
Pennington County Sheriff's Office Background Questionnaire



Welcome to the Pennington County Sheriff's Office! This is an incredible place to work and thrive! Our Mission is to provide innovative, professional, quality services to the public, protecting life and property by valuing well trained and dedicated staff. We invite you to explore our website www.pennco.org and become more familiar with us and the many services provided by the Pennington County Sheriff's Office.

INSTRUCTIONS FOR BACKGROUND QUESTIONNAIRE

This background questionnaire is a required step in our application process. Each section must be filled out completely and returned, together, within 3 days of receipt so as not to delay the hiring process. Please **ANSWER ALL QUESTIONS – LEAVE NO BLANK SPACES**. If an item does not apply to your situation, indicate N/A.

It is the policy of the Pennington County Sheriff's Office to affirmatively recruit, hire, train, and promote the most qualified persons into all job levels without regard to race, color, religion, national origin, sex, or disability, and to recruit for disabled veterans and veterans of the Vietnam Era.

We will review your criminal history, driving history, interactions with law enforcement, credit history and social media sites during the background investigation process. Be honest and thorough in your answers. Sealed criminal records will appear during our search and should be listed by all applicants. Any interaction with law enforcement, regardless of arrest disposition, will also be visible. Please detail all interactions in the appropriate sections.

Disqualification

There are very few automatic bases for rejection. Even issues of prior misconduct, such as prior illegal drug use, DUI arrests, theft, or even arrest or conviction are usually not, in and of themselves, automatically disqualifying. However, **deliberate misstatements or omissions** can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/omissions. In fact, the number one reason individuals "fail" background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

BOTTOM LINE: You are responsible for providing complete, accurate, and truthful responses.

*****If you are currently employed with another Law Enforcement agency, and are disqualified during our background investigation process, we *will* notify your current agency*****

****For Applicants Requiring Psychological Evaluation Only****

I, _____, understand that the psychological evaluation is a component of the pre-employment process for the position of _____. I understand the results of this evaluation are the property of the Pennington County Sheriff's Office, which holds legal privilege

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and exclusive rights to the results of this evaluation. I further understand I have no legal rights to the results of this psychological evaluation.

Here are the five sections that need to be completed and returned together, with the applicable documentation:

Section 1- Biographical Data

Section 2- References

Section 3- Education/Employment/Military History

Section 4- Criminal History

Section 5- Release of Information forms

Upon submission of this Questionnaire the following documents are also required, if applicable:

Required Documents

- Current Driver's License
- High School Diploma/GED
- University/College Degree
- DD214
- Relevant Certificates/Training (Nurses, Counselors, Teachers, Certified LE Officers)

I understand that nothing in this Background Questionnaire/ Application process is intended to imply or create an employment relationship or contract for employment. I further understand that, if hired, my employment is at-will and can be terminated at any time, with or without notice, for any reason. I also understand that while personnel policies, programs and procedures may change from time to time, such at-will status is not subject to change without a written agreement signed by an authorized representative of Pennington County.

I have read and I understand the above instructions.

Signature: _____ Date: _____

Submit completed forms to: pcsohr@pennco.org or FAX: 605-394-5174

For questions concerning completion of this form please contact Human Resources at:

605-394-6113 or pcsohr@pennco.org

Position applying for: _____ Hire date applying for: _____

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Section 1- BIOGRAPHICAL DATA

Full Legal Name: _____

Present Address: _____ Apt#: _____

City: _____ State: _____ Zip: _____

Driver's License #: _____ State: _____ Type: _____

D.O.B. _____ SSN _____

City/State of Birth: _____

Tattoos (list ALL and provide photos of those that would be visible in uniform)

Race/Ethnicity: _____

Gender: _____ Disability: Yes No **Please list _____

**Pennington County fully subscribes to the provisions of the American with Disabilities Act and will attempt in its employment process to make any reasonable accommodations necessary to assist qualified persons with disabilities.

Home #: _____ Work #: _____ Cell # _____

Primary E-Mail Address: _____

Other E-Mail Addresses used: _____

List any other name(s) you have used or ever been known by and give the reasons for the change(s):

Circle the best telephone number to call you at and indicate the best time for a staff member to call:

Home# / Work# / Cell# / Time: _____

South Dakota Law Enforcement Civil Service Rules require all Law Enforcement Officer to be U.S.

Citizens. If applying for a Law Enforcement Officer position, are you a United States Citizen? Yes No

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RELATIONSHIP STATUS/FAMILY MEMBERS

Relationship Status: Single Separated Engaged Divorced Married Widowed

If Single, please list Significant Other's name: _____

If Engaged or Married, Fiancé/ Spouse's name: _____

Maiden or Alternate names used: _____

Occupation: _____

Address/Zip: _____

Phone (____) _____ D.O.B. _____

Anticipated Date or Date of Marriage: _____

If separated or divorced:

Ex-spouse's name: _____

Address/Zip: _____ Phone #: _____

D.O.B. _____ Date of Separation/Divorce: _____ Cause _____

Ex-spouse's name: _____

Address/Zip: _____ Phone #: _____

D.O.B. _____ Date of Separation/Divorce: _____ Cause _____

** If you have additional ex-spouses to list, please attach another piece of paper.

CHILDREN/DEPENDENTS

Please include adult biological or adopted children, stepchildren, foster children and legal wards.

No Dependents

Name	Address	Telephone #	Birthdate	Relationship

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RESIDENCES

Please list, in chronological order, each and every place you have lived since the age of 18 in the table on the following page:

Full Address City, State, Zip Code	Dates	Landlord Name or Owned	Individuals you resided with

Please list the name, date of birth, relationship and how long you have resided with any adult listed:

Are you related to an employee of the Sheriff's Office? Yes No

If yes, employee's name and relationship: _____

Were you referred by a member of the Sheriff's Office? Yes No Name: _____