

# LANE COUNTY SHERIFF'S OFFICE

144 S. Lane Street  
Dighton KS, 67839  
P.O. Box 478  
(620) 397-2828 Office / (620) 397-5933 Fax  
Sheriff Antonio Rodriguez



It is the policy of Lane County Sheriff's Office to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

## **Applicant Information**

Applicant Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Number of years at this address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

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## Emergency Contact

Who should be contacted if you are involved in an emergency?

Contact Name: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

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Job Position Applied For: \_\_\_\_\_

Full or Part Time? \_\_\_\_\_

Salary Desired: \_\_\_\_\_

Have you applied to our agency previously? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when? \_\_\_\_\_

Are you willing to work any shift, including nights and weekends? \_\_\_\_\_ Yes  
\_\_\_\_\_ No

If no, please state any limitations: \_\_\_\_\_

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Are you available to work overtime? \_\_\_\_\_ Yes \_\_\_\_\_ No

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If you are offered employment, when would you be available to begin work?

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If hired, are you able to submit proof that you are legally eligible for employment in the United States?    ☐ Yes    ☐ No

Are you able to perform the essential functions of the job position you seek with reasonable accommodation?    ☐ Yes    ☐ No

What reasonable accommodation, if any, would you request?

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Have you ever been convicted of a felony or misdemeanor?

☐ Yes, I was convicted of \_\_\_\_\_ on \_\_\_\_\_ (date) in

\_\_\_\_\_ (City), \_\_\_\_\_ (State)

☐ No

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN  
AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE  
OF EMPLOYMENT.

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## Applicant's Skills

Check those skills that you have. List any other skills that may be useful for the job you are seeking. Enter the number of years of experience, and circle the number which corresponds to your ability for each particular skill. (One represents poor ability, while five represents exceptional ability.)

Skill	Years of Experience	Ability or Rating
<input type="checkbox"/> Typing	_____	1 2 3 4 5
<input type="checkbox"/> Microsoft Office Suite (Word, Excel, Etc.)	_____	1 2 3 4 5
<input type="checkbox"/> Answering Telephones	_____	1 2 3 4 5
<input type="checkbox"/> Firearm Skills	_____	1 2 3 4 5
<input type="checkbox"/> Communication Skills	_____	1 2 3 4 5
<input type="checkbox"/> Works Well Under Pressure	_____	1 2 3 4 5
<input type="checkbox"/> Observation Skills	_____	1 2 3 4 5
<input type="checkbox"/> Works Well With Others	_____	1 2 3 4 5
<input type="checkbox"/> _____	_____	1 2 3 4 5
<input type="checkbox"/> _____	_____	1 2 3 4 5
<input type="checkbox"/> _____	_____	1 2 3 4 5

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## **Applicant Employment History**

List your current or most recent employment first. Please list all jobs (including self-employment service) which you have held, beginning with the most recent, and list and explain any gaps in employment. If additional space is needed, continue on the back page of this application.

Employer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year) \_\_\_\_\_

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Employer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Dates of Employment (Month/Year) \_\_\_\_\_

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Employer Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Job Duties: \_\_\_\_\_

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## **Applicant's Education and Training**

College/University Name and Address:

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Did you receive a degree?    ☐ Yes    ☐ No

If yes, Degree(s) received: \_\_\_\_\_

High School/ GED Name and Address:

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Did you receive a diploma?    ☐ Yes    ☐ No

Other Training (Graduate, Technical, Vocational):

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Please indicate any current professional licenses or certifications that you hold:

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Awards, Honors, Special Achievements:

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Military Service:    ☐ Yes    ☐ No

Branch: \_\_\_\_\_ Specialized Training: \_\_\_\_\_

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## References

List any two non-relatives who would be willing to provide a reference for you.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Please provide any other information that you believe should be considered,  
including whether you are bound by any agreement with any current employer.

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## CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination.

I authorize Lane County Sheriff's Office to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

**Being hired as an employee of Lane County you legally are an At-Will Employee. Accordingly, you are free to resign at any time, for any reason or no reason at all, with or without cause. Similarly, the County may terminate the employment relationship at will at any time, for a reason or no reason at all, with or without cause or notice, so long as there is no violation of any applicable federal or state law or contract.**

I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND UNDERSTAND AND AGREE TO ITS TERMS.

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

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## LANE COUNTY AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS

I, \_\_\_\_\_, do hereby authorize to disclose to the Lane County Sheriff's Office, \_\_\_\_\_, all information relating to my employment records, specifically to include but not exclusive to a description of my duties; physical requirements necessary to perform the job; a position description; date of hire; shift hours worked; job performance evaluation reports, personnel records, internal affairs files, and all other information and/or records, reports, or memorandums on file of every kind and character, and your opinions, written or oral, regarding my employment.

I hereby expressly waive any claim of privilege with respect to any disclosures which you may make to the above-mentioned person(s). I hereby release the custodian or custodians of such records and the above mentioned employer, including their employees, from any and all claims of liability or damage of any kind or nature which may arise as a result of the above mentioned employer having released these files to

\_\_\_\_\_ Of the Lane County Sheriff's Office.

A copy of this authorization will be effective as the original.

Applicant's Signature: \_\_\_\_\_

State of Kansas County of  
Lane

Subscribed and sworn before me by \_\_\_\_\_ on this \_\_\_\_\_ Day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_.