



# Mac McNeill, Sheriff

## Jefferson County Sheriff's Office

171 Industrial Park  
Monticello, Florida 32344  
Phone: (850) 997-2523  
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### PRE-SCREENER APPLICATION

EQUAL OPPORTUNITY EMPLOYER: The Jefferson County Sheriff's Office does not discriminate on the basis of race, religion, color sex, age, national origin or disability.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Position Sought (check one only) Driver's License #: \_\_\_\_\_

Dispatcher

*You must have completed a Florida Law Enforcement Academy to apply for the following:*

Deputy     Reserve Deputy     Corrections Officer     Reserve Corrections Officer

*If you have not completed an Academy, you may apply for a limited number of Corrections Officer Trainee positions:*

Correctional Officer Trainee (Provided you have taken the BAT exam and have your test scores available.)

**INSTRUCTIONS:** The purpose of this pre-screener application is to get truthful answers. Please complete all portions fully and accurately – incomplete forms will be returned. If it is determined that you are a viable candidate and positions are available, your processing will begin. If there are no available positions, your pre-screener will be kept on file and you will be notified once we have openings. **Do not include any documents** unless they are meant to explain pre-screener questions.

- yes    no    Are you at least 21 years of age?
- yes    no    Are you a United States Citizen?
- yes    no    Are you a resident of Jefferson County?
- yes    no    If no, are you willing to relocate to Jefferson County?
- yes    no    Do you possess a high school diploma or GED?
- yes    no    Has your driver's license been suspended in the past year?
- yes    no    Have you received 3 or more moving traffic violations in the past 3 years?
- yes    no    Have you ever been convicted of a felony?
- yes    no    Have you ever been convicted of a misdemeanor involving moral turpitude, false statements, perjury or domestic violence?
- yes    no    If employed by law enforcement or corrections agency, are you now under internal investigation?
- yes    no    Have you used, possessed or cultivated any illegal controlled substance within the past 3 years?  
Date last used: month/year \_\_\_\_\_

#### PERSONAL INFORMATION:

Date of Birth: \_\_\_\_\_ Sex: \_\_\_ Race: \_\_\_\_\_ (for statistical, affirmative action & criminal history use)

Yes    No    Have you ever worked for or applied to the Jefferson County Sheriff's Office before?

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Yes    No    Is there any other language you can read, write or speak fluently? \_\_\_\_\_

**EMPLOYMENT HISTORY:** Describe below the last 4 jobs you have held, including experience in the military, and part-time, temporary, or volunteer work, even if the company is closed. Begin with your present employment and work backwards. If you've ever worked in law enforcement or corrections (even if more than 4 jobs ago), please list the information.

<i>Present or most recent</i>		
1 Employer: _____	Dates of Employment, from: _____ To: _____	
Position(s) Held: _____	Type of Business: _____	
Description of Duties: _____	Reason for Leaving: _____	
<i>Present or most recent</i>		
2 Employer: _____	Dates of Employment, from: _____ To: _____	
Position(s) Held: _____	Type of Business: _____	
Description of Duties: _____	Reason for Leaving: _____	
<i>Present or most recent</i>		
3 Employer: _____	Dates of Employment, from: _____ To: _____	
Position(s) Held: _____	Type of Business: _____	
Description of Duties: _____	Reason for Leaving: _____	
<i>Present or most recent</i>		
4 Employer: _____	Dates of Employment, from: _____ To: _____	
Position(s) Held: _____	Type of Business: _____	
Description of Duties: _____	Reason for Leaving: _____	
<i>If you answer yes to the following, you must attach a <b>full</b> explanation before your application will be considered.</i>		
Yes	No	Have you ever been disciplined by any current or past employer(s)? If military experience, list disciplines, i.e. Article 15, etc. <i>(list each discipline, employer, dates)</i>
Yes	No	Have you ever been terminated or asked to resign from a job? <i>(list each employer, reason and dates)</i>

**EDUCATION RECORD:**

Yes	No	Do you have a college degree? Type of degree: _____ Course of Study: _____ If no degree, how many credits? _____ Course of Study: _____
Yes	No	Have you received your Florida law enforcement or Corrections certification or are you currently attending an academy? Type of academy and graduation date: _____

**CRIMINAL HISTORY: NOTE: Because you are applying to a law enforcement agency, you must include information about any arrest, charge, conviction or other criminal activity, even if the records are sealed or expunged.** If you answer yes to any of the following, you must attach a **full** explanation before your application will be considered.

Yes	No	Have you ever been arrested or charged with any felony and/or misdemeanor?
Yes	No	Have you ever been convicted of any felony and/or misdemeanor?
Yes	No	Have you ever been involved in the sale of illegal drugs?
Yes	No	Have you ever taken anything from an employer without proper permission?
Yes	No	Are you now or have you been the member of a gang or any association that engages in criminal activity?
Yes	No	Do you have regular or continuous associations or dealing with anyone under criminal investigation, or indictment, or who is involved in criminal behavior?

**UNITED STATES MILITARY RECORD:**

Have you ever been a member of the United States Armed Forces? (Veteran's Preference form provided with full application)

Branch: \_\_\_\_\_ Highest Rank: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

Active Duty Dates: \_\_\_\_\_ to: \_\_\_\_\_ Reserve Duty Dates from: \_\_\_\_\_ to: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_