

Sumter County Sheriff's Office

Application for Employment



Sheriff Anthony Dennis

1281 NORTH MAIN STREET SUMTER, SC 29153

P.O. Box 430 Sumter, SC 29151-0430

The following items **MUST** be turned in with the application:

1. Photo copy of current driver's license.
2. Photo copy of Social Security card.
3. Photo copy of birth certificate.
4. Photo copy of high school diploma, GED and/or any other degrees/certificates/diplomas.
5. Photo copy of DD Form 214 (if prior military).
6. Certified 10-year driving record of **ALL** licenses possessed.
7. Copy of T.A.B.E. test administered by Central Carolina Technical College. (It is your responsibility to schedule a test date.)
8. Copy of a **DETAILED** credit report.
9. Username and password to **ALL** social media you may have (Facebook, Instagram, Snapchat, etc.).
10. Three (3) **SIGNED** letters of recommendation.

**Sumter County Sheriff's Office
Pre-employment Requirements**

DEPUTY SHERIFF – PATROLMAN

REQUIREMENTS:

1. Graduate from an accredited college or university, preferred;
2. High school diploma or GED; or
3. Certified law enforcement officer.
4.
 - a) Must be a minimum of twenty-one (21) years of age;
 - b) Must have no criminal history;
 - c) Must possess a valid South Carolina Driver's License — limited violations (**NO DUI**);
 - d) Must satisfactorily pass a credit check — no bankruptcy;
 - e) Must satisfactorily complete a polygraph test;
 - f) Must satisfactorily complete a psychological test. (Does not apply to detention officer applicants.);
 - g) Must pass a drug test; and
 - h) Must meet physical fitness standards as outlined in the job description. (Does not apply to detention officer applicants.)
5. Must be willing and able to work weekends, holidays, possibly days off, and be available during times of natural disasters.
6. **The following items MUST be turned in with the application:**
 - a) Photo copy of current driver's license;
 - b) Photo copy of Social Security Card;
 - c) Photo copy of birth certificate;
 - d) Photo copy of high school diploma, GED and/or any other degrees, certificates and diplomas;
 - e) Photo copy of DD form 214 (if prior military);
 - f) Certified 10-year driving record of ALL licenses possessed within the last 10 year;
 - g) Copy of T.A.B.E. test, administered by Central Carolina Technical College (It is your responsibility to schedule a test date.);
 - h) Copy of a DETAILED credit report;
 - i) Username and password to ALL social media accounts you have (Facebook, Instagram, Snapchat, etc.); and
 - j) Three (3) signed letters of recommendation.

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL LT. JAMES DUKES AT (803) 436-2048
PLEASE SUBMIT YOUR COMPLETE PACKET TO OUR OFFICE
IF YOU ELECT TO MAIL YOUR PACKET VIA U.S. MAIL
SEND TO: P.O. BOX 430 SUMTER, S.C. 29151-0430**

Sumter County Sheriff's Office
Sumter, South Carolina

Application for employment (check one)

Date: _____

Job title: ☐ Deputy Sheriff ☐ Civilian
☐ Reserve Deputy ☐ Internship
☐ Detention Center

Personal Data

1. Name: _____
(Last) (First) (Middle) (Maiden)

2. Address: _____
Number Street City State Zip

3. Telephone: _____ Mobile: _____ Other: _____

4. Date of Birth: _____ Age: _____ Place of Birth: _____

5. Height: _____ Weight: _____ Eyes: _____ Hair: _____

6. Social Security No.: _____

7. Marital Status: ☐ Single ☐ Engaged ☐ Divorced
☐ Married ☐ Separated ☐ Widowed

8. Name of Spouse: _____
Last First Middle Maiden

9. Spouse's occupation: _____ Where Employed: _____

ADMINISTRATIVE USE ONLY

Replacement for: _____

10. List all your children, including any adopted children or stepchildren:

[illegible]

11. Parents Name: Father: _____
 Last First Middle
 Mother: _____
 Last First Middle

12. Can you operate a motor vehicle? Yes _____ No _____

13. Do you possess a valid South Carolina driver's license? Yes _____ No _____

Driver's License Number: _____ Date Issued: _____

14. Do you now or have you ever possessed a driver's license issued by another state?

Yes No DL Number: _____ Date Issued: _____

State(s): _____

15. Was your license ever suspended or revoked? Yes ☐ No ☐

16. Have you ever used a surname other than the name listed on this application?
 Yes No If so, list them:

17. Have you ever used a different date of birth or Social Security number on any application or documents other than what is listed above? Yes ____ No ____

If so, list them: _____

Military History

18. Have you ever been in the Military? Yes _____ No _____

19. Which branch?

20. Total years: _____ Highest grade: _____ Type of discharge: _____

21. List all medals and awards you received in the military:

22. Are you presently a member of the National Guard or Reserve? (Give unit, location and job description): _____

Credit History

23. How many people do you support? _____

24. Have you ever declared, or are you about to, declare bankruptcy? _____

25. What is the total amount of your debts at present? _____

26. Have you ever been, or are you currently, behind on your bills? Yes ____ No ____

27. List credit references, including business, to which you make monthly payments:

Name of Business	Amount	Type of Debt	Any Problems

28. Have you ever had any civil action(s) taken against you for failure to pay any debt?
(Liens, judgements, lawsuits, etc.) Yes ____ No ____

Explain: _____

29. Have you ever had anything repossessed (voluntarily or involuntarily)? Yes____ No____

30. Are you now, or have you ever, had to make child support payments? Yes ____ No ____

31. Have you ever been late on making your child support payments? Yes ____ No ____

If yes, are you currently behind on your payments? Yes ____ No ____

32. Have you ever written a bad check and it resulted in a warrant issued for your arrest?

Yes _____ No _____

Work History

33. How many days have you missed from work in the last year due to sickness or injury? ____
Explain: _____

34. Are you presently in a physical fitness program? _____

35. Date and Place of Last physical examination: _____

A. Have you had any surgeries within the past year? If yes
when: _____

36. Name of examining doctor: _____

37. Have you ever been fired, dismissed, or forced to resign from a job? _____

38. Have you ever walked-off the job because of an argument with a fellow employee or employer? Yes ____ No ____

39. Have you ever been involved in a physical confrontation with another employee?
Yes ____ No ____

40. Have you ever been fired from a job? Yes ____ No ____ If yes, explain:

41. Have you ever received any formal disciplinary action (suspension, written reprimand, letter of counseling, or written warning) from any job? Yes ☐ No ____

Explain: _____

42. Have you ever been turned down for a job based on the result of a: (check any)

___Criminal History ___ Background Investigation ___Credit Check
___ Polygraph ___ Driving Record

43. Have you ever been named in a sexual harassment complaint? Yes ___ No ___

44. Please list present and past employment, beginning with the most recent:

Company Name_____Phone Number _____				
Address _____				
Street	City	State	Zip	
Supervisor(s) name _____				
Job Title_____		Reason for Leaving _____		
Job Duties _____				
Employment dates from_____		to_____	Ending Salary _____	

Company Name_____Phone Number _____				
Address _____				
Street	City	State	Zip	
Supervisor(s) name _____				
Job Title_____		Reason for Leaving _____		
Job Duties _____				
Employment dates from_____		to_____	Ending Salary _____	

Company Name_____Phone Number _____				
Address _____				
Street	City	State	Zip	
Supervisor(s) name _____				
Job Title_____		Reason for Leaving _____		
Job Duties _____				
Employment dates from_____		to_____	Ending Salary _____	

Company Name_____Phone Number _____				
Address _____				
Street	City	State	Zip	
Supervisor(s) name _____				
Job Title_____		Reason for Leaving _____		
Job Duties _____				
Employment Dates from_____		to_____	Ending	Salary _____

Company Name _____		Phone Number _____	
Address _____			
Street	City	State	Zip
Supervisor(s) name _____			
Job Title _____		Reason for Leaving _____	
Job Duties _____			
Employment dates from _____		to _____ Ending Salary _____	

Company Name _____		Phone Number _____	
Address _____			
Street	City	State	Zip
Supervisor(s) name _____			
Job Title _____		Reason for Leaving _____	
Job Duties _____			
Employment dates from _____		to _____ Ending Salary _____	

Company Name _____		Phone Number _____	
Address _____			
Street	City	State	Zip
Supervisor(s) name _____			
Job Title _____		Reason for Leaving _____	
Job Duties _____			
Employment dates from _____		to _____ Ending Salary _____	

Company Name _____		Phone Number _____	
Address _____			
Street	City	State	Zip
Supervisor(s) name _____			
Job Title _____		Reason for Leaving _____	
Job Duties _____			
Employment dates from _____		to _____ Ending Salary _____	

Company Name _____		Phone Number _____	
Address _____			
Street	City	State	Zip
Supervisor(s) name _____			
Job Title _____		Reason for Leaving _____	
Job Duties _____			
Employment dates from _____		to _____ Ending Salary _____	

*If you have had more jobs, list them on a separate sheet of paper and attach (mandatory).

45. Provide three letters of reference (no relatives or former employers)

Education History

46. Indicate any language(s) you speak, read or write fluently: _____

47. List any professional licenses you hold:

48. List academic honors, awards. etc.: _____

49. List any courses that would be useful to the position for which you are applying:

50. Typing speed (WPM) _____ List equipment or office machines you can operate
(Including computer programs):

51. List all schools:

School	Name & Address	Start Date	End Date	Did you Graduate	List Degrees
High School					
Tech School					
College					
University					
Others					

52. If you did not graduate from high school, have you passed the General Educational Development (GED) Test? Yes _____ No _____

When and where did you complete the GED?

Criminal Record

53. Have you ever been charged by law enforcement (other than a minor traffic offense)?

Yes _____ No _____

If yes, explain: _____

Offense Charged	Police Agency	State	Date	Disposition

54. Have you ever been convicted of a felony? Yes _____ No _____

If yes, give details: _____

55. Have you ever been bonded? Yes _____ No _____

If yes, list jobs: _____

56. Have you ever been placed on probation? Yes _____ No _____

If yes, explain: _____

57. Have you ever had any traffic violations? Yes ____ No ____

If yes, explain:

58. Have you ever stolen anything? Yes ____ No ____ If yes, explain:

59. Have you ever illegally used any of the drugs listed below? Yes ____ No ____

If yes, explain: _____

When was the last time you used? _____

How many times used? _____

Have you ever bought or sold any of the following drugs? _____

____ STP	____ Peyote	____ Psilocybin	____ Quaaludes	____ Opium
____ Cocaine	____ Acid	____ Bath Salts	____ Mescaline	____ MDA
____ Speed	____ Barbituates	____ Heroin	____ Morphine	____ Marijuana
____ Demerol	____ Hashish	____ Steroids	____ Dilaudids	____ Sniffed Freon, gas, paint or other

Any other illegal substance/narcotic not listed: _____

60. Have you ever been court-martialed or a subject of disciplinary action?

Yes ____ No ____ If yes, explain:

61. Are you now or have you ever been a member of, or affiliated with, any organization, association, movement, group, or combination of persons which advocates the overthrow of our constitutional form of government, or which has adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or which seeks to alter the form of government of the United States by unconstitutional means? Yes _____ No _____
62. Have you ever contributed money, time, shelter, or any other resources to any group(s) or individuals as described as above? Yes _____ No _____

Personal Habits

63. Have you ever gone to work or school intoxicated, or missed work or school due to being intoxicated? Yes _____ No _____
64. Do you gamble (on-line, professionally, or otherwise where real money or property is involved)? Yes _____ No _____
- If yes, then what is the greatest financial loss you have ever incurred? \$ _____
65. Do you currently owe anyone, individual or business, money or property due to a gambling debt? Yes _____ No _____
66. Have you ever viewed or subscribed to any periodical which contained or promoted child pornography? Yes _____ No _____

Prior Law Enforcement Only (if not prior law enforcement, skip to the next section)

67. Where have you previously worked as a law enforcement officer?

68. Were you ever the subject of any sort of internal investigation (formal or otherwise)?

Yes _____ No _____ Explain: _____

69. Have you ever quit or resigned while under investigation? Yes _____ No _____

70. Were you ever given the option to resign or be fired? Yes _____ No _____

If yes, explain: _____

71. Were you ever suspended from duty, demoted, or had salary reduced as part of a disciplinary action against you? Yes _____ No _____

72. Have you ever had an excessive force complaint filed against you? Yes ____ No ____

73. Have you ever had any vehicle accidents while on duty? Yes ____ No ____

If yes, how many? _____

74. Have you ever lied in a report/statement to implicate a suspect or cover for another officer or for yourself? Yes ____ No ____



**Sumter County Sheriff's Office
1281 North Main Street
Sumter SC, 29153**

I, _____, hereby request and authorize all military organizations, insurance companies, educational institutions, governmental agencies, banks, and other credit agencies, my present and former employers, and any other individuals who may have records or other information about me to release and furnish to the **Sumter County Sheriff's Office** all records and other information concerning me. I agree to submit myself upon request, for a physical examination by a healthcare provider selected by the County and understand that failure to meet the physical requirements may disqualify me for employment. I understand that I must submit myself for drug testing prior to being employed by the County. Failure of the test will disqualify me for the position offered. A copy of this signed authorization shall be as effective and valid as the original.

Printed Name of Applicant: _____

Social Security Number: _____

Date of Birth: _____ Race: _____ Gender: _____

Signature of Applicant: _____

Date: _____

Please Forward Information To:

**Lt. James Dukes, Recruiter
Sumter County Sheriff's Office
1281 North Main Street
Sumter, S.C. 29153
FAX: (803) 774-4075
EMAIL: jdukes@sumtercountysc.org**

I hereby certify that there are no willful misrepresentations in or falsifications of the statements and answers to the above questions. I know that if the application is not complete it will be void. I am aware that should investigations disclose such misrepresentations and/or falsifications, my application for employment will be rejected and I will be disqualified from applying for any position of the Sumter County Sheriff's Office in the future. In completing this application for employment, I also understand that an investigation may be conducted whereby information is obtained through personal interviews with my neighbors, friends or others with whom I am acquainted. Also, I understand that I will be required to take and pass a polygraph examination prior to being accepted for employment with the Sumter County Sheriff's Office.

Applicants Signature:_____ Date:_____