

Buena Vista County Sheriff's Office

Employment Application

411 Expansion Blvd
 P.O. Box 276
 Storm Lake, IA 50588
 (712) 749-2530



Qualified applicants are eligible without regard to race, national origin, sex, creed, religion, age, or marital status.

BACKGROUND INVESTIGATION APPLICATION

Notice: Application must be typewritten or clearly printed in ink. **ALL** questions must be answered and accompanying documents received **PRIOR** to background investigation. If not applicable, indicate N/A. If space provided is not sufficient for complete answers or you wish to furnish additional information, please attach sheets of the same size as this application (8.5" x11") and number answers to correspond with the relevant section.

APPLICATION DATE (<i>mm/dd/yyyy</i>)	
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SECTION 1 - POSITION APPLYING FOR	
<input type="checkbox"/>	Deputy Sheriff
<input type="checkbox"/>	Jailer – Full Time
<input type="checkbox"/>	Jailer – Part Time
<input type="checkbox"/>	Dispatcher

SECTION 2 - APPLICANT INFORMATION					
Last Name		First Name		Middle Name	
List all other names you have used. Included nicknames, maiden names, and previous married surnames.					
Street Address				Apt/Unit #	
City		State		ZIP	
E-mail Address					
Home Phone		Cell Phone		Work Phone	
Date Available (<i>mm/dd/yyyy</i>)		Social Security No.		Desired Salary	
Driver's License No. and State			Birth Date (<i>mm/dd/yyyy</i>)		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for Buena Vista County?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain		

SECTION 3 - HIGH SCHOOL EDUCATION

Name				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	GED <input type="checkbox"/>
Name				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	GED <input type="checkbox"/>
Name				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	GED <input type="checkbox"/>

SECTION 4 - COLLEGE/UNIVERSITY EDUCATION

PLEASE ATTACH TRANSCRIPT TO APPLICATION

Name				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		Minor	
Name				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		Minor	
Name				Address						
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree		Minor	
If you are working toward a degree, please give the anticipated completion date (mm/dd/yyyy).								Degree		
Has any disciplinary action, including scholastic probation and dismissal, ever been taken against you during your academic career?									YES <input type="checkbox"/>	NO <input type="checkbox"/>
If yes, name of school:				Date (mm/dd/yyyy)			Type of Action Taken:			

SECTION 5 - AWARDS, HONORS, ABILITIES, CERTIFICATIONS

List awards, honors, citations, athletic endeavors, and any other special recognition you received.

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List any special abilities, computer skills, special interests or hobbies.

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List languages in addition to English, including American Sign Language, that you either speak, write, or read fluently.

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If you are licensed or certified to practice a trade or profession, complete the following:

Specialty:		License issued by:	
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SECTION 6 - PREVIOUS EMPLOYMENT

Company			Phone		
Address			Supervisor		
Job Title		Starting Salary		Ending Salary	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary		Ending Salary	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Company			Phone		
Address			Supervisor		
Job Title		Starting Salary		Ending Salary	
Responsibilities					
From		To		Reason for Leaving	
May we contact your previous supervisor for a reference?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	

SECTION 7 - RESIDENCE HISTORY

List chronologically ALL of your residences in the past 10 years (include addresses while attending school if away from home, and all address including any off military base). If additional space is needed, please attach a separate sheet.

Dates (mm/dd/yyyy)		Street Address (include Apt, Unit, or PO Box)	City, State, ZIP	County
From	To			

SECTION 8 - RELATIVES*Please provide complete names, including full middle names, and complete addresses. If additional space is needed, please attach a separate sheet.*

Father's Name		Employer	
Street Address		Employer Street Address	
City, State, ZIP		Employer City, State, ZIP	
Telephone	Birth Date	Occupation	
Mother's Name		Employer	
Street Address		Employer Street Address	
City, State, ZIP		Employer City, State, ZIP	
Telephone	Birth Date	Occupation	
Spouse's Name (include maiden name)		Employer	
Street Address		Employer Street Address	
City, State, ZIP		Employer City, State, ZIP	
Telephone	Birth Date	Occupation	
Child's Name		Child's Name	
Street Address		Street Address	
City, State, ZIP		City, State, ZIP	
Telephone	Birth Date	Telephone	Birth Date
Child's Name		Child's Name	
Street Address		Street Address	
City, State, ZIP		City, State, ZIP	
Telephone	Birth Date	Telephone	Birth Date
Child's Name		Child's Name	
Street Address		Street Address	
City, State, ZIP		City, State, ZIP	
Telephone	Birth Date	Telephone	Birth Date

SECTION 9 - ADDITIONAL RELATIVES*Brothers, Sisters, Step-Brothers, Step-Sisters*

Relative's Name		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
Relative's Name		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
Relative's Name		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
Relative's Name		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
Relative's Name		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation
Relative's Name		Employer
Street Address		Employer Street Address
City, State, ZIP		Employer City, State, ZIP
Telephone	Birth Date	Occupation

SECTION 10 - FINANCIAL RECORD

What is the total amount of your monthly financial obligations?

Are monthly financial obligations kept current?

YES NO

If no, please explain:

Do you have any sources of income other than your salary?

YES NO

If yes, please explain:

SECTION 11 - COURT RECORD*List any and all arrests or violations, even if not formally charged, no court appearance, found not guilty, matter settled by payment of fine, or forfeiture of collateral. Include traffic citations but not parking tickets.*

Date	Place	Charge	Final Disposition	Details

Has any member of your immediate family (spouse, parent, brother, sister, child) ever been arrested for any violation other than traffic offenses?

YES NO

If yes, please explain:

Have you ever been a plaintiff or defendant in any court action (including protective orders or divorce)?

YES NO

If yes, please explain:

SECTION 12 - SELECTIVE SERVICE/MILITARY RECORD*Have you ever (check all that apply below):*

Registered with Selective Service, if applicable?

YES NO

Applied for a position with any branch of the Armed Forces of the United States?

YES NO

Been rejected by any branch of the Armed Forces for any reason?

YES NO

If yes, state reason:

Been inducted into any branch of the Armed Forces?

YES NO

If yes, complete sections below.

Served on active duty in any branch of the Armed Forces?

YES NO

If yes, complete sections below.

Dates of active duty (mm/dd/yyyy)

Branch of Military Service

Highest Rank Attained

Serial Number

Type of Discharge

Date, County, State DD-214 Form Recorded (provide a copy of your DD-214 with application)

Member of Reserve/National Guard?

YES NO

Service Branch

Location

Was any type of disciplinary action taken against you in the service?

YES NO

Nature of disciplinary action?

SECTION 13 - PROFESSIONAL REFERENCES

Please list **three** professional references.

Full Name		Relationship	
Company		Phone	
Address		Years Known	
Full Name		Relationship	
Company		Phone	
Address		Years Known	
Full Name		Relationship	
Company		Phone	
Address		Years Known	

SECTION 14 - ORGANIZATION MEMBERSHIP (OPTIONAL)

List any membership in any club, society or organization.

Organization	City, State, ZIP	Dates	List Positions Held and Extent of Activity

SECTION 15 - VOLUNTEER ACTIVITIES (OPTIONAL)

List any volunteer activities, including volunteer fire fighting, EMS, police or sheriff reserve, and civic activities.

Organization	City, State, ZIP	Dates	List Positions Held and Extent of Activity

SECTION 16 - DISCLAIMER AND SIGNATURE

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

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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AUTHORIZATION TO RELEASE INFORMATION

We appreciate your interest in employment opportunities with the Buena Vista County Sheriff's Office. As part of our normal procedure during the pre-employment process, we may perform a routine inquiry into your background based on the information you have provided us. In order for such information to be released, we need your concurrence. Therefore, please read the following statement **carefully** and indicate your agreement by signing below.

TO WHOM IT MAY CONCERN:

I hereby authorize the Buena Vista County Sheriff's Office (the "Employer"), or other authorized representative of the Employer, within one (1) year from the date hereof, to obtain any information in your files pertaining to my employment, military record, credit record, law enforcement record, medical or educational records, including, but not limited to, academic, achievement, attendance, criminal, personal history and disciplinary records. I hereby direct you to release such information upon request of the Employer or its authorized representative. I hereby release the Employer and any authorized representative, as custodian of such records, and any school, college, university, or other educational institution; hospital, or other repository of medical records; credit bureau; law enforcement agency; lending institution; consumer reporting agency; or other business establishment, including its officers, employees, or related personnel, both individually and collectively, from any and all liability for damages whatsoever, which may at any time result to me, my heirs, family or associates because of the Employer's request for and/or review of records described in this Authorization to Release Information. Should there be any questions as to the validity of this Release, you may contact me as indicated below.

Date: _____

Signature - Full Name

Print or Type - Full Name

Current Address-Print or Type

Drivers's License Number

State of Issue

Social Security Number

(Area Code) Telephone number

Have you been known by any other names? _____

BUENA VISTA COUNTY

Position: Deputy Sheriff

Supervises: None

Department: Sheriff

Gives work direction to: None

Reports to: Sheriff or designee

Revision date: May 31, 2016

POSITION SUMMARY

The Deputy Sheriff performs work involving general duty police work in the protection of life and property through the enforcement of County laws and other pertinent local, State and Federal laws; may be assigned to any of the divisions of the Sheriff's Office; and performs work under general supervision, which involves an element of personal danger.

ESSENTIAL JOB DUTIES

- Enforcing the laws of the County and all other pertinent local, State, and Federal laws.
- Patrols an assigned area checking doors and windows and examining premises of unoccupied buildings or residences in order to detect any suspicious conditions in a motorized police vehicle.
- Investigates suspicious conditions and complaints and makes arrests of individuals who violate the law.
- Makes traffic stops and issues violation tickets or makes arrests to those who break traffic laws; aid or assist motorists; and investigates traffic accidents.
- Assists with fire, accidents, rescues, hazardous materials spills, disorderly reports, and medical calls giving CPR, aid, or first aid in an assigned area. Restore order, regulates traffic and prepares necessary reports.
- Conducts investigations of serious crimes and accidental deaths. Preserves the scene of a crime, interviews victims, witnesses, and suspects. Follow-up with leads and presents case to the County Attorney's office.
- Serves warrants, subpoenas, and legal papers. Handles and supervises evictions, performs repossessions and files liens as necessary.
- Appears in court as the arresting officer.
- Maintain any all arrest and/or criminal records and prepares required reports.
- Must maintain a valid State of Iowa Driver's license and be insurable under the County's guidelines.
- Must obtain and maintain the following certification: Iowa Law Enforcement; CPR; first aid; weapons qualifications; intoxilyzer and radar unit operation.
- Must pass a thorough fingerprint search conducted of local, state, and national files, and have not been convicted of a felony or a crime involving moral turpitude.

INCIDENTAL JOB DUTIES

- Any other duties as assigned or required by the Sheriff or designee.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

The individual must possess the following knowledge, skills and abilities or be able to explain and demonstrate that the individual can safely perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skill and abilities.

- Ability to read, write, and communicate effectively with the general public, answers questions, and comprehend directions and instructions.
- Ability to handle stressful situations, to analyze situations quickly and objectively, and to determine the proper course of action in emergency situations.
- Ability to maintain composure while working under pressure and adapt quickly to change, to plan, organize, and prioritize tasks with numerous interruptions.
- Ability to operate the following equipment such as the intoxilyzer, fingerprint and photo equipment, and a computer.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (continued)

- Ability to work outdoors in all types of weather conditions, day or night, in normal and emergency situations.
- Knowledge of the Iowa Criminal Code and Rules of Civil Procedures, and Office policies, procedures, rules and regulations.

ENTRY REQUIREMENTS (Minimum)

Education/Training: High school diploma or GED;

Or

An Associate's Degree in law enforcement, criminal justice, political science, or related field is preferred.

Work Experience: None required

Required licenses, registrations and certifications: Possession of a valid State of Iowa Driver's license. Obtain and maintain certification in the following areas: CPR; First Aid; Weapons qualification; Intoxilyzer operation; Radar unit operation, and must pass the Civil Service Exam and complete the training program at the Iowa Law Enforcement Academy during the probation period.

Required post-offer physical examinations: Must meet all requirements as outlined in the employee handbook.

Required drug testing: Drug testing shall be required as allowed by state law.

Residency requirement: TBD

Other testing required: None.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical Demands:* While performing the duties of this job, the employee is continuously required to walk, run, sit, stand; turn, twist, or bend body; use hand to finger manual dexterity; handle or feel objects, tools or controls; reach with hands and extend arms; balance, stoop, talk and hear. The employee is frequently required to squat, lift items above shoulder, kneel or crawl, push/pull or lift/carry a minimum of sixty (60) pounds.
- Specific vision abilities required by the job which permits the employee to observe and identify criminal activity include close and distance vision, color, peripheral and depth perception, and the ability to adjust focus.
- *Work Environment:* Work is conducted primarily outdoors so the employee is exposed to weather conditions prevalent at the time. The employee may be exposed to violence and/or physical hazards associated with apprehension and arrest of suspects. The employee frequently performs duties under high degree of stress and at risk of personal safety.

HOURS OF WORK

The normal workweek shall consist of forty-three (43) hours per week. Shifts will be selected according to the procedures set forth by the Sheriff and Command Staff. May be required to work additional hours or to change hours with minimal notice because of operational needs.

1. Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this job description.
2. All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employee and incumbents are encouraged to discuss possible accommodations with the County.
3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job related instructions and to perform any other job-related duties requested by their supervisor.
4. The Sheriff reserves the right to change or reassign job duties or combine positions at any time.
5. Buena Vista County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourage prospective employees and incumbents to discuss potential accommodations with the employer.

Department Head signature

Employee Signature

Date

Date

Physical Agility (Fitness) Test

This test consists of four (4) sections:

1. Sit and Reach test
2. One minute sit-up test
3. One minute push-up test
4. Timed 1.5 mile run

You must pass all four sections of the physical agility (fitness) test in order to continue in the selection process. Results will be given to you immediately with notification if you can continue to the next phase of the testing process.

The following chart details the standards set by the Iowa Law Enforcement Academy for the physical agility (fitness) testing. These standards are based on age and gender:

MALES					
Test Age	20-29	30-39	40-49	50-59	60-69
Sit & Reach	16.5	15.5	14.3	13.3	12.5
1 Minute Sit Up	38	35	29	24	19
1 Minute Push Up	29	24	18	13	10
1.5 Mile Run	12:51	13:36	14:29	15:29	16:43

FEMALES					
Test Age	20-29	30-39	40-49	50-59	60-69
Sit & Reach	19.3	18.3	17.3	16.8	15.5
1 Minute Sit Up	32	25	20	14	6
1 Minute Push Up	15	11	9	*12	*5
1.5 Mile Run	15:26	15:57	16:58	17:54	18:44

* Females in excess of 49 years of age may do push ups on their knees.
Normative data for these age groups have not been established.

Online POST Practice Test And Study Guide Are Now Available!

We are pleased to announce that an online version of The National Police Officer Selection Test (POST) candidate Study Guide, as well as an online practice version of the POST itself is available for purchase directly by applicants. The exam provides candidates with an opportunity to complete a full-length, timed practice version of the same POST exam. The content of the practice exam is 100% unique and contains no overlap with any content of POST versions A, B, C or D. The practice version of the POST contains detailed feedback for any test item answered incorrectly by the applicant, giving them a better understanding of personal areas of strength, and opportunities for development. We are providing this service to agencies as well as candidates in response to popular demand and request. The POST practice exam and Study Guide will be available for sale to applicants through Stanard and Associates' job application and recruitment website (www.ApplyToServe.com/Study/) for a nominal charge of \$15.00. The Study Guide will be available for \$5.00.

Available For Sale Directly To Candidates At
Stanard & Associates' Job Application Website:

<https://www.ApplyToServe.com/Study/>