

Cheyenne County
Equal Employment Opportunity Employer
Application for Employment

This application is good for 30 days or until the position is filled.

Cheyenne County assures equal employment opportunity to applicants and employees in all aspects of personnel administration without regard to political affiliation, race, color, national origin, sex, age, marital status, pregnancy, mental or physical disability, genetic information, religion, military status, gender identity or expression, sexual orientation, or any other prohibited basis of discrimination, as provided under applicable state and federal law.

FEDERAL LAW OBLIGATES US TO PROVIDE REASONABLE ACCOMMODATIONS TO THE KNOWN DISABILITIES, RELIGIOUS BELIEFS OR PRACTICES, OR LIMITATIONS RELATED TO PREGNANCY, CHILDBIRTH, OR RELATED MEDICAL CONDITIONS OF APPLICANTS AND EMPLOYEES, UNLESS TO DO SO WOULD POSE AN UNDUE HARDSHIP. PLEASE CONTACT AMBER HORN AT 308-254-6060 IF YOU NEED AN ACCOMMODATION TO COMPLETE THE APPLICATION PROCESS OR TO PERFORM ANY ESSENTIAL ELEMENTS OF THE POSITION SOUGHT.

Type of Work Desired (CHECK ALL THAT APPLY):

Full-Time ☐ Part-Time ☐ Regular ☐ Temporary ☐

Have you ever been employed here before? ☐ Yes ☐ No If yes, give date: _____

Have you filed an application here before? ☐ Yes ☐ No If yes, give date: _____

Applicant's Name (Last, First, Middle Initial): _____

Street Address: _____

City, State, Zip Code: _____

Home Telephone Number: _____ Mobile Telephone Number: _____

Position Applied For: _____ Date Available for Work _____

How did you learn about the job you have applied for? (Be specific as to the source.) _____

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) ☐ Yes ☐ No

Are you legally authorized to work in the United States? ☐ Yes ☐ No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired if you receive an offer of employment.

Have you ever been convicted of, pleaded guilty to, pleaded no contest or nolo contendere to, been paroled for, received probation or deferred judgment for, or received a suspended imposition/execution of sentence or judgment for any felony or misdemeanor (other than a minor traffic violation) in any jurisdiction? ☐ Yes ☐ No

Do you have any pending criminal charges in any jurisdiction (other than a minor traffic violation) that have not yet been fully resolved or disposed of? ☐ Yes ☐ No

If yes to either question, please provide details (date, jurisdiction, crime involved, disposition, current status, etc.): _____

(Conviction or pending arrest will not necessarily disqualify you from employment. The recency, severity, and pertinence of the conviction or pending arrest to the job will all be considered.)

This position is subject to a veterans preference. Are you eligible for and requesting a veterans preference? ☐ Yes

[A veteran requesting preference must submit with his/her Application for Employment a copy of the veteran's Department of Defense Form 214, or its successor form or record. A spouse of a veteran requesting preference must submit with his/her Application for employment a copy of the veteran's Department of Defense Form 214 (or its successor form or record), a copy of the veteran's disability verification from the United States Department of Veteran Affairs demonstrating a 100 percent permanent disability rating, and proof of marriage to the veteran.]

EMPLOYMENT RECORD

List below the positions you have held, starting with your present employment. If more than one position or classification has been held with a given organization, list each position or classification as a separate period of employment. Under "Specific Duties," describe clearly the tasks you performed and the nature of your supervisory, technical, or other responsibilities. Please be complete. Your employment history may be verified by contacting previous employers. Volunteer, military, or unpaid experience will be evaluated in the same manner as paid employment and should be entered in the same manner. If you need more space, attach a separate sheet of paper. Please exclude organization names that indicate, for example, race, color, religion, sex, disability, or national origin.

Employment Information		Description of Duties	
Employer/Kind of Business		Position Title	
Street Address		Specific Duties	
Immediate Supervisor/Title		Telephone Number	
Dates of Employment (Month/Year) From: To:		Hourly Rate/Salary Starting:	Final:
Part-Time ☐ Full-Time ☐			
Reason for Leaving			
Employment Information		Description of Duties	
Employer/Kind of Business		Position Title	
Street Address		Specific Duties	
Immediate Supervisor/Title		Telephone Number	
Dates of Employment (Month/Year) From: To:		Hourly Rate/Salary Starting:	Final:
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Part-Time ☐ Full-Time ☐			
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Part-Time ☐ Full-Time ☐			
Reason for Leaving			

EDUCATION/SKILLS RECORD

Please list education or specialized experience that relates to the position(s) for which you are applying. Exclude names or terms that indicate, for example, race, color, religion, sex, disability, or national origin.

Circle Highest Grade Completed: 6 7 8 9 10 11 12

College: 1 2 3 4 5 ____

Did You Graduate? ____Yes ____No

Post- High School	Name of School	Major	Degree Type
College/University			
Graduate School			

If required by the job you have applied for, have you had training/course work or experience in (please check those that apply):

- ☐ Typing
 ☐ Word Processing
 ☐ Data Entry
 ☐ PC/Computer Terminal
☐ Calculator/Adding Machine
 ☐ Dictation Equipment
 ☐ Shorthand/Speedwriting

Please list any other types of equipment you can operate or skills you possess, which you feel would be an asset in the position for which you are applying: _____

LICENSES AND CERTIFICATES

If a license, certificate, or other authorization to practice a trade or profession is required for the position for which you are applying, complete the following questions:

Name of Trade or Profession	License Number
Granted by	City and/or State
Specialty	Licensed From: To:

APPLICANT'S STATEMENT

These answers are true and complete to the best of my knowledge. I understand that any false, omitted, or misleading information in connection with this application or during the interview process will result in rejection of my application or termination of my employment if I am hired, regardless of when discovered.

I also understand that any offer of employment may be conditioned upon a health evaluation by a doctor selected by the County to determine whether I can perform the job duties. In addition, I understand a drug or alcohol test may be required, depending on the position applied for and County policy.

I authorize the County to make a thorough investigation of my past employment, education, criminal history, job-related activities, and other relevant background information, and I release from all liability all persons, companies, and corporations providing such information, either in writing or orally. I also indemnify this County against any liability that might result from making such investigation. Furthermore, I authorize the County to supply my employment record, in its sole discretion, in whole or in part, to any prospective employer, government agency, or other party with an interest that the County deems appropriate.

Additionally, I understand that nothing contained in this employment application or in the granting of an interview is intended to create a contract between Cheyenne County and myself for either employment or for the providing of any benefit arising from employment. No promises regarding employment have been made to me. I understand that if an employment relationship is established, I have the right to terminate my employment at any time and Cheyenne County retains the same right, regardless of any oral representations to the contrary. Any changes in this "at will" employment relationship must be made in writing and approved by the County Board.

**SIGN
HERE**

Applicant's Signature (Use Ink)

Date

NOTE: UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.



Cheyenne County Sheriff's Office



Questionnaire for Deputy Jailer Applicants

Name: _____

Date: _____

Please answer the following questions to the best of your ability.

What does your spouse and/or children think of you applying to become a Deputy Jailer?

If hired as a Deputy Jailer, you will be required to attend and successfully complete Basic Training at the Nebraska Law Enforcement Training Center in Grand Island, Nebraska for a period of two (2) weeks. How will this affect you and your family?

Why do you want to get into Corrections / Law Enforcement?

If hired as a Deputy Jailer, you will be required to work different shifts within the same month. For example, shifts can vary from Day, Evening, Afternoon, or Nights, ranging from 8, 10, or 12 hour shifts. Would this schedule be something that you could work on a regular basis? If not, please explain.

If you are hired as a Deputy Jailer, you will be required to be "on call" whenever you are in the county. Because of this requirement, you may miss some of your children's or family's activities such as birthday parties, holiday gatherings, or even anniversaries. How will this affect your family?

As Deputy Jailers, we are required to transport prisoners from all around the country. This means, at times, we have a minimal amount of time to go and pick up these prisoners. Is this a concern or a potential problem for you and your family?

If hired as a Deputy Jailer, you will be assigned any of the following tasks: court room security, or prisoner transport to a local doctor's appointment. Out of this small list of our many functions to this community, are there any of them that would be difficult for you to perform? If so, please explain.

How do you feel about the following statement: "Some people get caught up in the small details and don't look at the big picture!"

The Cheyenne County Sheriff's Office has a very structured Chain of Command. How would this affect you and your work habits?

Do you believe in taking short cuts? Please explain.

Please describe at least one major event that has occurred to you, and explain what you did to get through it.

If you were hired as a Deputy Jailer, you would use a Sheriff's Cruiser. Do you believe that keeping your car clean, both inside and out, is an important part of your job? Please explain.

How do you get along with co-workers? Please explain.

Please describe your dependability.

A Deputy Jailer's job performance - the neatness, thoroughness, and accuracy of their work - is one of the most important tasks they must complete. Do you agree or disagree with this statement? Please explain.

If hired as a Deputy Jailer, and after graduating from the Nebraska Law Enforcement Training Center, you will still need to continue your education in Law Enforcement through schools and seminars. Do you agree or disagree? Please explain.

Briefly explain your goals if you are hired as a Deputy Jailer.

What would YOU bring to the Cheyenne County Sheriff's Office to make it better?