BUCHANAN COUNTY SHERIFF'S OFFICE



EMPLOYMENT APPLICATION

Dear Prospective Member of the Buchanan County Sheriff's Office:

The Buchanan County Sheriff's Office seeks to hire only the highest quality individuals to undertake the challenging and rewarding duty assignments within the Buchanan County Sheriff's Office. I encourage you to complete all information requested in the application if you have a desire to become a member of one of the finest law enforcement agencies in Missouri.

The Buchanan County Sheriff's Office is responsible for a jurisdiction which covers approximately 485 square miles. We provide high quality service to the citizens of Buchanan County through: Patrol, Criminal Investigations, Drug Strike Force, Corrections, Court Security, Civil Process and Administration. Within these divisions there are a variety of challenging assignments for both sworn, non-sworn, and civilian personnel.

The minimum standard qualifications for employment are:

- 1. United States Citizenship
- 2. Sworn members must be a minimum of 21 years of age, while other positions must be a minimum of 18 years of age
- 3. No felony or serious misdemeanor convictions must be able to provide testimony in court
- 4. High school diploma/GED
- 5. Good physical and mental condition
- 6. Reside within (45) forty-five minutes of the Law Enforcement Center
- 7. Possess a valid Missouri driver's license

Sworn applicants must have a valid Missouri POST Class A or B license, or have the ability to receive one after attending a POST certified academy.

The hiring process for positions with the Department consists of the following phases. If an individual does not successfully complete a phase the applicant will be disqualified and removed from the hiring process. The phases are:

- Completed application and required documents submitted to the Sheriff's Office
- Initial Panel Interview and Assessment
- Written Examination
- Background Investigation
- Truth verification Examination
- Sheriff's interview offer of employment

The Buchanan County Sheriff's Office provides a full range of benefits; with some additional benefits the member may elect to also utilize. Provided benefits:

- Health Insurance with a provided Health Savings Account (HSA) option
- 13 Paid Holidays
- 20 PTO Days
- LAGERS Retirement Provided
- CERF Retirement Partial
- 457 Deferred Compensation with Match
- Uniforms and Equipment

The Buchanan County Sheriff's Office also offers Academy sponsorship to outstanding individuals with excellent potential to serve the Citizens of Buchanan County.

If you are interested in a challenging and rewarding career in county law enforcement, then you are encouraged to complete this application and start the hiring process.

All information must be complete and legible – failure to do so will result in removal from consideration												
APPLICANT POSITION												
☐ DEPUTY SHERIFF ☐ DETENTION DEPUTY ☐ ADMINISTRATIVE AIDE						\Box C	СООК	- -				
☐ RESERVE DEPUTY ☐ OTHER:												
Applicant Information												
Last Name First Name Middle Nar							e Name	1				
Other name used (Maiden/Nicknames) Street Address City Stat						State		Zip				
Social Security Number Date of Birth Drivers License Number								DL St	tate			
					2							
Home Phone	Cell Pl	none		Work Phon	е		Email add	ress	[
POST Certified YES	NO É	Academy Atter	ided			Academ	my Hours Date Co			Comple	∍ted	
Diploma/Degree	5	School Attende	ed		Scho	 ol Locatio	n		Date Completed			
Certification/License Certificate/License Issuer Certificate/License Type						Expiration						
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If you answer " yes " to any of the questions 1-8 you must provide a complete explanation in the												
background section of this application to clarify the answer												
1. Have you ever pled guilty, been convicted, been imprisoned, or been on							_					
probation or parole for any crime classified as a felony?						⊔ NC	J					
2. During the last 10 years have you ever pled guilty, been convicted, been												
imprisoned, or been on probation or parole for any crime classified as a ☐ YES ☐ NC)					
misdemeanor? 3. Have you ever been convicted by a military court-martial in the last 10												
years?						□Y	'ES)			
Are you currently charged with any violation of the law?							□Y	ΈS)		
5. Have you ever be									□ Y	ES		<u> </u>
Have you ever be order?	en or	are you cu	irrently a	responde	ent in a	any ad	ult abuse	;	□ Y	ΈS		O
7. During the last 10	vears	have you	been fire	ed from a	nv ioh	for any	v reason	?	∨	'ES		<u> </u>
8. During the last 10												
fired, or did you leave any job by mutual agreement because of problems?							J					
Do you currently have a valid Missouri driver's license? ☐ YES ☐ NO)					

Employment History - Begin with curren	t or mo	st recen	t					
Job Title/Position			Start Date			End Date		
Employer/Company Name			Superviso	or's Name		Super	visor's Phone	
Employer/Company Address	oloyer/Company Address City			State Starting Sala			y Ending Salary	
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		☐ Yes	□ No Re	eason:				
Job Title/Position					Start Date		End Date	
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Employment History – Continued							
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Background Information
Please discuss any background issues; 1. "Yes" answers in the background questions 1-8, 2. Issues with prior employment, 3. Contacts with law enforcement, or 4. Any other background issues that the Sheriff's Office should know for consideration of your employment.
Any failures to disclose relevant information will result in disqualification and removal from the hiring process
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5.
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Background Information – Continued	
Background Information – Continued 7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	

Personal References – (Family and relatives CANNOT be used as personal references)						
Name	Relationship to the Reference	Primary Phone				
Name	Relationship to the Reference	Primary Phone				
Name	Relationship to the Reference	Primary Phone				
Name	Relationship to the Reference	Primary Phone				
Name	Relationship to the Reference	Primary Phone				

List any family members that work for or with the Buchanan County Sheriff's Office – in any capacity						
Name	Relationship to the Reference	Primary Phone				
Name	Relationship to the Reference	Primary Phone				
Name	Relationship to the Reference	Primary Phone				
Name	Relationship to the Reference	Primary Phone				
Name	Relationship to the Reference	Primary Phone				

I certify that, to the best of my knowledge and belief, all of the information contained in this application or attached with the application is true, accurate, correct, complete, and made in good faith.

I understand that I will submit this application and any required documents to BCSDJobs@co.buchanan.mo.us.

I also understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for termination of employment after I have begun work.