



WYANDOTTE COUNTY SHERIFF'S OFFICE



CORRECTIONAL SPECIALIST

Applications and instructions to applicants may be obtained in the Human Resources Department of the Unified Government of Wyandotte County/Kansas City, Kansas, 701 North 7th Street, Rm. 646, Kansas City, Kansas 66101 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. Application packets may also be obtained by phone 913-573-5660, email jobs@wycokck.org, or on our website www.wycokck.org.

Responsibilities Include: The day to day operation of the county jail and provides charge and custody of the Adult Detention facility. Successful interaction with inmates, enforces the rules and regulations of the Wyandotte County Detention Center, and ensures the rights of inmates are protected under the Constitution of the United States. Housing consists of minimum- and maximum-security levels. The Wyandotte County Sheriff's Office is a full-service law enforcement agency. The Correction Specialist is an unarmed, non-union position.

Minimum Qualifications: Applicant must possess a High School Diploma or GED, 18 years of age by date of hire. Valid Driver's license, United States Citizen, No misdemeanor convictions involving moral character, perjury or false statements as outlined in the Kansas Statute (KSA 74-5605) and no chronic record of misdemeanors, felony convictions, or convicted of certain domestic violence related offenses. The approximate starting salary is \$3047.20 per month.

Testing for the position of Correctional Specialist will be conducted on a monthly basis. Applicants sitting for the written examination are required to score 70% or above and pass the physical agility within 1:38 seconds in order to proceed in the process. Applicants are required to submit an application along with required documentation prior to the testing deadline to reserve a seat. Seats are limited to 15 per test dates. Confirmation of test location and time will be provided to the applicant at time of application. Testing dates are subject to change. Failure to attend any portion of the testing will result in disqualification.

Deadline to Apply	Written Test	Agility Test & Preliminary Interviews
12/25/19	1/8/20	1/16/20
1/29/2020	2/5/2020	2/20/2020
2/26/2020	3/4/2020	3/19/2020
3/25/2020	4/1/2020	4/16/2020
4/29/2020	5/6/2020	5/21/2020
5/27/2020	6/3/2020	6/18/2020
6/24/2020	7/1/2020	7/16/2020
7/29/2020	8/5/2020	8/20/2020
8/26/2020	9/2/2020	9/17/2020
9/30/2020	10/7/2020	10/15/2020
10/28/2020	11/4/2020	11/19/2020
11/25/2020	12/2/2020	12/17/2020

The completed application must be returned with the following ORIGINAL documents:

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED****

- Birth Certificate – Official State Certified Copy (Age 18 by date of hire)
- Valid Driver's License
- High School Diploma or GED
- DD-214 – Long form which specifies type and reason for discharge (If applicant has prior military service)
- Pre-Employment Questionnaire
- Applicants will be fingerprinted at time application is submitted
- Applicant should return application in person with original documents

**PLEASE NOTE: YOU MUST PRESENT THE ORIGINAL DOCUMENTS REQUIRED – COPIES WILL NOT BE ACCEPTED.
HUMAN RESOURCES WILL COPY DOCUMENTS THAT ARE REQUIRED.**

Applicants applying for the position of Correction Specialist will be required to pass a written examination and physical agility examination. Applicants passing both the written and physical agility test will proceed to a board interview. Once an start date has been determined, a group of applicants will be selected to move forward to the background check and CVSA (Computer Voice Stress Analysis). Applicants selected for a conditional offer of employment will participate in post offer testing to include a psychological evaluation (which includes a written assessment and Clinical Assessment Interview with department psychologist) and physical and drug screen. Applicant must be a resident of Wyandotte County OR willing to relocate within 12 months from date of hire.

The United Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.



WYANDOTTE COUNTY SHERIFF'S OFFICE



CORRECTIONAL SPECIALIST

Instructions for Applicants

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Applicants applying for the position of Correctional Specialist must return the completed application with the following:

**** Incomplete applications will not be accepted****

- Birth Certificate – Official State Certified Copy (Age 18 by date of hire)
- Valid Driver's License
- High School Diploma or GED
- DD-214 – Long form which specifies type and reason for discharge (If applicant has prior military service)
- Pre-Employment Questionnaire
- Applicants will be fingerprinted at time application is submitted
- Applicant should return application in person with original documents

Please Note: You must present the *ORIGINAL* documents. Copies will not be accepted. Human Resources will make copies of documents that are required.

WRITTEN EXAM:

The written exam will take place on the first Wednesday of each month. The exam will begin promptly at 10:00am; check-in will begin at 9:15am.

PHYSICAL AGILITY:

The Physical Agility will take place on the third Thursday each month at the Pierson Park Community Center. The exam will begin promptly at 8:30 am. A voluntary session will be available from 8:30am – 9:00am. The voluntary session is highly recommended as applicants will be able to demonstrate the various obstacles of the physical agility.

For both written and physical agility components seating is very limited and reserved on a first come, first serve basis. Once you submit your completed application your space will be reserved for the next scheduled exam. Testing dates and times are subject to change. Complete applications must be submitted no later than the last Wednesday of the month prior to the scheduled written test.

Please review the Sheriff's Office grooming standards as well as disqualifiers. They are included in the application packet as well as posted on our website www.wycokck.org.

(This information is provided as a courtesy for the applicant and is not intended to be utilized for any other purposes)

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Wyandotte County Sheriff's Office



Criminal Conviction Disqualifiers – Correctional Specialist

A person who has been convicted of any of the following crimes is disqualified from consideration for the position of Correction Specialist:

- A crime that would constitute a felony under the laws of this state.
- A misdemeanor crime of domestic violence, including a violation of domestic battery as provided by K.S.A. 21-3412a, prior to its repeal, or K.S.A. 21-5414, and amendments thereto, or any other misdemeanor under federal, state, or municipal law that has as an element the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.
- Any other misdemeanor crime within five years preceding the date of application* that reflects on the honesty, trustworthiness, integrity, or competence of the applicant, including (but not limited to) the following and any similar misdemeanor crimes committed in other jurisdictions:
 - (1) Vehicular homicide, as defined in K.S.A. 2011 Supp. 21-5406 and amendments thereto;
 - (2) Interference with parental custody, as defined in K.S.A. 2011 Supp. 21-5409 and amendments thereto;
 - (3) Interference with custody of a committed person, as defined in K.S.A. 2011 Supp. 21-5410 and amendments thereto;
 - (4) Criminal restraint, as defined in K.S.A. 2011 Supp. 21-5411 and amendments thereto;
 - (5) Assault or assault of a law enforcement officer, as defined in K.S.A. 2011 Supp. 21-5412 and amendments thereto;
 - (6) Battery, battery against a law enforcement officer, or battery against a school employee, as defined in K.S.A. 2011 Supp. 21-5413 and amendments thereto;
 - (7) Mistreatment of a confined person, as defined in K.S.A. 2011 Supp. 21-5416 and amendments thereto;
 - (8) Mistreatment of a dependent adult, as defined in K.S.A. 2011 Supp. 21-5417 and amendments thereto;
 - (9) Unlawful administration of a substance, as defined in K.S.A. 2011 Supp. 21-5425 and amendments thereto;
 - (10) Stalking, as defined in K.S.A. 2011 Supp. 21-5427 and amendments thereto;
 - (11) Criminal sodomy, as defined in K.S.A. 2011 Supp. 21-5504(a)(2) and amendments thereto;
 - (12) Sexual battery, as defined in K.S.A. 2011 Supp. 21-5505 and amendments thereto;
 - (13) Lewd and lascivious behavior, as defined in K.S.A. 2011 Supp. 21-5513 and amendments thereto;
 - (14) Endangering a child, as defined in K.S.A. 2011 Supp. 21-5601 and amendments thereto;

- (15) Contributing to a child's misconduct or deprivation, as defined in K.S.A. 2011 Supp. 21-5603 and amendments thereto;
- (16) Furnishing alcoholic liquor or cereal malt beverage to a minor, as defined in K.S.A. 2011 Supp. 21-5607 and amendments thereto;
- (17) Unlawful cultivation or distribution of controlled substances, as defined in K.S.A. 2011 Supp. 21-5705 and amendments thereto;
- (18) Unlawful possession of controlled substances, as defined in K.S.A. 2011 Supp. 21-5706 and amendments thereto;
- (19) Unlawfully obtaining and distributing a prescription-only drug, as defined in K.S.A. 2011 Supp. 21-5708 and amendments thereto;
- (20) Unlawful possession of certain drug precursors and paraphernalia, as defined in K.S.A. 2011 Supp. 21-5709 and amendments thereto;
- (21) Unlawful distribution of certain drug precursors and drug paraphernalia, as defined in K.S.A. 2011 Supp. 21-5710 and amendments thereto;
- (22) Unlawful abuse of toxic vapors, as defined in K.S.A. 2011 Supp. 21-5712 and amendments thereto;
- (23) Unlawful distribution or possession of a simulated controlled substance, as defined in K.S.A. 2011 Supp. 21-5713 and amendments thereto;
- (24) Unlawful representation that non-controlled substance is controlled substance, as defined in K.S.A. 2011 Supp. 21-5714 and amendments thereto;
- (25) Unlawfully hosting minors consuming alcoholic liquor or cereal malt beverage, as defined in K.S.A. 2011 Supp. 21-5608 and amendments thereto;
- (26) Theft, as defined in K.S.A. 2011 Supp. 21-5801 and amendments thereto;
- (27) Theft of property lost, mislaid, or delivered by mistake, as defined in K.S.A. 2011 Supp. 21- 5802 and amendments thereto;
- (28) Criminal deprivation of property, as defined in K.S.A. 2011 Supp. 21-5803 and amendments thereto;
- (29) Criminal trespass, as defined in K.S.A. 2011 Supp. 21-5808 and amendments thereto;
- (30) Criminal damage to property, as defined in K.S.A. 2011 Supp. 21-5813 and amendments thereto;
- (31) Giving a worthless check, as defined in K.S.A. 2011 Supp. 21-5821 and amendments thereto;
- (32) Counterfeiting, as defined in K.S.A. 2011 Supp. 21-5825 and amendments thereto;
- (33) Criminal use of a financial card, as defined in K.S.A. 2011 Supp. 21-5828 and amendments thereto;
- (34) Unlawful acts concerning computers, as defined in K.S.A. 2011 Supp. 21-5839 and amendments thereto;
- (35) Interference with law enforcement, as defined in K.S.A. 2011 Supp. 21-5904 and amendments thereto;
- (36) Interference with the judicial process, as defined in K.S.A. 2011 Supp. 21-5905 and amendments thereto;

- (37) Criminal disclosure of a warrant, as defined in K.S.A. 2011 Supp. 21-5906 and amendments thereto;
- (38) Simulating legal process, as defined in K.S.A. 2011 Supp. 21-5907 and amendments thereto;
- (39) Intimidation of a witness or victim, as defined in K.S.A. 2011 Supp. 21-5909 and amendments thereto;
- (40) Obstructing apprehension or prosecution, as defined in K.S.A. 2011 Supp. 21- 5913 and amendments thereto;
- (41) False impersonation, as defined in K.S.A. 2011 Supp. 21-5917 and amendments thereto;
- (42) Tampering with a public record, as defined in K.S.A. 2011 Supp. 21-5920 and amendments thereto;
- (43) Tampering with a public notice, as defined in K.S.A. 2011 Supp. 21-5921 and amendments thereto;
- (44) Violation of a protective order, as defined in K.S.A. 2011 Supp. 21-5924 and amendments thereto;
- (45) Official misconduct, as defined in K.S.A. 2011 Supp. 21-6002 and amendments thereto;
- (46) Misuse of public funds, as defined in K.S.A. 2011 Supp. 21-6005 and amendments thereto;
- (47) Breach of privacy, as defined in K.S.A. 2011 Supp. 21-6101 and amendments thereto;
- (48) Denial of civil rights, as defined in K.S.A. 2011 Supp. 21-6102 and amendments thereto;
- (49) Criminal false communication, as defined in K.S.A. 2011 Supp. 21-6103 and amendments thereto;
- (50) Disorderly conduct, as defined in K.S.A. 2011 Supp. 21-6203 and amendments thereto;
- (51) Harassment by telecommunication device, as defined in K.S.A. 2011 Supp. 21- 6206 and amendments thereto;
- (52) Criminal distribution of firearms to a felon, as defined in K.S.A. 2011 Supp. 21- 6303 and amendments thereto;
- (53) Promoting obscenity or promoting obscenity to minors, as defined in K.S.A. 2011 Supp. 21- 6401 and amendments thereto;
- (54) Promotion to minors of material harmful to minors, as defined in K.S.A. 2011 Supp. 21-6402 and amendments thereto;
- (55) Prostitution, as defined in K.S.A. 2011 Supp. 21-6419 and amendments thereto;
- (56) Promoting prostitution, as defined in K.S.A. 2011 Supp. 21-6420 and amendments thereto;
- (57) Patronizing a prostitute, as defined in K.S.A. 2011 Supp. 21-6421 and amendments thereto; or
- (58) A second or subsequent occurrence of driving under the influence, as defined in K.S.A. 8- 1567 and amendments thereto.

K.S.A. 74-5602(j); K.S.A. 74-5605(b)(3); K.A.R. 106-2-2a(a).

*A conviction for a crime in this category more than five years before the date of application, although not a disqualifier, will be considered in determining whether an offer of employment will be made to the applicant.

"Conviction" includes rendering of judgment by a military court martial under the uniform code of military justice, by a court of the United States, or by a court of competent jurisdiction in any state, whether or not expunged; and any diversion agreement entered into for a misdemeanor crime of domestic violence and any diversion agreement entered into on or after July 1, 1995 for a felony. K.S.A. 74-5605(d).

This list is not inclusive. A candidate also may be disqualified if the totality of the circumstances indicates that he or she would not be suitable as a Correction Specialist.



Wyandotte County Sheriff's Office



GROOMING STANDARDS

The following are some of the established appearance and grooming standards you should be aware of before applying for a position with the Wyandotte County Sheriff's Office. This is being provided for informational purposes only. These are not disqualifiers. The Wyandotte County Sheriff's Office is a paramilitary organization and members must maintain strict grooming standards.

- The hair will present a tapered appearance on the sides and back of the head. Hair will not protrude onto the forehead below the band of properly worn headgear. Ponytails, pigtails, rat tails, etc. are prohibited in order to minimize their use by an individual during a confrontation.
- The hair will not be cut or shaved so that any letters, wording, design, logo, symbol, etc. is visible.
- When combed, the hair will not fall over the ears or touch the collar except for closely cut hair at the back of the neck.
- Beards, goatees and other facial hair are now authorized and approved by the Sheriff. Beards and other facial hair are to be kept clean and well groomed. Beards shall not fall below the jawline.
- Sideburns will be kept neatly trimmed. They will not extend below the lowest part of the ear lobe and will be of even width not to exceed 1 inch.
- Wigs or hairpieces will not be worn on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. Under these conditions when a wig or hairpiece is worn, it will conform to prescribed requirements for hairstyles.
- Sworn and cadet female personnel in uniform will wear the hair in styles that permit the proper wearing of prescribed headgear.
 - In all cases, female employees will wear their hair in a style that does not conflict with or jeopardize an officer's safety. Styles such as pigtails, ponytails, rat tails and large bouffant hairstyles are not acceptable.
- Ear studs may be worn with the uniform by female employees only. Such items will be limited to one ear stud per ear. They will not be worn in the upper portion of the ear.
- Visible body piercing studs or simulated body-piercing studs, other than ear studs, are prohibited for both male and female employees.
- Fingernails will be kept clean, neatly trimmed and will not extend more than one-eighth inch (1/8") from the tip of the finger.
- The purpose of the following tattoo policy is to promote the uniformity of appearance, to maintain neutrality and the perception of neutrality amongst members of the public, to prevent discrimination or the perception of discrimination amongst members of the public, to encourage esprit de corps, foster discipline and to encourage public confidence in the position of Sheriff's Office employee.
- **No visible tattoos will be displayed on the face, head, neck, hands or arms. Visible tattoos on the arms will be covered by a long sleeve shirt or Department authorized sleeve.**

**APPLICATION FOR EMPLOYMENT
UNIFIED GOVERNMENT OF
WYANDOTTE COUNTY/KANSAS CITY, KANSAS
Human Resources**

701 North Seventh Street, Suite 646
Kansas City, Kansas 66101-3064

(913) 573-5660 • www.wvcokck.org • (913) 573-5688 (Job Line)

PLEASE PRINT

Name: _____
(Last) (First) (M.I.)

Other name under which you have worked: _____

Current Address: _____
(Number and Street)

(City) (State) (Zip Code)

PM Phone: () - AM Phone: () -

Date: _____ E-Mail Address: _____

Position Desired: _____ Department: _____

Driver's License No: _____ State: _____ Expiration Date: _____
(If required by position)

Social Security No.: [] - -

APPLICANT'S CERTIFICATION AND AGREEMENT – PLEASE READ CAREFULLY

The information I have supplied is true and correct to the best of my knowledge. I agree that all statements I have made herein are subject to investigation and confirmation by the Unified Government. I understand that any falsifications, misrepresentations, or omissions of fact may preclude or result in withdrawal of an offer of employment or may result in discharge from employment if I am already employed.

I agree that the Unified Government may verify the information I have given relating to my background. I authorize any current or former employer, educational institution, or other person or entity to disclose any information relating to my background, other than information whose disclosure would be expressly prohibited by statute, and release any current or former employer, educational institution, or other person or entity who discloses such information from any and all liability for making such disclosure.

I understand that any offer of employment made to me will be subject to my passing a physical examination and drug screen prior to beginning employment.

I further understand that, if employed by the Unified Government, I must be a resident of Wyandotte County, Kansas or be willing to relocate within twelve months of the date of hire.

Applicant Signature

Date

FOR OFFICE USE ONLY

FOR OFFICE USE ONLY		

We appreciate your interest in our organization and assure you we will fairly consider your qualifications. All questions must be answered carefully and completely. If a question does not apply, write **D.N.A.** If you have a resume, please attach it to this application. **PLEASE PRINT.**

PERSONAL DATA

Are you legally authorized to work in the United States? Yes No Proof of identify and eligibility will be required upon hire.)

Have you previously been employed by the Unified Government? Yes No

If yes, when? _____ Department: _____

Are you related to someone who currently is employed by the Unified Government? Yes No If yes, please list relative(s)

Name: _____ Department: _____

Name: _____ Department: _____

EDUCATION AND TRAINING

Highest level completed: Less than 8th grade Less than high school

Level	Name and Location of School	Degree Earned	Major
High School/GED	_____	_____	_____
College/University	_____	_____	_____
Vocational/Business	_____	_____	_____
Other (Specify)	_____	_____	_____

Specialized training, course work, licenses, or certifications received which you feel better qualify you for the position for which you are applying.

Typing speed _____ Shorthand speed _____ Other office machines _____

List all other skills you have that could help you qualify for other Unified Government positions:

EMPLOYMENT HISTORY

List below present and past employment, beginning with your most recent employer.

Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	____/____	____/____	_____	_____	_____

Describe your duties: _____

May we contact this employer? Yes No

Telephone: (____) _____ - _____ Job _____

Title: _____

Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	/	/			
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					
Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	/	/			
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					
Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	/	/			
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					
Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	/	/			
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					
Name and address of company and type of business:	From Mo./Yr.	To Mo./Yr.	Starting Salary	Ending Salary	Reason for Leaving
_____	/	/			
_____	Describe your duties: _____				
_____	_____				
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>					
Telephone: (____) _____ - _____					
Job Title: _____					

Are you able to perform the essential functions of the position for which you are applying with or without reasonable accommodation?

Yes No

REFERENCES

PERSONAL

Name	Address	Phone No.
		() -
		() -
		() -

**PROFESSIONAL
(Supervisor, Teacher, etc.)**

Name	Address	Phone No.
		() -
		() -
		() -

The Unified Government of Wyandotte County/Kansas City, Kansas is an equal opportunity employer and will ensure that all applicants are considered for hire without regard to race, color, religion, national origin, sex, age, disability, or veteran status.

Date _____

Position Title _____

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY, KANSAS
Equal Employment Opportunity Survey

This information will be immediately separated from your application and will in no way influence your chances for employment with our organization. Completion of this form is voluntary.

GENDER	
1. <input type="checkbox"/> male	2. <input type="checkbox"/> female
AGE	
1. <input type="checkbox"/> under 18	3. <input type="checkbox"/> 30 - 39
2. <input type="checkbox"/> 18 - 29	4. <input type="checkbox"/> 40 and over
EDUCATION	
1. <input type="checkbox"/> less than high school	4. <input type="checkbox"/> BA/BS degree
2. <input type="checkbox"/> high school diploma or GED	5. <input type="checkbox"/> vocation or business school
3. <input type="checkbox"/> AA degree	6. <input type="checkbox"/> college (no degree)
	7. <input type="checkbox"/> other
RACE/ETHNIC GROUP	
A. <input type="checkbox"/> Hispanic or Latino Male	B. <input type="checkbox"/> Hispanic or Latino Female
C. <input type="checkbox"/> White Male	I. <input type="checkbox"/> White Female
D. <input type="checkbox"/> Black or African American Male	J. <input type="checkbox"/> Black or African American Female
E. <input type="checkbox"/> Asian Male	K. <input type="checkbox"/> Asian Female
F. <input type="checkbox"/> Native Hawaiian or other Pacific Islander Male	L. <input type="checkbox"/> Native Hawaiian or other Pacific Islander Female
G. <input type="checkbox"/> American Indian or Alaskan Native Male	M. <input type="checkbox"/> American Indian or Alaskan Native Female
H. <input type="checkbox"/> Two or More Races Male (Non Hispanic or Latino)	N. <input type="checkbox"/> Two or More Races Female (Non Hispanic or Latino)
MARITAL STATUS	
1. <input type="checkbox"/> single	2. <input type="checkbox"/> married
3. <input type="checkbox"/> widowed	4. <input type="checkbox"/> divorced
	5. <input type="checkbox"/> separated
VETERAN STATUS	
1. <input type="checkbox"/> yes	2. <input type="checkbox"/> no
HOW DID YOU LEARN ABOUT THIS JOB?	
1. <input type="checkbox"/> Walk-In	2. <input type="checkbox"/> Unified Government Employee
3. <input type="checkbox"/> Friend	4. <input type="checkbox"/> Job Service Center
5. <input type="checkbox"/> School	6. <input type="checkbox"/> Job Information Line
7. <input type="checkbox"/> Newspaper (Specify.) _____	
8. <input type="checkbox"/> Internet (Specify.) _____	9. <input type="checkbox"/> KCKPD Facebook (Specify.) _____
10. <input type="checkbox"/> Unified Government HR Facebook (Specify.) _____	11. <input type="checkbox"/> Twitter (Specify.) _____
12. <input type="checkbox"/> other (Specify.) _____	



OFFICE of the SHERIFF
WYANDOTTE COUNTY
710 NORTH 7th STREET
KANSAS CITY, KANSAS 66101

PHONE: (913) 573-2861
FAX: (913) 573-2972

DON ASH
SHERIFF
LARRY ROLAND
UNDERSHERIFF

SHERIFF'S OFFICE

PRE-EMPLOYMENT QUESTIONNAIRE

*** CONFIDENTIAL ***

This preliminary questionnaire will be used to evaluate the fitness & qualifications of applicants for employment with the Wyandotte County Sheriff's Office. This questionnaire is to be completed by applicants at the initiation of the employment process or at any time thereafter as requested by the Unified Government or Wyandotte County Sheriff's Office. This document will become a permanent part of your personnel records and may be compared with other phases in the employment process. The Wyandotte County Sheriff's Office is committed to recruiting and employing individuals with the highest degree of integrity and reliability because of the critical nature of the positions responsibilities and the need for secure and confidential handling of sensitive information.

ANY MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS WILL RESULT IN YOUR DISQUALIFICATION FOR EMPLOYMENT WITH THE WYANDOTTE COUNTY SHERIFF'S OFFICE AND/OR MAY SUBJECT YOU TO TERMINATION FROM EMPLOYMENT WITH THE WYANDOTTE COUNTY SHERIFF'S OFFICE.

Answers must be printed legibly in blue or black ink.

Name: _____
(Last) (First) (Middle)

Address: _____
(Number, Street, City, State, Zip)

Social Security Number: _____ Date of Birth: _____

Home Phone Number: (____) _____ Work Phone: (____) _____

Driver's License Number: _____ State: _____ Expires: _____

Form Reviewed by Supervisor: _____ Serial # _____ Date _____

*** CONFIDENTIAL**

Answer each question by circling YES or NO. YES answers require additional information where asked.

1) Have you **EVER** applied for any position with the Unified Government? YES

NO

If so, when? _____

What position? _____

Disposition: _____

2) Can you speak any language other than English? (OPTIONAL) YES

NO

If so, what? _____

PLEASE COMPLETE THE FOLLOWING BY CHECKING YES OR NO; THESE RESPONSES ARE CONSIDERED SIGNIFICANT IN THE SELECTION PROCESS.

Yes ___ No ___ 1. Have you utilized a name other than what you have listed on the employment application? If yes, please explain.

Yes ___ No ___ 2. Do you have a high school diploma or certificate of equivalence (GED)?

Yes ___ No ___ 3. Do you have a valid state driver's license?

Yes ___ No ___ 4. Aside from your current license have you EVER held a valid driver's license in any other states? If yes, list those states.

Yes ___ No ___ 5. Do you have an automobile presently registered in your name? What state? _____.

Yes ___ No ___ 6. Have you ever pled guilty or been convicted of a crime? If yes, please state the date, jurisdiction, crime charged, disposition of the matter and any information relevant to the matter.

Yes ___ No ___ 7. Have you ever had a criminal conviction expunged? If yes, please state the date of conviction, the date of expungement, the jurisdiction, crime charged, disposition of the matter and any information relevant to the matter.

Yes ___ No ___ 8. Have you ever been placed on parole, probation or diversion? If yes, please state the dates, duration and nature of same and list the supervising agency.

Yes _____ No _____

9. Have you ever been arrested? If yes, please state the date (or approximate date), charge, jurisdiction and factual background relating to each arrest.

Yes _____ No _____

10. Do you have any outstanding criminal warrants?

Yes _____ No _____

11. Do you have any outstanding traffic warrants?

Yes _____ No _____

12. Are you currently on any probation or parole?

Yes _____ No _____

13. Have you ever sold illegal drugs?

Yes _____ No _____

14. Have you ever been arrested for, convicted of or pled guilty to the use of physical force or threatened the use of a deadly weapon, against a spouse, former spouse, parent, or child? If yes, list where and when such conviction occurred.

Yes _____ No _____

15. Can you perform effectively working shifts which encompass a public safety function which operates 24 hours a day, 7 days a week?

Yes _____ No _____

16. Have you ever stolen from an employer? If yes, explain.

Yes _____ No _____

17. Have you ever been fired or terminated from a job? If yes, explain.

Yes _____ No _____

18. Have you ever been forced to resign from a job? If yes, explain.

Yes _____ No _____

19. Are you presently taking illegal drugs? If yes, explain.

Yes _____ No _____

20. Will you be able to establish Wyandotte County residency within one (1) year of hire date?

Yes _____ No _____

21. Have you ever falsified a time or payroll record? If yes, please explain.

Yes _____ No _____

22. Have you ever been disciplined as a result of a sexual harassment or racial harassment incident at anywhere you have worked? If yes, where, when, and what employer?

In this space, give details to questions answered YES:

COMMENT SECTION

USE THIS SPACE TO LIST ANY COMMENTS YOU HAVE AND TO EXPLAIN ANY CIRCUMSTANCES YOU WISH US TO BE AWARE OF.

I hereby certify that there are no material misrepresentations or falsifications of the above answers to questions. Should any part of my background investigation disclose such material misrepresentations or falsifications, I understand that my application will be rejected and I will be disqualified from further consideration.

SIGNED BY APPLICANT

DATE

BIRTH CERTIFICATE Δ
HIGH SCHOOL DIP./GED Δ
DD-214 Δ
DRIVER'S LICENSE Δ

**UNIFIED GOVERNMENT OF WYCO/KCK
HUMAN RESOURCES DEPARTMENT
DEPUTY SHERIFF**

NAME:	Last:	First:	Middle:
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Previous Residential Addresses (For the Past Seven Years)

Address	City	State/Zip Code	From	To

Have you ever applied for a position with the Unified Government? Yes No

Name of Department Or Agency	Date Applied	Accepted Yes or No	If No, Give Reason for Rejection or Declining

If the answer to the above question is "Yes", explain reason for leaving:

U.S. Military or Naval Service	Rank

Drivers License Number	State	Expiration Date	Type

Has your license ever been suspended or revoked? Yes No. If "Yes", please explain.

Have you ever had a professional license refused or revoked? Yes No If "Yes", please explain.

Please answer the following questions Yes or No.

Have you ever been convicted of an offense other than traffic? Yes or No

Have you ever been convicted of a traffic violation? (Except parking or equipment violations) Yes or No

Have you ever been convicted of an offense under the Uniform Code of Military Justice? Yes or No

If the answer to any of the above questions is Yes, list the information requested below.

Date	Charge	Detaining or Arresting Agency	Penalty

Were you ever covered by a surety bond in connection with other employment? Yes or No

Refused such a bond? Yes or No

In the event estimates are made as to dates, please identify them as such in order that they are not inadvertently interpreted as deliberate misrepresentations. Should you need more space to answer a question, please complete it on a separate sheet of paper. It is assumed that the applicant realizes that sufficient inquiry will be made to assure the validity of the information.

Submit the finished application **in person** to the Human Resources Department, 701 N. 7th Street, Rm. 646, Kansas City, Kansas 66101 before the closing date. Make certain to bring with you: **Birth Certificate, High School Diploma or G.E.D., DD-214 (if applicable) and driver's license.**

As part of the employment process I agree, consent, and authorize the Unified Government of Wyandotte County/Kansas City, Kansas or it's designee, to conduct a thorough investigation of my personal and professional background including credit, criminal, and driving records and have access to my employment records at my current employer and any employer for which I may have previously worked. I further fully realize and agree that any information which I give the Unified Government of Wyandotte County/Kansas City, Kansas and it's agent(s) is part of my pre-employment screening process and any information which is false will disqualify me from further consideration for employment. I agree to waive any claim or cause of action relating to such release of prior employment records and promise to defend and hold harmless the Unified Government of Wyandotte County/Kansas City, Kansas, it's officers, and employees from any claim or loss arising from such release. I fully understand and agree that the results of this examination shall be confidential and only released to the Director of Human Resources or his/her designee for internal purposes only. I sign this form freely under no threats and/or duress.

Applicant's Signature

Date

Witness

Date