



Humphreys County Sheriff's Office

Sheriff Chris Davis

112 Thompson Street, Waverly TN 37185
931-296-2301 office - - 931-296-2633 fax

Application for Employment

The Humphreys County Sheriff's Office is an equal opportunity employer. All hiring procedures shall comply with all state and federal laws, including but not limited to the Civil Rights Act of 1964, Age Discrimination Act, Equal Pay Act, Title VII, OSHA, Sexual Harassment/Federal Register, Religious/Federal Register, Wage and Hour, and Federal Fair Employment Practices as promulgated by the U.S. Department of Labor.

The Humphreys County Sheriff's Office is committed to protecting the lives, property and rights of all people, to maintain order and to enforce all federal and state laws with a multitude of other duties. We are also responsible for the professional care and custody of those confined in our detention center, the security of our courts, traffic enforcement and the prompt and thorough investigation of crimes. It is our mission to ensure our county is a safe place to live, work and visit. We are totally dedicated to this mission, to the County we serve and to accept the responsibility of attaining our goal of achieving excellence within our profession.

We are "A Full-Service Law Enforcement Agency", committed to all citizens twenty-four hours a day, seven days a week, three-hundred and sixty-five days a year. All personnel must accept the fact that the Sheriff's Office operates around-the-clock. Therefore, personnel must be agreeable to shift work, irregular hours, rotating days off, and special assignments.

Applicant Qualifications:

1. Be at least eight (18) years of age;
2. Be a citizen of the United States;
3. Possess a high school diploma or its equivalent;
4. Must not have been convicted or plead guilty or entered a plea of Nolo Contendere to any felony charge or to any violation of any federal or state laws or municipal ordinances relating to force, violence, theft, dishonesty, gambling, liquor, controlled substances or controlled substances analogues;
5. Must not have been released or discharged under any other than honorable discharge from any of the armed forces of the United States;
6. Must pass a complete background investigation and submit fingerprints to the Tennessee Bureau of Investigation for a fingerprint based criminal history records check;
7. Have a good moral character as determined by a thorough investigation conducted by the Sheriff's Office;



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8. Must be free of all apparent mental disorders as described in the Diagnostic and Statistical Manual of Mental Disorders (DSM) of the American Psychiatric Association;
9. Pass medical, physical, and psychological examinations, which include a drug screen;
10. Must have valid Tennessee driver's license;
11. Must submit, attached to this completed application form copies of:
 - _____ Birth Certificate
 - _____ High School Diploma or Equivalency
 - _____ DD-214/DD-215 Military Discharge (if applicable)
 - _____ Valid Driver's License
12. Must not misstate or omit material facts, since the statements made herein will be used to determine qualifications of employment; and
13. There are additional requirements for POST certified law enforcement positions.

This application must be returned to the Humphreys County Sheriff's Office or emailed to jobs@hcsotn.com

Print clearly in black ink or type (fillable PDF). Answer each question fully and accurately.
Incomplete applications will not be considered.

All information on your application is subject to verification. If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application.

Copies of certain documents are required to be submitted with this application. If you do not have the documents at the time you submit your application, you must state why the documents are not attached and if you are attempting to acquire the documents.

This application will become void six (6) months after you submit it.

Any misrepresentations, deceit, or omissions on your application could result in automatic disqualification.

If you have any questions regarding information on this application, please contact the Humphreys County Sheriff's Office.



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Personal Information

Position applying for: _____ Date: _____

Name: _____
Last First M.I.

Alias (Other names or previous married names): _____

Social Security #: _____ Date of Birth: _____

Address: _____ City: _____ State: _____

Home Phone: _____ Mobile Phone: _____

Driver's License #: _____ State: _____

Email Address(es): _____

Has your license ever been suspended or revoked? _____ If yes, explain why: _____

Have you ever been arrested for a misdemeanor or felony? _____ If yes, explain: _____

Have you ever been discharged or asked to resign from employment? _____ If yes, explain: _____



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Have you ever filed a claim for Workmans Compensation? _____ If yes, explain: _____

If related to anyone in our Department, state name and position:

Have you ever applied for employment with the Humphreys County Sheriff's Office?

_____ If yes, state job applied for and approximate date of application:

Have you ever been charged with a domestic violence/assault offense? _____ If yes, state date, location and disposition of charge(s): _____

Employment Desire:

Date you could start? _____

Are you employed now? _____ If so, may we inquire of your employer? _____

Have you ever worked in Law Enforcement? _____ When: _____ Where: _____

Additional Information: _____



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Education and Training:

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 Some College

If college graduate, list here but please include a copy of HS Diploma or GED

Year graduated: _____ G.E.D./Diploma: _____ Location: _____

Name and location of special training or other education: _____

Do you have firearms experience and / or training? _____ If yes, list: _____

Do you have any job-related experiences, skills, or qualifications that may be of special benefit to the job you are applying? Please also list any computer skills you have.

Military Training:

Branch: _____ Date Entered: _____ Date Discharged: _____

Highest Rank: _____ Type of Discharge: _____

Present Military Status: _____ Reserve Status: _____

Branch of Reserve: _____ Job/Skill: _____



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Emergency Notification:

Notify in case of emergency: _____ Relation: _____

Address: _____ Phone: _____

References: (List persons you have known at least one year. No relatives and list at least three people)

Name: _____ Years Known: ____ Phone: _____

Address: _____ Business: _____

Name: _____ Years Known: ____ Phone: _____

Address: _____ Business: _____

Name: _____ Years Known: ____ Phone: _____

Address: _____ Business: _____

Former employers: list below previous employers for the past 10 years. Starting with the most recent first. If needed attach additional sheets.

Year	Employer Information	Wage	Reason For Leaving
From:	Employer:		
	Address: Telephone:		
To:	Job Description:		
Year	Employer Information	Wage	Reason For Leaving
From:	Employer:		
	Address: Telephone:		
To:	Job Description:		



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From:	Employer:				
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To:	Job Description:				
Year	Employer Information			Wage	Reason For Leaving
From:	Employer:				
	Address: Telephone:				
To:	Job Description:				
Year	Employer Information	Wage	Reason For Leaving		
From:	Employer:				
	Address: Telephone:				
To:	Job Description:				

Remarks or Additional information:

Applicant Statement

I hereby certify that the information I have provided in this application is true and complete to the best of my knowledge. I understand that any falsified, misrepresented, incomplete or omitted information may disqualify me from consideration of employment or result in my dismissal from employment.

I also understand that this application is not a contract for employment nor does it obligate the Humphreys County Sheriff's Office in any way if I am not selected to fill a position. If employed, I understand and agree that employment with the Humphreys County Sheriff's Office is at-will and can be terminated without notice, at any time, for any reason, or for no reason.

I understand that any offer of employment will be conditional on successful completion of a number of requirements, including a health assessment, drug and/or alcohol test, and similar screenings required for the position. The results of the above screenings or assessments will be released to the Humphreys County Sheriff's Office and may be a factor in determining my suitability for the position for which I have signed.



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I understand that this is a 24 hour per day, seven day per week operation. I understand that I may be required to work nights and/or holidays as needed by the agency. I also acknowledge that HCSO is under no obligation to work around school, childcare, or any other obligation that I may have

Signature of Applicant

Date

The Humphreys County Sheriff's Office appreciates your interest in seeking employment with us. We are a team striving to make our community a safer place. We are encouraged by your desire to assist us in keeping the peace and serving others.

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Applicant Authorization for Release of Information

I, _____, have applied for employment with the Humphreys County Sheriff's Office. I am aware that my entire background will be thoroughly investigated and I hereby authorized a review of and full disclosure of all records, or any part thereof, concerning myself, to and by a duly authorized agent of the Humphreys County Sheriff's Office, whether said records are of a public, private, and/or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of records including, but not limited to, those held by educational, financial and credit institutions; Medical and/or psychiatric treatment and/or consultations, including records held by hospitals, clinics, private practitioners, and the United States Veteran's Administration; Employment and pre-employment records, including the results of background investigation reports and polygraph examination results, efficiency ratings and/or performance evaluations, records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal and/or traffic offense records, and records of civil nature made by and/or against me.

I understand that any information obtained during the course of the background investigation, which is developed directly or indirectly, in whole or in part, upon this *Authorization for Release of Information*, will be considered in determining my suitability for employment with the Humphreys County Sheriff's Office. I further understand that in the event my employment application and/or resume is disapproved, not considered, or otherwise does not result in my appointment to the Humphreys County Sheriff's Office, the source(s) of confidential information **cannot and will not be released and/or revealed to me**. Additional, I agree to indemnify and hold harmless the person(s) to whom this *Authorization for Release of Information* is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney fees, arising out of, or by reason(s) for complying with the request for information that this *Authorization* provides.

It is further understood by me that a photocopy, including a facsimile copy of the actual original of this *Authorization for Release of Information* will be valid as an original hereof, even though the said photocopy or facsimile does not contain an original writing of my signature. This *Authorization*, or reproduction thereof, shall remain in effect for a period of two years from the date of execution of this document.

Applicant's Signature

Date