

# Wayne County Sheriff's Office

1016 Andrew Jackson Dr.  
Waynesboro, Tennessee 38485  
(931) 722-3615  
[www.waynetnso.com](http://www.waynetnso.com)



**Sheriff Shane Fisher**

## **Application for Employment**

The Wayne County Sheriff's Office is an equal opportunity employer, dedicated to a place of nondiscrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, military service, or disability that does not prohibit performance of essential job functions.



Shane Fisher  
Sheriff

Donnie Carroll  
Chief Deputy

1016 ANDREW JACKSON DR \* WAYNESBORO, TENNESSEE 38485 \* (931) 722-3615

## EMPLOYMENT APPLICATION

### JOIN THE TEAM!

*"THE WAYNE COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER DEDICATED TO A WORKPLACE OF NONDISCRIMINATION REGARDING EMPLOYMENT ON ANY BASIS, INCLUDING AGE, SEX, COLOR, RACE, CREED, NATIONAL ORIGIN, RELIGION, MARITAL STATUS, POLITICS, MILITARY SERVICE, OR DISABILITY THAT DOES NOT PROHIBIT THE PERFORMANCE OF ESSENTIAL JOB FUNCTIONS."*

### WAYNE COUNTY SHERIFF- SHANE FISHER

Applicants may obtain an Employment application at the Sheriff's Office or download a copy online at [www.waynetnso.com](http://www.waynetnso.com) Complete the application fully, attach required documents, sign and submit by mail or in person.

**All information provided will remain confidential**

#### INSTRUCTIONS

- Type or print using black ink only, if a question does not apply, mark N/A.
- Do not submit a double sided copy of any document.
- Do not omit information; provide complete, accurate, and truthful information.
- Review application, sign all signature lines, and attach all requested documents.
- Notarize application and submit in person or by mail.

#### FOR USE BY ADMININSTRATIVE STAFF ONLY

DATE \_\_\_\_\_ APPLICANT \_\_\_\_\_

POSITION \_\_\_\_\_

NOTES: \_\_\_\_\_

DISPOSITION \_\_\_\_\_ RETENTION DATE \_\_\_\_\_



## INDEX

SECTION	INFORMATION	PAGE
ONE	PERSONAL INFORMATION	3
TWO	PERSONAL INQUIRY	4
THREE	APPLICATION INFORMATION	5-6
FOUR	WORK HISTORY	7-8
FIVE	CHARACTER REFERENCES	9
SIX	EDUCATION	10
SEVEN	SKILLS	11
EIGHT	MILITARY SERVICE	12
NINE	FINANCIAL HISTORY	13
TEN	DRIVING HISTORY	14
ELEVEN	ALCOHOL-DRUG USE	15
TWELVE	CRIMINAL HISTORY	16
THIRTEEN	NOTARIZED STATEMENTS	17
FOURTEEN	DOCUMENTS	18



## SECTION ONE- PERSONAL INFORMATION

1. Last Name			
2. First Name			
3. Middle Name			
4. Other names			
5. Date Of Birth		Drivers License # State of issue	
6. Social Security #		Selective Service #	
7. Street Address			
8. City			
9. State		Zip	
10. Cell Phone		Home Phone	
11. Email Address			

# OFFICE OF THE SHERIFF

WAYNE COUNTY, TENNESSEE



## SECTION TWO- PERSONAL INQUIRY

QUESTIONS	YES	NO	PLACE AN X IN YES OR NO BOX . TYPE OR PRINT YOUR EXPLANATIONS BELOW.
1. <i>Do you affirm or swear to support the Constitution of the United States and the State of Tennessee?</i>			
2. <i>Have you ever belonged to any group or organization that advocates the overthrow of the United States by force, violence, or any other means?</i>			
3. <i>Do you discriminate or have any bias based on age, sex, race, creed, national origin, religion, marital status, politics, military service, or disability?</i>			
4. <i>Have you ever associated with or been a member of a Gang of two or more members involved in a pattern of criminal activities?</i>			
5. <i>Are you related to or associated in any way to someone currently who is incarcerated in jail or prison?</i>			
6. <b>The Prison Rape Elimination Act:</b> <i>Have you ever engaged, convicted of engaging, adjudicated to have engaged, in sex abuse, by force, coercion, or non consent, in prison, jail, community confinement, juvenile facility, detention facility, or any other institution.</i>			

# OFFICE OF THE SHERIFF

WAYNE COUNTY, TENNESSEE



SECTION THREE- APPLICATION INFORMATION			
<b>DATE OF APPLICATION</b>			
<b>POSITION?</b> PLACE AN X IN BOX		PATROL DEPUTY <input type="checkbox"/> RESERVE DEPUTY <input type="checkbox"/> CORRECTIONS <input type="checkbox"/> DISPATCHER <input type="checkbox"/> ADMIN./ CLERK <input type="checkbox"/> OTHER <input type="checkbox"/>	
<b>WORK HOURS?</b> PLACE AN X IN BOX		FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/>	
<b>QUESTIONS</b>	<b>YES</b>	<b>NO</b>	<b>PLACE AN X IN YES OR NO BOX. TYPE OR PRINT YOUR EXPLANATIONS BELOW</b>
1. <i>Can you describe the duties and responsibilities of the position?</i>			
2. <i>Can you explain why you want to work at the WCSO?</i>			
3. <i>Can you advise why we should hire you?</i>			
4. <i>Are you over 18 years of age?</i>			
5. <i>Are you a U.S. Citizen?</i>			
6. <i>Have you ever applied or worked at Wayne County Sheriff's Office?</i>			
7. <i>Have you ever been fired, ask to resign, laid off, or failed to complete probation on the job?</i>			
8. <i>Are you currently employed?</i>			



### SECTION THREE- APPLICATION INFORMATION

QUESTIONS	YES	NO	PLACE AN X IN YES OR NO BOX . TYPE OR PRINT YOUR EXPLANATIONS BELOW.
9. Are you related to any Wayne County Sheriff's Office employee?			
10. Are any Wayne County Sheriff's Office employees, listed as character references?			
11. Are you currently a certified police officer or deputy sheriff?			
12. Are you currently a certified corrections officer or jailer?			
13. May we contact you by phone sometime between Mon-Friday 8am-4pm?			
14. May we contact your current employer regarding your work history?			
15. Would you be able to report to work two weeks after being offered a job?			



## SECTION FOUR- WORK HISTORY

INSTRUCTIONS- LIST YOU'RE LAST SIX JOBS, START WITH MOST CURRENT.

Organization				
Street Address				
City				
State		Zip		Phone #
Dates of Employment				
Position/ Title			Pay Rate	
Duties/ Tasks				
Reason For Leaving				
Organization				
Street Address				
City				
State		Zip		Phone #
Dates of Employment				
Position/ Title			Pay Rate	
Duties/ Tasks				
Reason For Leaving				
Organization				
Street Address				
City				
State		Zip		Phone #
Dates of Employment				
Position/ Title			Pay Rate	
Duties/ Tasks				
Reason For Leaving				



## SECTION FOUR- WORK HISTORY

INSTRUCTIONS- LIST YOUR LAST SIX JOBS, START WITH MOST CURRENT.

Organization				
Street Address				
City				
State		Zip		Phone #
Dates of Employment				
Position/ Title			Pay Rate	
Duties/ Tasks				
Reason For Leaving				
Organization				
Street Address				
City				
State		Zip		Phone #
Dates of Employment				
Position/ Title			Pay Rate	
Duties/ Tasks				
Reason For Leaving				
Organization				
Street Address				
City				
State		Zip		Phone #
Dates of Employment				
Position/ Title			Pay Rate	
Duties/ Tasks				
Reason For Leaving				



## SECTION FIVE- CHARACTER REFERENCES

INSTRUCTIONS- LIST 2- FRIENDS, 2- NEIGHBORS, AND 2 -COWORKERS, YOU HAVE KNOWN AT LEAST ONE YEAR. (NO RELATIVES)

Name-Friend					Years Known	
Street Address						
City						
State		Zip		Phone #		
Name-Friend					Years Known	
Street Address						
City						
State		Zip		Phone #		
Name-Neighbor					Years Known	
Street Address						
City						
State		Zip		Phone #		
Name-Neighbor					Years Known	
Street Address						
City						
State		Zip		Phone #		
Name-Coworker					Years Known	
Street Address						
City						
State		Zip		Phone #		
Name-Coworker					Years Known	
Street Address						
City						
State		Zip		Phone #		

# OFFICE OF THE SHERIFF

WAYNE COUNTY, TENNESSEE



## SECTION SIX- EDUCATION

<b>High School</b>		Year Graduated	
Dates attended		Diploma/ Certificate	
Location-City/State		Subject	
<b>GED Education</b>		Year Graduated	
Dates attended		Diploma/ Certificate	
Location-City/State		Subject	
<b>Technical- Vocational</b>		Year Graduated	
Dates attended		Diploma/ Certificate	
Location-City/State		Subject	
<b>College/ University</b>		Year Graduated	
Dates attended		Degree	
Location-City/State		Subject	
		Year Graduated	
Dates attended		Degree	
Location-City/State		Subject	
		Year Graduated	
Dates attended		Degree	
Location-City/State		Subject	
		Year Graduated	
Dates attended		Degree	
Location-City/State		Subject	
		Year Graduated	
Dates attended		Degree	
Location-City/State		Subject	

**\* IF YOU NEED TO DOCUMENT MORE EDUCATION ATTACH AN ADDITIONAL SHEET.**

# OFFICE OF THE SHERIFF

WAYNE COUNTY, TENNESSEE



## SECTION SEVEN- SKILLS

QUESTIONS	YES	NO	PLACE AN X IN YES OR NO BOX . TYPE OR PRINT YOUR EXPLANATIONS BELOW.
1. Are you familiar with the use of semiautomatic pistols, rifles, and shotguns?			
2. Do you have a TN state issued handgun permit?			
3. Do you know how to operate, speak, and hear over a police radio?			
4. Can you type and use a personal computer?			
5. Can you operate office equipment such as: Fax, Scanner, Copier, etc.			
6. Are you familiar with using Excel spreadsheets and Word documents?			
7. Have you ever spoken to a group or conducted a presentation?			
8. Do you speak any foreign languages and how fluent are you?			
9. Are you able to read and write complex reports?			
10. Do you have any special skills and qualifications related to the position you are applying that we need to know about?			



## SECTION EIGHT- MILITARY SERVICE

QUESTIONS	YES	NO	PLACE AN X IN YES OR NO BOX . TYPE OR PRINT YOUR EXPLANATIONS BELOW.
1. Are you registered with the Selective Service?			NOTE- All males 18-25 years of age are required to be registered for the military draft.
2. Have you ever been a member of the US Military?			
3. Can you provide your military dates of service?			
4. Can you describe your Jobs, Duties, and Assignments?			
5. Have you ever been a member of the Reserves, National, or State Guard?			
6. Do you currently have any military service obligations?			
7. Can you provide your current Military Unit and duty station?			
8. Can you provide a DD 214 or NBG 22 regarding your military service?			
9. Have you ever been convicted of a criminal offense by a military court?			
10. Did you receive an Honorable Discharge upon your release from service?			

# OFFICE OF THE SHERIFF

WAYNE COUNTY, TENNESSEE



## SECTION NINE- FINANCIAL HISTORY

QUESTIONS	YES	NO	PLACE AN X IN YES OR NO BOX . TYPE OR PRINT YOUR EXPLANATIONS BELOW.
1. <i>Do you know your current credit score?</i>			
2. <i>Have you ever filed/ declared bankruptcy?</i>			
3. <i>Do you have any wage garnishments on your income?</i>			
4. <i>Do you have any civil law suit judgments against you?</i>			
5. <i>Do you have any tax liens against you?</i>			
6. <i>Have you ever owned a business?</i>			
7. <i>Do you pay child support –alimony payments?</i>			
8. <i>Are you behind on any payments, loans, or arrears in child support?</i>			
9. <i>Do you owe any student loans?</i>			
10. <i>Do you owe any court fees, traffic violation -parking fines?</i>			

# OFFICE OF THE SHERIFF

WAYNE COUNTY, TENNESSEE



## SECTION TEN- DRIVING HISTORY

QUESTIONS	YES	NO	PLACE AN X IN YES OR NO BOX . TYPE OR PRINT YOUR EXPLANATIONS BELOW.
1. Do you have a valid TN Driver's License?			(Provide the number and state of issue)
2. Have you ever had your Driver's license suspended?			
3. Have you ever had your Driver's License revoked?			
4. Have you ever been cited for a speeding violation?			
5. Have you ever been cited for a non-moving violation?			
6. Have you ever been cited for a reckless driving violation?			
7. Have you ever been cited or assessed points for a traffic crash?			
8. Have you ever been arrested for Driving under the influence of alcohol or drugs?			
9. Have you ever been cited for a traffic violation in another state?			
10. Have you ever been court ordered to attend a traffic safety/ driving course?			

# OFFICE OF THE SHERIFF

WAYNE COUNTY, TENNESSEE



## SECTION ELEVEN- ALCOHOL AND DRUG USE

QUESTIONS	YES	NO	PLACE AN X IN YES OR NO BOX . TYPE OR PRINT YOUR EXPLANATIONS BELOW.
1. Do you consume alcoholic beverages and how often?			
2. Have you ever been treated for abuse of alcohol or drugs?			
3. Have you ever sold any illegal drugs?			
4. Have you used any illegal drugs within the past 7 years?			
5. Have you used any illegal drugs more than five times?			
6. Have you ever used prescription drugs not prescribed to you?			
7. Have you used Marijuana within 2 years?			
8. Have you ever used Heroin, LSD, PCP, Meth, or Crack Cocaine?			
9. Have you ever used stimulants, sedatives, hallucinogens, or opoid pain drugs for recreation?			
10. Have you ever inhaled glue, refrigerant, paint thinner, aerosols, or gases, for recreation?			

# OFFICE OF THE SHERIFF

WAYNE COUNTY, TENNESSEE



## SECTION TWELVE- CRIMINAL HISTORY

QUESTIONS	YES	NO	PLACE AN X IN YES OR NO BOX . TYPE OR PRINT YOUR EXPLANATIONS BELOW.
1. Have you ever been indicted by a grand jury or convicted of a crime?			
2. Have you ever pled guilty to a crime?			
3. Have you ever pled "No Contest" or "Nolo Contendere" to a crime?			
4. Have you ever had an order of protection or restraint order placed against you?			
5. Have you ever been arrested for a felony crime?			
6. Have you ever been arrested for using force or violence?			
7. Have you ever been arrested for theft, dishonesty, gambling, bribery, or abuse of authority?			
8. Have you ever been arrested for a crime re: liquor, alcohol, or drugs?			
9. Have you ever been arrested for a sex crime?			
10. Have you ever been arrested for criminal impersonation, tamper/destroy govt. records, or misuse of official information?			



## **AUTHORIZATION TO RELEASE INFORMATION**

*TO WHOM IT CONCERNS, I AUTHORIZE THE COMPLETE RELEASE OF RECORDS OR DATA PERTAINING TO ME WHICH AN INDIVIDUAL, COMPANY, FIRM, CORPORATION OR PUBLIC AGENCY MAY HAVE. I HEREBY AUTHORIZE AND REQUEST ANY PRESENT OR FORMER EMPLOYER, SCHOOL, POLICE DEPARTMENT, FINANCIAL INSTITUTION OR OTHER PERSONS HAVING KNOWLEDGE OF MY REPUTATION AND CHARACTER, MY MARRIAGE STATUS, FAMILY MEMBERS, EMPLOYMENT RECORDS, SCHOOL RECORDS, FINANCIAL RECORDS, CREDIT REPORT, MEDICAL RECORDS, PSYCHIATRIC RECORDS, DRIVING RECORDS, CRIMINAL HISTORY RECORDS, AND ANY OTHER INFORMATION NEEDED TO FURNISH THE WAYNE COUNTY SHERIFF'S OFFICE OR ITS DESIGNATED AGENTS WITH ANY AND ALL INFORMATION IN THEIR POSSESSION TO DETERMINE MY QUALIFICATIONS AND FITNESS IN CONSIDERING MY APPLICATION OF EMPLOYMENT.*

## **AUTHORIZATION OF EMPLOYMENT BACKGROUND CHECK**

*I AUTHORIZE THE WAYNE COUNTY SHERIFF'S OFFICE TO CONDUCT A THOROUGH INVESTIGATION OF MY BACKGROUND FOR EMPLOYMENT PURPOSES. I ALSO RELEASE WAYNE COUNTY SHERIFF'S OFFICE AND ITS AGENTS, OFFICIALS, INCLUDING OFFICERS, EMPLOYEES OR RELATED PERSONNEL, BOTH INDIVIDUALLY AND COLLECTIVELY, FROM ANY AND ALL LIABILITY FOR DAMAGES OF WHATEVER KIND, WHICH MAY AT ANYTIME RESULT TO ME, MY HEIRS, FAMILY OR ASSOCIATES AS A RESULT OF THIS INVESTIGATION. I UNDERSTAND THAT ALL INFORMATION, REPORTS, AND OTHER MATERIALS OBTAINED ARE THE PROPERTY OF THE WAYNE COUNTY SHERIFF'S OFFICE AND MAKE NO CLAIMS OF OWNERSHIP. I ALSO UNDERSTAND THAT ALL INFORMATION AND SOURCES OF INFORMATION WILL REMAIN CONFIDENTIAL.*

## **AFFIRMATION OF TRUTH**

*I AFFIRM THAT ALL INFORMATION PROVIDED BY ME IN THIS EMPLOYMENT APPLICATION IS COMPLETE, ACCURATE, AND TRUTHFUL TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND AND CONSENT TO IMMEDIATE DISQUALIFICATION OR DISCHARGE FROM EMPLOYMENT IF ANY OMISSIONS, MISREPRESENTATIONS, OR FALSE STATEMENTS ARE FOUND.*

**APPLICANT PRINTED NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPLICANT SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

# OFFICE OF THE SHERIFF

## WAYNE COUNTY, TENNESSEE



**Shane Fisher**  
Sheriff

1016 ANDREW JACKSON DR \* WAYNESBORO, TENNESSEE 38485 \* (931) 722-3615

**Donnie Carroll**  
Chief Deputy

<b>DOCUMENTS</b>			
<b>LIST OF DOCUMENTS</b>	<b>YES</b>	<b>NO</b>	<b>PLACE AN X IN YES OR NO BOX IF YOU PROVIDED COPIES OF THE DOCUMENT.</b>
<b>1. Photograph</b> <i>(Current-6 Months)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>2. Drivers license-</b> <i>(Legible Photocopy)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>3. Birth Certificate-</b> <i>(Certified Copy)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>4. Social Security Card</b> <i>(Legible Photocopy)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>5. Documentation of name change.</b> <i>(Marriage, Divorce, etc.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>6. Military discharge papers</b> <i>(DD214 or NGB-22)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>7. High School Diploma, Certificate, or Transcripts</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>8. College/ University Diploma, Certificate, or Transcripts</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>9. P.O.S.T. Certification Documentation.</b> <i>(Out of State Officers need LE Academy Curriculum from their State)</i>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>10. Credit Report</b> <i>(Current- 6 Months And Show Score)</i>	<input type="checkbox"/>	<input type="checkbox"/>	

**\*ATTACH DOCUMENTS TO BACK OF THIS SHEET.**