



# Marion County Jail and Law Enforcement Center

Palmyra  
573-769-2077

1703 Marion City Road  
Palmyra, Missouri 63461

Hannibal  
573-221-0678

## Application for Employment

Mr. \_\_\_\_\_ Date: \_\_\_\_\_  
Name: Mrs. \_\_\_\_\_  
Miss. \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
(last) (first) (middle)

Address: \_\_\_\_\_  
(house number and street) (city) (county) (state) (zip)

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Work: \_\_\_\_\_

Single Divorced Separated Date of Birth: \_\_\_\_\_ Present Age: \_\_\_\_\_  
Married Widowed Re-married (mo) (day) (year)

Weight: \_\_\_\_\_ Height: \_\_\_\_\_ Sex: Male Female Place of Birth: \_\_\_\_\_

Resident of Missouri since: \_\_\_\_\_ Resident of Marion County Since: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Ages: \_\_\_\_\_ Number of other dependants: \_\_\_\_\_ Ages: \_\_\_\_\_

Name and occupation of spouse: \_\_\_\_\_

Position applied for: Permanent

1<sup>st</sup> Choice: \_\_\_\_\_ Temporary

2<sup>nd</sup> Choice: \_\_\_\_\_

Minimum salary which you are willing to accept: \_\_\_\_\_

Date at which you could begin working if hired: \_\_\_\_\_

Do you have any physical disabilities? Yes No If yes, please explain:

\_\_\_\_\_

Have you been discharged or have you resigned after notice that you were being discharged from any job for any reason within the past five years?

Yes No If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Employment Record

In the space furnished below, give a position of every employment. Start with your present position and work back to the first position you held. Describe your field of work and position.

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Employer: _____	Supervisor: _____
Address: _____	Date hired: _____
City/State/Zip: _____	Date separated: _____
Phone Number: _____	Months Full Time: _____
Type of business: _____	Months Part Time: _____
Department: _____	Position: _____
Reason for leaving: _____	

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### Background Information

What clubs or organizations do you belong to: \_\_\_\_\_  
\_\_\_\_\_

List extra curricular activities or honors: \_\_\_\_\_  
\_\_\_\_\_

List office machines and equipment you can operate effectively: \_\_\_\_\_  
\_\_\_\_\_

Typing Speed: \_\_\_\_\_ Transcription Rate: \_\_\_\_\_

Hobbies and Special Skills: \_\_\_\_\_  
\_\_\_\_\_

List names of relatives working for this department:

Name: \_\_\_\_\_ Relationships: \_\_\_\_\_  
\_\_\_\_\_

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### Education

Circle last grade completed:		Did you graduate	Year
Grammar School	1 2 3 4 5 6 7	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
High School	9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

Name and location of High School: \_\_\_\_\_

Date of attendance: From: \_\_\_\_\_ To: \_\_\_\_\_

Special Education (Business School, Trades School, Service Schools, etc.)

Name: \_\_\_\_\_ Date of entry: \_\_\_\_\_

Location: \_\_\_\_\_ Date of graduation: \_\_\_\_\_

Part Time Full Time Area of Study: \_\_\_\_\_

College and University (Undergraduate, Graduate, Professional)

Name: \_\_\_\_\_ Date of entry: \_\_\_\_\_

Location: \_\_\_\_\_ Date of graduation: \_\_\_\_\_

Total semester hours: \_\_\_\_\_ Area of Study: \_\_\_\_\_

Degree: \_\_\_\_\_ Date: \_\_\_\_\_

### Military

Have you ever served in military service of the United States: Yes No

Any other County: Yes No Branch of Service: \_\_\_\_\_

Date of induction: \_\_\_\_\_ Date of discharge: \_\_\_\_\_ Last Rank: \_\_\_\_\_

Military Occupation: \_\_\_\_\_ Type of discharge: \_\_\_\_\_

Are you a member of any reserve organization? If so please list: \_\_\_\_\_

Current draft classification: \_\_\_\_\_

Have you ever been rejected from military service? Yes No Reason: \_\_\_\_\_

Are you receiving or entitled to receive compensation from the veteran's administration for service-connected disabilities?

Yes No

If so explain: \_\_\_\_\_

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### Probationary Service

All employees of the Sheriff's Office serve a six month probationary period from the date of original employment. During this time they have the opportunity to demonstrate they have the ability to perform effectively their outlined duties. At the end of this probationary period if their service reflects satisfactory performance, their status becomes permanent; if unsatisfactory, their employment is terminated. Employment is secured only on the basis of qualifications for a given position. Employees are retained only on the basis of satisfactory performance of duties; and advancement within the department is based on demonstrated ability and merit.

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### Certificate of Applicant

I HEREBY CERTIFY that all information made on or in connection with this application is true and complete to the best of my knowledge and belief, and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient ground for rejection of application, or removal from employment. I authorized my previous employers to release to the Marion County, Missouri Sheriff any information they may have regarding my character or my employment record.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check your application. Be sure you have filled it in completely.  
\*\*\*Applications not signed will not be accepted\*\*\*

