

Employment Application

Dallas County Sheriff's Office / Dallas County Jail



102 Church St. Selma, Al 36702 (334) 874-2530

The Dallas County Commission is an equal opportunity employer, and applicants will be considered without regards to their race, color, religion, sex, national origin, age, veteran status, or disability. We appreciate your interest in employment with Dallas County and assure you we are interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in a position and best meets your qualification. Please fill this application form out carefully and completely. Submission of a resume will not substitute for completing this application.

Job Applicates applying for a "Designated Safety Sensitive position" may be asked to submit to a Drug Screening at or near the final stage of the hiring process.

Any offer of employment will be conditional upon a **NEGATIVE** drug screen result.

Date:						
Name:						
Last		First		Middle		
Any other name	used: (nick nar	ne, assumed, etc.)				
Street Address:						
X	Number	Street	City	State	Zip Code	
Mailing Address	3:					
	Number	Street	City	State	Zip Code	
Cell phone: ()			Home Phone: ()	
Email Address:						
POSITION(s) A	pplied For:					
Are you availab	le to work	Full Time	F	Part Time	_ Temporary	
		Shift Work	0	ther:		
On what date are	e you available	to work?				
Are you present	ly employed?				Yes	No
Are you legally eligible to work in the United States?				Yes	No	
Have you ever b	een convicted	of an offense other	than a minor t	raffic violation?	_Yes	No
Criminal convic	tions are not ar	absolute bar to en	iployment but	will be considered in re	lation to specific	job requirements.
If yes, please ex	plain:					

Dallas County APPLICATION FOR EMPLOYMENT

Employment Record:

#1. Present or most recent employer

Employers Name:				Phone: ()	
Address:					
Number	Street	City	State	Zip Code	
Supervisors Name:			Tile:		
Your Job Title:			 j		
Date of Employment: From:			To:		
Was your employment:	Full Time	Part Time	- avg. hours per	week: ()	
Describe your duties:					
Reason for leaving:					
#2 Previous				1	
Employers Name:				Phone: ()	
Address:					
Number	Street	City	State	Zip Code	
Supervisors Name:			Tile:		
Your Job Title:					
Date of Employment: From:			To:		
Was your employment:	_ Full Time	Part Time	- avg. hours per	r week: ()	
Describe your duties:					
Reason for leaving:					
#3 Pervious					
Employers Name:				Phone: ()	
Address:					
Number	Street	City	State	Zip Code	
Supervisors Name:			Tile:		
Your Job Title:			=		
Date of Employment: From:			To:		
Was your employment:	Full Time	Part Time	- avg. hours pe	r week:	
Describe your duties:					
Reason for leaving:					
May we contact your employers listed above?Yes If no, why?					

Dallas County APPLICATION FOR EMPLOYMENT

Education:

Name of High School:						
				City	S	ate
Did you graduate:	Yes	_No Mark	which Diploma: _	Advanced	General _	Certificate of
Have you completed th	e requirements for	a G.E.D?	Yes	No		
If yes, the state where r	received:					
Name Of College:					(4)	
Years Completed: 1 2 3	3 4 5 6 Did y	ou Gradua	te?Yes	sNo		
Major:		Degree	·,		-	
Name of Graduate Sch	ool:					
Did you graduate?	Yes	No	Area of Study:		Degre	e:
Vocational or Other Fo	rmal Education:					
				City	S	Sate
SPECIALIZED TRA	INING/SKILLS:					
Typing:	/\	vpm	Shorthand:			/wpm
Can you operate:	calculator		_Dictaphone	Mult	i-line phone	
	Copier	Word P	Processor	_Data entry ter	minal	
List any other training, county:	skill, or aptitude	which you	feel are related to	the type of empl	oyment you a	re seeking with the
Do you have a driver's	license:	Yes	No Lice	nse #		
J .						Sate
Have you ever been en	nployed by the Da	llas County	Commission?	Yes	No	
If Yes, Supervisor's Na	nme:			Departmen	t:	
Reason for Termination						

Military Service:						
Have you served in the US Military?Yes	_No					
Dates of Service: From to						
Branch of Service:	Type of Duty:					
Describe any special training or skill acquired in the service?						
List membership in any professional organization which you feel would enhance your application:						

APPLICANT'S STATEMENT

Read Carefully,

The information contained in this application is correct and accurate to the best of my knowledge. I understand that employment is subject to; verification of applicable lawful age, legal right to remain permanently in the united states and physical examination and conditions; and I will furnish and submit such lawful proof, documents and permits as may be necessary to verify the same, I hereby agree to submit to medical examination based on the essential functions of the job after a conditional job offer has been made. I authorize; (A): Investigation of the information contained in this application, of other matters concerning my past employment, credit, educational records, or other activities. (B) The issuance of credit and Consumer Reports or other statements which may be furnished or obtained concerning the same. I hereby release from any and all liability and responsibility all persons, companies and corporations applying such information and Dallas County in obtaining the same. Dallas County will comply with the American with Disabilities Act of 1990. The county will attempt to provide reasonable accommodations for a qualified individual with a disability as defined by ADA and is capable of performing the essential job functions with or without reasonable accommodation unless undue hardship to the county or direct threat to the employee or others would result.

I agree to such personal protection equipment and devices as may be required by the county and to comply with safety rules and requirements. I understand that any misleading or incorrect statements may render this application void and in the event of my employment would be caused for immediate dismissal.

I have carefully read the above and the saying.	
Signature of Applicant:	Date:

AUTHORIZATION FOR RELEASE OR EMPLOYMENT INFORMATION

Applicant:

This will authorize all previous employers of mine to provide Dallas County with any information Dallas County may request. I hereby authorize each previous employer of mine to give to Dallas County Any information in my personal file that the county may request, Including, but not limited to disciplinary actions, attendance records, reports relative to training and education, and any other information available concerning my previous employment. Dallas County may obtain investigative report that includes information obtained through personal interviews with supervisors and business associates with any previous employer of mine. The personal interviews may seek information about my past job performance liability, character, personal characteristics, and general reputation.

I understand that if I am hired, the county may terminate my employment during the probationary period, or at any other time with or without cause. I understand that no promise of employment for a particular length of time has been made to me. I further understand that no manager, supervisor, employer, or other county representative has the authority to promise employment for a particular length of time or to make any other promise or representation about my future employment with County.

County.	
I have read and understand the application and all of the information	n contained herein.
Signed:	Date:

REFERENCES

Please list 3 references. We prefer at least one professional reference of someone who is either a past employer or someone who knows your professional capabilities. (i.e. Former teacher, supervisor, coworker, etc.

<u>NAME</u>	PHONE NUMBER		OCCUPATION	
I	()		
2	()		
3	()		