



WILLIAMSON COUNTY SHERIFF'S OFFICE

JEFF HUGHES, SHERIFF

408 CENTURY COURT, FRANKLIN, TENNESSEE 37064

615-786-1540

www.williamsoncountysheriff-tn.com



APPLICATION FOR EMPLOYMENT

The Williamson County Sheriff's Office is an equal opportunity employer, dedicated to a place of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, military service, or disability that does not prohibit performance of essential job functions. By submitting this application you agree to abide and be held to these standards if employed.

AN INCOMPLETE APPLICATION SUBMITTED MAY NOT BE PROCESSED

Overview of the Employment Process:

The employment process starts with the Application and Required Documentation being submitted.

A "NCIC" or National Crime Information Center Report is then obtained.

If the applicant meets the criteria, they will be scheduled for the following:

Functional Fitness Test (Deputy Position Only)

First Interview

Finger Print Submission

If the applicant is moved forward, they will be subject to the following:

Background Investigation

Polygraph Examination

Interview with the Agency Administration

Drug Test

Psychological Examination

Physical Examination

****All tests, evaluations, and examinations must be passed in order to be eligible for employment****

Applications may be submitted by:

Dropping off in person at 408 Century Court, Franklin, TN 37064

Mailing to: 408 Century Court, Franklin, TN 37064

Emailed: Vickie.Pittenger@williamsoncounty-tn.gov

****Please attach the following required documents:**

1. **Driver's License**
2. **High School Diploma/G.E.D. Certificate**
3. **Credit Report - Entire report that has been obtained within the last six months**

****Please attach the following required documents if applicable:**

1. **Military Discharge papers (DD-214 or NGB-22)**
2. **College Diploma**
3. **Documentation of Name Changes**
4. **P.O.S.T. / T.C.I. Certificates**

Introductory Benefits for Employees of the Williamson County Sheriff's Office

Starting Pay Rate for a [Detention Division Deputy](#) (amount subject to change)

\$25.36

Starting Pay Rate for a [TN P.O.S.T. Field Division Deputy](#) (amount subject to change)

\$26.36

Starting Pay Rate for [Civilian Booking Specialists](#) (amount subject to change)

\$19.95

Starting Pay Rate for [Civilian Kitchen Services](#) (amount subject to change)

\$19.35

These additions are **OFFERED** but **NOT** included in the pay rates above:

Shift Differentials- 2nd shift = \$0.57 3rd shift = \$0.86

Education Incentive- (For Deputy Positions) Associate's Degree = \$0.36 Bachelor's Degree = \$0.72

Experience Pay- (For Deputy Positions) 2% a year up to 5 years

Employer paid Life Insurance: \$50,000

Different Insurance plans to choose from (4 plans – HSA & Deductible)

Medical and Dental Coverage offered to the employee at no cost:

Optional coverage for spouse & dependents is offered at a cost to the employee

Flexible and/or Health Spending Accounts (contributions are taken out pre-taxed)

Employee Assistance Program – Free, 24/7, 365 days a year

Retirement Plan – employee portion is taken out pre-taxed (5%), County adds a portion as well (TCRS)

Voluntary Benefits – Offered to the employee at their expense:

- 401K & 457B additional Retirement Plans
- Supplemental life for employee, spouse, or dependents
- Short term or long term disability
- Vision Insurance for employee, spouse, or dependents
- Accident insurance
- Critical Illness
- Long & short term care

13 paid Holidays each year

8 sick hours per month (after first month of employment) – can be used for spouse or dependents

6.66 hours vacation per month (after first month of employment) – Increases with years of service

Longevity Pay – after 5 years of continual service (\$50 per year)

Paid 5 week Detention Training Academy

Uniforms & equipment provided

Opportunities for Advancement

****These benefits are representative of the current benefits offered to Williamson County Sheriff's Office employees. They are not contractual in nature and may change at any time upon determination by the employer.**

**IF USING A MOBILE DEVICE, DOWNLOAD THE ADOBE APP TO USE THE FILLABLE OPTION.
OTHERWISE, PLEASE PRINT YOUR ANSWERS IN INK AND BE SURE TO ANSWER ALL
QUESTIONS COMPLETELY AND HONESTLY. ANY MISREPRESENTATION OR OMISSION MAY
BE GROUNDS FOR PERMANENT DISQUALIFICATION.**

GENERAL INFORMATION

Date: _____ Position Applying For: _____
Have you been employed by Williamson County before? (circle) Yes No
Have you ever submitted an application to Williamson County before? If so, when?
How did you hear about this position?

PERSONAL INFORMATION

Name: _____
(Last) (First) (Middle)
Phone #: _____ Cell #: _____ Best Time To Call: _____
Date of Birth: _____ Social Security Number: _____
Email: _____
Address: _____

If applying for a Deputy Position, please answer all of the following questions.

If applying for Civilian Position, please skip to Question 2.

1. Are you a U.S. Citizen or a Permanent Legal Resident of the U.S.? Yes No
2. Are you legally eligible to work in the U.S.? Yes No
3. Are you over the age of 18? Yes No
4. Have you ever served in the U.S Armed Forces? Branch: Yes No
5. Are you currently TN POST Certified? Yes No
6. Have you ever been discharged, asked to resign, laid-off, put on inactive status for cause, or subjected to disciplinary action while in any position (except military)? Yes No
7. Have you ever resigned or quit a job after being informed that your employer intended to discharge you for any reason? Yes No

If you answered “Yes” to question 6 and/or 7 above, please submit a letter explaining the reasoning for your answers with this application.

Education

Do you have a high school diploma or GED? Yes No

LIST ALL HIGH SCHOOLS ATTENDED

NAME OF SCHOOL	Address	Date Graduated

LIST ALL COLLEGES OR UNIVERSITIES ATTENDED

NAME OF SCHOOL	Address	Date Graduated

Have you ever been dismissed from school or subject to any disciplinary action while enrolled at any level? If yes, please explain which school, the date of the discipline, and the action taken.

Driver’s License Information:

License Number	State and Class	Expiration

Have you ever been denied issuance of a license, had it suspended, or revoked? If yes, please explain:

Military Record, if applicable:

Branch of Service:

Service Number:

Dates of Service:

Was your discharge listed as honorable? Yes No

While in the military service, were you ever convicted of an offense in a trial by deck court or by summary, special or general court martial? If yes, please explain on a separate sheet and attach.

Highest Grade or Rank Obtained:

Organization and State or Unit and Location:

Indicate Reserve Obligation, if any:

Most Recent commanding officer’s name and phone number:

Employment

Please begin with your current or most recent employer, dating back up to 10 years. Any periods of unemployment please notate why and include additional sheets if more employment spaces are needed.

EMPLOYER				PHONE NUMBER
STREET ADDRESS	CITY	STATE	ZIP CODE	Start and End Dates
STARTING JOB TITLE / FINAL JOB TITLE:				FINAL WAGE RATE/SALARY
IMMEDIATE SUPERVISOR & PHONE NUMBER				
WHY DID YOU LEAVE AND IN WHAT MANNER (I.E., RESIGNED, TERMINATED, RESIGNED IN LIEU OF TERMINATION, ETC.)?				

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STREET ADDRESS	CITY	STATE	ZIP CODE	Start and End Dates
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IMMEDIATE SUPERVISOR & PHONE NUMBER				
WHY DID YOU LEAVE AND IN WHAT MANNER (I.E., RESIGNED, TERMINATED, RESIGNED IN LIEU OF TERMINATION, ETC.)?				

Employment Continued

EMPLOYER				PHONE NUMBER
STREET ADDRESS	CITY	STATE	ZIP CODE	Start and End Dates
STARTING JOB TITLE / FINAL JOB TITLE:				FINAL WAGE RATE/SALARY
IMMEDIATE SUPERVISOR & PHONE NUMBER				
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Drug History:

Type or print answers in the correct block or section. **This questionnaire pertains only to illegal or illicit drug use. If you are currently taking, or have taken in the past, any scheduled medications/narcotics prescribed by a licensed physician, respond “NO” to the referenced question.** If you have taken any scheduled medications/narcotics illegally, respond “YES” to the referenced question.

DRUG CATEGORY	Ever used?		Date Last Used
	Yes	No	
Stimulants: Methamphetamine, speed, cocaine, ice, crank, crack cocaine, etc.	Yes	No	
Illegal Use of Amphetamines/Other Stimulants: Ritalin, Benzedrine, Dexedrine, etc.	Yes	No	
Illegal Use of Benzodiazepines/Tranquilizers	Yes	No	
Heroin	Yes	No	
Illegal Sedatives/ Hypnotics/ Barbiturates: Quaalude, Amytal, Phenobarbital, etc.	Yes	No	
Street or illicit Methadone	Yes	No	
Illegal Use of Other Opioids: Tylenol #2/#3, Percocet, Opium, Morphine, Demerol, Dilaudid, Lortab, etc.	Yes	No	
Hallucinogens: LSD, PCP, MDA, DAT, peyote, mushrooms, ecstasy (MDMA), nitrous oxide, etc.	Yes	No	
Inhalants: Glue, gasoline, aerosols, paint, paint thinners, etc.	Yes	No	
Illegal Use of Marijuana: Dabs, Wax, THC oil, Hash oil, vape juice w/THC, edibles, etc.	Yes	No	
Anabolic Steroids	Yes	No	
Others (Specify)	Yes	No	

PREA:

The Prison Rape Elimination Act (PREA) requires that all applicants for employment with the Williamson County Sheriff’s Office answer the following questions:

- a. Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes No
- b. Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes No
- c. Have you ever been civilly or administratively adjudicated to have engaged in the activity described above in subsection b.? Yes No

If you answered “Yes” to any of the above questions, please explain your answer(s) on a separate piece of paper and submit with your application.

REFERENCES

Please list five people, other than relatives, who have knowledge of your character and/or abilities:

NAME	PHONE	YEARS KNOWN	RELATIONSHIP

Criminal History and Litigation:

Please disclose all convictions including juvenile and traffic, excluding parking tickets. Arrests and convictions are not an absolute bar to employment. However, pursuant to state law, applicants with a felony conviction will not be eligible for deputy positions. Pursuant to Sheriff’s Office Policy, individuals with misdemeanor convictions for crimes related to force, violence, theft, dishonesty, gambling, alcoholic beverages (other than a first offense DUI that is over three years old, in which case an applicant may be considered on a case-by-case basis), controlled substances, domestic violence, sexual misconduct, abuse of authority, bribery, destruction or tampering with government records, criminal impersonation, or misuse of official information are also disqualified from employment.

- Have you ever been arrested for any reason? Yes No
- Have you ever been convicted of, pled guilty to, or pled no contest to a felony? Yes No
- Have you ever been convicted of, pled guilty to, or pled no contest to a misdemeanor? Yes No
- Have you ever been convicted of a traffic offense, excluding parking violations? Yes No
- Have you ever been formally charged with or accused of any of the previously listed offenses? Yes No
- Have the police been called to your residence for any domestic-related issues in the past 10 years? Yes No
- Have you ever been involved in any CIVIL court action? Yes No

If you answered “Yes” to any of the above questions, please explain your answer(s) on a separate piece of paper and submit with your application. Include the date and place of incident, a brief explanation, and final outcome / court action.

SUBVERSIVE ORGANIZATIONS:

1. Are you now or have you ever advocated the overthrow of our constitutional form of government, or adopted the policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or sought to alter the form of government of the United States by unconstitutional means? Yes No

2. Are you now or have you ever been a member of an organization that advocates the overthrow of our constitutional form of government or approves the commission of acts of force (other than in self-defense or defense of others) or violence? Yes No

3. Are you now or have you ever been associated with any gang, club or other organization that is or has been involved in any illegal conspiracy, drug trafficking, or other unlawful activity or criminal act? Yes No

If you answered “Yes” to any of the above questions, please explain your answer(s) on a separate piece of paper and submit with your application.

AGREEMENT AND CERTIFICATION

Please initial each box and sign and date the bottom page

I hereby affirm that the information provided in this application and the included documentation is true and complete to the best of my knowledge. I understand that falsified information, significant omissions, or failing to submit any material or information as required or requested, may disqualify me and my application from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that a criminal history inquiry will be submitted via the National Crime Information Center (NCIC) prior to any interview or interaction and that I can be disqualified for consideration of employment based on the results of this report.

I understand that if I am employed by the Williamson County Sheriff’s Office, employment will be at-will and that this "Application for Employment" will not constitute a contract of employment.

I acknowledge that any offer of employment from the Williamson County Sheriff’s Office is conditioned upon undergoing and passing the County's post-offer medical and psychological examinations as well as the passing of a drug and alcohol test.

I hereby consent and authorize the Williamson County Sheriff’s Office to perform reference, education, employment, and any other background check verifications as necessary for employment consideration with their agency. I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have listed.

(Applicant Signature)

(Date)