

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 Bryan E. Kough



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: _____

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: _____

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?

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?

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) _____

Employer Name: _____

Supervisor Name: _____

Address: _____

City/State/Zip: _____

Job Duties: _____

Reason for Leaving: _____

Dates of Employment (Month/Year) _____

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Applicant's Education and Training

College/University Name and Address:

Did you receive a degree? Yes No

If yes, Degree(s) received: _____

High School/ GED Name and Address:

Did you receive a diploma? Yes No

Other Training (Graduate, Technical, Vocational):

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

Awards, Honors, Special Achievements:

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 _____.