



Teton County Sheriff's Office  
Matt Carr  
Sheriff

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### Employment Application

**Applicant Name:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**Position applying for:**

Patrol Deputy

Detention Officer

Emergency Telecommunicator

Receptionist

Information Technologies

Other: \_\_\_\_\_

How did you first learn of the position for which you are applying? \_\_\_\_\_

Omission of information or failure to accurately reflect requested information may cause the rejection of your application. Acceptable methods of application delivery are; Mail (POB 1885, Jackson WY, 83001), Fax (307-732-7131), email (kkussy@tetonsheriff.org), Hand Delivery (180 South King, Jackson WY), and online via the employment page.

The Teton County Sheriff's Office (TCSO) is a an equal opportunity employer and does not discriminate on the basis of a person's age, sex, race, creed, color, national origin, or ancestry. These factors are NOT used as selection criteria, except in rare instances where such factors are bona fide occupational qualifications. This information may be used, however, for identification purposes in conducting a background investigation.

In accordance with the "Americans with Disabilities Act of 1990", the TCSO will reasonably accommodate qualified individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment test, interview, and actual employment. If you are disabled and require accommodation, you may request it and the TCSO will make every reasonable endeavor to provide it to you. However, some types of accommodations may require some preparation before they can be provided. Therefore, we suggest that you make such request in writing as early as possible.

## Application Process

The following is an overview of the application process with the Teton County Sheriff's Office (TCSO). Please read carefully and complete the application thoroughly.

1. You must submit a completed application by the designated deadline.
2. Your application will be reviewed for thoroughness. **Do not** leave any question unanswered. If a question does not apply to you, write N/A next to the question.
3. Your application will be reviewed against the TCSO minimum requirements for the position applied for and the selection and rejection criteria. If your application is rejected, you will receive notification by postal or electronic mail. The notification will include information on your eligibility to reapply at a later date. If your application is accepted, you will be invited to attend the testing process, normally by email or telephone.
4. Physical fitness testing, (peace officer/detention only). Please make sure you are physically able to complete the physical agility requirements prior to testing. The required minimum standards are included later in this application.
5. Typing test, 40 WPM minimum\*, dispatchers only.
6. Entry-level Selection Inventory (position-specific entrance exam), with a passing score of at least 70%.
7. Structured oral interview.

You must meet the minimum standards for each stage above in order to continue on in the application process. If you are successful through the entire process, you will be issued a packet which includes additional detailed information and the list of required documents you must supply in order to begin your background investigation.

You will have two weeks to supply all of the necessary information and documentation; failure to meet this two week deadline will result in the rejection of your application. Once your completed packet is turned in, your file will be assigned to a background investigator. From this point forward, the investigator will be in close contact with you.

The background may take anywhere from two (2) weeks to eight (8) weeks to complete. When the background is completed, a background report will be submitted to the hiring review board. The review board will decide whether to continue the hiring process or remove you from consideration. If you continue, you will be asked to sign a conditional job offer and will be scheduled for a polygraph exam, psychological exam, and a medical exam.

If you are disqualified for any reason and are no longer being considered for employment, you will be notified by mail. This notification will include information about your eligibility to reapply at a later date.



## **Teton County Sheriff's Office Criteria**

The following information is intended to provide the candidate with specific criteria that, unless met, shall disqualify an applicant from further consideration for employment. These criteria are derived from Wyoming State Statutes and Teton County Sheriff's Office protocol.

The applicant shall:

- Be a citizen of the United States.
- Be an adult (18 for dispatch and 21 for patrol and detention).
- Have no felony convictions. For peace officer and detention positions, have no convictions for domestic violence, aggravated assault, or any offenses involving weapons.
- Hold a high school diploma or equivalent achievement.
- Successfully complete all components of the selection process e.g. a thorough background investigation, polygraph examination, psychological examination, and medical examination by a licensed physician.
- Have not illegally used any controlled substance within a two (2) year period immediately preceding the date of application.
- Not have recent or ongoing affiliation with, and/or support of, an organization or group which advocates the violent overthrow of the United States Government, or whose professed goals are contrary to the interests of public safety and welfare.
- Not have illegally used a controlled substance through injection into the body at any time.
- While employed in law enforcement, the public sector, or any branch of the United States Armed Forces, not have any violation of public trust and/or termination from any branch for cause at any time, other than honorable conditions.
- Not willfully provide false or misleading information during the application process or in his/her written application or statement of personal history, or cheat during any phase of testing in the application process.
- Not have on his/her body any tattoo which is considered racist or slanderous to any protected group.
- For peace officer candidates, not have any convictions as an adult of one (1) DUI within the previous five (5) years or two (2) DUI convictions in a lifetime.

## Teton County Sheriff's Office Physical Fitness Standards

**Peace officer and detention candidates** of Teton County Sheriffs Office are required to pass a physical fitness test before hire. The standards are the minimum required by the Wyoming Law Enforcement Academy for acceptance. The testing is based on the standards and testing procedures from the Institute for Aerobic Fitness in Dallas, Texas.

**NOTE:** The standards are adjusted for sex and age.

### FEMALE

Ages	20-29	30-34	35-39	40-44	45-49	50-54	55-59	60+
Run (1.5 mile)	15:26	15:57	16:28	16:58	17:26	17:55	18:20	18:44
Sit Ups (1 Minute)	32	25	22	20	17	14	10	6
Push Ups (1 Minute)	23	19	16	13	12	11	8	5

### MALE

Ages	20-29	30-34	35-39	40-44	45-49	50-54	55-59	60+
Run (1.5 mile)	12:51	13:36	14:03	14:29	14:58	15:26	16:05	16:43
Sit Ups (1 Minute)	38	34	31	29	26	24	21	18
Push Ups (1 Minute)	29	24	21	18	15	13	11	10

- **PUSH-UPS** – are traditional push ups, from complete up position, down far enough to touch a fist on the ground with your chest. (Women will do “modified” push ups, with knees on the ground). Time limit is one minute.
- **SIT-UPS** – are traditional bent knee sit-ups. Time limit is one minute.



## **TCSO Team Rules**

1. Effective members of our team possess integrity; stand by their beliefs; are consistent
2. Effective members of our team accept accountability for decisions/choices
3. Effective members of our team maintain a positive attitude
4. Effective members of our team are hard working; have a good work ethic
5. Effective members of our team take initiative to help rather than having always to be asked
6. Effective members of our team are flexible – consider the ideas/input of others; don't have to be "right" all the time
7. Effective members of our team have the ability to make decisions independently of other authorities
8. Effective members of our team have a sense of humor ... don't take themselves too seriously; are able to laugh at themselves
9. Effective members of our team demonstrate respect for everyone
10. Effective members of our team are dedicated to our Mission
11. Effective members of our team have creative ideas; look for innovative solutions; don't create obstacles where there are no obstacles
12. Effective members of our team do not say negative things about others behind their backs nor do they second-guess the decisions of others
13. Effective members of our team are firm and fair
14. Effective members of our team LISTEN
15. Effective members of our team don't ask others to do things that they wouldn't do

## **TETON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION**

### **Personal Information**

Name: \_\_\_\_\_  
(First) (Middle) (Last)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Name, address and phone number of person to be notified in case of emergency:  
\_\_\_\_\_  
\_\_\_\_\_

### **Qualifying Information**

Are you a United States citizen?  Yes, by birth  Yes, Naturalized  No

Peace officer/detention applicants, are you at least 21 years of age?  Yes  No

Dispatch applicants, are you at least 18 years of age?  Yes  No

Are you able to work a shift that includes weekday, overnight, weekend, holiday, and overtime hours?  Yes  No      Are you able to travel for training?  Yes  No

When was the last time you stole anything worth more than five dollars?  
\_\_\_\_\_

Have you ever been convicted of any crime or received a deferral in lieu of conviction?  
 Yes  No (an affirmative response does not automatically eliminate an applicant from consideration)

If yes, explain:  
\_\_\_\_\_  
\_\_\_\_\_

Are you free of any physical, emotional or mental conditions, which without reasonable accommodation, might adversely affect your performance of duty as a peace officer, detention officer or dispatcher?  Yes  No

Peace officer/detention applicants, do you possess a valid driver's license?  Yes  No

Are you restricted from possessing a firearm?  Yes  No

## Qualifying Information - continued

Why are you applying for our agency? \_\_\_\_\_

When was your most recent contact with law enforcement? Explain: \_\_\_\_\_

Have you used illegal drugs or drugs not prescribed to you within the past three years?

Yes  No (an affirmative response does not automatically eliminate an applicant from consideration)

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever furnished to any person, manufactured, cultivated or processed any drug, narcotic, or illegal substance?  Yes  No (an affirmative response does not automatically eliminate an applicant from consideration)

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Education

Please indicate the choice below that is most applicable to you by checking the appropriate box:

- I do not currently have a high school diploma or its equivalent
- I possess a high school diploma from a U.S. institution
- I passed the G.E.D. (General Educational Development) test
- I passed the High School Proficiency Examination
- I possess a two-year college degree
- I possess a four-year college or university degree
- I possess an advanced college or university degree

Please indicate below all the schools you have attended beginning with high school. During the background investigation, persons who have known you in a learning environment will be contacted. A review of your school records may be made in conjunction with those contacts. Please attach additional pages, if necessary.

Name of School	Location of School (City & State)	Dates Attended		Degree(s)or (if no degree) Field of Study and Credit Hours Obtained:
		From Month / Year	To Month / Year	

Do you have any specialized training (including professional licenses or certifications) which would be applicable to the position applied for?

Yes  No If yes, please describe below:

Are you fluent in languages other than English?  Yes  No If yes, please list other languages:

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### Experience and Employment

Beginning with your most current employment, please list all jobs (including part-time, temporary, and voluntary positions) you have held in the past 10 years. (For the purposes of this application, volunteer work should be included as employment.) For identification and verification, please indicate the nature of the activity, i.e., full-time, part-time, or voluntary. If you have had intervening periods of military service or unemployment, please list those periods in sequence in the spaces provided. If you need additional space, please photocopy this form and provide all information.

Dates of Employment	Name & Address of Employer	Telephone Number
From-(Mo/Yr) ____ / ____	Name:  Address:  City,State,Zip:	(_____) ____ - _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties	
Reason for leaving:		
<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	Mo / Yr From: /
Dates of Employment	Name & Address of Employer	Telephone Number
From-(Mo/Yr) ____ / ____	Name:  Address:  City,State,Zip:	(_____) ____ - _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties	
Reason for leaving:		
<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	Mo / Yr From: /
Dates of Employment	Name & Address of Employer	Telephone Number
From-(Mo/Yr) ____ / ____	Name:  Address:  City,State,Zip:	(_____) ____ - _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties	
Reason for leaving:		
<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	Mo / Yr From: /
Dates of Employment	Name & Address of Employer	Telephone Number
From-(Mo/Yr) ____ / ____	Name:  Address:  City,State,Zip:	(_____) ____ - _____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties	

Reason for leaving:

<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	<u>Mo</u> / <u>Yr</u> From: /	<u>Mo</u> / <u>Yr</u> To: /
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### Experience & Employment - continued

Dates of Employment	Name & Address of Employer	Telephone Number
From-(Mo/Yr) ____ / ____  To - (Mo/Yr) ____ / ____	Name:  Address:  City,State,Zip:	( ____ ) ____ - ____
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties	

Reason for leaving:

<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	<u>Mo</u> / <u>Yr</u> From: /	<u>Mo</u> / <u>Yr</u> To: /
Dates of Employment	Name & Address of Employer	Telephone Number	
From-(Mo/Yr) ____ / ____  To - (Mo/Yr) ____ / ____	Name:  Address:  City,State,Zip:	( ____ ) ____ - ____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties		

Reason for leaving:

<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	<u>Mo</u> / <u>Yr</u> From: /	
Dates of Employment	Name & Address of Employer	Telephone Number	
From-(Mo/Yr) ____ / ____  To - (Mo/Yr) ____ / ____	Name:  Address:  City,State,Zip:	( ____ ) ____ - ____	
<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	Title and detailed job duties		

Reason for leaving:

<input type="checkbox"/> Military Service	<input type="checkbox"/> Not employed	<u>Mo</u> / <u>Yr</u> From: /	<u>Mo</u> / <u>Yr</u> To: /
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Have you ever been fired or asked to resign from any place of employment?  Yes  No  
If "yes," please give details (include when, where, circumstances).

Have you ever been a candidate (successful or unsuccessful) for another position requiring peace officer powers?  Yes  No  
If "yes," please give details (include when, name of agency, circumstances).

**TETON COUNTY SHERIFF'S OFFICE**  
**PRE-EMPLOYMENT CONSENT FOR BACKGROUND CHECK**  
**AUTHORIZATION/WAIVER/INDEMNITY FORM**

I hereby give my permission for the Teton County Sheriff's Office (TCSO) to obtain information relating to my background and employment history records. The background records (which may also be known as consumer reports), as received from the reporting agencies, may include confirmation of social security numbers, former and current addresses, driver history, and criminal history including arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment position with the TCSO.

I, the undersigned do, for myself, my heirs, and executors, hereby release and agree to indemnify the TCSO and their agents (including third party agents) harmless from and against any and all causes of actions or suit liabilities, resulting from decisions associated with the investigation of my background in connection with my employment application.

The information received will remain confidential in that only the investigator and hiring review board, as appropriate or applicable, will be party to this information. This information is intended for internal use and will not be released to the general public

I, the undersigned, understand that no information concerning the specifics of the decision or the background investigation itself will be made available to me. In the event I am not selected by the Teton County Sheriff's Office for employment, I will not be told on what grounds I am no longer being considered for employment and at no time will any part of the background investigation be made available to me.

*(Please print the following)*

Applicant's Full Name (no initials) \_\_\_\_\_

Other Names Used: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

List last 3 Physical Addresses (with dates occupied): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hiring Agency: Teton County Sheriff's Office Job Title: \_\_\_\_\_

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Signature

TCSO Employment Application

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Date of Signature

Original Date: 03/2013

Revised Date: 04/2016