

GRANT COUNTY SHERIFF'S OFFICE

212 Barnes Road, Suite A, Williamstown, KY 411097



BRIAN MAINES
SHERIFF

Application Instructions

Thank you for your interest in a career with the Grant County Sheriff's Office. We hope the application and testing process is a positive experience for you. A law enforcement career can be a very rewarding and self-fulfilling profession.

The application is the first step in the process and is the first impression of you and your qualifications. Please read all instructions within the application packet before completing, make sure you fill out all sections completely and honestly. Once you have fully completed the application packet, please return it to the Grant County Sheriff's Office along with copies of the following documents:

- High School Diploma or GED
- Social Security Card
- Collage Transcripts if you attended any post-secondary educational institution.
- Valid Driver's License
- Recent Photo of Yourself (within six months)
- Kentucky Police Officer Professional Standards Certificate (P.O.P.S.) if applying as a lateral transfer.

Good luck in the process and thank you for considering the Grant County Sheriff's Office as you set out to achieve a career in law enforcement.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Maines".

Sheriff Brian Maines

PHONE: 859-824-3333

FAX: 859-824-3334

DISPATCH: 859-428-1212

COLONEL TODD CUMMINS

CAPTAIN DENNIS SWITZER

www.grantcountysheriff.com

Grant County Sheriff's Office
 212 Barnes Rd Suite A
 Williamstown, KY 41097
 859-824-3333

EMPLOYMENT APPLICATION

An equal opportunity employer.

PERSONAL

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip Code)

Telephone _____ Social Security Number _____
(Area Code)

Driver's License Number _____ State _____ Expiration Date _____

Have you ever been convicted of a felony in the last seven years? Yes No Explain Felony _____

Are you a citizen of the United States? Yes No _____

JOB INTERESTS/SKILLS

Position(s) applied for _____ Salary Desired _____

Have you applied for a position here before? Yes No If yes, when? _____

Type of employment requested Full Time Part Time Temporary Summer

Date you could begin working _____ Typing Speed (WPM) _____

Summarize any other special skills or qualifications

EDUCATION

TYPE OF SCHOOL	NAME AND LOCATION	COURSE OF STUDY	# OF YEARS	GRADE AVERAGE	MAXIMUM GRADE	DEGREE, DIPLOMA, CERTIFICATE AND HONORS RECEIVED
HIGH SCHOOL						
COLLEGE OR UNIVERSITY						
OTHER EDUCATION						
OTHER EDUCATION						

EMPLOYMENT HISTORY (LIST MOST RECENT FIRST)

1. Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed _____

Reason for leaving _____

2. Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed _____

Reason for leaving _____

3. Name of Employer _____

Address _____
(Street) (City) (State) (Zip Code)

Supervisor and Title _____ Your Title _____

Employed From _____ To _____ Starting Salary _____ Ending Salary _____

Work Performed _____

Reason for leaving _____

REFERENCES

<i>Name</i>	<i>Relationship</i>	<i>Home Phone</i>	<i>Daytime Phone</i>

ACKNOWLEDGEMENT

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification of employment consideration, or dismissal from employment if I am hired. I authorize the company to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information that they may have. Further, I release the above mentioned references from any and all liability for any damages that may result from information collected by this company. Verification of eligibility to work in the United States must be satisfied for an offer to be made.

Applicant's Signature _____ Date _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**



Sheriff Brian Maines

Office Use Only: Candidate Name: _____ Address: _____ City/State/Zip: _____ Phone: _____
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INSTRUCTIONS TO CANDIDATE:

1. You are hereby advised the content of this questionnaire is held strictly CONFIDENTIAL. No information will be disseminated to any person except when essential to the conduct of proper official business. Any false, misleading, or incomplete information will be grounds to disqualify you for employment with the Grant County Sheriff's Office, or if employed, grounds for dismissal. Every answer herein entered may be checked during the background investigation.
2. All questions in the questionnaire must be answered. None may be left blank. If you desire to make an explanation in your reply, answer the question briefly as best as you can, then put a check mark next to the question number and continue your answer on the remark's section/continuation sheets (pages 13 and 14)
3. If a question does not apply to you, enter "N/A".
4. Your answers must be completed in ink in your own handwriting. Write or print legibly.

I voluntarily withdraw from the selection process.

PRINTED NAME

SIGNATURE

DATE

I understand and will comply with the selection process and will complete the questionnaire.

PRINTED NAME

SIGNATURE

DATE

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

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

2. Social Security# _____

3. Current Address _____
(Street) (Apt #)

(City) (State) (Zip Code)

4. Telephone _____
(Home) (Work) (Cell)

5. Place of Birth _____

6. Height _____ Weight _____ Eye Color _____ Hair Color _____

7. List any and all aliases and nicknames used by you _____

8. If your name has been legally changed, give the following information (include maiden name) _____
(Former names) (Date Changed) (Court) (City/State)

9. Are you responsible for paying court ordered child support? ____ Yes ____ No If yes, give full details on page 13 or 14.

10. List family associates- Mother, father, step-parents, siblings, step siblings, former spouses. (Use page 13 and 14 if necessary)

Name _____ Relationship _____

Address _____

Employer _____

Name _____ Relationship _____

Address _____

Employer _____

Name _____ Relationship _____

Address _____

Employer _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

Name _____ Relationship _____

Address _____

Employer _____

Name _____ Relationship _____

Address _____

Employer _____

Name _____ Relationship _____

Address _____

Employer _____

Name _____ Relationship _____

Address _____

Employer _____

Name _____ Relationship _____

Address _____

Employer _____

11. Character References other than relatives

Name _____ Years known _____

Address _____ Telephone _____

Employer _____ Position/Title _____

Name _____ Years known _____

Address _____ Telephone _____

Employer _____ Position/Title _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

Name _____ Years known _____

Address _____ Telephone _____

Employer _____ Position/Title _____

Name _____ Years known _____

Address _____ Telephone _____

Employer _____ Position/Title _____

Name _____ Years known _____

Address _____ Telephone _____

Employer _____ Position/Title _____

Name _____ Years known _____

Address _____ Telephone _____

Employer _____ Position/Title _____

Name _____ Years known _____

Address _____ Telephone _____

Employer _____ Position/Title _____

12. Residences – List residences for the past the years in reverse chronological order. (Begin with current address.) Give names/current addresses of two nearest neighbors, roommate, or landlords at each location. (Use pages 13 or 14 if necessary)

FROM (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

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

Name _____ Neighbor/Landlord/etc. _____

Name _____ Neighbor/Landlord/etc. _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

FROM (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

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

Name _____ Neighbor/Landlord/etc. _____

Name _____ Neighbor/Landlord/etc. _____

FROM (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

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

Name _____ Neighbor/Landlord/etc. _____

Name _____ Neighbor/Landlord/etc. _____

FROM (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

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

Name _____ Neighbor/Landlord/etc. _____

Name _____ Neighbor/Landlord/etc. _____

13. EMPLOYMENT HISTORY: Include self-employment, part-time, volunteer, and unemployment. List all employment in chronological order beginning with your present employer. (Use pages 13 or 14 if necessary. If you were dismissed or forced to resign, give details on pages 13 or 14.)

FROM (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

Employer _____ Supervisor _____

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

Position held _____ Telephone _____

Starting salary _____ Ending salary _____

Reason for leaving _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

FROM (Mo./Yr.) ____/____

TO (Mo./Yr.) ____/____

Employer _____ Supervisor _____

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

Position held _____ Telephone _____

Starting salary _____ Ending salary _____

Reason for leaving _____

FROM (Mo./Yr.) ____/____

TO (Mo./Yr.) ____/____

Employer _____ Supervisor _____

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

Position held _____ Telephone _____

Starting salary _____ Ending salary _____

Reason for leaving _____

FROM (Mo./Yr.) ____/____

TO (Mo./Yr.) ____/____

Employer _____ Supervisor _____

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

Position held _____ Telephone _____

Starting salary _____ Ending salary _____

Reason for leaving _____

GRANT COUNTY SHERIFF'S OFFICE EMPLOYMENT CANDIDATE QUESTIONNAIRE

FROM (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

Employer _____ Supervisor _____

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

Position held _____ Telephone _____

Starting salary _____ Ending salary _____

Reason for leaving _____

14. EDUCATION/TRAINING

High School _____

Location _____

Did you graduate? ____ Yes ____ No If yes, graduation date _____

GED obtained? ____ Yes ____ No If yes, graduation date _____

Courses pursued/degree or diploma received _____

COLLEGE _____

Location _____

Dates attended FROM (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

Courses pursued/degree or diploma received _____

COLLEGE _____

Location _____

Dates attended FROM (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

Courses pursued/degree or diploma received _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

15. OTHER EDUCATION/TRAINING Name of Institution _____

Location _____

Dates attended FROM (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

Courses pursued/degree or diploma received _____

16. Were you ever dismissed from a school or was any disciplinary action ever taken against you during your scholastic career? ____ Yes ____ No If yes explain _____

School _____ Date _____ Type of action _____

17. MILITARY SERVICE

Branch of Service _____ Highest Rank _____

Active Service ____ Yes ____ No Date (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

Honorable Discharge ____ Yes ____ No

Active Service ____ Yes ____ No Date (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

Honorable Discharge ____ Yes ____ No

Check one ____ Officer ____ Enlisted Service# _____

Present status ____ Active Duty ____ Ready Reserve ____ Inactive Ready Reserve
____ Inactive Reserve

Board# _____ City/State _____

National Guard Membership ____ None ____ Army ____ Air Force ____ State
____ Organization

Date of membership (Mo./Yr.) ____/____ TO (Mo./Yr.) ____/____

____ Officer ____ Enlisted

18. DRIVER'S LICENSE

Presently held drivers license # _____

State _____ Expiration Date _____ Class _____ Restrictions _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

19. Motor vehicles registered in your name or vehicles you have exclusive use of

Make _____ Color _____ Yr _____ State _____ Tag# _____

Make _____ Color _____ Yr _____ State _____ Tag# _____

Make _____ Color _____ Yr _____ State _____ Tag# _____

20. Has your vehicle registration ever been

Denied _____ Yes _____ No

Suspended _____ Yes _____ No

Revoked _____ Yes _____ No

Subjected to any other penalty or action _____ Yes _____ No

If you answered "yes" to any of the above, explain _____

21. List any and all motor vehicle collisions you have been involved in _____

22. Has your operator license ever been suspended or revoked in this or any other state?

_____ Yes _____ No If so, when and where? _____

23. List all traffic citations received, including date, agency, location, violation, and disposition.

24. List any additional motor vehicle history not listed above, including license number and state for any and all license held in other states _____

25. Have you ever been involved in any civil action, in or out of court, as a plaintiff or defendant, as a result of a criminal, traffic, or other incident for any reason?

_____ Yes _____ No If yes, explain _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

26. Do you have any credit problems at present time? _____ Yes _____ No If yes, explain

27. Do you now have, or have you ever had, any wage garnishments? _____ Yes _____ No

If yes, explain _____

28. Have you ever been found delinquent on income tax or other tax payments? (Include ONLY those situations where your delinquency was discovered and brought to your attention BEFORE you actually made payment.) _____ Yes _____ No If yes, explain

29. Have you ever had a court ordered financial judgment against you? _____ Yes _____ No

If yes, explain _____

30. Do you presently have a financial judgment pending in court? _____ Yes _____ No If yes, explain _____

31. Have you ever had any real or personal property repossessed? _____ Yes _____ No If yes, explain _____

32. Have you ever made application with any other public safety (police, fire, emergency medical service) agency? _____ Yes _____ No If yes, what was the agency's name, date, and disposition of your application? _____

33. Do you have applications pending for any type of employment with any other public safety (police, fire, emergency medical service) agency at this time? _____ Yes _____ No If yes, explain where you are in their process _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

34. Have you ever been denied an employment? ____ Yes ____ No If yes, where, when and why?

35. Give details of any instance where you have been discharged or forced to resign form a position?

36. Have you ever applied for a position with Grant County Sheriff's Office before? ____ Yes ____ No If yes, when and what position _____

37. Are you a current user of the following drugs or narcotics (including abused prescribed medication, medication prescribed to someone else, or accidental ingestion)?

Amphetamines, uppers, speed, diet pills ____ Yes ____ No
Barbiturates, tranquilizers, downers, sleeping pills ____ Yes ____ No
Hallucinogens (LSD, PCP, angel dust, peyote) ____ Yes ____ No
Quaalude (Horse pills) ____ Yes ____ No
Inhalants (glue, paint) ____ Yes ____ No
Opium (opium base liquor) ____ Yes ____ No
Morphine ____ Yes ____ No
Heroin ____ Yes ____ No
Cocaine ____ Yes ____ No
Codeine ____ Yes ____ No
Mescaline ____ Yes ____ No
Smoked Marijuana ____ Yes ____ No
Hashish ____ Yes ____ No
Any other drug not mentioned ____ Yes ____ No
Alcohol use ____ Yes ____ No

For all "yes" answers, give full details on page 13 or 14.

38. Have you ever been involved in the illegal purchase, possession, or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis? ____ Yes ____ No If yes, give full details on page 13 or 14.

39. How much and how frequently do you drink alcoholic beverages? _____

40. Do you smoke tobacco? ____ Yes ____ No If yes, what types _____

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

41. When was the last time you were in a fist fight? What were the circumstances?

42. Have you EVER been arrested, charged, cited or held by federal, state, or local law enforcement authorities regardless of whether the arrest citation was dropped or dismissed, or you were found not guilty? (Include traffic offenses and all court martial or non-judicial punishment while in the military service) ____ Yes ____ No If yes, give full details on page 13 or 14.

43. As a result of being arrested, charged, cited or held by law enforcement authorities, have you ever been convicted, fined or forfeited bond to Federal, state or other judicial authority or adjudicated a youthful offender or juvenile delinquent (regardless of whether the record in your case has been sealed, expunged, or stricken from the court record)? ____ Yes ____ No If yes, give full details on page 13 or 14.

44. Have you EVER been detained, held in, or served time in any jail, prison, reform industrial school or institution under the jurisdiction of any city, county, state, federal or foreign country? ____ Yes ____ No If yes, give full details on page 13 or 14.

45. Have you ever been fingerprinted before? ____ Yes ____ No If yes, where and when?

46. Have you ever been issued a permit or license to carry a handgun or other weapon on your person? ____ Yes ____ No If yes, explain _____

47. Do you own a handgun? ____ Yes ____ No

48. Have you ever had firearms training? ____ Yes ____ No

49. Have any of your family members or blood relatives ever been convicted for other than traffic violation? ____ Yes ____ No If yes, give full details on page 13 or 14.

50. Are you a United States Citizen? ____ Yes ____ No

If naturalized give the following information Date _____

Place _____

Court _____ Certificate Number _____

Include a copy of your Naturalization Certificate with this questionnaire.

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

- 51. Are you legally eligible for employment in the United States? _____ Yes _____ No
- 52. Do you have anything to add to the questionnaire at this time, something that has not been mentioned, or something which you believe should be noted? (job problems, disciplinary actions, ongoing internal investigations, domestic problems, etc.) If so give full details on page 13 or 14.
- 53. Why are you applying for this position with the Grant County Sheriff's Office?

REMARKS SECTION/ CONTINUATION SHEETS

(Identify each question to which response is being provided below, using the appropriate question number and page number.)

**GRANT COUNTY SHERIFF'S OFFICE
EMPLOYMENT CANDIDATE QUESTIONNAIRE**

CERTIFICATION AND SIGNATURE

Have you been completely truthful to all questions asked? Keep in mind the Grant County Sheriff's Office verifies the information given to further evaluate applicants and to ensure the information furnished by the applicant has been truthful to the best of his or her knowledge.

_____ Yes _____ No

I hereby certify that every statement made on the questionnaire is true and complete to the best of my knowledge. I understand that any false, misleading, or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand I may be required to verify all information given on this questionnaire. Employment will be contingent upon results of a complete character/background investigation. I also understand that all appointments are probationary for a period of one year, during which I must demonstrate my fitness for continued employment by the Grant County Sheriff's Office.

Date ____/____/____

Signature of Candidate _____

**GRANT COUNTY SHERIFF'S OFFICE
AUTHORIZATION FOR RELEASE OF INFORMATION**

NAME OF APPLICANT _____

SOCIAL SECURITY NUMBER _____

MILITARY SERIAL NUMBER _____

DATE OF BIRTH _____

CURRENT ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

This release, when presented by a duly authorized representative of the Grant County Sheriff's Office will constitute my consent and authority to examine and obtain copies and abstracts of records and to receive statements and information regarding my background. Specifically, I hereby authorize the release of the following data records to the Grant County Sheriff's Office.

- Employment Information
- Credit Bureau Information
- Educational Information
- Medical and Military Medical Information
- Residence(s) Records
- Police and Criminal Records

This authorization is given in connection with a personnel background investigation being conducted relative to my application for or continued employment with the Grant County Sheriff's Office.

Signature of Applicant _____ Date _____

Assigned Investigator _____

Authorized by (Name and Title) _____

Signature _____ Date _____