**BEAUFORT COUNTY SHERIFF’S OFFICE**

**APPLICATION PROCESS INFORMATION**

Thank you for your interest in employment with the Beaufort County Sheriff’s Office.

This packet contains the following forms:

1. Application Process Information Sheet
2. Authorization for Release of Information Form
3. Beaufort County Employment Application
4. Applicant Questionnaire
5. NC Sheriff’s Education & Training Standards’ Personal History Statement (F-3)
6. Essential Job Functions (Position specific)

**Pay close attention to the following information:**

Answer all questions honestly and completely. If the questions does not apply to you, indicate it does not apply by writing “N/A”. (Use additional sheets of paper when necessary.) Fill out each form with a black fine point pen. A current telephone number, street address, and mailing address are required to process your application.

You must submit a **certified** copy of your entire criminal history record from **every county where you have resided during the last ten years**. These criminal record checks must be submitted with your application packet at the time of application. (If you lived in North Carolina, a criminal record check is available for the Officer of the Clerk of Superior Court.)

You must submit a copy of a civil record check from the clerk of Court, Civil Division from **every county where you have resided during the past ten years**. These civil record checks must be submitted with your application packet at the time of applications. (If you lived in North Carolina, a civil record check is available from the Office of the Clerk of Court, Civil Division.)

List **ALL** criminal charges since age 16 except minor traffic infractions. Provide the date of offense, charging or arresting agency, location of court and the disposition. You must provide **certified copies** of warrants, summons, citation and dispositions of all criminal and traffic charges including charges that were dismissed. Provide a separate sheet of paper if necessary. Be certain to list all criminal and traffic charges, including charges that were dismissed.

The Authorization for Release of Information Form must be notarized and submitted along with the application. **We will not accept forms that have not been notarized.**

You must submit a copy of your credit report with your application packet from one of the following agencies or a reputable credit report provider of your choice. The payment for the copy of the credit report is the responsibility of the applicant. **No application will be accepted without the credit report**. This report can be obtained from the following agencies:

Equifax Credit Information Services

Telephone 1-800-270-3435

Transunion

Telephone 1-800-916-8800

Experian

Telephone 1-800-682-7654

Free yearly credit reports are available from each of the above agencies at <http://www.annualcreditreport.com>.

All applicants having prior military service must submit a copy of their **Form DD-214**.

All applicants having prior law enforcement service must submit a copy of their **Personal History Statement (F-3**) from each agency.

You must submit a copy of your **Birth Certificate** and **High School Diploma/GED**.

**A successful candidate will complete the following selection process prior to appointment:**

1. Meet certain criteria which has been established by the Beaufort County Sheriff’s Office and the NC Sheriff’s Education and Training Standards Commission.
2. Pass a computerized criminal and driving history check that will be conducted through the NC Administrative Office of the Courts, NC Division of Motor Vehicles, NC Division of Criminal Information and National Crime Information Center.
3. Pass an extensive background investigation conducted by a qualified Background Investigator which includes contacting present and prior employers, interviewing listed and unlisted references, verifying the candidate’s educations, training, traffic and criminal record, and credit status.
4. Pass a commission approved screening for marijuana, cocaine and other drugs without a confirmed positive test.
5. Pass a complete physical and psychological examination conducted by a licensed physician/psychiatrist chosen by the Beaufort County Sheriff’s Office. Must possess sufficient physical and mental ability to perform the essential job functions of the position.
6. Participate in a review board conducted by supervisors of the position applied for and Human Resources.
7. Following an extensive background investigation recommendations are made to the Sheriff.
8. Following a review of your file, final decision is made by the Sheriff. If you are chosen a pre-conditional offer of employment will be made to you personally by Sheriff Coleman.

The expected duration of the selection process will be approximately sixty days. The process could take longer than sixty days or less time depending on participation from the applicant in submitting required information and documentation.

A candidate who is not appointed may reapply in twelve months. Candidates for positions determined to be ineligible for appointment are informed in writing within thirty days of such a decision.

**When you submit your application packet to the Beaufort County Sheriff’s Office, it must contain the following items:**

1. Completed Beaufort County Employment Application
2. Completed and Notarized NC Sheriff’s Education and Standards’ Personal History Statement
3. Completed and Notarized Authorization for Release of Information Form
4. Completed and Notarized Applicant Questionnaire
5. Completed Essential Job Functions
6. Your Certified Criminal History from every county of residence within 10 years
7. Your Civil Records Check from every county of residence within 10 years
8. Your Credit Report
9. DD-214 (for prior Military applicants only)
10. Prior Personal History Statements (F-3) from each Agency (if applicable)
11. Copy of your Birth Certificate
12. Copy of your High School Diploma or GED
13. Any Educational Transcripts, Training Certificates or other documents you wish to be considered

If you have any questions or concerns with the application process, please don’t hesitate to contact me by phone or email.

Callie Van Horn

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