

## Employment Application

Email:  
[Human\\_Resources@pcsonet.com](mailto:Human_Resources@pcsonet.com)  
Website: [www.pcsoweb.com](http://www.pcsoweb.com)

Human Resources Bureau  
727-582-6208



### **PINELLAS COUNTY SHERIFF'S OFFICE**

10750 Ulmerton Road  
Largo, FL 33778

The Pinellas County Sheriff's Office is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, marital status, religion, national origin, gender, veteran status, age, disability, sexual orientation, or any other legally protected status.

### **INSTRUCTIONS**

Please type or print clearly in **black ink only**.

YOU MAY BE REQUIRED TO SUBMIT TO A POLYGRAPH.

ANY DEVIATION FROM YOUR APPLICATION MAY RESULT IN A DISQUALIFICATION.

An applicant may be rejected who has intentionally made a false statement, intentionally omitted a material fact, engages in or attempts to engage in any deception or fraud in their application or any examination, or in securing their eligibility for appointment.

ANSWER ALL QUESTIONS – LEAVE NO BLANK SPACES. If a question does not apply, indicate it is not applicable (N/A).

In accordance with S.119.071(5)(a)2, your Social Security Number may be collected for the purpose of assisting with pre-employment eligibility screening and to process your application.

Upon submission of your application, the following documents may also be required:

- current Florida driver's license,
- certified birth certificate,
- high school diploma or GED with transcript scores OR university or college transcripts,
- most recent DD214,
- proof of all name changes (i.e. marriage, divorce, court documents), and
- proof of citizenship or resident alien status.

How did you hear about the Pinellas County Sheriff's Office?		
<input type="checkbox"/> Pinellas County Sheriff's Office website	<input type="checkbox"/> Member / Former Member Referral Name:	<input type="checkbox"/> Recruiting Sergeant
<input type="checkbox"/> Monster.com	<input type="checkbox"/> Tampa Bay Times	<input type="checkbox"/> Job Fair Title:
<input type="checkbox"/> Magazine / Publication Title:	<input type="checkbox"/> Social Media Please Specify:	<input type="checkbox"/> Other Please Specify:

**Please answer the following questions by checking "Yes" or "No".**

- |  | <u>YES</u>               | <u>NO</u>                |
|--|--------------------------|--------------------------|
| 1. <b><u>AT ANY TIME within the last six (6) months,</u></b> have you used any tobacco products, including nicotine, cigarettes, cigars, chewing tobacco, snuff, e-cigarettes, a hookah, or any other items containing tobacco or nicotine?                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <b><u>Within the last twelve (12) months,</u></b> have you possessed or used any drug, including Marijuana, Cocaine, Heroin, Ecstasy, LSD, THC, or any other derivatives?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you <b><i>EVER</i></b> been convicted of a felony, regardless of whether the sentence was suspended, adjudication was withheld, you pled no contest, or the conviction was sealed or expunged?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you <b><i>EVER</i></b> been convicted of any felony or misdemeanor involving perjury or a false statement, regardless of whether the sentence was suspended, adjudication was withheld, you pled no contest, or the conviction was sealed or expunged? | <input type="checkbox"/> | <input type="checkbox"/> |

**If you answered YES to any of these four questions, we are unable to accept your application at this time. ALL ANSWERS ARE VERIFIED DURING A POLYGRAPH PRIOR TO AN OFFER OF EMPLOYMENT.**

For administrative purposes only:

Position Tested:	Date Tested:	Score:	Typing Score:
Position Tested:	Date Tested:	Score:	Typing Score:
Position Tested:	Date Tested:	Score:	Typing Score:
Position Tested:	Date Tested:	Score:	Typing Score:

## Personal Information

<b>Last Name:</b>		<b>First Name:</b>		<b>Middle Name:</b>	
<b>Prior Last Name(s) Used (i.e. maiden):</b>					
<b>Date of Birth:</b>		<b>Place of Birth:</b>		<b>Gender: Male <input type="checkbox"/> Female <input type="checkbox"/></b>	
<b>Street Address:</b>					
<b>Bldg. #:</b>		<b>Apt. #:</b>		<b>Apt. Complex Name:</b>	
<b>City:</b>			<b>State:</b>		<b>Zip Code:</b>
<b>Mailing address if different than above:</b>					
<b>City:</b>			<b>State:</b>		<b>Zip Code:</b>
<b>Home Phone:</b>		<b>Cell Phone:</b>		<b>Office Phone:</b>	
<b>Driver's License #:</b>			<b>DL State:</b>		<b>DL Exp. Date:</b>
<b>Email Address:</b>			<b>Social Security #:</b>		
<b>Are you related to a member of the Sheriff's Office: Yes <input type="checkbox"/> No <input type="checkbox"/></b>					
<b>If yes, what is the member(s) name and relationship to you?</b>					
<b>Are you authorized to work for any employer in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/></b>					
<b>If no, please explain why:</b>					
<b>Titles of Position(s) Applied for (maximum of 3):</b>		1. 2. 3.			
<b>Tattoos: (if applicable, provide a description and location of each; possible disqualifier if cannot be covered by agency issued uniform)</b>					

## Education

List **ALL** high school(s) or equivalency programs and colleges you have attended.

High School Diploma                       GED

High School				
Dates Attended	School/Institution	Location (mailing address)	# of Credits	Graduation Date

College or Business/Trade School					
Dates Attended	School/Institution	Location (mailing address)	Major	# of Credits	Graduation Date

List all college degrees, specialized training you have completed, and professional licenses or certifications you possess (include license/certification numbers, state issued, and expiration date)

List all foreign languages in which you are fluent:

## Employment History

List all positions you have held in the past ten (10) years, starting with your current employer. Include all part-time and temporary employment. Include all periods of unemployment in the proper sequence. Use the continuation sheet if necessary.

<b>Company:</b>	<b>From:</b>	<b>To:</b>
<b>Address:</b>		<b>Phone:</b>
<b>Supervisor:</b>	<b>Supervisor Email:</b>	
<b>Job Title:</b>	<b>Salary or Hourly Wage: \$</b>	
<b>Job Duties:</b>		
<b>Reason for Leaving:</b>		

<b>Company:</b>	<b>From:</b>	<b>To:</b>
<b>Address:</b>		<b>Phone:</b>
<b>Supervisor:</b>	<b>Supervisor Email:</b>	
<b>Job Title:</b>	<b>Salary or Hourly Wage: \$</b>	
<b>Job Duties:</b>		
<b>Reason for Leaving:</b>		

<b>Company:</b>	<b>From:</b>	<b>To:</b>
<b>Address:</b>		<b>Phone:</b>
<b>Supervisor:</b>	<b>Supervisor Email:</b>	
<b>Job Title:</b>	<b>Salary or Hourly Wage: \$</b>	
<b>Job Duties:</b>		
<b>Reason for Leaving:</b>		

**\*\*Use the Continuation Sheet on page 13 or click [here](#) to jump to the Continuation Sheet to list additional places of employment.**

Do you have any objection to us contacting your current employer(s)? Yes  No

If yes, please explain:

**Note:** All current or most recent employers will be contacted prior to hiring.

Do you have any objection to shift work? Yes  No

Are you presently functioning under a restrictive covenant or contract with any employer? Yes  No

If yes, provide the name of the employer and terms of the contract:

**Military Service**

Have you ever served in a United States military organization?    Yes     No

Branch of Service	Highest Rank Held
Rank at Discharge	Type of Discharge

Are you eligible for re-enlistment?    Yes     No

Period(s) of Active Military Service	
From Date	To Date

Do you/did you have a security clearance?    Yes     No

If yes, what type? \_\_\_\_\_

Has your security clearance ever been taken away?    Yes     No

If yes, why? \_\_\_\_\_

Were you ever been investigated for any type of misconduct while in the military?    Yes     No

If yes, what type? \_\_\_\_\_

Were you ever court-martialed, tried on charges, the subject of a summary court, or a subject of an Article 15?

Yes     No     If yes, how many times? \_\_\_\_\_

Provide details of the charges and disposition:

Are you claiming a veteran's preference in appointment pursuant to Chapter 295 of the Florida Statutes?

Yes     No

Have you been employed by any state or any agency of a political subdivision of any state since separation from the Armed Forces?

Yes     No     If yes, where? \_\_\_\_\_

Are you now or were you ever an active or inactive member of the Reserve Forces (any branch) or National Guard of the United States or any foreign government?    Yes     No     Active     Inactive

Branch	Unit	Rank
Address		
From Date	To Date	

**Personal References**

List five (5) personal references, local if possible. **DO NOT** use relatives, significant others, or current/former employers as references.

Name	Complete Address (including city, state, and zip code)	Phone Number	Email Address

If additional space is needed for residences or explanations regarding personal history,  
please use the Continuation sheet.

**Residences**

In chronological order, list each and every place you have lived in the last 10 years.

From (Month/Year)	To (Month/Year)	Complete Address

**\*\*Use the Continuation Sheet on page 13 or click [here](#) to jump to the Continuation Sheet to list additional residences.**

Please read the following sections carefully. Each question should be answered with complete truthfulness, taking into consideration anything that may apply over the course of your lifetime. Any discrepancies between your responses and any subsequent questioning may result in an immediate disqualification for employment. If an explanation requires more than two lines of text, please use the Continuation Sheet.

**Personal History**

<b>Section A: Previous Employment History</b>	<b>Yes</b>	<b>No</b>	<b>Explanation</b>
Why did you leave, or plan to leave, your most recent or current employer?			
Have you ever been discharged, fired, terminated, or asked to resign by an employer?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been the subject of an investigation for misconduct by an employer?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been the subject of any disciplinary action from an employer?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever quit a job without notice?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you believe you are eligible for rehire at every place you have worked?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever fraudulently claimed unemployment compensation?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever used another person's social security number?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been refused a bond or security clearance?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever falsified an official report, record, or document?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever applied for employment with another law enforcement agency? If yes, provide the name of each agency and year applied.	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Section B: Theft of Merchandise, Property, and Money</b>	<b>Yes</b>	<b>No</b>	<b>Explanation</b>
Have you ever shoplifted? If yes, at what age?	<input type="checkbox"/>	<input type="checkbox"/>	
What was taken when you shoplifted and what was the most expensive item taken?			
Have you ever helped anyone else shoplift?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever stolen any property, merchandise or anything of value from an employer? (i.e. falsify expense account(s), falsify payroll cards, postage, long distance phone calls, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
What is the single, most expensive item you have stolen from an employer?			
Have you ever stolen money from an employer?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever stolen any money from any other source?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever stolen anything from any other source?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been accused of theft?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever helped anyone else steal anything? (i.e. change labels on items, give unauthorized discounts, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	



Section C: Arrest History	Yes	No	Explanation
Have you ever been arrested, detained, or questioned by a law enforcement agency (civilian or military) for anything other than a traffic citation? Include summons, notices to appear, citation(s) for ordinance violations, violations of Uniform Code of Military Justice, felonies and/or misdemeanors of any type.	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been convicted of a misdemeanor, regardless of whether the sentence was suspended, adjudication withheld, you pled no contest, or the conviction was sealed or expunged?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been convicted of a <u>criminal</u> traffic offense? If yes, what was it for and what was the date?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever had your driver's license suspended or revoked for any reason other than loss of insurance or an administrative error in any state? If yes, what was the reason?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you received more than two moving citations within the past three years?	<input type="checkbox"/>	<input type="checkbox"/>	
What is the total number of citations, moving and non-moving, you have received in your lifetime? Date of last citation?			
Do you currently have any unpaid fines or outstanding failures to appear for a court hearing?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been convicted of a felony, regardless of whether the sentence was suspended, adjudication withheld, you pled no contest, or the conviction was sealed or expunged?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been convicted of a felony or misdemeanor involving perjury or a false statement, regardless of whether the sentence was suspended, adjudication withheld, you pled no contest, or the conviction was sealed or expunged?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Section D: Marijuana and other Narcotics</b> – The past use of marijuana and other narcotics is <b>NOT</b> an automatic disqualification from consideration. However, providing false information or omitting information will be viewed as an eliminator.	Yes	No	Explanation
Have you ever, in your lifetime, experimented with, used, possessed, or purchased marijuana?	<input type="checkbox"/>	<input type="checkbox"/>	
If yes, how many times in your life have you experimented with, used, possessed, or purchased marijuana?			
Have you ever, in your lifetime, experimented with, used, or possessed any other drug? (i.e. cocaine, barbiturates, tranquilizers, amphetamines, LSD, Ecstasy, GHB, Mescaline, Psilocybin, glue/solvents, Ketamine, PCP, Opium, heroin, Methadone, steroids, Rohypnol, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
When was the last time you experimented with, used, or possessed a drug(s)?			
What was the total amount of money you have spent on drugs?			
Have you sold or offered for sale any drug?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever used a prescription drug that was not prescribed to you? (i.e. Oxycontin, Roxycotin, Diazepam, Hydrocodone)	<input type="checkbox"/>	<input type="checkbox"/>	
Have you obtained a prescription by fraud?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever given individual a drug prescribed to you?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever influenced, persuaded, or attempted to influence or persuade another person to use illegal drugs?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever used steroids for a non-medically prescribed purpose?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever cultivated, grown, or manufactured your own drugs?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been completely truthful about your use of drugs?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Section E: Gambling History</b>	<b>Yes</b>	<b>No</b>	<b>Explanation</b>
Do you currently have any debts that are a result of gambling? If yes, how much?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever borrowed money to pay a debt due to gambling?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been arrested or convicted on a gambling charge?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Section F: Alcohol History</b>	<b>Yes</b>	<b>No</b>	<b>Explanation</b>
Have you ever consumed alcohol at work in violation of work rules?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been arrested for any alcohol related crime(s)?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been engaged in, whether you were arrested or not, any illegal conduct while under the influence of alcohol? (i.e. vandalism, fights, trespass, theft, etc.) If yes, how many times?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever driven a vehicle when you believed you were under the influence ("over the legal limit") of alcohol? If yes, how many times and when was the most current time?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Section G: Civil History</b>	<b>Yes</b>	<b>No</b>	<b>Explanation</b>
Have you ever been the subject of a civil or small claims action?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you currently <u>over 60 days</u> behind on your debts?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever declared bankruptcy? If yes, how many times and what type?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Section H: Prior Law Enforcement and Corrections Officers (Include Interns, Cadets, Explorers, Police Aids, etc.)</b>	<b>Yes</b>	<b>No</b>	<b>Explanation</b>
Do you have prior law enforcement or corrections experience? If No, continue to the next section.	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever taken any property or evidence for personal use? (i.e. from a crime scene, victim, or employing agency)	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever experimented with, used, or sold, any illegal drug while on duty that was not authorized as part of your job duties?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever used alcohol on duty that was not authorized as part of your job duties?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever falsified an official report, record, affidavit, warrant, or other official document?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever accepted any gratuity that was not authorized as part of your job duties? (i.e. half price food)	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever lied under oath or in any judicial proceeding including an IA or any departmental investigation?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever engaged in sexual activity while on duty? (i.e. misuse of your authority)	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Section H: Prior Law Enforcement and Corrections Officers (Include Interns, Cadets, Explorers, Police Aids, etc.) (continued)</b>	<b>Yes</b>	<b>No</b>	<b>Explanation</b>
Have you ever tampered with evidence?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever planted evidence?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever maliciously battered anyone?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been the subject of an agency investigation for either a rules violation, civil violation, or criminal violation?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever been the subject of a citizen complaint?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever introduced contraband into a correctional facility?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you ever had an improper relationship with an inmate?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you been involved in witness tampering?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you under any contract or other obligation to a current or former employer for any repayment of employment, training, or other costs?	<input type="checkbox"/>	<input type="checkbox"/>	

*Please Read Carefully*  
**APPLICANT'S CERTIFICATION AND AGREEMENT**

**IN COUNTY RESIDENCE** – The Sheriff requires all law enforcement certified members of the Sheriff's Office to reside in Pinellas, Hillsborough, Manatee, or Pasco Counties. New members have **three (3) months** to move into one of the approved counties. The Sheriff may extend that period for good cause.

**PROBATION PERIOD** – It is understood that I shall be considered on a temporary basis during a probationary period of one (1) year from the date of appointment and may be discharged or laid off before the expiration of that period without recourse.

**STATEMENT OF APPLICATION** – I hereby authorize my former employers to furnish their records of any service, my reason for leaving their employ, together with all information they may have concerning me, whether on record or not. I also release them and their company from any liability for any damage whatsoever for issuing same.

It is agreed that any misrepresentation or omission by me in this application will be sufficient cause for its cancellation or rejection or dismissal from service of the Sheriff's Office if I am appointed. It is also agreed that I have answered all of the questions on this form completely. If not, this application may be rejected. I also understand that I must update the application immediately upon my change of address, change of employment, or any arrests or convictions.

I hereby certify the facts set forth in the above employment application are true and complete to the best of my knowledge. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

Upon termination of appointment, I authorize the Pinellas County Sheriff's Office to hold a portion of my final paycheck until all Sheriff's Office property is returned.

**Under penalties of perjury, I declare that I have read the foregoing employment application carefully and that the facts and information I have provided herein are true and complete. I understand that any knowingly false information may subject me to immediate disqualification from employment and /or prosecution for the charge of perjury, a third degree felony.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Continuation Sheet**

When using this continuation sheet, please indicate the section to which you are referring (i.e. residences, Section A, etc.)

## EEOC INFORMATION

The Pinellas County Sheriff's Office Guidelines on employee Selection Procedures requires records to be kept by gender and race/ethnic categories defined by the Equal Employment Opportunity Commission (EEOC). The Sheriff's Office Guidelines on employee Selection Procedures have been adopted as final rules by the EEOC, the Office of Personnel Management, the Justice Department, and the Department of Labor.

Pinellas County Sheriff's Office is subject to certain record keeping and reporting requirements for the administration of civil rights laws and regulation. In order to comply with these laws, we invite you to voluntarily self-identify your race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment.

The information obtained is considered confidential and will only be used in accordance with the provision of applicable laws, the executive orders, and regulation, including those that required the information be summarized and reported to the federal government for civil rights enforcement. The Human Resources Bureau has adopted safeguards to insure that the records required are used for the appropriate purposes within the Bureau such as determining adverse impact or for monitoring our affirmative action program.

The concept of race used by the EEOC does not denote clear-cut, scientific definitions of anthropological origins. Applicants may be included in groups to which he/she appears to belong, identifies with, or is regarded in the community as belonging.

Please circle the appropriate options:

**Gender:**      Male                       Female

<b>NON-HISPANIC</b>	
<input type="checkbox"/> <b>WHITE</b> (not Hispanic or Latino)	Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East
<input type="checkbox"/> <b>BLACK OR AFRICAN-AMERICAN</b> (not Hispanic or Latino)	Persons having origins in any of the black racial groups of Africa
<input type="checkbox"/> <b>ASIAN</b> (not Hispanic or Latino) Chinese/Chinese-American: Persons having origins in any of the original peoples of China Japanese/Japanese-American: Persons having origins in any of the original peoples of Japan Filipino/Pilipino: Persons having origins in any of the original peoples of the Philippine Islands Pakistani/East Indian: Persons having origins in any of the original peoples of the Indian subcontinent (e.g. India and Pakistan) Other Asian: Persons having origins in any of the original peoples of the Far East (including Korea, Malaysia, Cambodia, Thailand, and Vietnam), and Southeast Asia	
<input type="checkbox"/> <b>AMERICAN INDIAN or ALASKAN NATIVE</b> (not Hispanic or Latino)	Persons having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
<input type="checkbox"/> <b>NATIVE HAWAIIAN or OTHER PACIFIC ISLANDER</b> (not Hispanic or Latino)	Persons having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
<input type="checkbox"/> <b>TWO OR MORE RACES/ETHNICITIES</b> (not Hispanic or Latino)	Persons who identify with more than one of the above races/ethnicities
<b>HISPANIC or LATINO</b>	
<input type="checkbox"/> <b>HISPANIC or LATINO (including Black individuals whose origins are Hispanic)</b> Mexican/Mexican American/Chicano: Persons of Mexican culture or origin, regardless of race Latin-American/Latino: Persons of Latin America (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin, regardless of race Other Spanish/Spanish American listed above: Persons of Spanish culture or origin, not included in any of the Hispanic categories listed above	

I choose not to self-identify

**PINELLAS COUNTY SHERIFF'S OFFICE**  
**Selection Process for Applicants**

**Minimum Employment Requirements**

<b>Certified Position:</b> <i>Citizen of the United States</i> <i>19 year old for Detention Deputy</i> <i>21 years old for Law Enforcement</i> <i>Appropriate certification or approved sponsorship</i> <i>High School diploma or G.E.D.</i>	<b>Non-Certified Position:</b> <i>Citizen of the United States</i> <i>Foreign National with valid resident status and employment authorization</i> <i>18 years old and meet the education requirements as specified for the position for which you are applying</i>
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All applicants must complete the application form and submit it to the Human Resources Bureau located in the Sheriff's Administration Building, 10750 Ulmerton Road, Largo, FL 33778. At that time, applicants must also provide the following **original** documents:

- *Birth Certificate from the Bureau of Vital Statistics (or a certified copy) or U.S. Passport or Naturalization paperwork*
- *Social Security card*
- *A valid Florida Driver's License with the current residential address*
- *High School diploma or G.E.D. OR University or College transcripts*
- *Military DD-214 form (if applicable) showing Honorable Discharge*
- *Documentation relating to name changes (adoption paperwork, marriage licenses, divorce decrees)*
- *Applicants who are already state-certified must provide copies of their academy certificate, state certification exam scores, and their Basic Recruit Certificate*

All applicants are required to sign waivers authorizing the Sheriff's Office to obtain all required information relating to their backgrounds.

Selected applicants will be contacted and scheduled to complete the Oral Board process. The Oral Board is comprised of Subject Matter Experts. Applicants who pass the Oral Board will be scheduled to progress further in the selection process as positions become available.

The following steps must be completed as scheduled with the Human Resources Personnel assigned to the applicant's file:

- a. Ride-along or shadowing (if applicable)
- b. Jail tour (if applicable)
- c. Conditional Notice of Appointment (this is not a guarantee of employment, as issues may arise during the background investigation which may eliminate an applicant from consideration)
- d. Physician's Clearance to Test form (completed prior to taking the Physical Abilities Test for certified positions)
- e. Physical Abilities Test (for certified positions)
- f. Fingerprinting
- g. Pass the Criminal Justice Basic Aptitude Test for Corrections
- h. Background investigation, to include:
  - i. Criminal History
  - ii. Credit check (if applicable)
  - iii. Previous employment record
  - iv. High School record
  - v. Military record (if applicable)
  - vi. Neighborhood check (for certified positions and others if applicable)
  - vii. Personal references
- i. Polygraph examination
- j. Psychological evaluation (for certified positions and others if applicable)
- k. Current employment check
- l. Nicotine/Drug screen and physical health examination (if applicable)
- m. File review and appointment by the Sheriff

Those applicants who are not selected or eliminated as unqualified will be instructed by letter as to when they may reapply. In most cases, they must wait a minimum of one year to reapply.

The Pinellas County Sheriff's Office does not discriminate against qualified individuals with a disability. Reasonable accommodations will be made during the application process and for the performance of essential job functions.

**THE PINELLAS COUNTY SHERIFF'S OFFICE IS AN EEO/ADA EMPLOYER AND IS COMMITTED TO BEING A DRUG FREE WORK PLACE.**