

# OFFICE OF THE SHERIFF

**Michael A. Adkinson, Jr.**

**Walton County, Florida**

## Volunteer Application

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

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**NOTICE: All applicants will be fingerprinted and must pass a background investigation.**

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### **AUTOMATIC DISQUALIFICATION LIST PLEASE CAREFULLY REVIEW THE FOLLOWING INFORMATION.**

1. Applicants who have been convicted of any felony will be disqualified.
2. Applicants who have been convicted of a misdemeanor involving perjury or false statement will be disqualified. Any person who, after July 1, 1981, pleads guilty or nolo contendere, or is found guilty of a felony or of a misdemeanor involving perjury or false statement shall not be eligible for employment or appointment as an officer, notwithstanding suspension of sentence or withholding of adjudication.
3. Commission of a detected serious crime, as determined by the agency, as an adult, which constitutes a felony, or a misdemeanor involving moral turpitude, or repeated misdemeanor offenses, or a crime involving violence will disqualify the applicant.
4. Commission of an undetected serious crime, as determined by the agency, as an adult, which constitutes a felony, domestic violence, a misdemeanor involving moral turpitude, or repeated misdemeanor offenses that occurred within 3 years prior to the submission of the application may disqualify the applicant. Any undetected crimes occurring beyond the 3-year period will be subject to further review.
5. A conviction of a crime of domestic violence will disqualify the applicant.

6. The application of an applicant who is currently under an injunction for domestic violence will be placed in inactive status until the outcome of the injunction is finalized.
7. Applicants under court ordered probation will not be considered until the terms of the probation are over.
8. If the applicant is the subject of a criminal investigation or has criminal charges pending the application will be temporarily suspended until disposition of all such investigations or action is complete.
9. Current membership and/or participation in an organization which has as a stated purpose, the overthrow of any local, state, or the federal government, or which has as a stated purpose, violation of any laws or advocates or approves acts of force or violence to deny other persons their rights under the Constitution of the United States may be a basis for disqualification.
10. Applicants who have a pattern of illegal use of any class of controlled substance, including marijuana, as defined in Section 893.03, Florida Statutes (Schedules I through V), may be rejected. (This includes prescription drugs not prescribed to you for your use, anabolic steroids, and designer type drugs.) The suitability of an applicant who has illegally used a controlled substance, including marijuana will be evaluated on the basis of circumstance of involvement, use, length of use, and quantity of use. For example:
  - At the date of application, any use of a controlled substance, as define under Chapter 893, Florida Statute, within the last three (3) years for marijuana and five (5) years for all other drugs.
  - Any illegal sale of a controlled substance to others, to include the sale of a prescription drug to another person.
  - The use of any controlled substance while in a law enforcement position, corrections position, military position, or in any public official capacity as defined by Chapter 112, Florida Statutes.
  - Any illegal use of a prescription drug not prescribed for the applicant will be evaluated based upon how the drug was obtained, the number and frequency of use, and intended purpose, type of drug, and from whom the drug was obtained.
  - Knowingly abusing prescription medications over an extended period of time (more than 30 days)
11. An applicant who has used a different name for the purpose of defrauding, misleading, evading debts or other improper purpose will be disqualified.
12. An applicant must be able to read, write, and speak the English language.

13. Applicants must answer truthfully and fully all questions asked of them. Any misrepresentation or omission of any material fact on the application, during the background investigation, or in any phase of the selection process shall disqualify the applicant. If an investigation discloses a willful misrepresentation, omission or falsification, the applicant will be rejected and the applicant may be permanently disqualified from applying in the future for any position with the Walton County Sheriff's Office.
14. **The Applicants must submit all required documentation listed.** If the aforementioned documents are not provided the application will be purged by Human Resources and will not be considered for employment at this time. **No further notice will be given regarding missing documentation**

If at any time during the application process one or more of the above factors becomes applicable to an applicant, such as the applicant is arrested, taken into custody, detained for investigation, charged with a crime by any police agency or state/federal attorney's office or declares bankruptcy, the applicant must immediately notify the Human Resource Manager, the officer conducting the applicant's background investigation, or the recruitment/selection representative.

The applicant is responsible for providing complete information and any or all reports, records, or other documentation related to any factor discovered that requires further review or evaluation. The application will be temporarily suspended until all requested information is received.

## INSTRUCTIONS

All questions must be answered. **Applications which are not complete will not be considered.** **If space provided is not sufficient for complete answers or you wish to furnish additional information you may email the additional information with your employment application.**

### Position Applying For:

## DEMOGRAPHICS

1. Last Name	First Name	Middle Name	Abbv.
2. Current Address			
City	State	Zip	
Primary Phone	Other Phone		

**\*\*Email\*\***

**Date and Place of Birth:**

Date of Birth	City	County	State	Country (if not US)
<input type="text"/>				

4. List all other names you have used including circumstances and time periods you used them.  
(For example: Maiden name, former name(s), alias(es), or nicknames(s).

Name

Circumstance

Date From (Mo/Yr)

Date To (Mo/Yr)

Add Additional Name?

Yes No

Name

Circumstance

Date From (Mo/Yr)

Date To (Mo/Yr)

5. Do you hold a valid automobile operator license, chauffeur license, or CDL?

Yes No

License No.	Expiration Date	Restrictions
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6. Has your license ever been suspended or revoked?

Yes      No

Please provide complete details including why license was revoked.

7. Please provide name, address, and phone number of next of kin or other person to be contacted in case of an emergency:

8. Indicate any foreign languages you can speak/write fluently:

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## ARREST HISTORY

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1. Have you ever been arrested, charged or received a notice to appear, convicted pled nolo contendere or pled guilty to any criminal violation, regardless if the record was sealed or expunged?

Yes      No

List all such matters even if not formally charged, or no court appearance, or found guilty, or nolo contendere to any charge for which adjudication was withheld, or matter settled by payment of fine or forfeiture of collateral. (Including your juvenile record and records of your arrest(s) which have been sealed, if any)

Date Place & Dept.

Charge Court & Place

Disposition

Date Place & Dept.

Charge Court & Place

Disposition

Add another charge

Yes No

Date Place & Dept.

Charge Court & Place

Disposition

2. Have you ever been detained by any law enforcement officer for investigative purposes or to your knowledge have you ever been the subject of or a suspect in any criminal investigations?

Yes No

If yes, please provide details

3. Have you ever been convicted of a misdemeanor crime of domestic violence, not including those convictions that have been expunged, set aside or otherwise pardoned as defined below:

A. is a misdemeanor under Federal or State law; and

B. has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of a victim, by a person with whom the victim share a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or by a person similarly situated to a spouse, parent, or guardian of the victim.

Yes

No

**Please email your completed application and the documents listed below to HR@waltonso.org. Please put Volunteer Application in the subject line.**

Employment Affidavit (to print form [click here](#) )

Social Security Card

Driver's License