

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.