

**SAGINAW COUNTY
SHERIFF'S OFFICE**

618 CASS STREET
SAGINAW, MICHIGAN 48602
(989) 790-5456
FAX (989) 790-5429



**SHERIFF
WILLIAM L. FEDERSPIEL**

**Undersheriff
ROBERT X. KARL**

Applicant Instructions

When completing an application for employment, please complete the following documents:

1. County of Saginaw Application for Employment
2. Additional application information
3. Authority to Release Information (Make sure "Witness" section is complete. You may request that a member of the sheriff's office staff assist with this request.)
4. MCOLES Candidate's Personal History Statement (sworn law enforcement position)
5. Copy of MCOLES score band for physical and written (sworn law enforcement position)
6. Military record form DD-214 (if applicable)
7. Copy of Corrections 160 Training certification (previously certified corrections officer)

Applications will be kept on file and processed depending on a need for a specific position.
Thank you for your interest in the Saginaw County Sheriff's Office.



"Working Together To Make Saginaw County A Safer Place to Live"

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AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any member or other authorized representative of the Saginaw County Sheriff's Office bearing this release, or copy thereof, within one year of its date, to obtain any information in your files pertaining to my employment, military, educational records (including but not limited to academic, achievement, attendance, athletic, personal history and disciplinary records), credit records (including credit card and payment device numbers) and law enforcement records (including but not limited to any record of charge, prosecution or conviction for criminal or civil offenses). I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the official use of the Saginaw County Sheriff's Office. I hereby release you, as the custodian of such records, and any school, college, university or other educational institution, credit bureau, lending institution, consumer reporting agency, retail business establishment, law enforcement agency or criminal justice agency, including its officers, employees or related personnel, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates, because of compliance with this authorization and request to release information or any attempt to comply with it. I am furnishing my social security number on a voluntary basis with the understanding that this is not required by Federal statute or regulation. I have been advised that the Saginaw County Sheriff's Office will utilize this number only to facilitate the location of employment, military, credit and educational records concerning me in connection with this application. Should there be any question as to the validity of this release, you may contact me as indicated below.

Signature (Full Name): _____

Print Full Name: _____

Current Address: _____

Telephone Number(s): _____

Social Security Number: _____

Date: _____

Witness Signature: _____

Witness Signature: _____



"Working Together To Make Saginaw County A Safer Place to Live"

Saginaw County is an equal opportunity employer. Federal and State law prohibits discrimination in employment practices because of race, color, religion, age, sex, national origin, or handicap.

IMPORTANT: Carefully read and follow all instructions.

TYPE OR PRINT IN INK

Name _____
 (Last) (First)

Present Address _____
 (Number) (Street) (City or Twp.) (State) (Zip Code)

Telephone: Home _____ Work or Other _____

First Date Available for Employment _____

Email Address _____

POSITION APPLIED FOR: _____

This form is not to be copied for distribution without the approval of the Personnel Department.

APPLICATION FOR EMPLOYMENT
 COUNTY OF SAGINAW
 An Equal Opportunity Employer
 PERSONNEL DIVISION,
 CONTROLLERS OFFICE
 Saginaw County Courthouse
 111 S. Michigan, Saginaw, MI 48602
 Telephone: (989) 790-5213

EDUCATION* (Select highest grade completed) ○○○○○○○○ ○ ○ ○ ○ ○○○○○○○○
 Grade School 1 2 3 4 5 6 7 8 High School 9 10 11 12 College 1 2 3 4 5 6 7 8

Type of School	NAME	LOCATION	Dates Attended From To	Did You Graduate?	No. Credit Hrs. Comp.	Degree Received	Major Courses
High School			○ ○ ○ ○				
Business							
College							

***Verification of education including diplomas, certificates and transcripts may be required.**

Are you interested in: Full Time Work? Part-time (REGULAR) Work? TEMPORARY WORK? SUMMER Work?

EMPLOYMENT HISTORY: Beginning with your present or most recent employment (1), please list your last four jobs.

(1)
 Employing Firm _____ From _____
 City & State _____ To _____
 Your Title _____ Full-time Part-time
 Specific Duties _____ Starting Salary _____
 _____ Last Salary _____
 _____ Supv. Name _____
 Reason for Leaving _____

(2)
 Employing Firm _____ From _____
 City & State _____ To _____
 Your Title _____ Full-time Part-time
 Specific Duties _____ Starting Salary _____
 _____ Last Salary _____
 _____ Supv. Name _____
 Reason for Leaving _____

(3)
 Employing Firm _____ From _____
 City & State _____ To _____
 Your Title _____ Full-time Part-time
 Specific Duties _____ Starting Salary _____
 _____ Last Salary _____
 _____ Supv. Name _____
 Reason for Leaving _____

(4)
 Employing Firm _____ From _____
 City & State _____ To _____
 Your Title _____ Full-time Part-time
 Specific Duties _____ Starting Salary _____
 _____ Last Salary _____
 _____ Supv. Name _____
 Reason for Leaving _____

NON-PAID VOLUNTARY EXPERIENCE AND MILITARY SERVICE

Employing Firm	Address	From	To	Job Title	Duties
1.					
2.					
3.					

In addition to the experience and training listed, please give any reason why you feel you would be successful in the position for which you are applying. (Attach additional sheets if necessary.) _____

PERSONAL DATA

Are you 18 years of age or older? _____ Were you previously employed by Saginaw County? _____ If yes, when? _____

Name and telephone number of person to be notified in case of accident or emergency. _____

Can you perform the essential duties of the job in which you wish to be employed, with or without accommodation? Yes _____ No _____

If you are now employed, may we contact your present employer in regards to your qualifications? _____

PERSONAL REFERENCES (Not Former Employers or Relatives)

Name & Occupation	Address	Phone Number

(1) I hereby authorize the Saginaw County to contact my former employers, educational institutions, and personal references for the purpose of verifying my suitability for employment.

(2) I understand that I must satisfactorily complete a physical examination (which may include drug testing) as arranged by the County.

(3) I hereby authorize the County to verify my driving record if the position for which I am applying requires the use of a motor vehicle.

(4) I understand that new employees must complete a six-month probationary period before the appointment is considered regular. Probationary employees may be discharged without access to any appeal procedure.

(5) I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true and correct to the best of my knowledge and belief.

(6) I also understand that a false statement or dishonest answer to any question may be grounds for cancellation of my application, removal from the eligible list or my dismissal after appointment.

Date: _____ Signature: _____

ADDITIONAL APPLICATION INFORMATION

The following information is required before we can process your application further. Please be as complete in your answers as possible. Attach additional sheets as necessary.

1. Name: First _____ Middle _____ Last _____

2. Present address: _____

3. Home Phone: _____ Cell Phone: _____

4. Date of Birth: _____ Height: _____ Weight: _____

5. Are you a U.S. citizen? _____

6. Drivers License Number: _____ State: _____

7. Are you willing to work all shifts, Sundays, and holidays? _____

8. List all police contact, accidents, citations, arrest, civil, and/or criminal action against you:

9. Have you ever been dismissed or asked to resign from any employment or position you have held?
If yes, explain: _____

10. Have you ever gone under another name? _____

11. Give three (3) additional personal references not on original application.

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

Name: _____

Address: _____

Phone: _____

12. List, chronologically, your last three residences.

Address: _____

From: _____ To: _____

Address: _____

From: _____ To: _____

Address: _____

From: _____ To: _____

13. List information on the following relatives:

<u>Name</u>	<u>Address</u>	<u>Phone</u>
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Father: _____

Mother: _____

Brothers: _____

Sisters: _____

14. Do you speak, read or write any foreign language? _____

If yes, what language and how proficient are you? _____

15. Please list any special abilities you have or avocations at which you are proficient.

16. Please list any additional information you think we should consider about you as a candidate for employment with the Saginaw County Sheriff's Department.

Signature

Date