



Corrections Deputy Applicant Packet

IRON COUNTY SHERIFF'S OFFICE

APPLICANT CHECKLIST

Please review **ALL** of your documents prior to submitting. Any document that is required that is not attached or is incomplete will result in your application being disqualified.

- Employment Application
- Supplemental Questionnaire
- POST Certificate or Pre-Entrance Exam Score
(A letter from the testing center indicating that you have completed the test will be accepted, score can be provided at a later date)
- College Transcripts and copies of any certifications that you are claiming on your application.
- Form DD214 – if applicable for Veteran Preference

P.O.S.T. Peace Officer Standards & Training Entrance Examination Sheet

The P.O.S.T. entrance examination is administered by the agencies listed below and is a requirement for the Correctional Officer positions. The test may be taken at any of the testing sites listed and a certified copy of the test results **MUST** be attached to your application form. P.O.S.T. Test consists of 4 sections with a passing score of 70% in each category. **Picture ID required at all testing locations.**

DAVIS APPLIED TECHNOLOGY CENTER

Julie Wood, Assessment Technician or Marie Sherwood, Assessment Clerk
550 East 300 South Kaysville, UT 84037
Phone: (801) 593-2361 or (801) 593-2336
Testing: Monday 7:45 to 2:30, Tuesday 7:45 to 4:30 & Thursday 7:45 to 11:30
On a walk-in basis during testing hours
Fee: \$30

SALT LAKE COMMUNITY COLLEGE – MILLER CAMPUS

9750 South 300 West, MFEC Room #238, Sandy, UT 84070
Proctor Station (801) 957-5221
Testing: Requires scheduling 24 hours in advance. Monday – Friday 7:00 am to 1:30 pm and first Saturday of the month 8:00 am to 12:00 pm
Please pay at cashiering office at the Miller Conference Center prior to testing
www.mbrclcc.com/testing

WEBER STATE UNIVERSITY TESTING CENTER

1112 University Circle Ogden, UT 84408-1112
Phone: (801) 626-6803
Testing: Wednesdays at 2:00 & 6:00 Call for specific information

UTAH VALLEY UNIVERSITY

Phone: (801) 863-8269
Call for appointment to test
<http://www.uvu.edu/testingservices/othertesting/index.html>

SOUTHERN UTAH UNIVERSITY

351 W University Blvd., ELC211, Cedar City, UT 84720
Phone: (435) 865-8113 Email: specialtest@suu.edu
POST Testing is administered by appointment.
Please call or email for testing appointment

DIXIE STATE COLLEGE TESTING CENTER

North Plaza Building, 1000 E. 100 S., St. George, UT (East entrance)
Phone: (435) 652-7696 Email: testcenter@dixie.edu
Testing: Please call for an appointment. Cost: \$50
For testing center closed dates, please go to: dixie.edu/testing

The results are usually mailed to you approximately 2 (two) weeks from the test date.
Candidates must be 21 years of age, a high school graduate, and U.S. citizen.

VETERAN PREFERENCE

If you claim veteran preference, you must submit a copy of FORM DD214, certifying honorable veteran status. If you claim disabled veteran preference, you must also submit a letter of verification from the Veteran's Administration dated within the last 90 days.

BENEFIT INFORMATION

All Deputy Officers are required to fulfill a twelve-month probationary period. The probationary period may be extended for cause. Full Time employees are eligible for paid vacation leave, sick leave, holiday pay; health, dental, and life insurance; paid retirement, long term disability and workers' compensation; participation in a flexible spending account for child care expenses on a pretax basis.

P.O.S.T. Physical Fitness Entrance Requirements

Special Function Officer Entrance Standard

Physical Fitness test requirement for entrance into the POST academy:

Vertical Jump (14.5 inches)

Sit-ups (23 reps – One minute)

Push-Ups (14 Reps – Maximum repetitions with no time constraint and no rest during this phase of the test)

1.5 Mile run (16:11)

The procedure and order for the testing is as follows:

Warm up for 3 minutes; perform the Vertical Jump test and rest for 2 minutes

Perform the one minute Sit Up test and rest for 5 to 10 minutes

Perform the Maximum Push Up test, then rest for 5 to 10 minutes

Do the cardio warm up for 2 to 3 minutes, then perform the 1.5 mile Run and cardio cool down for 5 minutes.

Iron County

Human Resource Department – 82 N. 100 E. Suite 204 – Cedar City, UT 84720

Office Phone: (435) 477-8335 --- Email: jobs@ironcounty.net

Iron County Employment Application Instructions:

Thank you for your interest in employment with Iron County. Please read and adhere to the following instructions in order to complete the application process. Applicants who fail to complete or follow the process in its entirety may be disqualified.

COMPLETE AN OFFICIAL APPLICATION FORM: In order to obtain complete and accurate information to be used in making hiring decisions, Iron County requires each applicant to complete an Official Iron County Employment Application. Applications must be submitted in person, by email, or by mail to the Iron County Human Resource Department. All application must be received (or postmarked) by 5:00 pm MST on the closing date of the job posting (no exceptions). The completed and signed application will be used to determine your initial eligibility for the position. If more space is needed to provide full answers or explanations, attach additional sheets (using the same format) as needed. Unless specified within the job posting, resumes will generally not be accepted, other than a supplement to the required application. Letters of recommendation or commendation should not be submitted, unless specifically requested or outlined in the job posting.

EDUCATION VERIFICATION: You are required to submit photocopies of official transcripts, licenses, and/or certificates of completion for any education, certification, or training (beyond high school) that you claim on your application. Iron County “may” request official transcripts be submitted as a requirement during the final interview process. Please note that you will not be given credit for any education, certification, or training without proper documentation.

VETERAN PREFERENCE: If you wish to claim veteran preference, you must submit a copy of Form DD214, certifying honorable veteran status. If you claim disabled veteran preference, you must also submit a letter of verification from the Veteran’s Administration dated within the last 90 days.

HOW POSITION VACANCIES ARE FILLED: The Human Resource Department, in consultation with the hiring department, will screen applications to see if minimum qualifications are met. The selection process will then consist of a hiring interview and may include any one (or a combination) of the following: Application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to select and call the applicants deemed most qualified to perform any of the proceeding requirements. False statements and/or evidence of fraud or deceit, in connection with any application, will result in disqualification. If discovered after employment, such actions will be considered grounds for discharge.

NOTIFICATION TO APPLICANTS: If you are applying for a full-time position, you should receive written notification regarding the status of your application within three weeks of the advertised closing date of the position. Since a considerable amount of time is often required to screen and evaluate the applications, please do not contact Human Resources to inquire about the status as an application unless you do not receive notice within three weeks. If you are applying for a part-time, temporary, or seasonal position, you will receive no formal communication regarding the status of your application unless selected for employment. If you are selected for employment, you will be required to prove United States Citizenship and your eligibility to work in the United States, as evidenced by appropriate documentation.

EQUAL EMPLOYMENT OPPORTUNITY: Iron County is an equal employment opportunity employer. All applicants meeting the minimum position qualifications will receive consideration during the employment and selection process. Regardless of race, color, national origin, religion, sex, age, or disability, all applications will receive equal employment opportunity.

ADDITIONAL INFORMATION: Federal law requires supervisors/employers to review documents verifying your identity and eligibility to work in the United States and to complete Form I-9 (Employment Eligibility Verification) documentation. Iron County will require strict compliance with all Form I-9 requirements.

Upon employment, the Human Resource Department will require a copy of Social Security Card and current Driver’s License be provided in order to ensure verification of name and social security number for payroll and other employment records and to verify driving record when required.

In conjunction with any preliminary job offer from Iron County, the applicant will be required to successfully pass a drug and criminal background screening prior to employment.

Iron County will provide reasonable accommodations to the known disabilities of applicants in compliance with the Americans with Disabilities Act.



Employment Application

82 North 100 East, Suite 204

Cedar City, UT 84720

www.ironcounty.net

Name _____
First Middle Initial Last

Mailing Address _____
Street (PO Box) City State Zip

Date of Application _____ Email Address _____

Phone Number _____ Receive Text Messages? Yes _____ No _____

Position Applying For _____

Type of Employment Desired: Full-Time _____ Part-Time _____ Temporary or Seasonal _____

For jobs requiring driving: Do you possess a valid Utah driver's license? Yes _____ No _____

Driver's License Number and Type/Class _____

Are you legally eligible for employment in the U.S.? Yes _____ No _____

Are you 18 years of age or older? Yes _____ No _____

Date you would be eligible to start: _____

Are you currently employed? Yes _____ No _____

May we inquire of your present employer? Yes _____ No _____

Referred by: _____

EDUCATION

	Name/Location	Years Completed	Degree Received
High School			
College/University			
Graduate School			
Trade/Tech/Other			

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Describe any ability, knowledge, or special recognition awards you consider to be significant:

List any courses you have taken and/or licenses/certifications you possess, which are required, or directly relate to the position you are applying for: _____

JOB RELATED ABILITIES

Please describe your experience related to the performance and/or requirements of this job (including technical skills):

WORK EXPERIENCE

Please list all work experience. Attach additional sheets if necessary.

Dates of Employment	Name, Address and Phone # of Employer	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
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Brief Description of Duties:

Dates of Employment	Name, Address and Phone # of Employer	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
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Brief Description of Duties:

Dates of Employment	Name, Address and Phone # of Employer	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
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Brief Description of Duties:

WORK EXPERIENCE CONTINUED

Please list all work experience. Attach additional sheets if necessary.

Dates of Employment	Name, Address and Phone # of Employer	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
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Brief Description of Duties:

Dates of Employment	Name, Address and Phone # of Employer	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
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Brief Description of Duties:

Dates of Employment	Name, Address and Phone # of Employer	Name of Supervisor	Starting Salary	Ending Salary	Reason for Leaving
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Brief Description of Duties:

REFERENCES

Please provide the name and address of three people who are not former employers and are not related to you.

Name	Address	Phone	Years Known	Business

Have you ever been discharged, forced to resign, or formally disciplined by an employer? Yes _____ No _____

If yes, please explain: _____

Are you related to anyone currently working for Iron County? Yes _____ No _____

If yes, please provide the name of employed relative: _____
 Relationship to you: _____

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

What do you understand to be the minimum requirements of this job, and how do you feel you meet these requirements?
(Attach additional information if necessary.)

CERTIFICATION OF APPLICANT:

I certify that the information contained in this application is correct to the best of my knowledge, and I understand that falsification of this information is grounds for refusal to hire or, if hired, dismissal.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application and release all such parties from all liability for any damage that may result from furnishing such information to you. I authorize you to request and receive such information. In consideration for my employment and my being considered for employment by Iron County, I agree to conform to the rules and regulations of Iron County and acknowledge that these rules and regulations may be changed, interpreted, withdrawn, or added to by Iron County at any time, at the County's sole option and without any prior notice to me.

Potential employees may be requested to provide a specimen for drug testing. I understand that by signing this application I am giving Iron County authorization to test. All positive tests will be reviewed by a medical review officer. Test results are confidential. Iron County will pay fees for all required drug testing.

I acknowledge that I have been advised that this application will remain active only for the time period in which the position I applied for remains open.

I authorize investigation of all statements contained in this application and an investigation of my background, including any and all criminal history records and driver's license history. I understand that the findings of the investigation may or may not bar me from employment with Iron County.

Signature _____ **Date** _____

IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Iron County to recruit, hire, and promote qualified applicants without regard to their race, color, religion, sex, age, national origin, disability, or other areas covered by federal, state, or local fair employment laws and regulations.

The Human Resource Department will provide reasonable accommodations for any applicant during the application, examination or interview process. If you have special needs, please call (435) 477-8335.

Applications must be submitted directly to the Iron County Human Resource Department in person, by email, or by mail by 5:00 pm MST on the closing date of the job posting (no exceptions).

If you have any questions, please contact the Human Resource Department.

**82 North 100 East, Suite 204
Cedar City, Utah 84720**

Office Phone: (435) 477-8335
Email: jobs@ironcounty.net
www.ironcounty.net

**IRON COUNTY
EEO/AFFIRMATIVE ACTION INFORMATION**

The below requested information is needed in order to measure the effectiveness of recruitment efforts and to ensure compliance with federal hiring guidelines. These guidelines require employers to compile statistical information about applicants. You are not required to furnish this information, but are encouraged to do so. This information will not influence selection and will not be used as a basis for selection; it is merely for statistical purposes.

This information sheet will be detached from the application and kept in a separate and confidential file in compliance with record keeping requirements.

Position Applied for: _____ Date: _____

Please mark appropriately: _____ Male _____ Female

ETHNIC CATEGORY (Please check one):

- WHITE** (Not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- BLACK** (Not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
- HISPANIC**: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- ASIAN OR PACIFIC ISLANDER**: All persons having origins in any of the original people of the Far East, Southeast Asia, Indian Sub-continent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- AMERICAN INDIAN OR ALASKAN NATIVE**: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliations or community recognition.

Please check if the following categories are applicable:

DISABLED INDIVIDUAL:

- Any person who has 1) physical or mental impairment that substantially limits one or more of his or her major life activities; 2) has a record of such impairment, or 3) is regarded as having such impairment.

VETERANS ELIGIBILITY:

- Any individual who has served on active duty in the armed forces for more than 180 consecutive days, or was a member of a reserve component who served in a campaign or expedition for which a campaign medal has been authorized and who has been separated or retired under honorable conditions.
- A disabled veteran with any percentage of disability.
- The spouse or unmarried widow or widower of a veteran.
- A Purple Heart recipient.
- A retired member of the armed forces who retired below the rank of major or its equivalent.

SUPPLEMENTAL QUESTIONNAIRE

Name: _____

Aliases, nicknames, maiden name, name changes _____

READ AND ANSWER EACH QUESTION

A Candidate may be rejected "who has intentionally made a false statement of a fact, practiced or attempted to practice a deception of fraud in his/her application, examination, or in securing his/her eligibility for appointment." All information in the form will be subjected to review for truthfulness and integrity during a polygraph.

1. Have you used any of the following drugs other than those prescribed for you while under the care of a licensed Physician?

DRUG	SLANG	YES	NO	How often did you use the drug?	When did you last use the drug?
Cocain, Crack or Derivative	Snow, Powder, Nose Candy, Toot, Blow, Rock, Girl				
LSD	Acid				
PCP	Tea, Crystal Tea, Angel Dust				
Opium	Paregoric				
Heroin	Smack, Horse, Boy				
Psilocybin Mushrooms	Shrooms				
MDMA	Ecstasy, XTC				
Barbiturates	Barb, Yellow Jacket, Downers, Phennies				
Amphetamines	Dexies, Bennies, Speed, Uppers, Cross Tops				
Psychotoxic Chemicals	Glue, Paint, Solvents, Butane, Scotch Guard, etc. (Puffing)				
Spice and/or Bath Salts	Ludes				
Methamphetamine	Crank, Crystal, Ice				
Cannabis or any derivative	Marijuana, Hashish, Hash Oil				
Steroids	Human Performance Drugs, HGH				
Prescription Drugs or Narcotics	Specify Drug:				

	YES	NO
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2. Have you sold, purchased or offered for sale any illegal drug?		
3. Have you induced or attempted to induce another person in the use of illegal drugs?		
4. Have you used prescription medications in any way other than those prescribed by a physician?		
5. Have you ever been convicted of a felony?		
6. Have you ever been convicted of a misdemeanor?		
7. Have you ever been convicted of any felony or misdemeanor involving perjury or a false statement, notwithstanding suspension of sentence or withholding adjudication?		
8. Have you ever been arrested, detained by police or summoned into court?		
9. Have you ever been involved in any court action, civil or criminal?		
10. Have any of you or your spouse's immediate relatives ever been convicted of a felony?		
11. Have you ever been discharged, asked to resign, furloughed, resigned in lieu of termination or subjected to disciplinary action while employed. (except military)		
12. Have you received a dishonorable discharge from the Armed Forces?		

Supply a complete explanation of any "Yes" answer on a separate sheet and attach to this form.

Signature _____

Date _____