

Portage County Sheriff's Office

Sheriff Bruce D. Zuchowski



Instructions for Application

Requirements:

1. Must be United States Citizen
2. Must be twenty-one (21) years of age
3. Must have high school diploma or GED certificate
4. Must have valid driver's license

The following documents must be included with your application (check off boxes):

- ☐ Copy of High School Diploma or GED, or transcript with date of graduation clearly marked
- ☐ Copy of college degree if applicable or transcript with date of graduation clearly marked
- ☐ Two letters of reference from anyone but family
- ☐ Copy of driver's license
- ☐ Signed Authorization for Background Investigation Form

If you are applying for a commissioned position, you must include the following with your application:

- ☐ Copy of your current Certificate from the Ohio Peace Officer Training Council for the Ohio Peace Officer Basic Training Program, **or** a copy of letter from the Ohio Peace Officer Training Council verifying your graduation from their academy.
- ☐ Letter from each Police or Sheriff's department (on their letterhead) where you have held a commission since your completion of the police academy. Exact dates of service and position held with that agency should be included in the letter.

Applications are kept on file for one year. When openings occur, your application will be reviewed. If an interview is considered, you will be contacted at that time. Do not contact this agency unless you need to advise us of a change in your phone number or address.

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As a candidate under consideration for hire with the Portage County Sheriff's Office you should be aware that a BACKGROUND CHECK will be conducted. Several areas will be investigated to insure your qualification. The following criteria will be considered:

Bureau of Motor Vehicle Report

A Bureau of Motor Vehicle Report will be reviewed to determine if you can be permitted to operate a motor vehicle that belongs to Portage County. Classification as an unacceptable driver is grounds for disqualification of an applicant. An unacceptable driver is defined as one who during the previous five year period has received:

1. A conviction for one of the following:
 - ✓ Drag Racing
 - ✓ Driving under the influence of alcohol or drugs
 - ✓ Vehicular Homicide
 - ✓ Leaving the scene of an accident
 - ✓ Willfully eluding or fleeing a police officer after a traffic violation
 - ✓ Driving under suspension
 - ✓ Failure to maintain Financial Responsibility (insurance)
2. Two or more chargeable or "at fault" accidents (the nature and severity of the accident to be taken into account)
3. Three moving violations for which a total of six or more points were received
4. Any combination of one chargeable or "at fault" accident and two moving violations
5. A second driving under the influence conviction on their lifetime

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A criminal history arrest or an incident involvement check will be reviewed to determine if you should be disqualified from further consideration.

Disqualification will be an arrest, conviction or repeated involvement for any of the following:

- ✓ Any felony
- ✓ Sex Crimes
- ✓ Contribution to the delinquency of minors
- ✓ Providing alcohol to a minor
- ✓ Providing a firearm to a minor
- ✓ Repeated incidents involving alcohol use or abuse
- ✓ Obstructing justice
- ✓ Obstructing official business
- ✓ Resisting arrest
- ✓ Domestic Violence
- ✓ Prostitution
- ✓ Destruction or damage to private or public property
- ✓ Incidents involving firearms
- ✓ Public indecency
- ✓ Inducing panic
- ✓ Impersonating an officer
- ✓ Drug use or abuse
- ✓ Misconduct at an emergency
- ✓ Fraud
- ✓ Fireworks
- ✓ Telephone harassment
- ✓ False police reports
- ✓ Receiving stolen property
- ✓ Any other incident that would indicate an undesirable employee

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Authorization for Background Investigation

For the purpose of my possible employment, I authorize the Portage County Sheriff's Office to make a thorough investigation into my background which may include my:

- Academic Records
- Criminal Records
- Employment Records
- Military Service Records
- Reputation and Character Records
- General Aptitude for Police Work

I understand that information obtained from this background investigation may constitute a basis for denial of my employment. I also understand that any information obtained from this background investigation will not be used for any unlawful purpose.

Signature: _____ Date: _____



Candidate Profile

EOE Statement

Portage County is an Equal Opportunity Employer. Applicants requiring reasonable accommodation with the application or interview process, please notify the person from whom you obtained this application. All applicants are considered for positions without regard to race, color, religion, sex, national origin, age, marital status, medical condition, disability, veteran, reserve, or national guard status, genetic information or any other legally protected status.

Personal Information

Candidate:		Date Created:	
		Date of Application:	
Position:		Application Method:	
Location:		Referral Source:	
Main Phone:		Alternate Phone:	
Address:			
Email Address:			

Education

Institution:		Institution Type:	
Location:		Start Date:	
Degree:			
Major:			
Notes:			

Employment History

Employer:			
Phone:			
Job Title:			
Duties:			
Reason for Leaving:			
Dates of Employment:	From:	To:	
Supervisor:			
May we contact?			
Employer:			
Phone:			
Job Title:			
Duties:			
Reason for Leaving:			
Dates of Employment:	From:	To:	
Supervisor:			
May we contact?			



Candidate Profile

Employment History continued...

Employer:			
Phone:			
Job Title:			
Duties:			
Reason for Leaving:			
Dates of Employment:	From:	To:	
Supervisor:			
May we contact?			

US Military Experience

Branch of Service:			
Rank at Discharge:		Years in Service:	
Highest Rank Attained:		Are you currently in the reserves?	
Additional Information:			

Skills Experience

Skill:					
Last Used:		Skill Level:		Years of Experience:	
Skill Summary:					
Skill:					
Last Used:		Skill Level:		Years of Experience:	
Skill Summary:					
Skill:					
Last Used:		Skill Level:		Years of Experience:	
Skill Summary:					

Licenses and Certifications

Certification Type:		Registration Number:	
Geographic Area:		Certification Date:	
Expiration Date:			
Additional:			
Certification Type:		Registration Number:	
Geographic Area:		Certification Date:	
Expiration Date:			
Additional:			
Certification Type:		Registration Number:	
Geographic Area:		Certification Date:	



Candidate Profile

Licenses and Certifications continued...

Expiration Date:	
Additional:	

References

Name:		Personal Reference?	
Organization:		Title:	
Phone:		Email:	
Address:			
Name:		Personal Reference?	
Organization:		Title:	
Phone:		Email:	
Address:			
Name:		Personal Reference?	
Organization:		Title:	
Phone:		Email:	
Address:			

Drivers License Information

Name:		Driver's License #:	
Expiration Date:		State Issued:	
License Type:		Class:	
Endorsements:			

Additional Information

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Please read carefully before signing

Portage County complies with all federal, state and local laws that prohibit discrimination, including, but not limited to, the following: (1) The Civil Rights Act of 1964 (Title VII) which prohibits discrimination in employment because of race, color, religion, sex, national origin or ancestry; (2) The Age Discrimination in Employment Act (ADEA) of 1967 (3) The Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990 which prohibit discrimination against persons with disabilities; and (4) Ohio Revised Code Chapter 4112.02.

I authorize Portage County (its officers, agents, representatives, or duly authorized employee) to make a thorough investigation of my past employment, and to verify all data given on this application. I also agree to cooperate in such investigations and release from all liability or responsibility all persons, companies or corporations supplying such information. If the position for which I am applying requires, as a condition of employment, the possession of a valid



Candidate Profile

continued...

driver license, I also authorize Portage County to verify the validity of my driver license or review the states Motor Vehicle Registration Records.

I understand that an offer of employment may be contingent upon passing a drug and alcohol screening and submitting to a physical examination, if required by county policy, and I consent to the examinations and such future examinations as may be required by Portage County. If employed, I agree to provide proof of identity, relevant licensure or credentials, and authorization for employment in the United States.

I understand that an offer of employment may be contingent upon passing a criminal background check.

I hereby certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that if employed, any false or misleading statements on this application shall be considered sufficient cause for dismissal.

By signing this agreement, I am acknowledging that I have thoroughly read the above and that its terms and conditions are fully understood.

Print Name:

eSignature:

Date:

Please read carefully before signing

I certify that the facts set forth in the employment application and accompanying application materials are true and complete to the best of my knowledge.

Print Name:

Signature:

Date: