



OFFICE OF THE SHERIFF ST. CLAIR COUNTY

BILLY J. MURRAY,
SHERIFF

48 6TH STREET, SUITE 300 | ASHVILLE, ALABAMA 35953 | 205-594-2140
1610 COGSWELL AVENUE, SUITE 206 | PELL CITY, ALABAMA 35125 | 205-884-6840

APPLICATION FOR EMPLOYMENT

Position Applied For _____ Date _____

St. Clair County considers all applicants for employment without regard to race, color, religion, sex, national origin, age, disability as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, St. Clair County complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. St. Clair County also provides reasonable accommodation to individuals with a disability in accordance with applicable laws.

Full Name _____
First Middle Last

Address _____
House or Apt # Street City State Zip Code County

Telephone Number Home/Cell (____) _____ Email Address _____
Area Code

Date of Birth _____ Social Security No _____ Driver's License _____
Month Day Year

Check type of employment desired: Full Time _____ Part Time _____ Temporary _____

Check days available: Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____ Sun _____

Hours available: _____ Willing to work overtime ? Yes _____ No _____

Date available to start work: _____

Have you ever been employed by St. Clair County? Yes _____ No _____

If yes, when? _____ What position? _____

Is there anything that would prevent you from performing in a reasonable and safe manner the activities involved in the position for which you have applied? Yes _____ No _____

If yes, please explain: _____

Have you ever been convicted of a crime? Yes _____ No _____

If yes, state the nature of offense, when, where, and disposition: _____

A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

Federal laws require that employees hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, St Clair County will verify the status of every individual offered employment with the County. All offers of employment are subject to verification of the applicant's identity and employment authorization, and it will be necessary for you to submit such documents as are required by law to verify your identity and employment authorization.

Do you have the legal right to work and remain in the United States? Yes ____ No ____

Do you have any relatives that are employed by St. Clair County? _____
Yes or No Name of Relative

Do you have any **MILITARY QUALIFICATIONS** which would apply to this job? List duties, including special training that is relative to this position. _____

EDUCATION

High School Diploma or GED? Yes ____ No ____ Highest Grade of School Completed _____

High School Attended _____
Name Address Phone Number

Provide information on all schools attended, undergraduate or graduate work.

Name and Address of School	Dates Attended	Credit Hours Earned	Graduate?	Type of Degree and Date
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PERSONAL REFERENCES

(Excluding Relatives)

Name and Address	Phone Number	Occupation	Years Known
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Name and Address	Phone Number	Occupation	Years Known
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Name and Address	Phone Number	Occupation	Years Known
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ADDITIONAL EDUCATION AND EXPERIENCE

Provide information on any specialized education, training or certificates that are applicable to the job for which you are applying:

License/ Certificate/ Specialization

License Number

Date Issued

License/ Certificate/ Specialization

License Number

Date Issued

License/ Certificate/ Specialization

License Number

Date Issued

License/ Certificate/ Specialization

License Number

Date Issued

License/ Certificate/ Specialization

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License/ Certificate/ Specialization

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Date Issued

License/ Certificate/ Specialization

License Number

Date Issued

License/ Certificate/ Specialization

License Number

Date Issued

Describe in detail any other experience you feel qualifies you for the position for which you are applying:

PRIOR WORK HISTORY

List in order with current or last employer first. Account for your entire employment history and for any gaps in your employment.

Current or Last Employer

Official Job Title

Employers Address

Phone Number

Name, Title and Phone Number of Supervisor

Dates From/ To Employed

Beginning Salary

Ending Salary

Reason for Leaving

Describe in detail the duties performed:

Employer

Official Job Title

Employers Address

Phone Number

Name, Title and Phone Number of Supervisor

Dates From/ To Employed

Beginning Salary

Ending Salary

Reason for Leaving

Describe in detail the duties performed:

PRIOR WORK HISTORY

Employer

Official Job Title

Employers Address

Phone Number

Name, Title and Phone Number of Supervisor

Dates From/ To Employed

Beginning Salary Ending Salary Reason for Leaving

Describe in detail the duties performed:

Employer

Official Job Title

Employers Address

Phone Number

Name, Title and Phone Number of Supervisor

Dates From/ To Employed

Beginning Salary Ending Salary Reason for Leaving

Describe in detail the duties performed:

PRE-EMPLOYMENT STATEMENT
(PLEASE READ CAREFULLY BEFORE SIGNING BELOW)

I understand and voluntarily agree that:

1. The information that I have provided on this application is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment or termination.
2. Any offer of employment I may receive from St. Clair County is contingent upon my successful completion of the County's total pre-employment screening process, including the receiving of satisfactory references, and my satisfactory completion of any post-job offer/pre-employment physical examination that the County may require.
3. I understand that as a condition of employment, I may be required to undergo and successfully pass a screening for alcohol and/or drugs. I also understand and agree that, if employed, I may be required to submit to alcohol or drug screening at any time when my employer determines that a reasonable cause exists.
4. In processing any application for employment, my employer may verify all the information provided by me or may procure or have prepared a background report for this purpose concerning, among other things, my prior employment or military record, education, character, general reputation, personal characteristics, criminal record, and mode of living. I understand that upon written request to my employer, I will be informed of whether a background report was requested and given full information as to the nature and scope of this investigation.
5. I authorize and request that all my present and former employers and those individuals I have listed as personal references furnish the information about my employment record, including a statement of the reason for the termination of my employment, work performance, abilities, and other qualities pertinent to my qualifications for employment, hereby releasing them from any and all liability for damages arising from furnishing the requested information.
6. In consideration of my employment, I agree to comply with the policies, rules, regulations, and procedures of St. Clair County and understand that my employment with the County is voluntarily entered into, and I am free to resign at any time, with or without cause. Similarly, the County may terminate the employment relationship, so long as there is no violation of applicable law. I further understand that no representative of St. Clair County has the authority to enter into an employment agreement with me except elected or appointed officials of St. Clair County who have the authority to hire, employ, and dismiss employees according to the provisions of local law.

Signature

Date

It is the responsibility of the applicant to submit his or her completed application at SOJOBS@stclairco.com or in person to the Human Resources Clerk Payton Frederick, in the St Clair Co. Sheriff's Office by the deadline listed in this notice. If you wish further information, please visit or call. St Clair Co Sheriff's Office 1610 Cogswell Ave, Suite 206 Pell City, AL 35125 205-884-6840