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| Employment  Information |  |
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| Orange County Sheriff’s Office | |
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| We welcome and appreciate your interest in employment with Orange County.  Outlined below is information describing the County’s employment process. | |
| 1. **Equal Employment Opportunity**  Orange County is an Equal Opportunity/ Affirmative Action Employer. The County’s Equal Employment Opportunity Plan outlines the County’s equal opportunity commitment and program. A copy is available for your review in the Human Resources Department  2. **Job Opening Information**  If you are interested in a position in the Orange County Sheriff’s Office, contact that office directly at (919) 245-2900.  Orange County only accepts applications for specific positions. If no opening is available in your area of interest, you may complete an employment interest card, which will allow us to notify you if a position in your area of interest becomes available. | 3. **Employment Application**  Our employment application is designed to assist the hiring department in evaluating your qualifications for the position for which you are applying. On your application, show your specific qualifications which relate to the position. Use the application continuation sheet to provide any additional experience information necessary for your application to be complete.  If you wish to apply for more than one position, please submit a separate application for each position. A copy is acceptable as long as it shows the specific position title and has an original signature. A resume may not be submitted for a complete application, but may be included to supplement the application.  The employment application and all related information requested must be received in the Orange County Sheriff Office. Submitting materials is the sole responsibility of the applicant. Late or incomplete applications cannot be considered.  Completed applications and supplemental materials submitted become the property of Orange County and will not be returned. |

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| 4. **Application Consideration**  The application review process begins after the closing date. The Orange County Sheriff’s Office reviews each application with care and attention to identify the candidates whose qualifications, based on the application, most closely match the position requirements.  We have a very thorough application review process, designed to assure careful and fair consideration of each candidate. Simply fulfilling the minimum qualifications for a position does not assure an interview.  The employment process normally requires up to two months. We appreciate your patience in this process.  Orange County reserves the right to delay or cancel the filling of a position.  We welcome individuals with disabilities to apply. If you need special assistance in any way during the employment process, please let us know. | 5. **Application Tips**  Facsimiles of applications are accepted, but not recommended due to the resulting poor quality of some copies, especially faxes from colored paper. When faxing, we suggest you call to confirm that we received your materials. Orange County cannot be responsible for faxed copies that are not legible or received.  Applications and accompanying forms should be typed or printed legibly.  6. **Pay and Benefits**  The County offers a competitive salary and benefits package. Benefits cover employee, and include health, dental, and life insurance, Sick Leave and Vacation Leave. Additional coverage is available for spouse and dependent family members. |
| **Questions?**  **Call:**  Main: (919) 245-2900  TDD: (919) 644-3045 | **Or Write:**  Orange County Sheriff  106 East Margaret Lane  Hillsborough, NC 27278 |
| **Equal Opportunity/Affirmative Action Employer** | |
| Rev. 10/24/2022 | |



APPLICATION FOR EMPLOYMENT  
ORANGE COUNTY HUMAN RESOURCES DEPARTMENT  
for the SHERIFF’S OFFICE

Orange County Sheriff’s Office  
 106 East Margaret Lane Hillsborough, NC 27278  
(919) 245-2900  
Website: [www.ocsonc.com](http://www.ocsonc.com)  
  
Human Resources Contact Information 131 West Margaret Lane 3rd Floor  
 P.O. Box 8181 Hillsborough, NC 27278  
(919) 245-2550  
Fax (919) 644-3009  
Website: [www.orangecountync.gov](http://www.orangecountync.gov)

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| **INSTRUCTIONS**  Please Read and Follow Carefully   1. Please complete all sections of this application in full. Incomplete applications will be returned and will not be considered for employment. Use additional “continuation sheets” as necessary to show all previous employment. Resumes will not be accepted in lieu of completed applications. 2. Orange County Sheriff’s Office accepts applications for the following positions; Detention, Deputy, Jail Cook, Administrative. 3. A separate application must be completed for each position for which you apply. 4. **Applications must be received in the Orange County Sheriff’s Office**. Applications, resumes, transcripts, letters of reference and other information submitted will become the property of the County and cannot be returned. 5. Applicants who **DO NOT** meet the minimum requirements for the positions may not be considered for employment. 6. Please notify the Human Resources Department if you need reasonable accommodation in any way to access the employment process. |
| **Equal Opportunity/Affirmative Action Employer** |

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| **Please Type or Print Clearly in Ink** | | | | | | | |
| Date: | | | | | | | |
| Name (First/Middle/Last/Suffix): | | | | | | | |
| Address (Street & No./City/State/Zip Code): | | | | | | | |
| Email Address: | | | | | | | |
| Home Phone: Cell Phone: Business Phone: | | | | | | | |
| Position Desired: | | | | | | | |
| Salary Desired: | | | | | | | |
|  | | | | | | | |
| Check Highest Level Completed  1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4 | | | | | | | |
| School | Location | From 2022 | To  2022 | Grad | Degree or Diploma | Major | Minor |
| High School or GED |  |  |  | |  |  | | --- | --- | | Yes |  | | No |  | |  |  |  |
| College/University |  |  |  | |  |  | | --- | --- | | Yes |  | | No |  | |  |  |  |
| Graduate or Professional School |  |  |  | |  |  | | --- | --- | | Yes |  | | No |  | |  |  |  |
| Vocational or Technical School |  |  |  | |  |  | | --- | --- | | Yes |  | | No |  | |  |  |  |
| List Specific courses, workshops, training or rotations you have had that are related to the position for which you are applying. Use additional Pages if necessary. | | | | | | | |
| Check the following skills, experiences, etc. which you have.  Driver’s License  Adding Machine/Calculator  Commercial Driver’s License  Data Entry (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Car for use at work  Foreign Language (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Typing w.p.m.: \_\_\_\_\_\_\_\_\_\_  Heavy Equipment Operated (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_  Word Processing (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Computer Applications (Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Sign Language  List fields of work for which you have been registered, licensed or certified (Registration/State/No:/Exp. Date):  List memberships in professional, honorary or technical societies: | | | | | | | |
| **Equal Opportunity/Affirmative Action Employer** | | | | | | | |

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| **Special Skills & Qualifications** | | | | | |
| Summarize special job related skills and qualifications acquired from employment or other experience. | | | | | |
| **Employment History** | | | | | |
| Describe your work experience in detail beginning with your present or most recent job. Include periods of self-employment, unemployment, military service, internships, volunteer and summer work. **Use additional “Continuation Sheets” if necessary to show all previous employment**. Indicate whether employment was full-time or part-time, and the average number of hours per week. | | | | | |
| May we contact your present employer?  Yes  No | | | | | |
|  | | | | | |
| Employer: (Present or most recent) | Type of Organization | | Address (Including: city and state) | | Phone No. |
| Job Title | | Name and Title of Supervisor | | No. Supervised by You | |
| Date Employed (Mo/Yr) | | | Reason for leaving or considering to leave | | |
| Date Separated (Mo/Yr) | | | Job Duties (Be Specific) | | |
| Full Time Years: Mo:  Part Time Years: Mo: If part time, number of hours per week: | | | | | |

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| Employer: (Present or most recent) | Type of Organization | | Address (Including: city and state) | | Phone No. |
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| Full Time Years: Mo:  Part Time Years: Mo: If part time, number of hours per week: | | | | | |

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**Equal Opportunity/Affirmative Action Employer**

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| **General Information** | | | | |
| Have you ever worked for Orange County Local Government?  Yes  No  If yes, when and what position: | | | | |
| Are you related by blood or marriage to any person now working for Orange County Local Government?  Yes  No  If yes, give name, relationship to you and the department where employed. | | | | |
| Check type of work you will accept  Permanent Full Time  Permanent Part Time  Work involving travel  Temporary Full Time  Temporary Part Time  Shift Work  Any of the preceding  If you are not available for work now, enter the earliest date you could begin work (MM/DD/YY): | | | | |
| **References**  List individuals familiar with your capabilities. Do not list relatives or supervisors previously noted under employment. | | | | |
| Name | Years Known | Organization Position | Home/Business Address | Home/Business Phone |
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| **Certification** | | | | |
| I certify, to the best of my knowledge and belief, that the statements given above truly represent my background and experience. I understand that if I have knowingly misrepresented, omitted, or falsified any of the application information, I will be disqualified for employment consideration or dismissed from employment with the County. Prior to employment, I understand the County will require verification of education, licenses and/or certifications required for the position.  In addition, I hereby authorize my current and former employers (including the U.S. Government or U.S. Military), personal references, registration and licensing boards, and educational institutions listed on my application for employment, to provide Orange County Government with any job-related information requested.  Finally, I attest, under penalty of perjury, that I am legally authorized to work in the United States.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Applicant’s Signature Date | | | | |

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**Employment History Continuation Sheet Name:**

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| Employer: (Present or most recent) | Type of Organization | | Address (Including: city and state) | | Phone No. |
| Job Title | | Name and Title of Supervisor | | No. Supervised by You | |
| Date Employed (Mo/Yr) | | | Reason for leaving or considering to leave | | |
| Date Separated (Mo/Yr) | | | Job Duties (Be Specific) | | |
| Full Time Years: Mo:  Part Time Years: Mo: If part time, number of hours per week: | | | | | |

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| Job Title | | Name and Title of Supervisor | | No. Supervised by You | |
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