



Teton County Sheriff's Office
Sheriff Matt Carr

Employment Application

Applicant Name: _____ **Date of Application:** _____

Position applying for:

Patrol Deputy

Detention Officer

Emergency Dispatcher

Receptionist

Information Technologies

Other: _____

How did you first learn of the position for which you are applying? _____

Omission of information or failure to accurately reflect requested information may cause the rejection of your application. The application must be clear and legible. Acceptable methods of delivery are: mail (P.O. Box 1885 Jackson, WY 83001), Fax (307-732-7131), Email (kkussy@tetonsheriff.org), hand delivery (180 S King Street, Jackson, WY) or online thru docusign.

The Teton County Sheriff's Office (TCSO) is an equal opportunity employer and does not discriminate on the basis of a person's age, sex, race, creed, color, national origin, or ancestry. These factors are NOT used as selection criteria, except in rare instances where such factors are bona fide occupational qualifications. This information may be used, however, for identification purposes in conducting a background investigation.

In accordance with the "Americans with Disabilities Act of 1990", the TCSO will reasonably accommodate qualified individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment test, interview, and actual employment. If you are disabled and require accommodation, you may request it and the TCSO will make every reasonable endeavor to provide it to you. However, some types of accommodations may require some preparation before they can be provided. Therefore, we suggest that you make such request in writing as early as possible.

Application Process

The following is an overview of the application process with the Teton County Sheriff's Office (TCSO). Please read carefully and complete the application thoroughly.

1. You must submit a completed application by the designated deadline.
2. Your application will be reviewed for thoroughness. **Do not** leave any question unanswered. If a question does not apply to you, write N/A next to the question.
3. Your application will be reviewed against the TCSO minimum requirements for the position applied for and the selection and rejection criteria. If your application is rejected, you will receive notification. If your application is accepted, you will be invited to attend the testing process by email.
4. Physical fitness testing, (peace officer/detention only). Please make sure you are physically able to complete the physical agility requirements prior to testing. The required minimum standards are included later in this application.
5. Typing test, (40 WPM minimum at 85% accuracy) for dispatchers only.
6. Multitasking test with a passing score of at least 65% for dispatchers only.
7. Entry-level Selection Inventory (position-specific entrance exam), with a passing score of at least 70%.
8. Structured oral interview.

You must meet the minimum standards for each stage above in order to continue on in the application process. If you are successful through the entire process, you will be issued a packet which includes additional detailed information and the list of required documents you must supply in order to begin your background investigation. Required documents include: copy of birth certificate, official transcripts for high school and college (if attended), copy of high school diploma, proof of auto insurance, selective service registration letter or DD214, copy of driver's license, copy of all police reports in which you were arrested (whether or not convicted), copy of marriage license, copy of divorce decree, police accident reports taken within the past three years listing you as driver, copy of any civil judgment against you within seven years, a current credit profile with score and credit detail, copy of social security card and one color photo. Bring the above documents to the oral interview. This will speed up the background process.

You will have two weeks to supply all of the necessary information and documentation; failure to meet this two week deadline will result in the rejection of your application. Once your completed packet is turned in, your file will be assigned to a background investigator. From this point forward, the investigator will be in close contact with you.

The background may take anywhere from two (2) weeks to eight (8) weeks to complete. When the background is completed, a background report will be submitted to the hiring review board. The review board will decide whether to continue the hiring process or remove you from consideration. If you continue, you will be asked to sign a conditional job offer and will be scheduled for a polygraph exam, psychological exam, and a medical exam. If you are disqualified for any reason and are no longer being considered for employment, you will be notified.



Teton County Sheriff's Office Criteria

The following information is intended to provide the candidate with specific criteria that, unless met, shall disqualify an applicant from further consideration for employment. These criteria are derived from Wyoming State Statutes and Teton County Sheriff's Office protocol.

The applicant shall:

- Be a citizen of the United States.
- Be an adult (18 for dispatch and 21 for patrol and detention).
- Have no felony convictions and no convictions for domestic violence, aggravated assault, or any offenses involving weapons.
- Hold a high school diploma or equivalent achievement.
- Successfully complete all components of the selection process e.g. a thorough background investigation, polygraph examination, psychological examination, and medical examination by a licensed physician.
- Have not illegally used any controlled substance within a two (2) year period immediately preceding the date of application.
- Not have recent or ongoing affiliation with, and/or support of, an organization or group which advocates the violent overthrow of the United States Government, or whose professed goals are contrary to the interests of public safety and welfare.
- While employed in law enforcement, the public sector, or any branch of the United States Armed Forces, not have any violation of public trust and/or termination from any branch for cause at any time, other than honorable conditions.
- Not willfully provide false or misleading information during the application process or in his/her written application or statement of personal history, or cheat during any phase of testing in the application process.
- Not have on his/her body any tattoo which is considered racist or slanderous to any protected group.
- Not have any convictions as an adult of one (1) DUI within the previous five (5) years or two (2) DUI convictions in a lifetime.

Teton County Sheriff's Office Physical Fitness Standards

Peace officer and detention candidates of Teton County Sheriffs Office are required to pass a physical fitness test before hire. The standards are the minimum required by the Wyoming Law Enforcement Academy for acceptance. The testing is based on the standards and testing procedures from the Institute for Aerobic Fitness in Dallas, Texas.
NOTE: The standards are adjusted for sex and age.

FEMALE

Ages	20-29	30-34	35-39	40-44	45-49	50-54	55-59	60+
Run (1.5 mile)	15:26	15:57	16:28	16:58	17:26	17:55	18:20	18:44
Sit Ups (1 Minute)	32	25	22	20	17	14	10	6
Push Ups (1 Minute)	23	19	16	13	12	11	8	5

MALE

Ages	20-29	30-34	35-39	40-44	45-49	50-54	55-59	60+
Run (1.5 mile)	12:51	13:36	14:03	14:29	14:58	15:26	16:05	16:43
Sit Ups (1 Minute)	38	34	31	29	26	24	21	18
Push Ups (1 Minute)	29	24	21	18	15	13	11	10

- **PUSH-UPS** – are traditional push ups, from complete up position, down far enough to touch a fist on the ground with your chest. (Women will do “modified” push ups, with knees on the ground). Time limit is one minute.
- **SIT-UPS** – are traditional bent knee sit-ups. Time limit is one minute.

TETON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION

Personal Information

Name: _____
 First Middle Last

Mailing Address: _____

Physical Address _____

Email Address: _____

Home Phone Number: _____

Cell Number: _____

Work Phone Number: _____

Name, address and phone number of person to be notified in case of emergency:

Qualifying Information

Are you a United States citizen? Yes, by birth: Naturalized:

Peace officer/detention applicants, are you at least 21 years of age? Yes No

Dispatch applicants, are you at least 18 years of age? Yes No

Are you able to work a shift that includes weekday, overnight, weekend, holiday, and overtime hours? Yes No Are you able to travel for training? Yes No

When was the last time your stole anything worth more than five dollars?

Have you ever been convicted of any crime or received a deferral in lieu of conviction?
 Yes No (an affirmative response does not automatically eliminate an applicant from consideration) If yes, explain:

Are you free of any physical, emotional or mental conditions, which without reasonable accommodation, might adversely affect your performance of duty as a peace officer, detention officer or dispatcher? Yes No

Do you possess a valid driver's license? Yes No

Are you restricted from possessing a firearm? Yes No

Qualifying Information - continued

Why are you applying for our agency?

When was your most recent contact with law enforcement? Explain:

Have you used illegal drugs or drugs not prescribed to you within the past two years?

Yes No (an affirmative response does not automatically eliminate an applicant from consideration) If yes, explain type and date used.

Have you ever furnished to any person, manufactured, cultivated or processed any drug, narcotic, or illegal substance? Yes No (an affirmative response does not automatically eliminate an applicant from consideration) If yes, explain:

Education

Please indicate the choice below that is most applicable to you by checking the appropriate box:

- I do not currently have a high school diploma or its equivalent
- I possess a high school diploma from a U.S. institution
- I passed the G.E.D. (General Educational Development) test
- I passed the High School Proficiency Examination
- I possess a two-year college degree
- I possess a four-year college or university degree
- I possess an advanced college or university degree

Please indicate below all the schools you have attended beginning with high school. During the background investigation, persons who have known you in a learning environment will be contacted. A review of your school records may be made in conjunction with those contacts. Please attach additional pages, if necessary.

Name of School	Location of School (City & State)	Dates Attended		Degree(s) or (if no degree) Field of Study and Credit Hours Obtained:
		From Month / Year	To Month / Year	

Do you have any specialized training (including professional licenses or certifications) which would be applicable to the position applied for? Yes No If yes, please describe below:

Qualifying Information - continued

Are you fluent in languages other than English? Yes No If yes, please list other languages:

Have you ever been fired or asked to resign from any place of employment? Yes No
If yes, please give details (include when, where, circumstances):

Have you ever been a candidate (successful or unsuccessful) for another position requiring peace officer powers? Yes No If yes, please give details (include when, name of agency, circumstances):

5 Years Experience and Employment

Dates of Employment	Name & Address of Employer	Telephone Number	
From-(Mo/Yr) ____/____ To - (Mo/Yr) ____/____	Name: Address: City,State,Zip:	(____) _____ - _____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties		
Reason for leaving:			
<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	From: <u>Mo</u> / <u>Yr</u> /	To: <u>Mo</u> / <u>Yr</u> /

Dates of Employment	Name & Address of Employer	Telephone Number	
From-(Mo/Yr) ____/____ To - (Mo/Yr) ____/____	Name: Address: City,State,Zip:	(____) _____ - _____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties		
Reason for leaving:			
<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	From: <u>Mo</u> / <u>Yr</u> /	To: <u>Mo</u> / <u>Yr</u> /

5 Years Experience and Employment Continued

Dates of Employment	Name & Address of Employer	Telephone Number	
From-(Mo/Yr) ____/____ To - (Mo/Yr) ____/____	Name: Address: City,State,Zip:	(____) _____ - _____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties		
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5 Years Experience and Employment Continued

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<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties		
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<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	From: <u>Mo / Yr</u> /	To: <u>Mo / Yr</u> /

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From-(Mo/Yr) ____/____ To - (Mo/Yr) ____/____	Name: Address: City,State,Zip:	(____) _____ - _____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties		
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Dates of Employment	Name & Address of Employer	Telephone Number	
From-(Mo/Yr) ____/____ To - (Mo/Yr) ____/____	Name: Address: City,State,Zip:	(____) _____ - _____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties		
Reason for leaving:			
<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	From: <u>Mo / Yr</u> /	To: <u>Mo / Yr</u> /

TETON COUNTY SHERIFF'S OFFICE
PRE-EMPLOYMENT CONSENT FOR BACKGROUND CHECK
AUTHORIZATION/WAIVER/INDEMNITY FORM

I hereby give my permission for the Teton County Sheriff's Office (TCSO) to obtain information relating to my background and employment history records. The background records (which may also be known as consumer reports), as received from the reporting agencies, may include confirmation of social security numbers, former and current addresses, driver history, and criminal history including arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment position with the TCSO.

I, the undersigned do, for myself, my heirs, and executors, hereby release and agree to indemnify the TCSO and their agents (including third party agents) harmless from and against any and all causes of actions or suit liabilities, resulting from decisions associated with the investigation of my background in connection with my employment application.

The information received will remain confidential in that only the investigator and hiring review board, as appropriate or applicable, will be party to this information. This information is intended for internal use and will not be released to the general public

I, the undersigned, understand that no information concerning the specifics of the decision or the background investigation itself will be made available to me. In the event I am not selected by the Teton County Sheriff's Office for employment, I will not be told on what grounds I am no longer being considered for employment and at no time will any part of the background investigation be made available to me.

Applicant's Full Name (*no initials*) _____

Other Names Used _____

Date of Birth _____ Social Security # _____

Driver's License # _____ State: _____

List last 3 Physical Addresses (with dates occupied)

Signature

Date of Signature