



WAYNE COUNTY SHERIFF'S OFFICE

P.O. Box 219 • 18 South Main • Loa, Utah 84747
Phone: 435-836-1308 • Fax: 435-836-2189
Email: wcs@wayne.utah.gov

Sheriff, Dan Jensen
Chief Deputy, Ernie Robinson
Deputy Matt Webster
Deputy, Brennan Ellett
Deputy, Brandon Burr
Deputy, Micah Gulley
Secretary, Teresa Brian

EMPLOYMENT APPLICATION

INSTRUCTIONS TO APPLICANT

1. RETURN APPLICATION TO: Wayne County Sheriff's Office
18 South Main, P.O. Box 219
Loa, Utah 84747
2. Complete an Official Wayne County application form. Resumes will be accepted on all job applications, but not as a substitute thereof. Application must be fully completed. Sign your application and return it to the above address by closing date.
3. Submit copies of official college or university transcripts with your application if you wish to receive credit for your education.
4. Submit copies of your POST Certification if applicable.

Other Information Regarding Applying for a Wayne County Government Position:

1. Your application will be used to determine your eligibility for the position you are applying for.
2. If employed, Wayne County will require a copy of your current Social Security Card and Driver License to ensure employment forms match the name on your Social Security Card. Your Driver License will be used to complete a driving background check.
3. Federal Law requires supervisors/employers to review documents verifying your identity and eligibility to work in the United States and to complete Form I-9 (Employment Eligibility Verification). You will be required to provide this documentation. Supervisors/Employers are in violation of the law if the documents are not reviewed and Form I-9 is not complete.

WAYNE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Wayne County Government to provide and promote equal opportunity employment, compensation and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age or disability. The County provides reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.

To be considered for employment with Wayne County, all sections must be fully completed on the job application. The original application must be turned in to the Wayne County Sheriff's Office.

Job title of position applied for: _____ Date: _____

APPLICANT INFORMATION:

Name _____ Soc. Sec. # _____

Other Name(s) previously used _____

Address _____
Street City State Zip

Telephone _____
Day Evening Work

COMPLETE THIS SECTION ONLY FOR LAAW ENFORCEMENT RELATED POSITIONS

Yes No Are you currently POST (Peace Officer Standards and Training) certified in this state or another state?

If yes, specify state _____ Types of Certification _____ (Please attach a copy of your certification)

Yes No Are you 21 years of age or older?

Yes No 1. Have you ever filed an application with Wayne County?

If yes, give the date _____

Yes No 2. Have you ever been employed by Wayne County?

If yes, give the date _____

Yes No 3. Have you, since the age of 18, been convicted of a crime, excluding minor traffic offenses? If yes, give date, details and penalties for each occurrence, including dates of any probationary periods, on a separate sheet of paper. (Note: Each conviction will be judged in relation to time, seriousness, circumstances and relationship to the position sought and will not necessarily bar you from employment. Wayne County will run a background and driving record check)

Yes No 4. Are you a citizen by birth or a naturalized citizen of the U.S.?
Proof of citizenship or immigration status will be required upon employment.

Yes No 5. Do you have any relatives who are employed by Wayne County?

Yes No 6. Can you travel is a job requires it?

Yes No 7. May we contact your current employer?

TRAINING, EDUCATION AND EXPERIENCE:

When claiming college, business, armed forces or vocational school credit, you must submit transcripts or other official documents with your application.

Yes No Have you graduated from High School or received a High School Equivalency Diploma (GED) ?

If no, circle the highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12

College, Business, Trade School Or Specialty Training	Major	Degree Certificate or Years Attended

List all languages you speak, read and write (Other than English)

Other Qualifications: Summarize special job-related qualifications acquired from employment or other experience.

Preferred Specialized Skills: Computer Word Processor and Typing (Circle if applicable)

Employment History:

#1

Employer's Name and Phone #:					
Complete Address:					
Your Title:		From:		To:	
Full Time	Part Time	Volunteer	Other	Hrs. per Week	Last Monthly Pay
Supervisor's Name, Title and Phone #					
Duties					
Reason for leaving or seeking other employment					

#2

Employer's Name and Phone #:					
Complete Address:					
Your Title:		From:		To:	
Full Time	Part Time	Volunteer	Other	Hrs. per Week	Last Monthly Pay
Supervisor's Name, Title and Phone #					
Duties					
Reason for leaving or seeking other employment					

#3

Employer's Name and Phone #:					
Complete Address:					
Your Title:		From:		To:	
Full Time	Part Time	Volunteer	Other	Hrs. per Week	Last Monthly Pay
Supervisor's Name, Title and Phone #					
Duties					
Reason for leaving or seeking other employment					

References: (Please list three persons who are not related to you and who have knowledge of your qualifications for the position for which you are applying.)

1. Name: _____ Phone _____

Address: _____

2. Name: _____ Phone _____

Address: _____

3. Name: _____ Phone _____

Address: _____

READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING

I hereby authorize any previous employer to give and release to Wayne County any and all information of whatever kind in either written or verbal form which relates to my ability to perform the duties of the position for which I am applying and for employment with Wayne County. I release Wayne County from any liability for the use of this information in considering and reviewing my application for the available position.

I also agree to allow Wayne County to determine my competence for certain positions in the Sheriff's Office or in the department where funds are involved, by obtaining credit, criminal and other job related information about me.

I understand that this employment application and any other County documents are not contracts of employment and that any oral or written statements to the contrary are hereby expressly disavowed.

I certify that all statements made in this application are true and complete and understand that any misrepresentation of material fact may subject me to disqualification or dismissal.

Signature: _____ Date: _____

****Note: Wayne County will run a background and driving record check on all County volunteers, employees and applicants qualifying for a job position with Wayne County.***

READ THE FOLLOWING CAREFULLY BEFORE SIGNING THIS STATEMENT:

Having made application for employment with Wayne County for the position of Deputy/Secretary, I hereby authorize Wayne County Government to conduct a detailed investigation and understand that all information pertaining to such application and investigations will be kept confidential and released to only authorized individuals. I understand that, should any investigation disclose any misrepresentation, falsification, omission or concealment of material fact, my application may be rejected and my name removed from the eligibility list and, if already appointed, I may be dismissed. I also understand that certain information or offenses may preclude me from further consideration or result in termination. I hereby release your organization or any other agency involved in releasing this information from any civil or criminal liability arising under the Federal Rights and Privacy Act or other applicable State and County statutes.

Signature of Applicant (original, not a photo copy)

Date



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CONDITIONAL OFFER OF EMPLOYMENT

APPLICANT NAME (Please Print) _____

This offer of employment is conditional upon you successfully completing the following steps and meeting the established standard for the position of Deputy. These standards are contained in applicable federal and state statutes and in the County of Wayne's administrative regulations. The steps to be completed include the following:

A background investigation conducted according to guidelines established by Wayne County for its Sheriff's Office employees. This will include a criminal, financial and personal investigation. A drug screen will be conducted. An additional investigation, including further samples, may be required and a polygraph exam may also be conducted.

You must pass the Peace Officer Entrance Exam.

A psychological suitability test will be conducted. A favorable result will be required for further consideration for employment.

You must successfully complete a Utah Department of Public Safety Peace Officer Standards and Training (POST) application and background clearance for POST approved basic training programs at least three weeks prior to entry into the POST Academy. Discrepancies in the information you give during this process can be the basis for your removal from further employment consideration.

If you successfully complete the above requirements, you may receive a final offer of employment and be hired immediately. Your employment is contingent on your successful completion of Utah Peace Officer Standards and Training and becoming certifiable as a Peace Officer.

I have read and fully understand the nature of this Conditional Offer of Employment.

Signature

Date

Signature

Date