selection and hiring process, do not hesitate to contact the Henderson County Sheriff's Office for assistance via e-mail at Sheriffjobs@hendersoncountync.org.



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Henderson County Sheriff's Office

All applicants for the position must meet the following minimum requirements. Those who do not meet the minimum requirements will be disqualified from the process.

All positions:

- High school graduate or the equivalent.
- Be of good moral character as determined by a background investigation.
- Must be authorized to work in the United States.
- Must be fingerprinted.
- Must pass a drug screening test.
- Must take a pre-employment written and oral psychological evaluation.
- Must take a pre-employment polygraph examination.
- Must not be a current user of illegal drugs.
- Must make full disclosure of criminal charges and Domestic Violence Orders, both upon application and while employed.
- Must wear protective and/or safety equipment as mandated by OSHA and Henderson County.
- Must not be married to or live in the same residence of an employee at the Henderson County Sheriff's Office

In addition to the above, the following are required for:

Deputy Sheriff:

- Must be a U.S. citizen.
- Must be at least 21 years of age at time of employment.
- Must be able to work a varied work schedule.
- Must have visual acuity sufficient to safely and efficiently perform the essential job functions.
- Must have a pre-employment medical examination by a licensed physician.
- Must not have been convicted of a felony or have any criminal action pending against you.
- Must have received an honorable discharge or a general discharge under honorable conditions if having served in any branch of the armed forces of the United States.
- Must be vaccinated for Hepatitis B, have provided evidence of immunity or have signed a declination form within 10 days of initial employment.
- Must be certified as a sworn law enforcement officer by the North Carolina Sheriff's Standards and Training Commission.
- Must possess a valid North Carolina driver's license.
- Must not be prohibited by federal or state law from possessing a firearm.
- Must not have had certification as a peace officer permanently revoked in another state.

Detention Officer:

- Must be a U.S. citizen.
- Must be at least 21 years of age at time of employment.
- Must be able to work a varied work schedule.
- Must have visual acuity sufficient to safely and efficiently perform the essential job functions.
- Must have a pre-employment medical examination by a licensed physician.
- Must not have been convicted of a felony or have any criminal action pending against you.
- Must have received an honorable discharge or a general discharge under honorable conditions if having served in any branch of the armed forces of the United States.
- Must be vaccinated for Hepatitis B, have provided evidence of immunity or have signed a declination form within 10 days of initial employment.
- Must be certified as a detention officer or successfully complete Detention Officer Training within one (1) year of employment as required by the North Carolina Sheriff's Training and Standards Commission.

Telecommunicator:

- Must be a U.S. citizen.
- Must be at least 21 years of age at time of employment.
- Must be able to work a varied work schedule.
- Must have visual acuity sufficient to safely and efficiently perform the essential job functions.
- Must be certified as a telecommunicator or successfully complete Telecommunicator Training within one (1) year of employment as required by the North Carolina Sheriff's Training and Standards Commission.



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Training and Certifications:			
NC Basic Law Enforcement Officer Certified	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it active with another agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, name of agency			
NC Detention Officer Certified	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it active with another agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, name of agency			
NC Telecommunicator Certified	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is it active with another agency?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, name of agency			
EMD Certified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiration date:	
NC DCI Certified	<input type="checkbox"/> Yes <input type="checkbox"/> No	Expiration date:	
Special training programs and seminars you have completed in the last five (5) years (List):			
Skills			
NC Driver's License Number	List any previous states you have had a driver's license in.		
Foreign Language (specify):			
Computer Skills: <input type="checkbox"/> Word <input type="checkbox"/> Excel <input type="checkbox"/> Powerpoint <input type="checkbox"/> Access <input type="checkbox"/> Other (specify):			
Other relevant skills:			

Work History (Use additional sheets if necessary)			
Current or Last Employer		City/State	
Job Title		Supervisor Name	Telephone Number
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason/Desire for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Telephone Number
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			



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Previous Employer		City/State	
Job Title		Supervisor Name	Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			

Previous Employer		City/State	
Job Title		Supervisor Name	Job Title
Date Employed (MM/YY)	Date Separated (MM/YY)	Reason for Leaving	
Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Duties:		
Ending Salary			



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I hereby certify that there are no willful misrepresentations, omissions, or falsifications in the foregoing statements and answers to questions. I am aware that should an investigation disclose any misrepresentation, omission, or falsification, my application may be rejected, or if already employed, my employment may be terminated.

I further acknowledge that any or all information provided by me is subject to verification and I hereby authorize the Henderson County Sheriff's Office to conduct a personal background investigation of me including any current or prior criminal arrests, convictions, criminal history, credit history and driving history.

By my signature below, I authorize the Henderson County Sheriff's Office to contact my current and/or all former employers, as well as schools or other educational institutions that I may have attended, and obtain any information about my qualifications for employment including current or prior work history, scholastic ratings and records, and any other information they may have regarding me, whether or not it is on their records.

I also authorize my current and/or former employers and educational institutions to release any information requested by the Henderson County Sheriff's Office.

Signature of Applicant

Date