



# **Application Instructions**

**For**

## **Candidates for Sheriff's office Positions**

Your completed application must be accompanied by the following documents in order to be considered:

1. Completed Application for Employment
2. Completed FBI/SLED Referral Form
3. Copy of high school diploma or equivalent
4. Copy of DD214 Military Discharge Form, if applicable
5. Copy of birth certificate or Bible record of birth
6. Copies of Certificates/Degrees
7. Statement of Authorization for Background Investigation

If any one of the documents listed is incomplete or is not included with the Application for Employment, the application will not be considered.



## FBI/SLED

### Referral Form

Name \_\_\_\_\_

Position applied for \_\_\_\_\_

Persons applying for positions with the Sheriff's Office, Detention Center, and Criminal Justice Support are required by state law to:

1. A. Submit a copy of your birth certificate
- B. Submit a copy of your high school diploma, State Equivalency or (GED) General Education Diploma.
- C. If applicable, submit a copy of your DD214 (Military Discharge) form
- D. Give your valid driver's license number

Number \_\_\_\_\_ and State \_\_\_\_\_

All of the documents requested must be submitted with your completed application and this form before your application can be processed.

II. This part of the form is to be signed by an official of the Criminal Justice Support Division only. Take this form to the Law Enforcement Center, located on East North and McGee Streets. Someone at the main desk will direct you to the Identification Division, where an "ID Pack" will be made.

#### **TO BE COMPLETED BY C.J.S OFFICIAL**

Date fingerprints and mug shots taken \_\_\_\_\_

I.D. Pack Number \_\_\_\_\_

---

Signature of Criminal Justice support Official