



Mineral County Sheriff's Office

P.O. Box 2290

Hawthorne, NV 89415-2290

Telephone: (775) 945-2434 Fax: (775) 945-5484

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Applicant:

Enclosed you will find the following forms:

1. Mineral County Sheriff's Office Employment Application.
2. Mineral County Sheriff's Office Personnel History Supplement.
3. Mineral County Sheriff's Office Release of Military Information form.
4. Mineral County Sheriff's Office Release and Waiver form.

To facilitate the employment process please fill out ALL portions of ALL forms and return them to the Mineral County Sheriff's Office.

Please keep in mind that an incomplete application is grounds for disqualification from the employment process.

Thank you for your interest in employment with the Mineral County Sheriff's Office.

Sincerely

*Randy Adams*

Randall L. Adams  
Sheriff

Applicant:

When filling out the attached forms, special consideration should be given to the following areas:

1. All addresses must be complete, including full street address, city, state and zip code.
2. All telephone numbers outside of Mineral County must include area codes.
3. **ALL** questions are to be answered, if a question is not applicable, then print N/A in the appropriate space. **Do not leave a question unanswered.**
4. Drug/Narcotics questions must be answered completely.
5. **ALL** criminal activity **MUST** be listed unless sealed, expunged, pardoned or released by court.
6. If forms are incomplete or poorly prepared, Sheriff's Personnel Division may reject your application.
7. Page 10 of this application **MUST** be signed in the presence of a notary and notarized. If this page is not notarized, your application will be rejected.\*\*
7. **DECEPTION OR WILLFUL FALSIFICATION AT ANY STAGE OF THE TESTING PROCESS WILL RESULT IN IMMEDIATE TERMINATION FROM THE EMPLOYMENT PROCESS OR EMPLOYMENT, EVEN IF DISCOVERED AT A LATER DATE.**

**Due to the confidential nature of a Law Enforcement application, return all completed applications directly to the Mineral County Sheriff's Office at 105 South A Street, Suite 4, Hawthorne, Nevada 89415 or mail to P.O. Box 2290, Hawthorne, NV 89415-2290.**



## Employment Experience

Starting with your PRESENT or LAST job, list ***ALL*** employment. Include any job related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

<b>Employer</b>	<u>Dates Employed</u>	<b>Work Performed</b>
	From:      To:	
<b>Address</b>		
<b>Telephone Number</b>	<u>Hourly Salary</u>	
<b>Job Title</b> <b>Supervisor</b>	Start              End	
<b>Reason for leaving:</b>		

<b>Employer</b>	<u>Dates Employed</u>	<b>Work Performed</b>
	From:      To:	
<b>Address</b>		
<b>Telephone Number</b>	<u>Hourly Salary</u>	
<b>Job Title</b> <b>Supervisor</b>	Start              End	
<b>Reason for leaving:</b>		

<b>Employer</b>	<u>Dates Employed</u>	<b>Work Performed</b>
	From:      To:	
<b>Address</b>		
<b>Telephone Number</b>	<u>Hourly Salary</u>	
<b>Job Title</b> <b>Supervisor</b>	Start              End	
<b>Reason for leaving:</b>		

<b>Employer</b>	<u>Dates Employed</u>	<b>Work Performed</b>
	From:      To:	
<b>Address</b>		
<b>Telephone Number</b>	<u>Hourly Salary</u>	
<b>Job Title</b> <b>Supervisor</b>	Start              End	
<b>Reason for leaving:</b>		

## Employment Experience Continued

<b>Employer</b>	<u><b>Dates Employed</b></u>		<b>Work Performed</b>
	From:	To:	
<b>Address</b>			
<b>Telephone Number</b>	<u><b>Hourly Salary</b></u>		
<b>Job Title</b> <b>Supervisor</b>	<b>Start</b>	<b>End</b>	
<b>Reason for leaving:</b>			

<b>Employer</b>	<u><b>Dates Employed</b></u>		<b>Work Performed</b>
	From:	To:	
<b>Address</b>			
<b>Telephone Number</b>	<u><b>Hourly Salary</b></u>		
<b>Job Title</b> <b>Supervisor</b>	<b>Start</b>	<b>End</b>	
<b>Reason for leaving:</b>			

<b>Employer</b>	<u><b>Dates Employed</b></u>		<b>Work Performed</b>
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<b>Reason for leaving:</b>			

<b>Employer</b>	<u><b>Dates Employed</b></u>		<b>Work Performed</b>
	From:	To:	
<b>Address</b>			
<b>Telephone Number</b>	<u><b>Hourly Salary</b></u>		
<b>Job Title</b> <b>Supervisor</b>	<b>Start</b>	<b>End</b>	
<b>Reason for leaving:</b>			

## Employment Experience Continued

<b>Employer</b>	<u><b>Dates Employed</b></u>	<b>Work Performed</b>
	<b>From:</b> <b>To:</b>	
<b>Address</b>		
<b>Telephone Number</b>	<u><b>Hourly Salary</b></u>	
<b>Job Title</b> <b>Supervisor</b>	<b>Start</b> <b>End</b>	
<b>Reason for leaving:</b>		

<b>Employer</b>	<u><b>Dates Employed</b></u>	<b>Work Performed</b>
	<b>From:</b> <b>To:</b>	
<b>Address</b>		
<b>Telephone Number</b>	<u><b>Hourly Salary</b></u>	
<b>Job Title</b> <b>Supervisor</b>	<b>Start</b> <b>End</b>	
<b>Reason for leaving:</b>		

<b>Employer</b>	<u><b>Dates Employed</b></u>	<b>Work Performed</b>
	<b>From:</b> <b>To:</b>	
<b>Address</b>		
<b>Telephone Number</b>	<u><b>Hourly Salary</b></u>	
<b>Job Title</b> <b>Supervisor</b>	<b>Start</b> <b>End</b>	
<b>Reason for leaving:</b>		

<b>Employer</b>	<u><b>Dates Employed</b></u>	<b>Work Performed</b>
	<b>From:</b> <b>To:</b>	
<b>Address</b>		
<b>Telephone Number</b>	<u><b>Hourly Salary</b></u>	
<b>Job Title</b> <b>Supervisor</b>	<b>Start</b> <b>End</b>	
<b>Reason for leaving:</b>		

### Employment Experience Continued

<b>Employer</b>	<u>Dates Employed</u>		<b>Work Performed</b>
	From:	To:	
<b>Address</b>			
<b>Telephone Number</b>	<u>Hourly Salary</u>		
	Start	End	
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for leaving:</b>			

<b>Employer</b>	<u>Dates Employed</u>		<b>Work Performed</b>
	From:	To:	
<b>Address</b>			
<b>Telephone Number</b>	<u>Hourly Salary</u>		
	Start	End	
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for leaving:</b>			

<b>Employer</b>	<u>Dates Employed</u>		<b>Work Performed</b>
	From:	To:	
<b>Address</b>			
<b>Telephone Number</b>	<u>Hourly Salary</u>		
	Start	End	
<b>Job Title</b>	<b>Supervisor</b>		
<b>Reason for leaving:</b>			

If you need additional space, please continue on a separate sheet of paper.

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### SPECIAL SKILLS & QUALIFICATIONS

Summarize special job related skills & qualifications acquired from employment or other experience.

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## Education

	Elementary School	High School	Undergraduate College/University	Graduate or Professional
School Name & Address				
Years Completed				
Diploma/Degree				
Describe course of Study				
Describe any specialized training, apprenticeship, skills and extracurricular activities.				
Describe any honors you feel may be helpful to us in considering your application.				

### Indicate any foreign languages you can speak, read and/or write

	Fluent	Good	Fair
Speak			
Read			
Write			

### List Professional, Trade, Business and Civic activities and offices held.

You may exclude organizations that indicate race, color, religion, gender, national origin, handicap or other protected status.

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### References

Give names, addresses and telephone numbers of THREE references who ARE NOT previous employers or family members.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Have you ever had any job related training in the United States Armed Forces?  Yes  No

If yes please explain/describe: \_\_\_\_\_  
 \_\_\_\_\_

Are you physically or otherwise unable to perform the essential job duties/functions for the position that you are applying?

Yes  No



## Employment Data Record

Employees are treated during the employment process and during employment, without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap or any other lawfully protected status.

As an employer with an Affirmative Action Program, we comply with government regulations, including Affirmative Action responsibilities where they apply.

The purpose of the Data Record is to comply with government record keeping, reporting and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is OPTIONAL. If you choose to volunteer the requested information, please note that all Data Records are kept in a confidential file and ARE NOT part of your application for employment or personal file purposes.

**Please Note:** YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

### VOLUNTARY SURVEY

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

Government agencies at times require periodic reports on the sex, ethnicity, handicap, veteran and other protected status of employees. This data is for statistical analysis with respect to the success of the Affirmative Action Program. Submission of this information is STRICTLY VOLUNTARY.

Name		
Address		
City	State	Zip
Social Security Number:		

Please complete only the section(s) below that apply	
Current job:	
<input type="checkbox"/> Male <input type="checkbox"/> Female	
Check one of the following:	
<input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native	
<input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander    Other _____	
<input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Handicapped	
Birthday:	

**Applicant's Statement**

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I certify that the answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period not to exceed 180 days unless extended by order of the Sheriff or his designee. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in my immediate discharge from employment. I understand and agree to abide by all of the lawful rules, regulations, orders, directives, policies and procedures of the Mineral County Sheriff's Office during my employment.

I understand and agree that by submitting this application for employment that it is not a contract of employment, nor does it guarantee future employment with the Mineral County Sheriff's Office.

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Signature of applicant

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Date

**MINERAL COUNTY SHERIFF'S OFFICE**  
**PERSONAL HISTORY SUPPLEMENT**

LAST	FIRST	MIDDLE INT.	TELEPHONE #
ADDRESS		CITY	STATE ZIP CODE

SOCIAL SECURITY NUMBER	IN ACCORDANCE WITH THE FEDERAL PRIVACY ACT OF 1974, DISCLOSURE IS VOLUNTARY. THE SSN WILL BE USED TO ENSURE PROPER RECORDS ARE OBTAINED.		
BIRTH DATE	HEIGHT	WEIGHT	HAIR COLOR EYE COLOR SCARS, MARKS, TATTOOS
DRIVER LICENSE NUMBER			STATE:

**RELATIVES, REFERENCES, ACQUAINTANCES**

IF LIVING, NAME OF:	ADDRESS WHERE PERSON CAN BE CONTACTED	TELEPHONE
FATHER		HM WK
MOTHER		HM WK
FATHER IN-LAW		HM WK
MOTHER IN-LAW		HM WK
SPOUSE		HM WK
FORMER SPOUSE(S)		HM WK
		HM WK
BROTHER(S)      AGE		HM WK
		HM WK
SISTER(S)      AGE		HM WK
		HM WK
CHILDREN      AGE		HM WK
		HM WK
		HM WK
		HM WK
		HM WK

## PERSONAL HISTORY SUPPLEMENT

### NARCOTICS AND DRUGS

PLEASE KEEP IN MIND ALL QUESTIONS ARE TO BE ANSWERED TRUTHFULLY.

TRY TO ANSWER THIS SECTION AS CLOSE TO TIMES AND USE AS POSSIBLE.

HAVE YOU EVER EXPERIMENTED WITH OR USED ANY OF THE FOLLOWING SUBSTANCES, NARCOTICS OR DRUGS?

<u>ITEM</u>	<u>YES</u>	<u>NO</u>	<u>TOTAL NUMBER</u>	<u>LAST TIME USED</u>
MARIJUANA				
HASHISH/HASH OIL				
COCAINE-CRACK, ROCK, CRYSTAL, FREEBASE (CIRCLE WHICH ONE)				
BARBITURATES-DOWNERS				
METHAMPHETAMINE-CRANK-ICE-CRYSTAL				
HEROIN				
AMPHETAMINES-SPEED				
LSD-OTHER HALLUCINOGENICS				
PCP-ANGLE DUST				
GLUE				
TOLUENE-PAINT SNIFFING				
MDMA-ECSTASY-ADAM-EVE				
STEROIDS				
ALCOHOL				
PSILOCYBIN-MUSHROOMS				
OTHER DRUGS/NARCOTICS NOT LISTED				

**FULLY** EXPLAIN ALL YES ANSWERS:

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LIST ALL ARRESTS, CONVICTIONS OR INVESTIGATIONS THAT YOU ARE AWARE OF:

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Mineral County Sheriff's Office  
 P.O. Box 2290  
 Hawthorne, NV 89415-2290  
 Telephone: (775) 945-2434 Fax: (775) 945-5484

National Personnel Records Center  
 9700 Page Blvd.  
 St. Louis, MO. 63132

Name: \_\_\_\_\_  
 (while in service)

Service#: \_\_\_\_\_

Dates of Active Duty  
 From: \_\_\_\_\_ To: \_\_\_\_\_

Soc. Sec#: \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Dates of Reserve Duty  
 From: \_\_\_\_\_ To: \_\_\_\_\_

Last Duty Station: \_\_\_\_\_

**AUTHORIZATION FOR RELEASE OF MILITARY PERSONNEL AND MEDICAL RECORDS**

I am an applicant for the position of \_\_\_\_\_ with the Mineral County Sheriff's Office (NV).

I authorize the National Personnel Records Center, St. Louis, MO or other custodian of my military and medical records to release to the Mineral County Sheriff's Office any and all information by photocopy from my military records or files. This is to include a copy of my DD Form 214-Report of Separation and any and all disciplinary actions.

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**TO BE COMPLETED BY THE RECORDS OFFICER**

<u>DATE OF ENTRY</u>	<u>DATE OF SEPARATION</u>	<u>REASON FOR SEPARATION</u>	<u>TYPE OF DISCHARGE</u>
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Disciplinary Date(s) [if any]: \_\_\_\_\_

Significant illness/injury: \_\_\_\_\_

Psychiatric observations or treatment: \_\_\_\_\_

Physical condition at time of separation: \_\_\_\_\_

Releasing Office: \_\_\_\_\_

Releasing Officer: \_\_\_\_\_

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

Requesting Background Investigator MCSO \_\_\_\_\_

\_\_\_\_\_ Date



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To Whom It May Concern:

Having made application for employment with the Mineral County Sheriff's Office and desiring it to be informed as to my previous record and character, I authorize any agent of the Mineral County Sheriff's Office, bearing this release or a copy of same, within one (1) year of its date to obtain any information in your files pertaining to my employment, attendance, athletic, personal history, performance report, background investigation, training, polygraph or psychological examinations, educational transcripts, any and all internal affairs and disciplinary investigations, including any material which have been sealed or understood to be withheld pursuant to any prior agreement or court proceeding involving disciplinary or credit matters.

I authorize any agent of the Mineral County Sheriff's Office, bearing this release or a copy of same, within one (1) year of its date, to obtain copies of any background investigation report prepared for or by the Mineral County Sheriff's Office or its agents.

I hereby release you as custodian of such records, and any school, college, university, or other educational institution, consumer reporting agency or retail business, including its officers, employees, or related personnel, both individually or collectively, from any and all liability for damage, whatever kind, which may at any time result to me, my heirs, family, relatives, or associates, because of compliance with this authorization and request to release information, or any attempt to comply with it. I understand that I have a right to receive a copy of this authorization and acknowledge that I have received a copy of it.

\_\_\_\_\_  
Sign your full name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print your full name

(STAMP)

Subscribed and Sworn before me on

This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

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

**\*\*THIS DOCUMENT MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC**