

# Application for Employment Civil Service Board Lauderdale County Sheriff's Dept.

**We are an Equal  
Opportunity  
Employer**

The application must be fully completed to be considered. Please complete each section, even if you include a resume. Please print or write clearly.

## Position

Position Applied For	Position Type Full-Time      Part-Time
Date of Application	Available Start Date

## Personal Information

Name				
Address		City	State	Zip
Phone Number	Mobile Number		Email Address	
Date of Birth	Weight	Eye Color	Hair Color	Gender
Social Security Number			Driver License Number	
Marital Status (Select One)				
Married	Single	Divorced	Widowed	Separated
Do you have any dependent children? If so, how many?				
Are you a resident of Lauderdale County?				
Are you related to anyone employed by Lauderdale County? If so, what is their name and department?				
Have you ever been Arrested, Placed under Bond, Charged or Cited for Violations of any Law? If so, please explain.				
Do you have any special training? If so, please explain.				

# Work History

Please read carefully. In the areas below, please list all of your work experience, beginning with your most recent job. It is very important that you provide accurate information about each employer, your job duties, and accurate dates of employment. We will not consider job experience that does not contain the required information. If more space is needed, please attach extra copies to your application.

Name of Employer		Dates Employed (MM/YY)		Ending Pay
		From: / To: /		
Address		Job Duties		
Phone Number				
Supervisor		Other Notes		
Job Title				
Reason for Leaving				

Name of Employer		Dates Employed (MM/YY)		Ending Pay
		From: / To: /		
Address		Job Duties		
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Address		Job Duties		
Phone Number				
Supervisor		Other Notes		
Job Title				
Reason for Leaving				

## Additional Information

			Yes	No
Have you served in the Armed Forces of the United States?				
Branch	Date of Discharge	Type of Discharge		
Do you have a Disability Rating from the Service or any Other Source?				
Rating				

## Education

School	School Name	Years Attended	Major/Minor
High School			
College			

## Applicant Comments

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**As part of this application you are also required to attach the following:**

1. Copy of Voters Registration Card if a Resident
2. At Least Three (3) Letters of Recommendation from people who will certify as to your character and morals
3. A Copy of your GED Certificate, if used in Lieu of a Diploma
4. College Transcripts if Applicable
5. If you are not APOST Certified, you will need a copy of your ACT WorkKeys.

## READ CAREFULLY BEFORE SIGNING

I hereby certify that the answers to the questions on this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentation on my part to the Civil Service Board forfeits all my rights to employment. I also agree to this application being made a part of my permanent record with the department and with the Civil Service Board and may be used by them for any lawful purpose. I further agree, that if I am employed, I will perform my duties regardless of assignments and duties, when ordered by a superior officer. I also agree if I am employed, to attend schools and training courses when offered or ordered by the department. I understand that I must attend Police Officer School as ordered by the Legislature of the State of Alabama, and I also agree to do so.

I agree that my signature (electronic or written) on this application is binding and enforceable. I acknowledge and agree that by submitting this signature electronically, I waive all rights to dispute the validity of my signature on this application.

I certify that I have read, fully understand, and accept all terms of this employment application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Lauderdale County Sheriff's Office Background Investigation Consent

I, \_\_\_\_\_, hereby authorize the Lauderdale County Sheriff's Office and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal or police records (including those maintained by both public and private organizations) and all public records for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment and, if applicable, during my tenure of my volunteering or employment with the Lauderdale County Sheriff's Office.

I release the Lauderdale County Sheriff's Office and/or its agents and any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

Signed: \_\_\_\_\_

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

## NOTICE

### ACT WORKKEYS ASSESSMENT ADOPTED AS BASIC ABILITY TEST (BAT)

**\*\* EFFECTIVE JULY 1, 2017 \*\***

In partnership with the Alabama Community College System, the Alabama Peace Officers' Standards and Training Commission (APOSTC) has adopted the ACT WorkKeys Assessment as the official Basic Ability Test (BAT) for all applicants for Law Enforcement Officer and State Correctional Officer employment and certification. This requirement is effective July 1, 2017.

In addition to possession of a valid high school diploma or General Educational Development (GED) certificate, the BAT is required of all applicants, excepting those applicants who have been previously APOSTC certified and who are required to complete the Refresher training for reinstatement of their Certification, or, those applicants possessing an earned Associate's Degree or higher Degree from a College or University accredited by the Southern Association of Colleges and Schools (SACS), or its regional equivalent.

Individuals who do not possess a valid ACT WorkKeys Assessment (BAT) may test at any Alabama Community College within the State. A list of Alabama Community Colleges can be found [here](#). Applicants or their agencies may contact the community college nearest their location for scheduling and other related information.

A fee of \$45, payable to the community college, is required prior to testing. Should an applicant fail any segment of the three segment test, the applicant is allowed to re-take that segment for an additional fee of \$15 per segment.

The ACT WorkKeys Assessment is available nationwide. Subject to the employing agency's approval, out-of-state applicants may take the ACT WorkKeys Assessment (BAT) in their home state provided proper documentation of a valid test result is submitted to both the employing agency and APOSTC.

For complete information relating to the BAT and ACT WorkKeys Assessment requirements please read the entire text of Chapter Two (2) of the Alabama (APOSTC) Administrative Code, as amended. Also review the "Frequently Asked Questions" section of this website under "What is the Basic Ability Test (BAT)?"

**NOTE:** Our nearest community college is Northwest-Shoals. For more information, please contact Rita Thorne, Competency Testing Lab Manager II. Her phone number is 256-331-5482. Her email address is [rthorne@nwsc.edu](mailto:rthorne@nwsc.edu).