

APPLICATION FOR EMPLOYMENT

Mercer County Sheriff's Office

4835 State Route 29
Celina, OH 45822-8216

Telephone: 419-586-7724

Fax: 419-586-2234



JEFF GREY
SHERIFF

JODIE LANGE
CAPTAIN - CORRECTIONS

GERY THOBE
CHIEF DEPUTY

Read the Instructions Carefully

Print in ink and answer every question. If the question does not apply to you, indicate with N/A. If space available is insufficient, use a separate sheet of paper. Do Not Misstate or Omit material facts, since the statements made herein are subject to verification to determine your qualifications for employment. NOTE: A Resume is encouraged but may not be used as a substitute for completing this application.

PERSONAL INFORMATION:

Date Filed: _____

Name: _____
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip) (County)

Telephone No. Home: _____ Work: _____ Cell: _____

Employment Desired: Full-time / Part-time

Position: Corrections Dispatch/9-1-1 Enforcement Secretarial Volunteer Reserves
 Other: _____

OPOTA Certification: Yes No Type: _____ Academy: _____

U.S. Citizen: Yes No Naturalization Certificate No. _____

If derived, parent(s) Certificate Number: _____ Date, Place & Court: _____

Driver's License No. _____ State: _____ Expiration Date: _____

Restrictions: _____

ARREST AND DETENTION:

Have you ever been arrested or detained (including traffic citations/tickets) by a Law Enforcement Agency? Yes No

If yes, explain:

EDUCATIONAL BACKGROUND: (Attach proof of High School Diploma or G.E.D.)

List all schools you attended including High School, beginning with the most recent:

School	Years Completed	Degree/Diploma Certificate	GPA Rank	Major	Minor

MILITARY STATUS AND RECORD: (Attach DD 214, if applicable)

Branch	Active Duty Dates		Entry	Rank	Discharge	Type of Duty
	Entered	Discharged				

Do you have a military obligation? Yes No. If yes, explain: _____

WORK EXPERIENCE:

In the area below, print legibly your past work experience beginning with the most recent employment. Attach extra sheets if necessary. Explain any breaks in service of employment. Volunteer work may also be included as employment.

Employer's Name: _____ Phone: _____

Address: _____

Length of employment: From _____ to _____

Position (job title and classification):

Salary: Beginning: _____ Ending: _____

Duties Performed: _____

Reason for Leaving: _____

Supervisor's Name: _____ Ok to Contact: Yes No

Employer's Name: _____ Phone: _____

Address: _____

Length of employment: From _____ to _____

Position (job title and classification):

Salary: Beginning: _____ Ending: _____

Duties Performed: _____

Reason for Leaving: _____

Supervisor's Name: _____ Ok to Contact: Yes No

Employer's Name: _____ Phone: _____

Address: _____

Length of employment: From _____ to _____

Position (job title and classification):

Salary: Beginning: _____ Ending: _____

Duties Performed: _____

Reason for Leaving: _____

Supervisor's Name: _____ Ok to Contact: Yes No

REFERENCES:

List three business/work, school or personal references who are not related to you and are not previous supervisors.

Name	Address	Telephone Number	Years Acquainted
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