



**ENNIS W. WRIGHT, SHERIFF  
CUMBERLAND COUNTY SHERIFF'S OFFICE**



*An Internationally Accredited Law Enforcement Agency  
An Equal Opportunity Employer*

## **EMPLOYMENT APPLICATION PACKET CIVILIAN POSITIONS**

**THE POSITION YOU ARE APPLYING FOR IS:** \_\_\_\_\_

**COMPLETE AND SUBMIT THE ATTACHED DOCUMENTS:**

- Cumberland County Application for Employment
- CCSO Preliminary Application /  
Authorization for Release of Personal Information (must be notarized)

**SUBMIT THE REQUIRED ADDITIONAL INFORMATION:**

- Copy of Birth Certificate
- Copy of Social Security Card
- Copy of High School Diploma/GED/College Transcript
- Copy of NC Driver's License

The attached forms must be completed and returned to the Human Resources Office for processing. Every question must be answered. For additional information on completion of the Employment Application Packet, please do not hesitate to contact the Cumberland County Sheriff's Human Resources Office at (910) 677-5406 or (910) 321-6760.

[www.ccsonc.org](http://www.ccsonc.org)

**APPLICATIONS THAT ARE NOT COMPLETED AS PER INSTRUCTIONS WILL NOT BE  
PROCESSED. ADDITIONAL INFORMATION MAY BE REQUESTED.**

**131 DICK STREET • FAYETTEVILLE, NORTH CAROLINA • 28301-5793  
(910) 323-1500**

# **CUMBERLAND COUNTY SHERIFF'S OFFICE**

*AN INTERNATIONALLY ACCREDITED LAW ENFORCEMENT AGENCY*

*AN EQUAL OPPORTUNITY EMPLOYER*

## **Summary of the Selection Process**

**It is the policy of the Cumberland County Sheriff's Office to recruit, hire, train and promote employees without discrimination because of age, color, national origin, physical ability, political affiliation, race, religion or sex.**

- 1. Applicants may go to the Sheriff's Human Resources Office to obtain an application for employment.**
- 2. Applicants must return the completed Employment Application Packet to the Sheriff's Human Resources Office.**
  - Human Resources may acknowledge receipt of the completed Employment Application Packet in writing via US Postal mail or at the time application is received.
- 3. The Human Resources Office will initiate a background investigation.**
  - This investigation may take several days/weeks to be completed depending upon the applicant's history and/or the number of applications received.
  - Applicants may be requested (at a later date, but prior to employment) to obtain additional record checks at their own expense.
- 4. The Human Resources Office may schedule the applicant to appear for an Oral Interview.**
  - The interview will be facing an Interview Committee.
- 5. The entire selection process may take up to 30 days or more to complete.**
  - If at ANY POINT a decision is made to decline the applicant's request for hire, the individual will be notified in writing within 30 days of the decision
- 6. Time to allow:**
  - Background investigation – This phase may take several days or weeks to be completed.
  - Oral interview – If selected, applicants should allow at least one (1) hour for the oral interview.
  - Drug screen – Applicants given a drug screen should allow at least two (2) hours for completion.
- 7. Areas of Inquiry and /or examination:**
  - Applicants selected for background investigation will be investigated by member(s) of the Cumberland County Sheriff's Office who may inquire into the applicant's education record, personal conduct, criminal history, military history, prior employment performance and relationships with other people before a final offer of employment is made.
  - Applicants selected for an oral interview will be questioned by members of the Cumberland County Sheriff's Office. General areas of questioning include, but are not limited to, the applicant's employment application responses, job specific scenario based questions and law enforcement interests.
  - Applicants should advise references and past employers that they will be contacted by the Cumberland County Sheriff's Office and to respond to the inquiries in a timely fashion.
  - Applicants selected will be fingerprinted and a thorough search of fingerprint records will be conducted.

**The Cumberland County Sheriff's Office Reserves The Right to Modify This Selection Process At Any time Without Prior Notice. Applications That Are Not Completed As Per Instructions Will Not Be Processed. Further Information May Be Requested.**

# Cumberland County Sheriff's Office

An Equal Opportunity Employer

## Preliminary Application

An Internationally Accredited Law Enforcement Agency

Honesty is the most important part of the applicant's selection process. There will be a thorough background investigation conducted to verify all information. Please be honest in all responses. Deception is the foremost reason for being rejected, not the content of what is reported. **Omit Nothing.** If in doubt, include the information with an explanation.

Date: \_\_\_\_\_  
Position applying for: \_\_\_\_\_ Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last (Maiden) Applicant's Signature

Have you ever applied with the Cumberland County Sheriff's Office before?  Yes  No Is so, when? \_\_\_\_\_

Have you ever been known by or used any other name?  Yes  No If so, what names? \_\_\_\_\_

Race: \_\_\_\_\_ Sex: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street City State Zip

Previous Address: \_\_\_\_\_  
Street City State Zip

What other cities have you lived in since high school? \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Driver's Lic. # \_\_\_\_\_ State: \_\_\_\_\_ List any previous states in which you had a driver's license: \_\_\_\_\_ / \_\_\_\_\_

Has your driver's license ever been Suspended or Revoked?  Yes  No Is so, when? \_\_\_\_\_

Education level completed:  H/S Diploma/G.E.D.:  BLET/DOCC:  2/4 Yr Degree: Other: \_\_\_\_\_

**It is very important that the following questions be answered honestly. If a background investigation reveals different information, your application may be rejected. A Polygraph Examination may be required during the application process. Please, be honest.** Have you ever, illegally used cocaine, crack hashish, LSD, marijuana, steroids or any other illegal drug in your life?  Yes  No If yes, please list below:

Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_ Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_

Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_ Drug: \_\_\_\_\_ # Times: \_\_\_\_\_ When: \_\_\_\_\_

Have you ever been charged with or arrested for any criminal offense, even if it was dismissed?  Yes  No

If so, when? \_\_\_\_\_ What were the charges? \_\_\_\_\_

Explain what took place and where? \_\_\_\_\_

Have you ever been a suspect or been questioned by a law enforcement agency?  Yes  No

If so, please explain \_\_\_\_\_

Were you ever in the Military/Reserves?  Yes  No Branch: \_\_\_\_\_ Dates of Service: \_\_\_\_\_

Any disciplinary actions?  Yes  No If so, could you explain? \_\_\_\_\_

Military Discharge Type:  Honorable  General (UHC)  Other Than Honorable  Dishonorable  BCD

Do you have a pending application at another law enforcement agency?  Yes  No Is so, where? \_\_\_\_\_

Are you currently employed?  Yes  No Have you ever been discharged or requested to resign due to rules violations or criminal misconduct?  Yes  No Is so, explain? \_\_\_\_\_

How did you hear about this job?  Newspaper Ad:  Career/Job Fair:  ESC:  Internet: Other: \_\_\_\_\_

Release Authorization on Next Page Must Be Notarized

Return This Application to:

Cumberland County Sheriff's Office • Attn: Human Resources • 131 Dick Street • Fayetteville, N.C. 28301-5793 • (910) 323-1500

View the Cumberland County Sheriff's Office website at [www.ccsonc.org](http://www.ccsonc.org)

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**Authorization for Release of Personal Information to  
Cumberland County Sheriff's Office  
for Law Enforcement - Certification - Employment Purposes**

To Whom It May Concern:

I am an applicant for a position with the Cumberland County Sheriff's Office. In order to determine my suitability for employment, I understand that the Cumberland County Sheriff's Office of Fayetteville, North Carolina must make a thorough investigation of my personal records and personal background notwithstanding the provisions of G.S. 132-6 or any other general law or local act. It is in the public's interest that all relevant information concerning my personal and employment history up to and including my application, selection or nonselection, performance, promotions, demotions, transfers, suspension, internal affairs investigations, disciplinary actions, evaluation forms, leave, salary, and termination of employment be disclosed to the above agency.

Therefore I, do hereby request and authorize any bank, credit union, lending or financial institution, credit bureau, consumer report agency, retail business establishment, former and present employer, education institution, doctor or other health care professional including mental health, alcohol treatment center, hospital or other repository of medical records, insurance company, governmental agency, criminal and civil courts, certification/licensing commission, military organization, and any other individual agency to produce and provide copies of any and all information to the authorized agent of the Cumberland County Sheriff's Office of Fayetteville, North Carolina regarding me whether of a privileged or confidential nature.

I understand that certain "identifying information", such as my social security number, is now afforded extraordinary protection from public release under the authority of NCGS 14-113.1 (and following). However, I waive such rights of protection in my social security number and voluntarily provide it to the Cumberland County Sheriff's Office of Fayetteville, North Carolina for use during my application process to accurately determine information about me in a background check. I understand that my social security number will be used only for such purpose and will not be published or released to the general public.

Moreover, I hereby release the Cumberland County Sheriff's Office of Fayetteville, North Carolina from any civil or criminal liability whatsoever for seeking such requested information and for evaluating such information as it relates to my employment with the County of Cumberland. And, I hereby release the issuing agency and its agents, both individually and collectively, from any and all liability for damages of whatever kind which may at any time result because of compliance with this authorization and request.

I further waiver all rights to inspect or review any information compiled in reference to my application for employment. I do further hereby authorize the Cumberland County Sheriff's Office, its agents and employees, to release copies of any and all information to any agency or entity regulating the certification, authority or conduct of law enforcement officers. This includes, but not limited to North Carolina Criminal Justice Education & Training Standards Commission, North Carolina Sheriffs' Education and Training Standards Commission, North Carolina Attorney General's Office, agencies of other states and the federal government, and the applicant's/officer employing agency.

I hereby acknowledge that this authorization is valid for one (1) year or until the employment process has been completed, whichever is later. A copy of this document is considered valid, just as the original.

**I have read and fully understand the above statements.**

|                                      |                              |                       |         |
|--------------------------------------|------------------------------|-----------------------|---------|
| Date                                 | Applicant's Printed Name     | Applicant's Signature |         |
| Applicant's Complete Mailing Address |                              |                       |         |
| Date of Birth                        | Operator's/Drivers License # | State                 | Phone # |

**STATE OF NORTH CAROLINA**

Affix notary seal here →

**COUNTY OF CUMBERLAND**

Sworn to and subscribed before me this the  
day of

20

By:  Personal Knowledge  Satisfactory Evidence  Credible Witness

My Commission Expires: \_\_\_\_\_

Notary Public's Official Signature

Notary Public's Name (printed or typed)