

Bear Lake County
Application for Employment
 An Equal Opportunity Employer

To be considered an applicant, you must complete this form. A resumé may also be attached. Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **PLEASE PRINT**, except for your signature. This application is to fill the current open position only.

Personal Information:				
Name:				
	Last	First	Middle	Other Names Used
Address:				
	Street	City	State	Zip
Telephone:	()	()	()	
	Home	Cell	Message	
Email Address:				
Webpage Address(es):				
Position Applying For:				
Job Title:				
Are you applying for:		What shifts will you work?		May We Contact Present Employer?
<input type="checkbox"/> F/T <input type="checkbox"/> P/T <input type="checkbox"/> Temp/Seasonal		<input type="checkbox"/> Days <input type="checkbox"/> Nights		<input type="checkbox"/> Yes <input type="checkbox"/> No
Available Start Date:				

Are you legally eligible to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/>	
(Federal Law requires proof of identity and employment authorization for all new employees.)	
Can you travel if the job requires it? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/> State: _____	

Education/Training					
<u>School</u>	<u>Name</u>	<u>Location</u>	<u>Dates Attended From / To:</u>	<u>Diploma, Degree & Major</u>	<u>Graduated?</u>
High School					
College					
Other (Business, Vocational, Military)					

Employment History (Please Start With the Most Recent, Ending With Age 18, Excluding Part-Time Positions Held While Obtaining Higher Education—Use Additional Paper as Necessary.):

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From:

To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Next Employer:

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From:

To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Next Employer:

Employer:

Address:

Street

City

State

Zip

Telephone: ()

Supervisor Name:

Dates From:

To:

Final Rate of Pay:

Position Held:

Primary Duties:

Reason for Leaving:

Technology Skills (List All Skills & Software Applications You Have Experience Using):

Word Processing:
 Spreadsheet:
 Other Software:
 Database:
 Microsoft Office? Yes No PowerPoint? Yes No
 Scanner? Yes No Copier? Yes No
 Digital Phone Systems? Yes No
 Explain Internet Skills, Including Email Usage:

Professional Licenses or Certificates Held:

Military

Are you a veteran or family member who qualifies for and are claiming preference pursuant to Idaho Code § 65-503 or its successor? Yes No (If Yes, fill out Page 5 of Application & attach proper documentation)
 Have you previously claimed such preference? Yes No

Personal Reference (Please list the names of three (3) persons not related to you by blood or marriage.)

Name: Last First Middle
 Address: Street City State Zip
 Telephone: () ()
 Home Other
 Connection To You (i.e. friend, co-worker): Occupation:

Personal Reference

Name: Last First Middle
 Address: Street City State Zip
 Telephone: () ()
 Home Other
 Connection To You (i.e. friend, co-worker): Occupation:

Personal Reference

Name: Last First Middle
 Address: Street City State Zip
 Telephone: () ()
 Home Other
 Connection To You (i.e. friend, co-worker): Occupation:

TODAY'S DATE: _____

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Have you ever been charged with a crime (other than a minor traffic infraction)? Yes No

If yes, when & where: _____ Please Explain: _____

Are you related by blood or marriage to any person now employed by Employer? Yes No

If yes, give name and relationship to you:

CERTIFICATION

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment may be terminated.

I understand and agree that, if hired, my employment is for no definite period and either Employer or I may terminate our relationship at any time, and that this employment application does not constitute an employment contract.

Signature of Applicant: _____ Date: _____

IT IS THE POLICY of Bear Lake County to provide equal opportunity in all terms, conditions and privileges of employment for all qualified job applicants and employees without regard to race, color, national origin, gender or age (unless a bona fide job requirement) or the presence of any disability. Reasonable accommodations will be made for disabled persons.

VETERAN'S PREFERENCE

If you are NOT claiming Veteran's Preference, please initial here _____ and proceed to the next page.

Per Idaho Code, Title 65, Chapter 5, Employer will afford a preference to employment of veterans. In the event of equal qualifications and experience between candidates for an available position, a veteran who qualifies will be preferred. If claiming veteran's preference, please complete the information below and attach a copy of your DD-214 to this application.

(Reference Idaho Code, Title 65, Chapter 5, and 5 U.S.C. § 2108)

The term "active duty" means full-time duty in the Armed Forces, but NOT active duty for training.

Part 1. Preference Eligible Veterans:

- I have a service-connected disability of 10% or more.
- I am the spouse of an eligible disabled veteran, who has a service-connected disability.
- I am the widow or widower of an eligible veteran and have remained unmarried.
- I do not meet any of the selections above, but I served on active duty in the armed forces of the United States for a period of more than one-hundred eighty (180) days and was honorably discharged.

Part 2. Documentation & Signature:

By my signature, I certify that all statements on this form are true and complete to the best of my knowledge. I understand that should an investigation disclose inaccurate or misleading answers, my application may be rejected and my name removed from consideration for employment with Employer.

- I have attached a copy of my DD-214. Veteran's preference will not be considered without this document.

Name (Please Print)

Signature

DATE: _____

TODAY'S DATE: _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes No

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, an applicant for employment with Bear Lake County, do hereby authorize a review of and full disclosure of all records or information concerning myself to any duly authorize agent of Bear Lake County, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of all records and information of educational institutions; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, either criminal or civil, in which I have, or have had any interest or involvement.

I understand that any information obtained during any personal history background investigation which is developed directly or indirectly, in whole or in part, upon this authorization will be considered in determining my suitability for employment by the county. I hereby agree that any person(s) or entities who may furnish such information concerning me shall not be held liable for providing this information; and I do hereby release said person(s) and entities from any and all liability which may be incurred as a result of furnishing such information.

I further authorize that a photocopy of this signed release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature

Witness

DATED: _____

Printed Name, including all names I have previously used or been known by:

Phone: _____

DOB: _____

BEAR LAKE COUNTY
Job Description Form



Department: SHERIFF

Job Title: DEPUTY

Reports To (title): SHERIFF

Type of Position:

- Full-time
- Part-time
- Contractor
- Seasonal
- Temporary

_____ Hours/ Week

- Exempt (Salary)
- Nonexempt
- Elected Official

GENERAL DESCRIPTION OF THE ROLE

Performs basic level law enforcement duties intended to secure a safe environment for county citizens and to protect their legal rights as established by federal, state and local laws.

SUPERVISION RECEIVED:

Works under the general supervision of the Sheriff or Chief Deputy.

SUPERVISION EXERCISED:

None.

EXAMPLES OF DUTIES:

Patrols county roadways to observe traffic for violations of traffic laws and ordinances; assists stranded motorists; checks for suspicious vehicles; determines violations and makes arrests.

Receives training in law enforcement principles and procedures such as criminal investigations, evidence collection, patrol and traffic procedures, general office policies and methods, performs the same in completion of duties listed.

Investigates auto, aircraft and industrial accidents; conducts searches for lost, missing or drowned persons; assists county coroner concerning death investigation and transportation of dead bodies; delivers death and other emergency messages; performs investigations of narcotic offenders and performs other necessary detective duties in the course of eliminating criminal activity.

Reports to accident scenes to render first aid to injured persons and to control traffic in the area; investigates cause of accident and prepares report on details after the investigation.

Responds to citizen complaints such as break-ins, robberies, domestic quarrels, assaults and vandalism; gathers evidence, interviews victims and witnesses and prepares investigation reports of crimes scenes.

Appears in court to give testimony; may serve as court bailiff; transports prisoners.

Serves civil papers, warrants and summons and any other document as required by law.

Qualifies, at least yearly, with department issued pistol, shotgun and rifle. Qualification is done with the Bear Lake County Sheriff's Office firearms instructor.

EDUCATION REQUIREMENTS

MINIMUM QUALIFICATION:

1. High school graduate or GED equivalent.

2. Meets Idaho Peace Officer Standards and Training Academy (POST) requirements for physical fitness.
3. Meets Idaho POST requirements for basic certification or is capable of meeting those requirements before hire.
4. Must reside in Bear Lake County. If relocating to Bear Lake, reasonable time will be allowed to find housing.
5. Must be at least 21 years of age.
6. All applicants will have a background check including criminal history and traffic records.
7. The successful applicant must complete a polygraph examination and psychological testing.

I can perform the essential functions of the job.

Employee:	Date:
Supervisor:	Date:

Approved by Board of County Commissioners: Date