



FLORENCE COUNTY SHERIFF'S OFFICE
TJ Joye, Sheriff

Florence County Sheriff's Office **Application Packet Contents:**

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Information Sheet for Applicants

Your application packet contains an application and a summary of the physical requirements to be a Deputy Sheriff. In an effort to make the application process for a position with the agency a smooth and easy process, we offer the following guidelines:

1. You will need to include a copy of the following information with your application:
 - a. Birth Certificate
 - b. High School Diploma
 - c. Three (3) Letters of Reference
 - d. Any Current LEO Certification
 - e. A Recent Photograph (Full Length head to toe)
 - f. Copy of Social Security Card
 - g. Copy of Valid Driver's License
 - h. A certified copy of your driving record(s) (Driving records must cover all states where a license was held over the past 10 years; South Carolina residents, please provide a 10-year certified driving record)
* you may go by an SCDMV location and get a copy of your South Carolina driving history. If you have, in the past 10 years, had an out of state driver's license, you must contact the state's appropriate agency.
 - i. DD-214 for applicant with prior military experience

2. The packet must be returned to the FCSO Recruiting Unit at the Law Enforcement Complex in Effingham. Incomplete applications may not be considered for employment. Applications may be returned by mail to:

**Florence County Sheriff's Office
Attn: Recruiting Unit
6719 Friendfield Road
Effingham, SC 29541**

3. Applicant Phases
 - a. Phase 1: Receipt of the completed application with ALL requested documents and verification of driving record.
 - b. Phase 2: Written examination, physical agility test and firearms testing. If successful, the applicant will continue to the phase 3.
 - c. Phase 3: Polygraph, background investigation, panel interview, psychological examination, drug screening, medical exam and Sheriff's interview.
4. Upon the satisfactory completion of the requirements listed above, you will be placed on an eligibility list for a period of one year. During that year, as vacancies occur, you may be called in to interview for various entry level positions. If you are interviewed but not hired, you will be placed back on that eligibility list.



APPLICANT CHECKLIST

The following items **MUST** be returned to Recruiting Unit at the Law Enforcement Complex in Effingham:

- ☐ Completed Application
- ☐ A copy of your birth certificate
- ☐ A copy of your high school diploma
- ☐ Three (3) letters of reference (non-family) which include:
The author's name, address, telephone number, information on your relationship and character.
- ☐ Any current Law Enforcement Officer Certifications
- ☐ A recent photograph (Full length head to toe)
- ☐ A copy of your social security card
- ☐ A copy of your current driver's license
- ☐ A certified copy of any out-of-state driver's history, if within the last ten (10) years.
- ☐ Completed signed and notarized waiver.
- ☐ DD-214 for applicants with prior military experience

If you have any questions, please call Sgt. Bennett Brown at 843-665-2121 ext. 80243



FLORENCE COUNTY
An Equal Opportunity Employer
APPLICATION FOR EMPLOYMENT

This application must be completed in full.

If you need assistance completing this application, please call Human Resources 843-665-3054

PLEASE PRINT OR TYPE IN WORD (FILLABLE)

Name (Last)	(First)	(Middle Initial)
Street Address		City/State/Zip Code
Telephone Number		E-Mail Address
Florence County complies with all Department of Homeland Security U.S. Citizenship and Immigration Services laws and regulations. In order to be hired at Florence County you will be required to show proof that you are authorized to work in the United States. Are you legally eligible for employment in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Position that you are applying for:		
What date will you be available for work? Click or tap to enter a date.		Are you age 16 or over? <input type="checkbox"/> Yes <input type="checkbox"/> No
If position requires, are you willing to travel? <input type="checkbox"/> Yes <input type="checkbox"/> No		Rate of pay desired: \$ _____ Per
Position desired: <input type="checkbox"/> Full time <input type="checkbox"/> Part Time		Veteran <input type="checkbox"/> Yes <input type="checkbox"/> No
How were you referred to Florence County? <input type="checkbox"/> On-Line Resource (Name of Resource) <input type="checkbox"/> Employee Referral (Name of Employee) <input type="checkbox"/> Agency (Name of Agency)		
Have you previously been employed by Florence County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates:		
Do you have any relatives employed by Florence County? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give name:		
EQUAL EMPLOYMENT OPPORTUNITY. Florence County is an equal opportunity employer. Florence County does not discriminate against applicants or Employees on the basis of race, color, sex, religion, marital status, national origin, age, veteran status, disability, genetic information, sexual orientation, gender identity, or any other protected classifications, activities, or conditions under applicable federal, state or local law. This policy of nondiscrimination extends to all terms, conditions, and privileges of employment and to all employment actions.		

EDUCATION

Give records of all High Schools, Colleges, Universities, and Specialized Schools you have attended.				
Name of School	City/State of School	No. of Years Completed	Graduated	Major/Degree
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

Describe any educational course(s) you are currently enrolled in. Also indicate your target date for completion.

EMPLOYMENT BACKGROUND

List below all current and former employers, beginning with the most recent. Account for all periods between jobs. Include U.S. Military Service, but do not include reason for discharge. Attach separate sheets if necessary.

1	Company	From	To	Starting Salary
Address				Ending Salary
Title		Reason for Leaving		
Duties				
Manager Name / Title / Phone		May we contact this employer for a Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
2	Company	From	To	Starting Salary
Address				Ending Salary
Title		Reason for Leaving		
Duties				
Manager Name / Title / Phone		May we contact this employer for a Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
3	Company	From	To	Starting Salary
Address				Ending Salary
Title		Reason for Leaving		
Duties				
Manager Name / Title / Phone		May we contact this employer for a Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
4	Company	From	To	Starting Salary
Address				Ending Salary
Title		Reason for Leaving		
Duties				
Manager Name / Title / Phone		May we contact this employer for a Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		
5	Company	From	To	Starting Salary
Address				Ending Salary
Title		Reason for Leaving		
Duties				
Manager Name / Title / Phone		May we contact this employer for a Reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Please list your business related technical skills:
If your name was different for any employment or education, please indicate your former name here for verification purposes:

APPLICANT’S CERTIFICATION AND AGREEMENT

Please read the following carefully and indicate your understanding by initialing on the line before each paragraph.

_____ I certify that the information set forth in the attached Application for Employment is true and complete to the best of my knowledge and I authorize Florence County to verify its accuracy and to obtain reference information on my education, background, and work performance. I hereby authorize my previous employers (as indicated), educational institutions and references to release such information as may be requested by Florence County and I waive any tort, common law or state cause of action that I may have against my previous employers, educational institutions and references and I release them from any and all liability, claims or damages that may result, for the use, disclosure or release of any such information. I also waive any tort, common law or state cause of action that I may have against Florence County, and I release Florence County from any and all liability, claims or damages that may result from obtaining and having employment decision based on such information. I understand that any false statements, omissions, or misrepresentations made in this application may be grounds for rejecting my employment application and, if I am employed by Florence County, termination of my employment from Florence County.

_____ The position applied for may require driving in the course of work. I understand that I will be required to possess a valid driver’s license. In addition, I will be required to provide a copy of my official driving record and proof of insurance.

_____ I understand that Florence County will conduct criminal record checks for all regular full-time and part-time positions and reserves the right to conduct criminal record checks for temporary positions.

_____ I understand that Florence County requires the successful completion of a post-offer, pre-employment urinalysis for drug testing purposes as a condition of employment for all regular full-time and part-time positions. Florence County also reserves the right to require me to undergo drug testing at any time during my employment, to the extent permitted by law.

_____ Following an offer of employment, and, as a continuing condition of employment should I be hired, Florence County may require that I submit to a medical examination.

_____ I agree that if an employment offer is extended to me and accepted, I will comply with all of Florence County’s policies, rules and regulations. However, I understand that neither the policies, rules, regulations nor anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and is at will. I further understand that I or Florence County may terminate my employment at any time with or without prior notice, and for any reason not prohibited by law.

This application is good for 30 days only. Consideration for employment after 30 days requires a new application.
I HAVE READ AND FULLY UNDERSTAND THE ABOVE STATEMENT AND AUTHORIZATION.

_____	_____	_____
Signature of Applicant	Printed Name	Date



Personal Inquiry Waiver
Authority for Release of Information

To: Concerned Person or Authorized Representative of
any Organization, Institution or Repository of Records

I respectfully request and authorize you to furnish the Florence County Sheriff's Office any and all information that you may have concerning my work record, school record, reputation, financial status and military records. Please include any record of detainment, arrest, and conviction by any law enforcement agency including information of a confidential or privileged nature, and photocopies of same if requested. This information is to be used to assist the Florence County Sheriff's Office in determining my qualifications and fitness for the position I am seeking.

I hereby release to you, your organization or others from any liability or damage which may result from furnishing the information requested above.

Applicants Name: _____

Applicants Signature: _____

Date of Birth: _____ Social Security No.: _____

Address: _____

AFFIDAVIT

State of South Carolina
County of Florence

PERSONALLY appeared before me the said, _____,
who being duly sworn, states that he/she executed the above instrument of his own free will and
accord, with full knowledge of the purpose, therefore.

Notary Public for South Carolina

Sworn to and subscribed before me on this _____ day of _____ 20____.

_____ My commission expires: _____



Physical Agility Test Standards

The standard for successful completion of the Physical Agility Test is to complete the course in two minutes and six seconds (2:06).

A time penalty (two [2] seconds added) for failure to negotiate the low crawl or the ditch jump will be imposed and added to the individual's cumulative score. Failure to negotiate any obstacle and/or to stop continuous motion will NOT constitute a "failure".

Applicants will be allowed three (3) attempts to successfully negotiate obstacles (e.g., stairs, fence, and wall/window). At each failed attempt, the instructor will tell the student to back-up to a designated point in attempt to gain momentum to negotiate the obstacle. Following a third failed attempt at a given obstacle, the applicant will be instructed to walk around the obstacle and finish the course in order for the individual's time to be recorded for purposes of the comparison of performance (time) to ability (non-negotiation of obstacle[s]).

Course Description:

The course measures a total of 870 feet (290 yards/ 265.2 meters). The course consists of a series of nine interspersed individual tasks, arranged in a continuous format that are viewed as being essential (physical) job-tasks for law enforcement training:

- running;
- jumping (low hurdle);
- climbing stairs;
- low crawling;
- jumping (broad-type);
- climbing a fence (chain-link/four feet);
- climbing through a window;
- moving/dragging a weight (150 pounds);
- changing direction on the run.

The applicant starts the course at a point, indicated in green on the course map.

The course is outlined as such:

The candidate runs one and $\frac{3}{4}$ laps around the perimeter of the course

The first obstacle encountered in the interior consists of two low hurdles, one and a half feet high and four feet long, placed 13 feet apart.

After clearing the hurdles, stairs (five steps up to a 32-inch wide landing, 45 inches above the floor, and five steps down) must be negotiated twice (note that each step has a 7.5 inch rise and tread that is 11 inches wide).

Once the stair event is completed another low hurdle must be cleared; the applicant must then successfully negotiate a low crawl under an obstacle set at 2 $\frac{1}{2}$ feet above the floor.

Make a turn and clear a ditch simulation that is six feet in width.

After another turn, a chain-link fence (four feet in height) must be climbed.

Two additional turns made, and a four-foot high window (opening is 3' wide x 4.5' high) must be successfully entered.

The applicant must then drag a 150-pound dead weight a distance of 20 feet. After the weight drag, the candidate exits the course, completes one final lap around the perimeter and finishes at the point indicated in red on the course map.

