

ORIENTATION
and
TESTING
DEPUTY SHERIFF

Orientation for McLean County Sheriff's Deputy positions will be held on Thursday, September 3, 2020 on the 5th Floor of the Law and Justice Center, 104 W. Front St., Bloomington, Il. Check in starts at 5:00 p.m. with Orientation beginning at 5:30 p.m.

ORIENTATION IS MANDATORY!

Please note: Job applications and the related application documents must be brought to the Orientation meeting and NOT the Sheriff's Office.

*****Incomplete applications (or applications without all the required documentation) will not be accepted.**

TO: DEPUTY APPLICANT

Attached is your application for employment with the McLean County Sheriff's Office.

Please complete the entire application and provide the following materials, which need to be returned with the application on the night of orientation:

- A certified copy of your birth certificate from the county you were born. We **cannot** accept birth certificates issued by the hospital.
- Transcripts from the institution of your highest level of education.
- Transcripts of military service discharge, if applicable.
- A valid driver's license along with two copies of said driver's license.
- Reside within a forty-five mile radius of the McLean County Law and Justice Center, Bloomington, IL, regardless of weather and road conditions, vehicle availability and vehicle performance.

Applicants must attend a **mandatory orientation meeting** and successfully pass the following testing procedures:

- **Physical Agility Test (Power Test)**
- **Basic Skills Written Exam**
- **Oral Interviews**

Upon successful completion of the above, the Merit Commission then certifies that the applicant is eligible for employment with the McLean County Sheriff's Department and the applicant will be notified by letter that he/she is being placed on the eligibility list.

To be eligible for employment with this department, you will be subject to a medical examination and an intense background check, which will include a polygraph exam, psychological exam and additional oral interviews with the Sheriff's Office Command Staff. You are required to sign an **Authorization for Release of Personal Information** so that the background check can be conducted.

Thank you for your interest in our Office.



Jon Sandage
McLean County Sheriff



EMPLOYMENT APPLICATION

Last Name First Name Middle Name/Initial

Street and Number City County

State Zip Phone

Can your education and/or employment records be verified using the above name and social security number?
Yes _____ No _____

If no, list other name(s): _____
Name, address and phone number of person who will know where you may be contacted:

Phone

Please follow these general instructions:

1. Read the Examination/Position Announcement and be sure you meet, **with or without reasonable accommodation**, the "QUALIFICATIONS" listed.
2. Answer all questions and complete all spaces on the application.
3. Submit all transcripts and documents at the time of application.

Position(s) applied for: _____

How did you learn of the examination/position? _____

Have you previously been employed by McLean County? Yes _____ No _____
If yes, from _____ to _____ Department _____

Are you at least eighteen (18) years of age? Yes _____ No _____

Are you a U.S. citizen or an alien legally authorized to work in the United States? Yes _____ No _____

On what basis are you available for employment? (Check any or all that apply)
Full time _____ Part-time _____ Summer _____ Temporary _____

Are you available for: Weekends and Holidays Yes _____ No _____
Rotating Shifts Yes _____ No _____
On Call Yes _____ No _____

Shift Preference (check any or all that apply): Days _____ Evenings _____ Nights _____

Date available for work ____/____/____ Rate of pay expected \$ _____ per hour.

1. Have you ever been discharged or asked to resign from employment? Yes No

2. Do you object to an inquiry of you present employer in regard to your ability to work with others, work record, qualifications or abilities? Yes _____ No _____ If yes, explain: _____

IF YOU HAVE ANSWERED "YES" TO ANY OF THE LAST TWO QUESTIONS, please give specifics on a separate sheet. A "yes" answer does not automatically disqualify you from employment.

Answer the four questions below if they are essential functions of the job for which you are applying.

1. Do you possess a valid Driver's License? Yes _____ No _____ N/A _____
2. Do you possess a valid Commercial Drivers License Yes _____ No _____ N/A _____
3. Can you produce typed material (typewriter, computer, other)? Yes _____ No _____ N/A _____
4. Can you take notes verbatim (word for word) at a reasonable speed? Yes _____ No _____ N/A _____

List any in-service training, instruction courses or programs you have completed: _____

List any special information as to your work record you may deem of value: _____

Are there any other experiences, skills or qualifications that you feel would especially fit you for work with McLean County and/or the position for which you are applying? _____

If license, certificate or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following:

Name of trade or profession: _____ License Number: _____

Granted By: _____ City and/or State of: _____

Specialty: _____ Licensed From: _____ To: _____

| EDUCATION | Name and Location | Years Completed | | | | Diploma/Degree | Course of Study |
|-------------------------|-------------------|-----------------|----|----|----|----------------|-----------------|
| | | 9 | 10 | 11 | 12 | | |
| High School | | | | | | | |
| | | | | | | | |
| College | | 1 | 2 | 3 | 4 | | |
| | | | | | | | |
| Graduate / Professional | | 1 | 2 | 3 | 4 | | |
| | | | | | | | |
| Trade School | | 1 | 2 | 3 | 4 | | |
| | | | | | | | |

Describe your extra-curricular activities (e.g. professional/student organizations, leisure activities, civic, etc...):

EMPLOYMENT EXPERIENCE

Start with your present or last job. Indicate any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disability or other protected status.

| | | | |
|---------------------------|-----------------------|-----------|------------------------|
| 1. Employer | Dates Employed | | Work Performed: |
| | From | To | |
| Address | | | |
| | | | |
| Telephone | | | |
| Job Title | Supervisor | | |
| Reason for Leaving | | | |

| | | | |
|---------------------------|-----------------------|-----------|------------------------|
| 2. Employer | Dates Employed | | Work Performed: |
| | From | To | |
| Address | | | |
| | | | |
| Telephone | | | |
| Job Title | Supervisor | | |
| Reason for Leaving | | | |

| | | | |
|---------------------------|-----------------------|-----------|------------------------|
| 3. Employer | Dates Employed | | Work Performed: |
| | From | To | |
| Address | | | |
| | | | |
| Telephone | | | |
| Job Title | Supervisor | | |
| Reason for Leaving | | | |

| | | | |
|---------------------------|-----------------------|-----------|------------------------|
| 4. Employer | Dates Employed | | Work Performed: |
| | From | To | |
| Address | | | |
| | | | |
| Telephone | | | |
| Job Title | Supervisor | | |
| Reason for Leaving | | | |

REFERENCES

List three business/work references who are not related to you and are NOT previous supervisors. If not applicable, list three school or personal references who are not related to you.

1. _____
 Name Relationship Years Acquainted

 ()
 Address Phone

2. _____
 Name Relationship Years Acquainted

 ()
 Address Phone

3. _____
 Name Relationship Years Acquainted

 ()
 Address Phone

AGREEMENT

I certify that the answers given herein are true and complete to the best of my knowledge

I authorize McLean County to make such investigations and inquiries of my personal and employment history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the County.

Signature of Applicant Date

NOTE: If you are applying for a position with the following departments, you will need to complete a form for purposes of a background investigation. Please ask for one of these forms.

- CIRCUIT CLERK**
 - DEPARTMENT COURT SERVICES**
 - FACILITIES MANAGEMENT**
 - PARKS AND RECREATION**
 - METRO McLEAN COUNTY COMBINED COMMUNICATIONS CENTER (METCOM)**
- SHERIFF'S**

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Application reviewed by:

| | | | |
|---------------|---------------|---------------|---------------|
| _____ Name | _____ Date | _____ Name | _____ Date |
| _____ Name | _____ Date | _____ Name | _____ Date |
| _____ Name | _____ Date | _____ Name | _____ Date |

Authorization for Release of Personal Information

I, _____, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the McLean County Sheriff's Department, whether the said records are of a public, private or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have or have had an interest; and any records of a police department or other law enforcement agency.

I understand that any of the information obtained by a personal background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the McLean County Sheriff's Department. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the County of McLean, the McLean County Sheriff, the McLean County Sheriff's Department Merit Commission, their members, employees, agents and assigns from any and all liability which may be incurred as a result of collecting an utilizing such information.

I further authorize the McLean County Sheriff's Department to conduct a polygraph examination(s), and I hereby voluntarily submit to such polygraph examination(s).

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 have fully read and understand the contents of this AUTHORIZATION OF RELEASE OF PERSONAL INFORMATION.

Signature, include maiden name if applicable

Witness Signature

Date

Telephone

Street Address

City

State

Zip

Date of Birth

Social Security No.

Driver's License # & State



PERMISSION FOR SECURITY CHECK

I understand that I will have to successfully pass a background investigation, which may include a polygraph test, due to the nature of this position. I hereby give my permission to the McLean County Sheriff's Department to conduct such an investigation.

Signature of Applicant

Date

PLEASE PRINT

Full Name: _____

List any other names under which your employment and/or education can be verified (including maiden names, etc.):

Date of Birth: _____ Social Security Number _____

Driver's License # _____

Sex: _____ Male _____ Female