



Montgomery County Sheriff's Office

Sheriff Tyson Holshouser

140 N. Main Street.

Hillsboro, IL 62049

(217)532-9511

Employment Application

Position Applied For: _____ Date: _____

Name: _____

Home Phone: _____ Cell Phone: _____

Social Security No: _____ Date of Birth: _____

Age: _____ Male: _____ Female: _____

Height: _____ Weight: _____ Hair Color: _____ Eye Color: _____

Current Address: _____
Street City State Zip

From: _____ To: _____
Mo/Year Mo/Year

Previous Address: _____
Street City State Zip

From: _____ To: _____
Mo/Year Mo/Year

I will provide necessary documentation to validate that I am (Check a Box):

____ A citizen or national of the United States or

____ Authorized by the Immigration and Naturalization Service to work in the United States.

Have you ever worked for this County? _____

If yes, when and for what Office: _____

Education

Circle Last Grade Completed: 1 2 3 4 5 6 7 8

High School: 1 2 3 4

School: _____

From: _____
Mo/Year

To: _____
Mo/Year

If you did not graduate, why? _____

Circle Last College Year Completed: 1 2 3 4 Did you graduate? Yes: _____ No: _____

College Attended: _____ From: _____ To: _____
Mo/Year Mo/Year

Degree Grade Point Avg

Major HRS in Major Minor HRS in Minor

Advanced Degree: _____ College: _____ Date: _____

Military Service

Years of Service: _____ Branch: _____ Occupation: _____

Rank: _____ Specialized Training: _____

Contact Person: _____

Employment

Last or Current Employer: _____

May We Contact For Reference? Yes: _____ No: _____

Position: _____ From: _____ To: _____

Address: _____
Street City State Zip

How was position obtained? _____

Type of work at starting: _____ Starting Wage: _____

Your Supervisor: _____ Supervisor's Title: _____

What did you especially like about the position? _____

What did you especially dislike about the position? _____

Type of work at leaving: _____ Leaving/Current Wage: _____

Reason for Leaving: _____

Second to Last Employer: _____

May We Contact For Reference? Yes: _____ No: _____

Position: _____ From: _____ To: _____

Address: _____
Street City State Zip

How was position obtained? _____

Type of work at starting: _____ Starting Wage: _____

Your Supervisor: _____ Supervisor's Title: _____

What did you especially like about the position? _____

What did you especially dislike about the position? _____

Type of work at leaving: _____ Leaving/Current Wage: _____

Reason for Leaving: _____

Third to Last Employer: _____

May We Contact For Reference? Yes: _____ No: _____

Position: _____ From: _____ To: _____

Address: _____
Street City State Zip

How was position obtained? _____

Type of work at starting: _____ Starting Wage: _____

Your Supervisor: _____ Supervisor's Title: _____

What did you especially like about the position? _____

What did you especially dislike about the position? _____

Type of work at leaving: _____ Leaving/Current Wage: _____

Reason for Leaving: _____

Other Positions

Name and Address of the Company	Type of work and wage	Supervisor	Date Started	Date Left	Reason for Leaving

References

Professional References: Please include three professional references.

Name	Address	Position	Phone Number

Briefly Explain why you are seeking the position for which you are applying:

THE BELOW DISCLAIMERS MUST BE READ IN THEIR ENTIRETY AND ACKNOWLEDGED, BY SIGNATURE, AS PART OF THE APPLICATION PROCESS.
PLEASE MAKE CERTAIN THAT YOU HAVE ANSWERED ALL OF THE QUESTIONS OF THIS EMPLOYMENT APPLICATION TRUTHFULLY.

By signing below, I understand that the information provided in this application is true and correct, and that any misstatements or omission of material facts in the application or the hiring process may result in disqualification in the hiring process or termination of employment, regardless of when discovered. I agree that the Montgomery County shall not be held liable in any respect if my employment is terminated because of false statements, answers, and/or omissions made by me in this application.

I authorize Montgomery County to conduct a background check that could include investigation into the following:

The truthfulness of all statements made on this application, the completion of reference checks from my current and former employers, and others that may provide information regarding my education and work experiences. I give my consent for all persons contacted, including current and former employers, to provide information concerning this application, and I release each such person from liability for providing information to the Montgomery County Sheriff's Office.

I understand that nothing contained in this application, or the granting of an interview is intended to establish an employment relationship between Montgomery County and myself either for employment or for the providing of any benefits. No promises regarding employment have been made to me unless made in writing. I further understand and agree that if I am hired, my employment would be "at will," as defined by law where the Montgomery County Sheriff's Office operates: I would have the right to terminate my employment at any time for any reason and that the Montgomery County Sheriff's Office would retain a similar right.

I understand that any offers of employment may be contingent upon my taking a personality test and successfully passing a drug and/or alcohol test in accordance with the organization's policy. If I refuse to submit to testing, refuse to sign the consent form, or test positive, the Montgomery County Sheriff's Office will not employ me. I also understand that I may not be considered for employment if the results of the personality test return as not recommended for employment. I understand that any offers of employment may also be contingent upon the results of a background check(s), including without limitation a criminal background check and a conviction inquiry, in accordance with the Montgomery County Sheriff's Office policies and state law.

I hereby attest that all statements made by me above are true to the best of my knowledge, and I agree to the terms expressed in this application.

Applicant's Signature: _____

Date: _____