



Thank you for applying for a position with the Hancock County Sheriff's Office. The Hancock County Sheriff's Office is committed to providing equal opportunity for the participation of all qualified persons in all job classifications without regard to race, color, sex, marital status, age, religion, national origin, disability, veteran status, or any other factor, the consideration of which is prohibited by law.

The Hancock County Sheriff's Office policy extends to all employment decisions and personnel actions including recruitment, hiring, training, promotion, transfer, compensation benefits, and all other terms and conditions of employment. All employment decisions are made on the basis of a person's job qualifications and a person's ability to perform the essential functions of the job in question, as well as other legally allowable factors. The Hancock County Sheriff's Office is committed to making reasonable accommodations whenever necessary to allow qualified persons with disabilities to enjoy equal employment opportunity.

All applicants must complete the following procedure:

1. Interview with Appropriate Division Leader
2. Background Investigation
3. Fingerprinting
4. Pre-Employment Drug Screening
5. Physical Exam
6. Psychological Exam

Please answer each question fully and accurately, as incomplete applications will not be considered. All information provided on your application is subject to verification. Any misrepresentations, deceit or omissions on your application could result in automatic disqualification. All sections in this employment application are applicable to you regardless of the position for which you are applying.

This application becomes void one (1) year after you submit it, when the position for which you applied is filled or when you accept other employment, whichever comes first.

Again, thank you for your interest in employment with the Hancock County Sheriff's Office. I wish you well in your pursuit of a position that makes full use of your skills, abilities and experience.

Sincerely,

Ricky Adam, Sheriff
Hancock County, Mississippi

HANCOCK COUNTY SHERIFF'S OFFICE APPLICATION FOR AT WILL EMPLOYMENT

Date of Application

Employment Desired:

Type: ☐ Full Time ☐ Part Time ☐ Academy Cadet

Position: ☐ Patrol ☐ Corrections ☐ Reserve ☐ Clerical

Are you currently employed? ☐ Yes ☐ No If so, may we contact your present employer? ☐ Yes ☐ No

Date you are available to start? _____

Have you ever been employed by the Hancock County Sheriff's Office or Hancock County? ☐ Yes ☐ No

Applicant Information:

Name: _____

First	Middle	Last	Suffix

Identifiers:			
Date of Birth	Social Security #	Driver's License #	State

Description:			
Height	Weight	Hair Color	Eye Color

Aliases: _____
Any other names under which you have been employed or attended school, including your maiden name if applicable.

Contact Information:

Address: _____

 Physical Address City, State & Zip Code

Address: _____
Mailing Address City, State & Zip Code

Telephone: _____

Primary Contact	Secondary Contact	Alternate Contact

Email: _____

Emergency Contact Information:

Name: _____

Full Name	Relationship
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Address: _____

Telephone:

Primary Contact	Secondary Contact	Alternate Contact

Education & Training

High
School
or GED

Name: _____
Address: _____
City/State: _____
Graduated: ☐ Yes ☐ No Degree Obtained: _____

College

Undergraduate

Name: _____
Address: _____
City/State: _____
Graduated: ☐ Yes ☐ No Degree Obtained: _____

College

Graduate

Name: _____
Address: _____
City/State: _____
Graduated: ☐ Yes ☐ No Degree Obtained: _____

Trade
School

Name: _____
Address: _____
City/State: _____
Graduated: ☐ Yes ☐ No Degree Obtained: _____

Do you have any other special training?

☐ Yes ☐ No

↳ If so, explain: _____

Have you ever attended a law enforcement officer's training academy?

☐ Yes ☐ No

↳ If so, did you complete it? ☐ Yes ☐ No

↳ If so, when & where: _____

Are you POST/BLEOST certified?

☐ Yes ☐ No

↳ If so, which state: _____

Do you have any law enforcement instructor certifications?

☐ Yes ☐ No

↳ If so, what do you teach: _____

Required Attachments

- ☐ Recent Color Photograph
- ☐ Copy of Birth Certificate
- ☐ Copy of Driver's License
- ☐ Copy of Social Security Card
- ☐ Copy of High School Diploma or G.E.D.
- ☐ Copy of DD214 (If Applicable)

Work History:*List all previous employers within the last 10 years, starting with the most recent.***1***Most Recent
Or
Current
Employer*

Company: _____
Address: _____
Telephone: _____
Supervisor: _____
Job Title: _____
Start Date: _____
End Date: _____
Salary: _____
Reason Left: _____

2

Company: _____
Address: _____
Telephone: _____
Supervisor: _____
Job Title: _____
Start Date: _____
End Date: _____
Salary: _____
Reason Left: _____

3

Company: _____
Address: _____
Telephone: _____
Supervisor: _____
Job Title: _____
Start Date: _____
End Date: _____
Salary: _____
Reason Left: _____

4

Company: _____
Address: _____
Telephone: _____
Supervisor: _____
Job Title: _____
Start Date: _____
End Date: _____
Salary: _____
Reason Left: _____

If additional space is needed to recap 10 year history, attach an additional page.

Have you ever been dismissed, or was asked to resign, from any employment?

☐ Yes ☐ No

If so, please explain: _____

Professional References:*People who have previously worked with you or supervised you, other than those listed.***1**

Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Employer: _____

2

Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Employer: _____

3

Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Employer: _____

Personal References:*Persons not related to you, whom you have known for at least one (1) year.***1**

Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Employer: _____

2

Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Employer: _____

3

Name: _____

Title: _____

Address: _____

Telephone: _____

Email: _____

Employer: _____

Do you have any relatives employed by the Hancock County Sheriff's Office?

☐ Yes ☐ No

If so, name/position: _____

Other Relevant History

Are you active duty, reserve, a veteran or separated from the armed forces? ☐ Yes ☐ No

↳ If so, what branch: _____

↳ If so, when were you enlisted: _____

↳ If applicable, type of discharge and date: _____

Are you prevented from becoming employed in this country because of immigration status? ☐ Yes ☐ No

↳ If so, explain: _____

Has your driver's license ever been suspended or revoked? ☐ Yes ☐ No

↳ If so, give date, reason and location of event: _____

Have you ever been issued any traffic citations? ☐ Yes ☐ No

↳ If so, give date, reason and location of event: _____

Have you ever been arrested, incarcerated, or detained for a misdemeanor or felony charge? ☐ Yes ☐ No

Exclude traffic citations. Include any military arrests as well.

↳ If so, give date, reason and location of event: _____

Have you ever been convicted or pled guilty to a criminal offense for theft/burglary, any form of sexual misconduct, any form of violent behavior (battery) or domestic violence? ☐ Yes ☐ No

Have you ever filed a civil suit or been sued? ☐ Yes ☐ No

↳ If so, give date, reason and location of event: _____

Have you ever used marijuana or a marijuana derivative (i.e. hashish)? ☐ Yes ☐ No

↳ If so, ☐ within the last year ☐ within last 1-5 years ☐ 5+ years ago

Have you ever used other illegal drugs (i.e. cocaine, heroin, GHB, LSD)? ☐ Yes ☐ No

↳ If so, ☐ within the last 2 years ☐ 24-36 months ago ☐ 3-5 years ago

☐ 5-10 years ago ☐ 10-15 years ago ☐ 15+ years ago



Name:

First	Middle	Last	Suffix
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Identifiers:

Date of Birth	Social Security #	Driver's License #	State
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Initial Here

I hereby acknowledge that I have read and understand the information contained on the cover page of the employment application, which outlines the hiring procedures of the Hancock County Sheriff's Office.

Initial Here

I hereby acknowledge that any employment relationship with this agency is at will. I further acknowledge and agree that my employment is for no definite period of time, and may, regardless of date of payment of my wages or salary, be terminated at any time without prior notice.

Initial Here

I hereby acknowledge that the Hancock County Sheriff's Office provides 24-hour services to the citizens of Hancock County. Many positions require shift work and may require 12-hour availability on semi-regular schedules. The needs of the public may require working overtime (or compensatory time) for various reasons, to include natural disasters such as storms, flooding, etc.

Initial Here

I hereby authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts can be cause for dismissal. I understand that inquiries may be made through credit and other investigative sources.

Initial Here

I hereby acknowledge that should I have an out of state driver's license at the time of hire, I will be required to obtain a Mississippi driver's license within 30 days of employment.

Initial Here

I hereby acknowledge that in accordance with HCSO Policy # 3.04, tattoos, body art, body piercings or brands on the face, head, neck or hands are strictly prohibited. Tattoos, body art, body piercings or brands, regardless of location on the body, that are extremist, indecent, sexist, racist or advocate/symbolize gang affiliation, supremacist behavior, extremist groups or drug use is prohibited.

Initial Here

Upon being offered employment, I hereby consent to a physical exam, drug screen and psychological exam as requested by the Hancock County Sheriff's Office as a condition of potential or continued employment. I understand that positive results of a drug screen will be cause for rejection for employment or termination of employment.

Signature

Date



Name: _____
First Middle Last Suffix

Identifiers: _____
Date of Birth Social Security # Driver's License # State

I authorize any investigator or other duly accredited representatives of the Hancock County Sheriff's Office conducting background investigations, to obtain any information relating to my activities from references, schools, residential management agents, employers, collection agencies, police or sheriff agencies, credit bureaus, consumer report agencies, retail business establishments or any other source of information. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, disciplinary, employment history, criminal record information and financial/credit information.

I understand that for financial or lending institutions, medical, hospital, health care professionals and other sources of information, a separate specific release will be needed and I may be contacted for such release at a later date.

I further authorize investigators to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for employment with the Hancock County Sheriff's Office. I understand that I may request a copy of such records as may be available to me under law.

I authorize the custodian of any records and other sources of information pertaining to me to release such information upon request of the investigator regardless of any previous agreement to the contrary.

I understand that the information released by the custodian of any records and other sources of information is for official use by the Hancock County Sheriff's Office only for the purpose provided in the form, and that it may be redisclosed by the Hancock County Sheriff's Office only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for two (2) years from the date signed or upon the termination of my affiliation with the Hancock County Sheriff's Office, whichever is sooner.

Signature

Date

Reply to:
Hancock County Sheriff's Office
8450 U.S. Highway 90
Bay St. Louis, MS 39520



Name: _____
First Middle Last Suffix

Identifiers: _____
Date of Birth Social Security # Driver's License # State

**Permission for Release of Information
from Previous Employer, Criminal Records and Child Abuse Registry**

Authorized Requestor:

Hancock County Sheriff's Office
8450 U.S. Highway 90
Bay St. Louis, MS 39520

Requestor Type:

☒ Law Enforcement Agency

I hereby give my permission for the above named facility to conduct a background screening check with any law enforcement agency, the Child Abuse Central Registry, any previous employer and any other person to determine my suitability for working in law enforcement.

I understand that information on any arrests, charges or convictions will be released.

I understand that the Hancock County Sheriff's Office has the right to require this record check as a condition of employment.

I understand that a copy of any information released from your files pursuant to this authorization may be provided to me upon my request and that I have the right to challenge the accuracy and completeness of this information.

I understand that this information will be used for employment purposes and will not be disseminated to other persons or used for any other purposes.

Signature

Date

Reply to:
Hancock County Sheriff's Office
8450 U.S. Highway 90
Bay St. Louis, MS 39520