

Sheriff David M. Lucas

Belmont County Sheriff's Office

68137 Hammond Road • St. Clairsville, Ohio 43950

~ Emergency: 911 ~

Sheriff's Office: 740.695.7933 • Dispatcher: 740.695.2212 • Fax: 740.699.2582

Jail: 740.695.5124 • Jail Fax: 740.695.4781

PLEASE READ THE FOLLOWING BEFORE COMPLETING OUR APPLICATION:

- 1. There is no guarantee of a job offer or a job interview in completing our application. Your application will be considered with others who have submitted applications and decisions about interviews will be based on this comparison.
- 2. Our application must be completely filled out in order for it to be considered for employment.
- 3. If the information provided in our application can not be satisfactorily verified by employment reference checks your application could be considered incomplete.
- 4. Applications are filed according to job title. Be as specific as possible in stating the job applying for. ANY position is not an acceptable response on our application.
- 5. Due to the large number of applications we receive and the competitive nature of our employment process specific reasons for employment decisions will not be released.
- 6. In completing our application you will be subject to the following checks:

EMPLOYMENT REFERENCE CHECK FROM FORMER EMPLOYERS

CRIMNINAL BACKGROUND CHECK

DRUG SCREEN / PHYSICAL

PRICE OF THE SHEW COLUMN TO THE SECOND STREET OF THE SHEW OF THE S	Signature	of	applicant

BELMONT COUNTY SHERIFF'S OFFICE

David M. Lucas, SHERIFF 68137 Hammond Road, St. Clairsville, Ohio 43950



Chief Deputy - James G. Zusack Jail Administrator - Brent Carpenter Asst. Jail Administrator - Stanley Galownia



Application for Employment BELMONT COUNTY SHERIFF'S OFFICE

Revised 030113

- Duty to Disclose: The landmark decision of *Brady v Maryland (1963)* places an affirmative constitutional duty on a prosecutor to disclose exculpatory evidence to a defendant. This duty has been extended to police agencies through case law, requiring law enforcement agencies to notify the prosecutor of any potential exculpatory information.
- Exculpatory Evidence/Brady Material: Evidence in the government's possession that is favorable to the accused and that is material to either guilt or punishment, including evidence that may impact the credibility of a witness.

For further information concerning Brady v Maryland go to http://www.patc.com/weeklyarticles/bradyvmaryland.shtml

IMPORTANT INSTRUCTIONS

THANK YOU FOR YOUR INTEREST IN BECOMING AN EMPLOYEE OF THE BELMONT COUNTY SHERIFF'S OFFICE. THE INFORMATION PRESENTED ON THIS FORM WILL DETERMINE THE INITIAL ACCEPTANCE OF YOUR APPLICATION AND IN PART, YOUR ADMISSION TO AN ORAL EXAMINATION. FOR THESE REASONS, IT IS EXTREMELY IMPORTANT THAT YOU ANSWER ALL QUESTIONS COMPLETELY AND ACCURATELY, RELATING YOUR BACKGROUND AS CLOSELY AND FULLY AS POSSIBLE TO THE DUTIES AND REQUIREMENTES DESCRIBED IN THE JOB DESCRIPTION AND ANNOUNCEMENT. IF A QUESTION DOES NOT APPLY TO YOU, MARK N/A. TYPE OR PRINT IN INK. MAKE SURE TO READ AND SIGN THE FINAL PAGE OF THE APPLICATION. PLEASE RETURN COMPLETED APPLICATION TO THE FOLLOWING ADDRESS:

BELMONT COUNTY SHERIFF'S OFFICE 68137 Hammond Road, St. Clairsville, Ohio 43950 Phone (740) 695-7933 – Fax (740) 695-9662

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AN AFFIRMATIVE ACTION EMPLOYER FOR EQUAL EMPLOYMENT OPPORTUNITY

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THE OH	IO PEACE OFFI	CER TRAINING AC	ADEMY.					

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YES		NO	20.00	11 1,0 11	mic unu on	pium exceptions.		
1. 2.	Have you ever i	received formal discip or ever terminated you	line (i.e. written r employment?	reprimand or su	ispension)	at any job? 🔲 🤼	YES NO	
3.	Have you resign	ned after being inform uestion, explain:	ed your employe		rminate or		YES NO	
4.	Were you ever o	lisciplined while in m	ilitary service? s, article 15, or o	YES D	NO al)			
	CHARGE	UNIT				ATT TIME	V-,	O C UTIVO N
		UNII	J	DATE	AGI	EAT TIME	DISF	POSITION

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PRESENT OR MOST RECENT E			YOUR TITLE	and have my solven a few with	KIND OF BU		
ADDRESS OF BUSINESS (Street	, City, Zip Code)	REASONS FOR LE	AVING OR CONSIDERING	NAME, 1	TTLE, & PHON	IE NO, OF SU	PERVISOR
YOUR DUTIES		LIST THREE CO-W	ORKERS	FROM (N	/onth & Year)		TO (Month & Year)
				☐ FULI	TIME	☐ PART	TIME
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ADDRESS OF BUSINESS (Street,	City, Zip Code)	REASONS FOR LEAVING	AVING OR CONSIDERING	NAME, T	ITLE, & PHON	E NO. OF SUI	PERVISOR
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DRIVER'S LICENSE IN	FORMATION					
DO YOU HAVE A CURRENT D	RIVER'S LICENSE?					
☐ YES, Driver's License # LIST ANY OTHER STATE(S) W	What Sta /HERE YOU HAVE EVER HELD		□ NO			
Driver's License # HOW MANY MILES DO YOU I	, What State?	Driver's Licens	e#What Sta	ite?		
		AWN, CANCELLED, REVOKED O	R REFUSED? YES NO	If yes, explain:		
HAVE YOU EVER BEEN REFU	SED A DRIVER'S LICENSE? 🗌	YES NO If, yes explain:				
HAS YOUR LICENSE EVER BE	HAS YOUR LICENSE EVER BEEN SUSPENDED, REVOKED OR CANCELLED? YES NO If yes, explain:					
HAVE YOU EVER BEEN INVO	OLVED IN A MOTOR VEHICLI	E ACCIDENT AS THE DRIVER?	☐ YES ☐ NO			
INCIDENT	DATE	INVESTIGATING AGENCY	LOCATIO	N		
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	c violations. Attach separate she	ANY VIOLATION OF CITY ORDINA et for additional information)	NCES, COUNTY ORDINANCES, ST	ATE OR FEDERAL LAW?
DATE	LIST ISSUING AGENCY	LAW VIOLATED	(DISPOSITION: Bail Forf	eited, Fined, Etc.)
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ARE THERE A	NY CHARGES (VIOLATIONS) I	PENDING AGAINST YOU? YES	☐ NO (If yes, please explain)	
WERE YOU E	VER CONVICTED BEFORE A JU	VENILE COURT FOR ANY ACT WHI	CH WOLLD HAVE BEEN A CRIME I	E COMMITTED DV AN
ADULT?	YES NO (If yes, please exp	lain)	OIT WOODD THIVE DELIVACIONE I	r committed by An
IAVE YOU EV	VER BEEN INVOLVED IN A CIV	TL ACTION? (i.e. divorce, small claims,	eta)	
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AVE VOLLEY	/FR REEN PLACED ON COLUDT	PROBATION/PAROLE AS AN ADUL	Γ? ☐ YES ☐ NO (If ves. give	1 - 12 - 1 - 1 - 1
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	ALLY OWN AND POSSESS A F	IREARM? YES NO		
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f NO, explain LEASE NOT	E THAT IT IS NOT THE INTEN	T OF THE BELMONT COUNTY SH	ERIFF'S OFFICE TO UTILIZE ANY	INFORMATION SOLICITY
NO, explain LEASE NOTI NTHIS SECT IAVE YOU EV	E THAT IT IS NOT THE INTEN ION FOR CRIMINAL PROSEC VER USED ANY MARIJUANA.	TT OF THE BELMONT COUNTY SH UTION. HOWEVER, SELF-DISCLO COCAINE, LSD. SPEED. PCP. HERO	SURE IS OF THE UTMOST IMPOR	TANCE. MPHETAMINE ECSTACY
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PLEASE LIST <u>ALL</u> OF YOUR RESID separate paper, using this format)	ENCES FOR THE PAST	TTEN YEARS. BEGIN WITH YOUR MOST CURRENT RESIDENCE. (If needed use		
ADDRESS				
DATES (Month, Year) FROM:	TO:	REASON FOR LEAVING		
NAME, ADDRESS, PHONE NO. OF LAN	NDLORD OR MORTGAC	BE HOLDER		
WITH WHOM DID YOU LIVE? WHAT	S THEIR PRESENT NAM	ME, ADDRESS & PHONE NO?		
ADDRESS				
DATES (Month, Year) FROM:	TO:	REASON FOR LEAVING		
NAME, ADDRESS, PHONE NO. OF LAN	NDLORD OR MORTGAC	SE HOLDER		
WITH WHOM DID YOU LIVE? WHAT I	S THEIR PRESENT NAM	ME, ADDRESS & PHONE NO?		
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WITH WHOM DID YOU LIVE? WHAT I	S THEIR PRESENT NAM	ME, ADDRESS & PHONE NO?		
ADDRESS				
DATES (Month, Year) FROM:	TO:	REASON FOR LEAVING		
NAME, ADDRESS, PHONE NO. OF LANDLORD OR MORTGAGE HOLDER				
WITH WHOM DID YOU LIVE? WHAT I	S THEIR PRESENT NAM	ME, ADDRESS & PHONE NO?		
HAS YOUR APPLICATION EVER BEEN	REJECTED OR WITHD	RAWN FROM A HIRING PROCESS?		

LAW ENFORCEMENT EMPLOYMENT APPLICATION INFORMATION

IF YOU HAVE APPLIED FOR EMPLOYMENT WI AGENCIES AND THE YEAR APPLIED (If needed, t	TH OTHER PUBLIC SAFETY AGENCIES (ise separate paper)	(Fire, Police, EMS) LIST THE NAME(S) OF THOSE
NAME OF AGENCY		DATE (Month, Year)
ADDRESS, ZIP CODE, PHONE		
SUBMITTED APPLICATION ONLY YES NO	BACKGROUND CONDUCTED? YES NO	MEDICAL? ☐ YES ☐ NO
STATUS AND/OR RESULTS:	1300 🖂 110	
NAME OF AGENCY		DATE (Month, Year)
ADDRESS, ZIP CODE, PHONE		
SUBMITTED APPLICATION ONLY YES NO	BACKGROUND CONDUCTED? YES NO	MEDICAL? ☐ YES ☐ NO
STATUS AND/OR RESULTS:		110 110
NAME OF AGENCY		DATE (Month, Year)
ADDRESS, ZIP CODE, PHONE		
SUBMITTED APPLICATION ONLY YES NO	BACKGROUND CONDUCTED? YES NO	MEDICAL? ☐ YES ☐ NO
STATUS AND/OR RESULTS:		
NAME OF AGENCY		DATE (Month, Year)
ADDRESS, ZIP CODE, PHONE		
SUBMITTED APPLICATION ONLY YES NO	BACKGROUND CONDUCTED? YES NO	MEDICAL? ☐ YES ☐ NO
STATUS AND/OR RESULTS:		
NAME OF AGENCY		DATE (Month, Year)
ADDRESS, ZIP CODE, PHONE		
SUBMITTED APPLICATION ONLY VES NO	BACKGROUND CONDUCTED? ☐ YES ☐ NO	MEDICAL?
STATUS AND/OR RESULTS:		
NAME OF AGENCY		DATE (Month, Year)
ADDRESS, ZIP CODE, PHONE		
SUBMITTED APPLICATION ONLY YES NO	BACKGROUND CONDUCTED? YES NO	MEDICAL? ☐ YES ☐ NO
STATUS AND/OR RESULTS:		
NAME OF AGENCY		DATE (Month, Year)
ADDRESS, ZIP CODE, PHONE		
SUBMITTED APPLICATION ONLY YES NO	BACKGROUND CONDUCTED? YES NO	MEDICAL? ☐ YES ☐ NO
STATUS AND/OR RESULTS:		

CHARACTER REFERENCES

LIST NAMES OF FOUR PEOPLE WHO	HAVE KNOWLEDGE OF YOU AND YOU	R QUALIFICATIONS (Exclude relatives, former employers or co-
workers)		
NAME		
ADDRESS (City, State, Zip Code)		
PROFESSION/TITLE		
HOME PHONE	CELL PHONE	BUSINESS PHONE
NAME		
ADDRESS (City, State, Zip Code)		
	1044/2014	
PROFESSION/TITLE		
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HOME PHONE	CELL PHONE	BUSINESS PHONE
NAME		
ADDRESS (City, State, Zip Code)		
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PROFESSION/TITLE		
HOME PHONE	CELL PHONE	DISTRICT DITORE
NAME	CELLFHONE	BUSINESS PHONE
NAME		
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PROFESSION/TITLE		
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HOME PHONE	CELL PHONE	BUSINESS PHONE
NAME		
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ADDRESS (City, State, Zip Code)		
LEDDE (Oily, Durie, Eily Code)		
PROFESSION/TITLE		
HOME PHONE	CELL PHONE	BUSINESS PHONE

UPON REQUEST, PLEASE BE PREPARED TO PRESENT THE FOLLOWING:

- 1. Birth Certificate

- High School (HSED or GED) Diploma or Equivalency
 Military Discharge Paper (if applicable)
 College or Technical School Transcripts and Copy of Diplomas

	ences which have prepared you to per may either print neatly or type your	

The check off questions below provides a means of quickly reviewing your qualifications. Please check the "YES" or "NO" box for each question, including those questions that may duplicate, in whole or in part, other questions on this application.

QUESTIONS USED AS INDICATORS FOR APPLICANTS	YES	NO
1. Are you a United States citizen?	🗆	
2. Have you ever been convicted of a felony?	🗆	
3. Do you have a valid driver's license?	🗆	
4. Are you 18 years old or older?	🔲	
5. Are you a high school graduate?	🗆	
6. Do you have a GED or HSED?	🗆	
7. Are you a graduate from a two-year college or technical school?	🗆	
8. Are you a graduate of a four-year college?	🗆	
9. Have you earned a Master's degree or Ph.D. or other advanced degree?	. 🗆	
10. Check the highest semester credit hours of education completed after high school:		
☐ 30-60 ☐ 61-90 ☐ 91-120 ☐ 121-150 ☐ c	over 150	
11. Do you have two years of work experience?	. 🗆	
12. Are you willing to work weekends and holidays?	🔲	
13. Are you certified by, or have you successfully completed an Ohio Peace Officer Training Academy (OPOTA)?		
14. Have you been certified by any other state as a Law Enforcement Officer?		
15. Are you a certified OPOTA Jail Officer?		
16. Have you been certified by any other state as a corrections/jail officer?		
17. Have you ever used or experimented with heroin?		
18. Have you ever used or experimented with hashish?		
19. Have you ever used or experimented with steroids?	. 🗆	
20. Have you ever used or experimented with methamphetamine?		
21. Have you ever used or experimented with ecstacy?	. 🗆	
22. Have you ever used or experimented with marijuana?		
23. Have you ever used or experimented with cocaine?	. 🗆	
24. Have you ever used or experimented with LSD or other hallucinogens?	🗆	
25. Have you ever used or experimented with a prescription drug not prescribed to you?	П	

26. Have you ever used or experimented with any other street drugs?	QUEST	(CONTINUED) TONS USED AS INDICATORS FOR APPLICANTS	YES	NO
28. Have you ever been refused a driver's license?	26.	Have you ever used or experimented with any other street drugs?		
29. Has your driver's license ever been revoked, suspended or cancelled?	27.	Have you ever had auto insurance withdrawn, cancelled, revoked or refused?		
30. Circle the number of traffic violations for which you have been convicted in the past Five years: (do not include parking violations) 0	28.	Have you ever been refused a driver's license?		
Five years: (do not include parking violations) 0	29.	Has your driver's license ever been revoked, suspended or cancelled?		
31. Have you ever been convicted of any violation(s) of city ordinances, county ordinances, or municipal ordinances, state or federal laws (excluding traffic)?	30.			
ordinances, or municipal ordinances, state or federal laws (excluding traffic)?		0 1 2 3 4 5 6 7 8 9 10		
33. Have you ever been on court ordered probation?	31. ordi	Have you ever been convicted of any violation(s) of city ordinances, county nances, or municipal ordinances, state or federal laws (excluding traffic)?		
34. Have you ever been discharged from a job?	32.	Do you have any criminal action pending against you?		
35. Have you ever been suspended or expelled from any high school, college, university, graduate school, vocational or business school?	33.	Have you ever been on court ordered probation?		
graduate school, vocational or business school?	34.	Have you ever been discharged from a job?		
	35. grad	Have you ever been suspended or expelled from any high school, college, university, luate school, vocational or business school?		
ALL APPLICANTS MUST SIGN THIS CERTIFICATE:				

I have read the job specifications and, in my opinion, I meet the minimum requirements. I have read and made a complete answer to each question. I certify that my answers in each instance are true and correct, containing no misrepresentations, omissions or falsifications, and are complete. I agree that any misstatements or omissions of material fact may cause forfeiture

DATE

on my part of all rights to any employment in the county service.

SIGNATURE