



## Cherokee Sheriff's Office

498 Chattin Drive  
Canton, Georgia 30115  
(678) 493-4200  
Fax (678) 493-4149

"A NATIONALLY ACCREDITED AND STATE CERTIFIED LAW ENFORCEMENT AGENCY"



Frank Reynolds, Sheriff

Dear Applicant,

*I am pleased that you have decided to apply for employment with the Cherokee County Sheriff's office. Should you be selected for employment, you will find that the employees of the agency are highly motivated, career oriented, competent men and women with high ethical standards, who provide the entire range of law enforcement of services to the community.*

*Therefore, we have established very high standards for our employees. It is policy of this agency to hire only the best qualified individuals for full and part-time positions. Our employee selection process is thorough and regimented. It affords equal opportunity to everyone regardless of race, creed, color, gender, national origin, age or disability. All eligible applicants will be afforded the same opportunity for employment selection. Accordingly, should you be disabled, you may request any reasonable accommodation in order to further participate in the application process by contacting the Human Resources Office at 678-493-4128.*

***To be considered for employment, applicants must meet the minimum qualifications: Applicants must be at least 20 years of age for Deputy Sheriff or Detention Officer, 18 years of age for civilian positions, possess a state issued high school diploma or GED that is recognized by S.A.C.S or equivalent accrediting agency, possess a valid driver's license, honorable discharge (if prior military), be a US citizen, and have no adverse driving record nor felony or family violence convictions. In addition you can have no marijuana usage within the last 36 months, no other illegal drug usage within the last 60 months and no DUI convictions within the last 60 months. Sale of drugs is an automatic disqualification. Also, visible tattoos, intentional scarring, branding or mutilation on the ears, head, face or neck area are prohibited. Any tattoos, intentional scarring, branding or mutilation on the hands that cannot be covered up by one agency approved ring on each hand is prohibited. Tattoos, intentional scarring, branding or mutilation that is on any other body part, not previously mentioned, must be covered at all times while on duty by an agency approved uniform.***

*The hiring process includes but is not limited to the following: Passing an adult basic education test, passing a physical agility test, intensive background investigation, polygraph examination, oral interview and following a conditional job offer, medical examination, drug screen and psychological examination. The entire selection process takes approximately 45-60 days from the date of the written test.*

*If you fail to pass the written competency test or physical agility test, you may re-apply during an announced application period following the expiration of at least 30 days from the closing date of the application period during you were rejected for employment. A second failure of either test will require a six month waiting period before you may take the test again.*

*It is essential that you follow all directions provided. The application process requires you to provide much detailed information about yourself. Because we are a public safety organization, we must have accurate and extensive information upon which to base our employment decision so that we can properly serve the citizens of Cherokee County. Should you have any questions, please contact our Human Resources Office at 678-493-4128.*

***This application may be emailed to the HR Manager [khill@cherokeega.com](mailto:khill@cherokeega.com) or faxed to 678-493-4187.***

Sincerely,

  
Sheriff Frank Reynolds



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## APPLICATION FOR EMPLOYMENT

### Equal Opportunity Employer

The Cherokee Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services.

**Position:** Deputy/Detention Officer    Civilian    Reserve/Auxiliary    Crossing Guard **Date:**

### PERSONAL INFORMATION

Name:		Social Security Number:	
(Last)	(First)	(Middle Initial)	
List any alias names i.e. maiden names, nicknames, etc.:			
Address:		(City)	(State)
(Street)			(Zip Code)
County of Residence:		Email:	
Place of Birth:		Birth Date:	Age:
Cell Phone:	Home Phone:	Work Phone:	
Are you willing to work shift work (nights, holidays, weekends, etc.)?		Yes	No
Date available for employment:			
<b>For statistical purposes only (not required): Race:</b>		<b>Sex:</b>	

### EDUCATION

Do you have a High School Diploma or GED?		Yes	No	Date Completed:	
School	Name and address of school	Dates Attended	Degree Earned	Years Completed	
High School				9	10
				11	12
Business/Technical School				1	2
				3	4
College				1	2
				3	4
Graduate School				1	2
				3	4

## GENERAL INFORMATION

Have you ever been employed by or applied with the Cherokee Sheriff's Office? <b>Yes</b> <b>No</b>	If yes, when?
Are you related to anyone currently employed by the Cherokee Sheriff's Office? <b>Yes</b> <b>No</b>	Relatives Name:
How did you learn of this opening?	Relationship:
Are you a citizen of the United States?	<b>Yes</b> <b>No</b>
In accordance with the Immigration Reform Act of 1986, proof of authorization to be employed in the United States will be requires of all prospective employees. Failure to establish such proof will prohibit or discontinue employment.	
Have you ever been <b>convicted</b> of, or <b>plead guilty</b> or <b>Nolo Contendere</b> to a <b>felony</b> or act of <b>Family Violence</b> ? <b>Yes</b> <b>No</b> If yes, attach a written statement that answers what, when, where, the specific circumstances surrounding the event and the outcome.	
Active Military Service: <span style="float: right;"><b>N/A</b></span>	
From:                      To:                      Serial or Service No.:                      Branch:                      Discharge:	
From:                      To:                      Serial or Service No.:                      Branch:                      Discharge:	
U.S. Reserves/National Guard: <span style="float: right;"><b>N/A</b></span>	
From:                      To:                      Serial or Service No.:                      Branch:                      Discharge:	
From:                      To:                      Serial or Service No.:                      Branch:                      Discharge:	
Have you ever used marijuana? <span style="float: right;"><b>Yes</b>    <b>No</b></span>	
Have you ever sold, manufactured or delivered marijuana? <span style="float: right;"><b>Yes</b>    <b>No</b></span>	
Have you ever used any illegal drugs other than marijuana? <span style="float: right;"><b>Yes</b>    <b>No</b></span>	
Have you ever sold, manufactured or delivered any illegal drugs other than marijuana? <span style="float: right;"><b>Yes</b>    <b>No</b></span>	
If you answered yes to any of the above questions concerning drug use, answer the following questions:	
Briefly explain circumstances involving <b>marijuana</b> , including dates / number of times.	
Briefly explain circumstances involving illegal drugs <b>other than marijuana</b> , including dates / number of times.	
Are you a graduate of a police mandate school or academy? <span style="float: right;"><b>Yes</b>    <b>No</b></span>	
If yes, where and when?	
Do you have any visible tattoos, intentional scarring, branding or mutilation on the <b>ears, head, face</b> or <b>neck</b> ? <span style="float: right;"><b>Yes</b>    <b>No</b></span>	
If you have a tattoo, intentional scarring, branding or mutilation on your <b>hand</b> , can it be covered by one agency approved ring on each hand? <span style="float: right;"><b>Yes</b>    <b>No</b></span>	
If you have a tattoo, intentional scarring, branding or mutilation on <b>any other body part</b> not previously mentioned, will you be willing to have it covered at all times while on duty, by an agency approved uniform? (This includes long sleeves year round) <span style="float: right;"><b>Yes</b>    <b>No</b></span>	

## DRIVING HISTORY

Do you have a valid Driver's License? <b>Yes</b> <b>No</b>	Which State?	License Number	Date of expiration
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Have you ever been licensed to drive in another state? If yes, which state(s)?	<b>Yes</b> <b>No</b> License Number(s):
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Have you incurred any traffic charges within the last 3 years? Do not include parking tickets. If yes, give date(s) and type of charges:	<b>Yes</b> <b>No</b>
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## SKILLS AND TRAINING

List any special skills/training you have, that would be beneficial to this agency.

Write a brief essay explaining why you want to become a Deputy Sheriff, Civilian employee, Reserve/Auxiliary or Crossing Guard for the Cherokee Sheriff's Office. Attach an additional page if necessary.

## **POLYGRAPH EXAMINATION**

Prior to being employed with the Cherokee County Sheriff's Office, you will be required to pass an extensive background investigation. Part of this investigation will include a polygraph examination, a criminal background check, driver's history check, employment history check, a references check, verification of diplomas and/or certificates, a psychological examination, a medical examination, and interviews of known associates and neighbors.

Following an interview with the background investigators, you may be asked to take a polygraph examination. Polygraph questions may come from any of the following areas of the application:

1. Criminal history
2. Drug use
3. Driver's history
4. Work history
5. Alcohol use
6. Gambling
7. Honesty in filling out the application for employment
8. Honesty in completing the background investigation booklet

The preceding information was provided in compliance with CALEA standard 32.2.4.