



WAYNE COUNTY SHERIFF'S OFFICE

Sheriff Micah A. Gulley

P.O. Box 219 - 18 South Main - Loa, Utah 84747

Phone: 435-836-1308 - Fax: 435-836-2189

Email: wcs@wayne.utah.gov



EMPLOYMENT APPLICATION

INSTRUCTIONS TO APPLICANT

1. RETURN APPLICATION TO: Wayne County Sheriff's Office
18 South Main St, P.O. Box 219
Loa, Utah 84747
2. Complete an Official Wayne County application form. Resumes are required with all job applications, but they are not a substitute for them. The application must be fully completed. Please sign your application and return it to the address above by the 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's License to ensure employment forms match the name on your Social Security Card. Your Driver's 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 in employment, compensation, and other terms and conditions of employment without discrimination based on 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: _____ Driver's License # _____

Other Name(s) previously used: _____

Address: _____
Street City State Zip

Telephone: _____
Day Evening Work

COMPLETE THIS SECTION ONLY FOR LAW ENFORCEMENT-RELATED POSITIONS

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

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

Are you 21 years of age or older? YES NO

1. Have you ever filed an application with Wayne County? YES NO
If yes, give the date: _____

2. Have you ever been employed by Wayne County? YES NO
If yes, give the date: _____

3. Have you, since the age of 18, been convicted of a crime, excluding minor traffic offenses? YES NO

If yes, give date, details and penalties for each occurrence, including date of any probationary periods, on a separate attached document.

(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.)

- | | | |
|---|-----|----|
| 4. Are you a citizen by birth or a naturalized citizen of the U.S.? | YES | NO |
| 5. Do you have any relatives who are employed by Wayne County? | YES | NO |
| 6. Can you travel if a job requires it? | YES | NO |
| 7. May we contact your current employer? | YES | NO |

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 or Specialty Training:	Major:	Degree Certification or Years Attended:

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

Other Qualifications:

Summarize special job-related qualifications from employment or other experience:

Preferred Specialized Skills: (Circle all applicable)

Computer Knowledge Microsoft Word Excel Spreadsheets Typing

Employment History:

#1

Employer's Name and Phone:					
Complete Address:					
Your Title:				From:	To:
(Circle One) Full Time Part Time Volunteer Other				Hrs per Week:	Last Monthly Pay:
Supervisor's Name, Title and Phone #:					
Duties:					
Reason for Leaving:					

#2

Employer's Name and Phone:					
Complete Address:					
Your Title:				From:	To:
(Circle One) Full Time Part Time Volunteer Other				Hrs per Week:	Last Monthly Pay:
Supervisor's Name, Title and Phone #:					
Duties:					
Reason for Leaving:					

#3

Employer's Name and Phone:					
Complete Address:					
Your Title:				From:	To:
(Circle One) Full Time Part Time Volunteer Other				Hrs per Week:	Last Monthly Pay:
Supervisor's Name, Title and Phone #:					
Duties:					
Reason for Leaving:					

Include additional employment history in an attached document.

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

Signature: _____ Date: _____

****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 PARAGRAPH CAREFULLY BEFORE SIGNING

Having made application for employment with Wayne County for the position of Deputy/Office Manager, I hereby authorize Wayne County Government to conduct a detailed investigation and understand that all information pertaining to such an 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: _____ Date: _____



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CONDITIONAL OFFER OF EMPLOYMENT

APPLICANT NAME (Please Print): _____

This offer of employment is conditional upon your successful completion of 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 test will be required for further consideration for employment.

You must 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: _____

Sheriff Signature: _____ Date: _____