



**EARL R. BUTLER, SHERIFF  
CUMBERLAND COUNTY SHERIFF'S OFFICE**



*An Internationally Accredited Law Enforcement Agency  
An Equal Opportunity Employer*

**EMPLOYMENT APPLICATION PACKET  
CIVILIAN POSITIONS**

**THE POSITION YOU ARE APPLYING FOR IS:** \_\_\_\_\_

**COMPLETE AND SUBMIT THE ATTACHED DOCUMENTS:**

- \_\_\_\_\_ Cumberland County Application for Employment
- \_\_\_\_\_ CCSO Preliminary Application /  
Authorization for Release of Personal Information (must be notarized)

**SUBMIT THE REQUIRED ADDITIONAL INFORMATION:**

- \_\_\_\_\_ Copy of Birth Certificate
- \_\_\_\_\_ Copy of Social Security Card \*\*
- \_\_\_\_\_ Copy of High School Diploma/GED/College Transcript
- \_\_\_\_\_ Copy of NC Driver's License

\*\* The Social Security Number is used to make positive identification of application and/or law enforcement personnel. DISCLOSURE IS VOLUNTARY. However, failure to provide this information may result in delay in the processing of application materials and may result in inaccurate records being assigned to you.

The attached forms must be completed and returned to the Human Resources Office for processing. Every question must be answered. For additional information on completion of the Employment Application Packet, please do not hesitate to contact the Cumberland County Sheriff's Human Resources Office at (910) 677-5406 or (910) 321-6760.

[www.ccsonc.org](http://www.ccsonc.org)

**APPLICATIONS THAT ARE NOT COMPLETED AS PER INSTRUCTIONS WILL NOT BE PROCESSED. ADDITIONAL INFORMATION MAY BE REQUESTED.**

**131 DICK STREET • FAYETTEVILLE, NORTH CAROLINA • 28301-5793  
(910) 323-1500**

# **CUMBERLAND COUNTY SHERIFF'S OFFICE**

*AN INTERNATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY*

*AN EQUAL OPPORTUNITY EMPLOYER*

## **Summary of the Selection Process**

**It is the policy of the Cumberland County Sheriff's Office to recruit, hire, train and promote employees without discrimination because of age, color, national origin, physical ability, political affiliation, race, religion or sex.**

- 1. Applicants may go to the Sheriff's Human Resources Office to obtain an application for employment.**
- 2. Applicants must return the completed Employment Application Packet to the Sheriff's Human Resources Office.**
  - Human Resources may acknowledge receipt of the completed Employment Application Packet in writing via US Postal mail or at the time application is received.
- 3. The Human Resources Office will initiate a background investigation.**
  - This investigation may take several days/weeks to be completed depending upon the applicant's history and/or the number of applications received.
  - Applicants may be requested (at a later date, but prior to employment) to obtain additional record checks at their own expense.
- 4. The Human Resources Office may schedule the applicant to appear for an Oral Interview.**
  - The interview will be facing an Interview Committee.
- 5. The entire selection process may take up to 30 days or more to complete.**
  - If at ANY POINT a decision is made to decline the applicant's request for hire, the individual will be notified in writing within 30 days of the decision
- 6. Time to allow:**
  - Background investigation – This phase may take several days or weeks to be completed.
  - Oral interview – If selected, applicants should allow at least one (1) hour for the oral interview.
  - Drug screen – Applicants given a drug screen should allow at least two (2) hours for completion.
- 7. Areas of Inquiry and /or examination:**
  - Applicants selected for background investigation will be investigated by member(s) of the Cumberland County Sheriff's Office who may inquire into the applicant's education record, personal conduct, criminal history, military history, prior employment performance and relationships with other people before a final offer of employment is made.
  - Applicants selected for an oral interview will be questioned by members of the Cumberland County Sheriff's Office. General areas of questioning include, but are not limited to, the applicant's employment application responses, job specific scenario based questions and law enforcement interests.
  - Applicants should advise references and past employers that they will be contacted by the Cumberland County Sheriff's Office and to respond to the inquiries in a timely fashion.
  - Applicants selected will be fingerprinted and a thorough search of fingerprint records will be conducted.

**The Cumberland County Sheriff's Office Reserves The Right to Modify This Selection Process At Anytime Without Prior Notice. Applications That Are Not Completed As Per Instructions Will Not Be Processed. Further Information May Be Requested.**

Cumberland County Sheriff's Office \* 131 Dick St \* Fayetteville, NC 28301-5793 \* (910)323-1500 \* [www.ccsong.org](http://www.ccsong.org) revised 8/2011

# COUNTY of CUMBERLAND

An Equal Opportunity Employer

## APPLICATION FOR EMPLOYMENT

Date Received	Applicant ID#
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**PLEASE READ ALL INSTRUCTIONS PRIOR TO COMPLETION**

All applicants are considered for positions without regard to race, color, sex, age, national origin, religion, disability or political affiliation.

**Please Print or Type.** Please answer all questions and insure that your application is complete so that we may fully and accurately evaluate your qualifications. You may attach a resume to supplement the requested information but it will not be accepted in lieu of a completed work history. **"SEE RESUME" is NOT acceptable.** List separately each job held and your duties for each for position where you worked for one employer and held more than one position. Provide only the last 4 digits of your SSN. Review your application for accuracy. Read carefully the disclosure statement, sign and date before submitting your application to the Human Resources Office, Cumberland County Courthouse, 117 Dick Street, Room 14 or mail to: Cumberland County Human Resources, P.O. Box 1829, Fayetteville, NC 28302-1829. Our phone number & website are: 910-678-7653; www.co.cumberland.nc.us

**Position You Are Applying For:** (A separate application is required for each position applied for - legible photo copies are acceptable.)

Application Date	Position Title	Position Number	Position Closing Date
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**Personal Data**

Last 4 digits of SSN	Last Name	First Name	Middle Name
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Address (Street number and name)	City	State	Zip Code
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E-Mail Address	Contact Number (where you can be reached)	Alternate Contact Number
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**Related by blood or marriage to any person now working for Cumberland County?**  Yes (If yes, complete below)

<u>Name</u>	<u>Department</u>
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**Are you a current or previous employee of Cumberland County?**  Yes (If yes, complete below)

<u>Department</u>	<u>Service Began</u>	<u>Service Ended</u>
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**Eligibility for Veteran's Preference:**  Yes  No

**Referral Source:**  Employment Security Commission  Job Line  Internet  Job Fair  Walk-In  
 Other \_\_\_\_\_

**Education:**  
 Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED      College: 1 2 3 4      Graduate School: 1 2 3 4

**Detail below your education as indicated above. Under "S/Q Hours", list hours completed and if they were Semester (S) or Quarter (Q).**

Schools	Name & Location	Dates Attended (mo/yr) From:      To:	Grad?	S/Q Hrs.	Major/Minor	Type Degree Received
High School			Yes No			
Community/ Tech College			<input type="checkbox"/> Yes <input type="checkbox"/> No			
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No			
College/ University			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Graduate/ Professional			<input type="checkbox"/> Yes <input type="checkbox"/> No			

Have you ever been convicted of an offense against the law other than a minor traffic violation? (A conviction does not mean you cannot be hired; the offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.)  No  Yes (If yes, explain fully on an additional sheet.)



Last 4 digits of SSN	Last Name
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**Work History (include volunteer experience). Begin with most current position. Use additional sheets as necessary.**

Job Title	Supervisors Name	Date Started (mo/yr)	Date Separated (mo/yr)	Your Work Was	Years	Months	Hrs/Wk
				Full-Time			
				Part-Time			
Employer		Employer's Complete Address				Telephone Number	
Starting Salary	Ending Salary	Number of Persons supervised by you	Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Duties:

Job Title	Supervisors Name	Date Started (mo/yr)	Date Separated (mo/yr)	Your Work Was	Years	Months	Hrs/Wk
				Full-Time			
				Part-Time			
Employer		Employer's Complete Address				Telephone Number	
Starting Salary	Ending Salary	Number of Persons supervised by you	Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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				Full-Time			
				Part-Time			
Employer		Employer's Complete Address				Telephone Number	
Starting Salary	Ending Salary	Number of Persons supervised by you	Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

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				Part-Time			
Employer		Employer's Complete Address				Telephone Number	
Starting Salary	Ending Salary	Number of Persons supervised by you	Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Duties:

Last 4 digits of SSN	Last Name
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Starting Salary	Ending Salary	Number of Persons supervised by you	Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Duties:

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Duties:

Job Title	Supervisors Name	Date Started (mo/yr)	Date Separated (mo/yr)	Your Work Was	Years	Months	Hrs/Wk
				Full-Time			
				Part-Time			
Employer		Employer's Complete Address				Telephone Number	
Starting Salary	Ending Salary	Number of Persons supervised by you	Reason for Leaving		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Duties:

# Cumberland County Sheriff's Office

An Equal Opportunity Employer

## Preliminary Application

An Internationally Accredited Law Enforcement Agency

Honesty is the most important part of the applicant's selection process. There will be a thorough background investigation conducted to verify all information. Please be honest in all responses. Deception is the foremost reason for being rejected, not the content of what's reported. **Omit Nothing.** If in doubt, include the information with an explanation.

Date: \_\_\_\_\_

Position applying for: \_\_\_\_\_ Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last (Maiden) Applicant's Signature

Have you ever applied with the Cumberland County Sheriff's Office before? Yes/No \_\_\_\_\_ If so, when? \_\_\_\_\_

Have you ever been known by or used any other name? Yes/No \_\_\_\_\_ If so, what names? \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ \*\*SSN#: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Previous Address: \_\_\_\_\_  
Street City State Zip

What other cities have you lived in since high school? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Driver's Lic.# \_\_\_\_\_ State: \_\_\_\_\_ List any previous states you have had a driver's license in: \_\_\_\_\_ / \_\_\_\_\_

Has your driver's license ever been Suspended or Revoked? Yes/No \_\_\_\_\_ If so, when? \_\_\_\_\_

Education level completed: H/S Diploma/G.E.D.: \_\_\_\_\_ BLET/DOCC: \_\_\_\_\_ 2/4Yr Degree: \_\_\_\_\_ Other: \_\_\_\_\_

It is very important that the following questions be answered honestly. If a background investigation reveals different information, your application may be rejected. A Polygraph Examination may be required during the application process. **Please, be honest.** Have you ever, illegally used cocaine, crack, hashish, LSD, marijuana, steroids or any other illegal drug in your life? Yes/No \_\_\_\_\_ If yes, please list: Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_

Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_ Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_

Have you ever been charged with or arrested for any criminal offense, even if it was dismissed? Yes/No \_\_\_\_\_  
If so, when? \_\_\_\_\_ What were the charges? \_\_\_\_\_

Explain what took place and where? \_\_\_\_\_

Have you ever been a suspect or been questioned by a law enforcement agency? Yes/No \_\_\_\_\_ If so, please explain \_\_\_\_\_

Were you ever in the Military/Reserves? Yes/No \_\_\_\_\_ Branch: \_\_\_\_\_ Dates of service: \_\_\_\_\_

Any disciplinary actions? Yes/No \_\_\_\_\_ If so, could you explain? \_\_\_\_\_

Military Discharge type: Honorable \_\_\_\_\_ General (UHC) \_\_\_\_\_ Other Than Honorable \_\_\_\_\_ Dishonorable \_\_\_\_\_ BCD \_\_\_\_\_

Do you have a pending application at another law enforcement agency? Yes/No \_\_\_\_\_ If so, where? \_\_\_\_\_

Are you currently employed? Yes/No: \_\_\_\_\_ Have you ever been discharged or requested to resign due to rules violations or criminal misconduct? Yes/No \_\_\_\_\_ If so, explain? \_\_\_\_\_

How did you hear about this job? Newspaper Ad: \_\_\_\_\_ Career/Job Fair: \_\_\_\_\_ ESC: \_\_\_\_\_ Internet: \_\_\_\_\_ Other: \_\_\_\_\_

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Release Authorization on Next Page Must Be Notarized

Return This Application to:

Cumberland County Sheriff's Office • Attn: Human Resources • 131 Dick Street • Fayetteville, N.C. 28301-5793 • (910) 323-1500

View the Cumberland County Sheriff's Office website at [www.ccsonc.org](http://www.ccsonc.org)

1/2009 version

