

# Professional Law Enforcement



## Employment Application Tulsa County Sheriff's Office Stanley Glanz, Sheriff

Human Resources  
303 West First  
Tulsa, Oklahoma 74103  
(918) 596-8691

Position Applying for:

- Certified Deputy  
 Clerical/Administrative  
 Other \_\_\_\_\_

AN EQUAL OPPORTUNITY, DRUG-FREE, WORKPLACE EMPLOYER

NAME \_\_\_\_\_  
Last, \_\_\_\_\_  
First \_\_\_\_\_

**Tulsa County Sheriff's Office**

**APPLICATION PROCEDURE**

*Please Read Before Signing*

1. The first step of the process begins by carefully and thoughtfully completing an application for employment. Attach a copy of your current driver's license and social security card. If you have served in the military, include a copy of your DD-214. For certified deputy positions, please include a copy of your college transcript. Applications are kept on file for 12 months. After 12 months, a new application must be submitted for consideration. In order to be eligible for testing, all documents should be included in the application before examination.
2. You will be notified in writing of the date and location of your pre-employment physical agility and written examinations. After taking the examinations you will be notified of your examination results and if you are eligible for further employment processing. Passing an examination does not guarantee employment. The names of successful candidates are considered for further processing as positions within the sheriff's office become available.
3. Candidates failing the written test may repeat the application process after a period of three months. If the candidate fails the test a second time, that candidate may repeat the application process after a period of one year.
4. An oral screening board is the next application process for candidates that have successfully completed the written examination and have passed an initial background investigation. Candidates failing the oral screening may repeat the application process after three months. If a candidate fails the oral screening a second time, that candidate may repeat the application process after one year.
5. Successful completion of the oral screening board will make a candidate eligible to continue in the application process with a thorough and in-depth background investigation that will be conducted before appointment to any position within the Sheriff's Office. Candidates failing the background investigation are not eligible to repeat the application process.
6. After an offer of employment, you must successfully complete a physical, drug screening test, MMPI test, and any necessary training. Employees must reside in Tulsa County within 60 days of employment unless a waiver is granted during that time.
7. The expected duration of the application process is three to six months.

**I understand and agree that:**

Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.

It is my understanding that The Tulsa County Sheriff's Office may make a thorough investigation of my entire work and personal history and may verify of all data given in my application for employment related papers, background questionnaire, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the Tulsa County Sheriff's Office and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent me from being hired, or if hired, may subject me to immediate dismissal.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Tulsa County Sheriff's Office is of an "at will" nature, which mean that the Employee may resign at any time and the Employer may discharge an Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Sheriff.

Although management makes every effort to accommodate individual preferences, business needs may at time make the following conditions mandatory: overtime, shift work, a rotating schedule, or work schedule other than Monday through Friday. I understand and accept these conditions of my continuing employment.

I further understand that this is an application for employment and that no employment contract is being offered.

I understand that if I am employed, such employment is for an indefinite period of time and that the Tulsa County Sheriff's Office can change wages, benefits, and conditions at any time.

If employed, I will comply with all Rules and Regulations and Policies and Procedures as set forth in the Tulsa County Sheriff's Office.

I have read and understand the above.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

You may contact my present employer. Yes \_\_\_\_ No \_\_\_\_



**EMPLOYMENT HISTORY**

List the last three jobs you have held. Put your present or most recent job first. Include: Military service, temporary jobs, and part-time jobs.

Employer (company) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Position Held \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ number of hours worked weekly \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Description of Work Specific Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer (company) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Position Held \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ number of hours worked weekly \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Description of Work Specific Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Employer (company) Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Position Held \_\_\_\_\_  
Employment Dates: From \_\_\_\_\_ To \_\_\_\_\_ number of hours worked weekly \_\_\_\_\_ Ending Salary \_\_\_\_\_  
Description of Work Specific Duties \_\_\_\_\_

Reason for leaving \_\_\_\_\_

All Applicants: please circle "Yes" or "No" to all questions below.

If you answer **yes** to any of these questions, please explain and provide documentation.

Have You:

- Yes or No Ever possessed or used illegal drugs?
- Yes or No Had an arrest for an alleged commission of a felony offense or a felony charge pending in this state or any other state or country?
- Yes or No Been subject to the provisions of a deferred sentence, deferred prosecution (in this state or another state or pursuant to federal authority) for the commission of a felony offense?
- Yes or No Had two or more misdemeanor convictions relating to intoxication. Public intoxication or driving under the influence?
- Yes or No Had a victim protection order filed against you, or any action pending?
- Yes or No Had an arrest for an alleged commission of a charge pending for, or subject to the provisions of a deferred sentence or a deferred prosecution for any one or more of the following misdemeanor offenses in this state or another state?
  - A. Any assault and battery which caused serious physical injury to the victim
  - B. Any assault and battery
  - C. Any violation of the protection from domestic abuse act or any violation of a victim protection order of another state
  - D. Any arrest for Domestic Abuse