



## DES MOINES COUNTY SHERIFF'S OFFICE MINIMUM REQUIREMENTS



1. Must Be at least eighteen (18) years of age.
2. Must be able to read and write English.
3. Must be of good character as determined by a thorough background investigation including a fingerprint search conducted of local, state, and national fingerprint files.
4. Not addicted to drugs or alcohol.
5. Must have the ability to perform the essential elements of the position as defined in the department job specifications.



# DES MOINES COUNTY SHERIFF'S OFFICE

512 N. Main St.

Burlington, IA 52601

AN EQUAL OPPORTUNITY EMPLOYER



Qualified applicants are eligible to compete for all positions without regard to race, national origin, sex, creed, religion, age, or marital status.

## APPLICATION FOR EMPLOYMENT

**Note: Application must be typewritten or clearly printed in ink. ALL questions must be answered, and accompanying documents received PRIOR to processing.** If not applicable, indicate NA (not applicable). If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions.

CHECK POSITION(S) APPLIED FOR. YOU MAY APPLY FOR MORE THAN ONE POSITION, PLEASE INDICATE YOUR PREFERENCE BY MARKING FIRST CHOICE, SECOND CHOICE, THIRD CHOICE.

### EMPLOYMENT POSITIONS

Deputy Sheriff

Correctional Officer

Courthouse Security

Administrative Assistant

Clerical/Reception

Other:

### PERSONAL HISTORY

|  |                   |  |  |
|--|-------------------|--|--|
| a. Name in full (last, first, middle)  |                   | b. Social Security Number  |  |
| c. List all other names you have used. Include nicknames, maiden name, and previous married surname(s).  |                   | d. Have you previously applied with the Des Moines Co Sheriff? If yes, specify dates.  |  |
| e. E-Mail address and/or website   |                   |  |  |
| f. Birth date (month, day, year)   | g. Place of birth |  | h. Are you a U.S. citizen?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
| i. List all driver license number(s) issued to you:  |                   | j. Current drivers license state of issue  |  |
| k. List <u>all</u> states in which you have had a drivers license issued to you:   |                   | l. Are you currently certified by the Iowa Law Enforcement Academy?<br><input type="checkbox"/> Yes <input type="checkbox"/> No Date Certified: _____<br>(Deputy Sheriff Only) MO/DAY/YR |  |
| m.. Have you ever been issued a passport? If so, please list passport number and locations traveled.<br><br>Passport Number: _____ Locations traveled: _____ |                   |  |  |

### CONTACT INFORMATION

|  |  |                               |  |
|--|--|-------------------------------|--|
| a. Current mailing address                   |  | Telephone numbers:            |  |
| Street address/P.O. Box _____ Apt. no. _____ |  | Residence Phone Number: _____ |  |
| City _____ State _____ Zip code _____        |  | Cell Phone Number: _____      |  |
| b. Permanent address if different from above |  | Office or alternate #: _____  |  |
| Street address/P.O. Box _____ Apt. no. _____ |  |                               |  |
| City _____ State _____ Zip code _____        |  |                               |  |

# EDUCATION RECORD

**TRANSCRIPTS MAY BE REQUESTED**

○ ○ ○ ○ ○

**High School:** Circle highest grade completed 8 9 10 11 12 High school diploma or equivalent (GED)?  Yes  No

| Name | Address | Dates Attended |    | Date Graduated |
|------|---------|----------------|----|----------------|
|      |         | From           | To |                |
|      |         |                |    |                |
|      |         |                |    |                |
|      |         |                |    |                |

○ ○ ○ ○ ○ ○

**College/University:** Circle No. of years completed 1 2 3 4 5 6 or more

| Name of School and Location | Dates Attended |         | Credit Received |               | Field of Study or Area of Concentration |       | Type of Degree | Graduated YES/NO |
|-----------------------------|----------------|---------|-----------------|---------------|---|-------|----------------|------------------|
|                             | mo / yr        | mo / yr | Semester hours  | Quarter hours | Major                                   | Minor |                |                  |
|                             |                |         |                 |               |   |       |                |                  |
|                             |                |         |                 |               |   |       |                |                  |
|                             |                |         |                 |               |   |       |                |                  |
|                             |                |         |                 |               |   |       |                |                  |
|                             |                |         |                 |               |   |       |                |                  |

- a. If you are working toward a degree, please give the anticipated completion date. \_\_\_\_\_
- b. Has any disciplinary action, including scholastic probation and dismissal, ever been taken against you during your academic career?  
 Yes  No If yes, complete the following: \_\_\_\_\_  
School Date  
 Type of action taken: \_\_\_\_\_
- c. List awards, honors, citations, athletic endeavors, and any other special recognition you received.  
 \_\_\_\_\_  
 \_\_\_\_\_
- d. List any special abilities, (computer skills, etc.) special interests or hobbies: \_\_\_\_\_  
 \_\_\_\_\_
- e. List languages, including American Sign Language (ASL), in addition to English that you speak, read and write fluently:  
 \_\_\_\_\_  
 \_\_\_\_\_
- f. If you are licensed or certified to practice a trade or profession, complete the following:  
 Specialty: \_\_\_\_\_ License issued by: \_\_\_\_\_

## INTERNSHIPS, if applicable

|                         |                                    |                   |
|-------------------------|------------------------------------|-------------------|
| Name of Business: _____ | From: (mo/yr) _____                | To: (mo/yr) _____ |
| Address: _____          | City: _____                        | State: _____      |
| Work supervisor: _____  | Example of duties performed: _____ |                   |
|                         |                                    |                   |
| Name of Business: _____ | From: (mo/yr) _____                | To: (mo/yr) _____ |
| Address: _____          | City: _____                        | State: _____      |
| Work supervisor: _____  | Example of duties performed: _____ |                   |

## RESIDENCE HISTORY

List chronologically ALL of your residences in the past 10 years (include addresses while attending school if away from home, and all military addresses including any off military base). If additional space is needed, please attach a separate sheet.

| Dates |    | Apt. No. | Street Address | City | County | State | Own Rent |
|-------|----|----------|----------------|------|--------|-------|----------|
| From  | To |          |                |      |        |       |          |
|       |    |          |                |      |        |       |          |
|       |    |          |                |      |        |       |          |
|       |    |          |                |      |        |       |          |
|       |    |          |                |      |        |       |          |
|       |    |          |                |      |        |       |          |
|       |    |          |                |      |        |       |          |
|       |    |          |                |      |        |       |          |

### CIVIL SERVICE TESTING (Deputy Sheriff Only)

Have you taken the Civil Service Testing?     Yes                       No

If yes, please list the date and department testing was done through:   

\_\_\_\_\_

### COURT RECORD

- a. Have you ever been arrested or charged with any violation including traffic citations, but not parking tickets?     Yes     No  
 (List all such matters even if not formally charged, or no court appearance, or found not guilty, or matter settled by payment of fine or forfeiture of collateral.)

| Date | Place | Charge | Final Disposition | Details |
|------|-------|--------|-------------------|---------|
|      |       |        |                   |         |
|      |       |        |                   |         |
|      |       |        |                   |         |
|      |       |        |                   |         |
|      |       |        |                   |         |

- b. Has any member of your immediate family (past or present), i.e., spouse, significant other, ex-spouse, parents, brother, or sister ever been arrested for any violation other than traffic?     Yes     No    If yes, list below:
- \_\_\_\_\_

- c. Have you ever been a plaintiff or defendant in any court action (including divorce)?                       Yes     No  
 If yes, give date, place, court names of parties involved, nature of action, and final disposition.
- \_\_\_\_\_



## EMPLOYMENT

List your work experience, starting with the most recent. Include summer and part-time employment in addition to jobs held as a teenager. ***Account for all time.*** If unemployed for a period of time, indicate and set forth dates of unemployment. If you do not recall the name of a supervisor, work address, etc., indicate such on the application.

|                            |                           |        |
|----------------------------|---------------------------|--------|
| <b>a. Name of employer</b> | Dates of employment       | Salary |
| Address                    | Position and kind of work |        |
| City & state               | Name of supervisor        |        |
| Telephone                  | Reason for leaving        |        |
| <b>b. Name of employer</b> | Dates of employment       | Salary |
| Address                    | Position and kind of work |        |
| City & state               | Name of supervisor        |        |
| Telephone                  | Reason for leaving        |        |
| <b>c. Name of employer</b> | Dates of employment       | Salary |
| Address                    | Position and kind of work |        |
| City & state               | Name of supervisor        |        |
| Telephone                  | Reason for leaving        |        |
| <b>d. Name of employer</b> | Dates of employment       | Salary |
| Address                    | Position and kind of work |        |
| City & state               | Name of supervisor        |        |
| Telephone                  | Reason for leaving        |        |
| <b>e. Name of employer</b> | Dates of employment       | Salary |
| Address                    | Position and kind of work |        |
| City & state               | Name of supervisor        |        |
| Telephone                  | Reason for leaving        |        |
| <b>f. Name of employer</b> | Dates of employment       | Salary |
| Address                    | Position and kind of work |        |
| City & state               | Name of supervisor        |        |
| Telephone                  | Reason for leaving        |        |
| <b>g. Name of employer</b> | Dates of employment       | Salary |
| Address                    | Position and kind of work |        |
| City & state               | Name of supervisor        |        |
| Telephone                  | Reason for leaving        |        |
| <b>h. Name of employer</b> | Dates of employment       | Salary |
| Address                    | Position and kind of work |        |
| City & state               | Name of supervisor        |        |
| Telephone                  | Reason for leaving        |        |

## RELATIVES

**Provide complete name, including middle name (no initials) and complete address**

|   |           |          |                |       |             |
|---|-----------|----------|----------------|-------|-------------|
| <b>a. Father</b>  |           |          | Employer       |       |             |
| Street Address  |           |          | Street Address |       |             |
| City  | State     | Zip code | City           | State | Zip code    |
| Birth date  | Telephone |          | Occupation     |       |             |
| <b>b. Mother</b>  |           |          | Employer       |       | Telephone # |
| Street Address  |           |          | Street Address |       |             |
| City  | State     | Zip code | City           | State | Zip code    |
| Birth date  | Telephone |          | Occupation     |       |             |
| <b>c. Spouse/Significant Other (If wife, include maiden name)</b> |           |          | Employer       |       | Telephone # |
| Street Address  |           |          | Street Address |       |             |
| City  | State     | Zip code | City           | State | Zip code    |
| Birth date  | Telephone |          | Occupation     |       |             |

### d. Children

|                     |           |          |                     |             |          |
|---------------------|-----------|----------|---------------------|-------------|----------|
| <b>Child's Name</b> |           |          | <b>Child's Name</b> |             |          |
| Street Address      |           |          | Street Address      |             |          |
| City                | State     | Zip code | City                | State       | Zip code |
| Birth date          | Telephone |          | Birth date          | Telephone # |          |
| <b>Child's Name</b> |           |          | <b>Child's Name</b> |             |          |
| Street Address      |           |          | Street Address      |             |          |
| City                | State     | Zip code | City                | State       | Zip code |
| Birth date          | Telephone |          | Birth date          | Telephone # |          |

### e. Other relatives (brothers, sisters, step parents, step brothers, step sisters, ex-spouse, in-laws)

|                              |           |          |                |       |             |
|------------------------------|-----------|----------|----------------|-------|-------------|
| <b>Name and Relationship</b> |           |          | Employer       |       | Telephone # |
| Street Address               |           |          | Street Address |       |             |
| City                         | State     | Zip code | City           | State | Zip code    |
| Birth date                   | Telephone |          | Occupation     |       |             |
| <b>Name and Relationship</b> |           |          | Employer       |       | Telephone # |
| Street Address               |           |          | Street Address |       |             |
| City                         | State     | Zip code | City           | State | Zip code    |
| Birth date                   | Telephone |          | Occupation     |       |             |
| <b>Name and Relationship</b> |           |          | Employer       |       | Telephone # |
| Street Address               |           |          | Street Address |       |             |
| City                         | State     | Zip code | City           | State | Zip code    |
| Birth date                   | Telephone |          | Occupation     |       |             |

### RELATIVES (Continued)

Provide complete name, including middle name (*no initials*) and complete address

|  |                     |                 |
|--|---------------------|-----------------|
| <b>Name and Relationship</b>   | Employer            | Telephone #     |
| Street Address   | Street Address      |                 |
| City State Zip code  | City State Zip code |                 |
| Birth date Telephone   | Occupation          |                 |
| <b>Name and Relationship</b>   | Employer            | Telephone #     |
| Street Address   | Street Address      |                 |
| City State Zip code  | City State Zip code |                 |
| Birth date Telephone   | Occupation          |                 |
| <b>Do you have any relatives or friends employed with the County of Des Moines?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |                     |                 |
| Name: _____  | Relationship: _____ | Division: _____ |
| Name: _____  | Relationship: _____ | Division: _____ |
| Name: _____  | Relationship: _____ | Division: _____ |

### REFERENCES

Give three references (*not* relatives, present employers, or school teachers) who are responsible adults of reputable standing in their communities, preferably those who have known you well during the past five years. If retired, give former occupation.

|                           |            |                      |
|---------------------------|------------|----------------------|
| a. <b>Complete name</b>   | Occupation | No. yrs. acquainted. |
| Home address              | Home phone |                      |
| Business name and address | Bus. phone |                      |
| b. <b>Complete name</b>   | Occupation | No. yrs. acquainted. |
| Home address              | Home phone |                      |
| Business name and address | Bus. phone |                      |
| c. <b>Complete name</b>   | Occupation | No. yrs. acquainted. |
| Home address              | Home phone |                      |
| Business name and address | Bus. phone |                      |

Give three social acquaintances

|                           |            |                      |
|---------------------------|------------|----------------------|
| a. <b>Complete name</b>   | Occupation | No. yrs. acquainted. |
| Home address              | Home phone |                      |
| Business name and address | Bus. phone |                      |
| b. <b>Complete name</b>   | Occupation | No. yrs. acquainted. |
| Home address              | Home phone |                      |
| Business name and address | Bus. phone |                      |
| c. <b>Complete name</b>   | Occupation | No. yrs. acquainted. |
| Home address              | Home phone |                      |
| Business name and address | Bus. phone |                      |

# DES MOINES COUNTY SHERIFF'S OFFICE

512 N. Main St.

Burlington, IA 52601

## AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, \_\_\_\_\_, do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the Des Moines County Sheriff's Office, whether the said records are of a public, private, or confidential nature, including criminal histories.

The intent of this authorization is to give my consent for full and complete disclosure of records of educational institutions; financial or credit institutions, including records of loans, the records of commercial or retail credit agencies (including credit reports and/or ratings), and other financial statements of records whenever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me; and the recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Des Moines County Sheriff's Office. I also certify that any person(s) who may furnish such information in good faith concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information. I further release the Des Moines County Sheriff's Office from any and all liability which may be incurred as a result of collecting such information.

**I HEREBY SWEAR AND AFFIRM THAT EACH STATEMENT AND ALL INFORMATION IN OR SUPPLEMENTING THIS APPLICATION (PERSONAL AND PHYSICAL EVALUATION) ARE COMPLETE, TRUE, AND ACCURATELY RECORDED TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THE PROVIDING FALSE, MISLEADING AND/OR INCOMPLETE INFORMATION ON THIS APPLICATION IS GROUNDS FOR EXCLUSION FROM THE SELECTION PROCESS OR DISCHARGE IF DISCOVERED SUBSEQUENT TO EMPLOYMENT.**

A photocopy and/or fax of this release form will be valid as an original thereof, even though the said photocopy/fax does not contain an original writing of my signature.

*I have read and fully understand the contents of the "Authorization of Release of Personal Information".*

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

*The Des Moines County Sheriff's Office is an equal opportunity employer.*

Employment Interest:      Full-time      Part-time      Both