

## Noble County Sheriff's Office Application Procedures

Applicants must complete and return application forms to the Noble County Sheriffs Office on or before the return date listed on the cover sheet. Those applicants who submitted a resume as their initial application will be mailed an application form to complete and return.

With this initial application (attached), as a minimum you will need to provide copies of the following documents:

High School Diploma (or G.E.D. certificate)  
College Transcript

These documents **will not** be returned

Those applicants who appear qualified may receive additional materials and forms that must be completed and returned to complete the application process.

Those applicants who appear best suited for the position will be subject to an extensive background investigation, criminal history checks, written examinations, oral examinations, and psychological evaluation during the hiring process.

Applicants who provide an incomplete application, fail to provide requested information, who provide misleading or false information, or submit information after the specified deadline(s) will be removed from further consideration for employment.

Those applicants passing all of these examinations, tests, and checks may be subject to drug testing, psychological examination(s), and/ or polygraph examination. Those successful candidates may then be subject to the post offer pension physical examination. The County may require the candidate to submit to a second physical examination by the County's physician, based on direct threat considerations.

Applicants for the position of [ part-time jailer ] or [ reserve deputy ] may be administered a post offer physical examination.

Your application will remain on file for a period of six (6) months after the date of the application. This pool of applications may be utilized during this period to fill any openings during that time period. The fact that you were not selected for any immediate openings does not necessarily mean that you will not be considered for other openings that arise during this six month period.

**COUNTY OF NOBLE  
NOBLE COUNTY SHERIFF'S OFFICE APPLICATION**

I am applying for the position(s) of:  
(Check all that apply)

DEPUTY SHERIFF [ ] Full Time

JAILER [ ] Full Time [ ] Part time only

RESERVE DEPUTY [ ]

**INSTRUCTIONS**

Use a black ball point pen to complete this application. Do not use a typewriter. Answer each question clearly and completely. All questions must be answered. If a section or question does not apply to you, write "NA" to that question or section. **The failure to provide information requested during any part of the application or hiring process will result in your application being withdrawn from further consideration for employment.** Be as specific as possible, since your application will be screened on what you include regardless of what you might otherwise be able to perform.

This is an initial application for employment, and no employment contract is being offered. If you need additional space to respond, attach a separate piece of paper, noting the question/section and the additional information.

If you need assistance in completing this application, you may ask the receptionist for help. The County of Noble does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, political affiliation, handicapped status, or any other legally protected status.

**Warning!**

All information in this application will remain confidential, and will be only released to those with a need to know. However, it will be subject to an extensive background examination and polygraph. Any false, misleading, or incomplete statements will be considered grounds for rejection, or dismissal. Leave no section blank.

GENERAL INFORMATION

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Last Name

First Name

Middle Name

MAILING ADDRESS: \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_/\_\_\_/\_\_\_

DRIVER'S LICENSE NUMBER: \_\_\_\_\_ STATE \_\_\_\_\_

HOME PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ OTHER PHONE (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

List all other name(s) you have been known by: \_\_\_\_\_

List all other social security numbers you have used: \_\_\_\_\_

Date of application: \_\_\_/\_\_\_/\_\_\_

Date available for work: \_\_\_/\_\_\_/\_\_\_

Check the appropriate box for each question	Yes	No
The positions of deputy sheriff, and jailer, involve shift work. This includes working during daytime, evening, night time, weekends and holidays. Are you available to work shift work?		
For the position of deputy sheriff or jailer you must be at least 21 years of age. Are you at least the minimum age for the position you are applying for?		
This position may involve operating a motor vehicle. Do you have a current valid driver's license?		
Has your driver's license ever been suspended, revoked, canceled, or otherwise denied?		
Have you ever been convicted of a felony in this state, or any other state?		
Do you have any previous experience in the capacity for which you are applying?		
Are you certified as a police officer in this, or any other state? If yes, indicate state:		

Have you ever worked for this county? [ ] Yes [ ] No

If yes, list name(s) used and dates: \_\_\_\_\_

Are you related to any county employee, or any elected official [ ] Yes [ ] No

Have you applied with this office before? [ ] Yes [ ] No

If yes, list name(s) used and dates: \_\_\_\_\_

**DRIVING HISTORY**  
**CRIMINAL HISTORY**

Your driver's license number: \_\_\_\_\_ Issuing state: \_\_\_\_\_

List all traffic tickets you have received in the last 5 years.

Date	Charge	City/County/State	Disposition

Do you have liability insurance on the vehicles you operate? [ ] Yes [ ] No  
 Have you ever had your insurance policy canceled? [ ] Yes [ ] No

List below all traffic accidents you have been involved in, regardless of fault, in the last 5 years:

Date	Location (city, county, state)	Cause of accident

Since age 18, have you ever been arrested? [ ] Yes [ ] No

If yes, complete the following:

Date	Charge	Where arrested	Disposition

**In the back of this application package, you will find a job description is for a deputy sheriff, or for a detention officer. At this point, please stop and review the attached job description for the position which you are applying.**

After reviewing the essential job functions, the minimum qualifications and the special requirements from the attached job description, are you able to perform the tasks/functions with or without reasonable accommodation?  Yes  No

Place a check mark in the appropriate box	Yes	No
Are you a United States Citizen?		
If no, are you legally eligible to work in the United States?		

(Verification will be required upon employment, and failure to furnish such documentation will be cause for separation)

Have you applied with any other Law Enforcement Agency in the last 5 years?  Yes  No

If yes, complete the following:

Date	Agency	City	State

The use of these drugs as necessary for medical procedures, and under the supervision of a medical doctor, should be excluded when considering your answer:

Have you ever used, or are you currently using, illegal drugs, to include speed, PCP, marijuana, heroin, crack, marijuana, methamphetamine, cocaine?  Yes  No

Have you ever sniffed glue, paint, lacquer, gasoline, or any other substance with the intent of getting high?

Yes  No



List all Colleges, Universities, and Vocational schools you have attended:

School	City, State	Major	Minor	Degree Earned

List all High School(s) you have attended

School Name	City, State	Grade completed

Have you ever been expelled or suspended from any school because of discipline or poor scholastic standing?  
[ ] Yes [ ] No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





If you have no prior law enforcement experience, explain what actions you have taken that you feel help qualify you for this position:

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Have you ever been fired, suspended, or put on inactive status (other than for prior workers compensation cases) by any of your previous employers?  Yes  No

If yes, specify which employer and the circumstances:

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Do you have any special licenses, training, or volunteer experience that would help us determine your suitability for this position? If so, list them below:

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If you are a CLEET certified officer, provide academy number, location, and date.

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Type of academy  CLEET basic  CLEET Reserve Academy

List any military experience you may have:

From	To	Branch	Duties

This question deals with subversive organizations. For this purpose, subversive organizations shall mean any group or organization which does not support local, State, and Federal Laws, and which advances its beliefs through violence and/or force.

Have you advocated, advised, or taught the doctrine that the government of the United States of America or any state or political subdivision thereof should be overthrown by force, violence, or any unlawful means? [ ] Yes [ ] No

Are you now, or have you ever been a member of, any subversive organization? [ ] Yes [ ] No

Have you ever been connected, or affiliated in any manner with, or have you ever attended meetings of any subversive organizations? [ ] Yes [ ] No

Have you ever paid, collected, or solicited any money, dues, or contributions to, for or on behalf of any subversive organization [ ] Yes [ ] No

If any response a question in this section is "yes", attach a statement to this application indicating the circumstances.

The following question seeks background references.

Do not list family members or former employers. Provide at least 5 references. If you so desire, you may provide more references on an additional sheet of paper.

Name	Address	City, State Zip	Phone # & # years known	Type of acquaintance

Which of your previous jobs did you like best and why?

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Which of your previous jobs did you like least and why?

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Have you ever been served with a Summons or Subpoena to appear in Court? (Do not count Jury Duty, or in a law enforcement officer capacity?  Yes  No

Do you know of any other information that we have not asked for which may come out in the background investigations concerning your present fitness to handle the essential functions of the job? If so, you have the opportunity to disclose this information at this time. If you have omitted or withheld any information that was asked for in this application, it may be cause for the rejection of your application, or if you are accepted for employment, it may be cause for the termination of your employment. (We are not in this question interested in your physical or mental ability to do the job).

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Have you ever stolen anything of value?  Yes  No

If your answer is yes, please indicate when, what it was, your age at the time, the circumstances, and how often it happened.

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**STATEMENT OF TRUTHFULNESS AND PERMISSION TO INVESTIGATE**

(To be signed in the presence of a Notary Public)

**READ CAREFULLY BEFORE SIGNING!**

I certify that I am the person named above and within this application, and that the facts and information given within this application are true and complete to the best of my knowledge. In signing this statement I do so with the understanding that the truthfulness of all statements herein will be investigated and if found incorrect, incomplete, or misleading, it may render me ineligible for employment as a employee with the NOBLE COUNTY SHERIFF'S OFFICE.

I hereby grant permission to the County of Noble to investigate any information contained in this application and I agree to submit to a pre-employment drug screen and a post offer medical examination and physiological evaluation. I understand that this application is not a contract of employment. I hereby release the County of Noble and it's agents from all liability in making any investigation and inquiry relative to information contained in the application forms. I understand that if employed, false or misleading statements given in this application or interview(s), or the failure to provide or document the requested information, may result in discharge of employment. I understand that I am required to abide by all rules, regulations, and policies of the County of Noble if I am accepted for employment and that if so accepted I will serve a probationary period of at least twelve (12) months.

I hereby authorize any City, County, State, Federal Agency, or former employer or any individual listed in this application form to furnish to any officer of the Noble County Sheriffs Office any information concerning me necessary to process this application. A photostatic and/or verifax copy of this authorization shall be considered as valid as the original.

Signature: \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Subscribed and sworn by \_\_\_\_\_, before me, A Notary Public,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(seal)

My commission expires \_\_\_\_/\_\_\_\_/\_\_\_\_

**AUTHORIZATION TO RELEASE INFORMATION**  
To Whom It May Concern:

I hereby authorize any sworn Police Officer or other authorized representative of the Noble County Sheriffs Office bearing this release, or a photostatic copy thereof, within one year of it's date, to obtain information from your files pertaining to my employment, credit, or educational records, including but not limited to academics, achievements, attendance, athletics, personal (nonmedical) history, and disciplinary records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the official use of the Noble County Sheriffs Office. Consent is granted the Noble County Sheriffs Office to furnish any information as is described from parties in the course of fulfilling its official responsibilities.

I hereby release you as the custodian of such records, and any school, college, university, or other educational institution, credit bureau, lending institutions, consumer reporting agency, retail business establishment including it's officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information, or any attempt to comply with it.

I hereby acknowledge that information obtained in the background investigation is confidential and will not be released to the applicant. I acknowledge that this is important in order to obtain objective and unbiased information. I also will not attempt to obtain from the County of Noble a copy of any background information obtained by the Noble County Sheriffs Office.

A copy of this authority to release will be as valid as the original. Should there be any question as to the validity of this release, you may contact me as indicated below.

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Printed full name:

\_\_\_\_\_

Current address:

\_\_\_\_\_

Phone number: \_\_\_\_\_

Subscribed and sworn by \_\_\_\_\_, before me, A Notary Public,

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

(seal)

My commission expires \_\_\_/\_\_\_/\_\_\_

**NOBLE COUNTY SHERIFF'S OFFICE  
CONFIDENTIAL INFORMATION AGREEMENT FORM**

A thorough investigation will be conducted to determine your qualifications for the position for which you have applied. To a great extent, your ability to be qualified for employment will depend on information obtained in confidential interviews with persons with whom you have been associated, including the personal references and relatives you have listed in the application.

If the reason(s) for your non-acceptance are of a temporary nature, whereby you could be accepted at a later date, you will be so notified. Failure to be certified and hired at the present time does not indicate that you cannot apply at a later date, but that other candidates provided experience, education, and background data that was more suitable for employment.

By completing and returning this initial application you have completed one step in the process of applying for employment with the Noble County Sheriffs Office. If your initial application is suitable, you may receive additional materials that must be completed and returned within the deadline period for those materials, and failure to complete and return any such materials, providing insufficient or misleading information, or failure to submit to, or appear for, further testing and evaluations will result in your application being withdrawn from further consideration.

**I HAVE READ AND FULLY UNDERSTAND TH AABOVE STATEMENT**

Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Once you have completed the application, and have verified your answers, this application should be mailed immediately to:

NOBLE COUNTY SHERIFF'S OFFICE  
721 Cedar Street  
Perry, Oklahoma 73077

## **Job Description- Detention Officer**

### Nature of the work:

Documents and performs procedures involving the release and booking of inmates and the supervision of inmates incarcerated in the jail. Direct contact with inmates, searching, booking, and processing of arrestees and inmates on a regular basis.

### Typical Duties:

Assign prisoners to specific cells, check cells regularly, conduct random searches, operate the jail control center, and perform other appropriate activity when not involved in assigned tasks. Maintains overall jail security during shift. Receive and release prisoners, check and secure personal property, complete a booking, photograph, and fingerprint prisoners. Prepare meals for inmates, control and distribute medication as prescribed.

### Knowledge, Skills, and Abilities:

- Strong verbal and written communication skills.
- Ability to establish and maintain effective working relationships with supervisors, peers, other law enforcement officials, and the public.
- Ability to exercise and demonstrate professionalism, good judgment, integrity, dependability, and enthusiasm.
- Literate in computers and other office equipment.
- Ability to understand, interpret, laws and regulations.
- Render emergency first aid.
- Ability to work effectively in a high stress environment determining the appropriate course of action quickly and decisively.
- Ability to organize and prioritize.
- Maintain and update files and records.
- Able to perform multiple tasks including good radio and telephone communication.
- Ability to handle belligerent and potentially violent individuals; willingness to physically restrain an individual when necessary the situation warrants.
- Able and willing to report for duty on short notice.
- Ability to cook for both small and large groups.

### Minimum Qualifications:

- High school diploma or G.E.D
- Must be 21 years of age.
- Successful completion of department training period.