

Professional Law Enforcement



Employment Application Tulsa County Sheriff's Office

Position Applying for:

- Certified Deputy
- Clerical/Administrative
- Detention Officer
- Other _____

Human Resources
303 West First Street
Tulsa, Oklahoma 74103-2605
918-596-5669

TCSO IS A DRUG FREE AND EQUAL OPPORTUNITY EMPLOYER.
Visit our Facebook: www.facebook.com/TulsaCountySheriffsOffice

NAME: _____
Last, _____
First _____
EMAIL: _____

Date of Application	Position For Which You Are Applying
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IDENTIFICATION INFORMATION

Legal Last Name	First Name	Middle Name	
Social Security Number	Place of Birth		
Driver's License Number	State	Expiration Date	Class
Do you now or have you ever possessed a driver's license issued by a state other than Oklahoma? If yes, provide the state, type and license number.			
Have you ever made an application with the Tulsa County Sheriff's Office before? _____ No _____ Yes (If yes) When?			
How did you learn about Tulsa County Sheriff's Recruiting?			

CURRENT RESIDENCE

Residence Address (Street, City, County, State, Zip Code)	Apt #	Complex Name
Residence Phone	Business Phone	Other Phone
Are you a U.S. Citizen?	Naturalization Certificate Number	Legal Alien
Are you Bilingual? If so, List Languages.		

EDUCATION

I. List chronologically (earliest date first) all high schools (9th grade), colleges, and trade schools you have attended.

HIGH SCHOOL:

Name of School Address / City / State	From (Month / Year)	To (Month / Year)	G.P.A.	Degree or Credit Hours Received

UNIVERSITY OR COLLEGE

Name of School Address / City / State	From (Month / Year)	To (Month / Year)	G.P.A.	Degree or Credit Hours Received

TRADE SCHOOL:

Name of School Address / City / State	From (Month / Year)	To (Month / Year)	G.P.A.	Degree or Credit Hours Received

Submit a certified transcript for High School, College, Vocational, and Technical Training.

EMPLOYMENT HISTORY

List the last three jobs you have held. Put your present or most recent job first. Include: Military service, temporary jobs, and part-time jobs.		
Employer (Company) Name		
Address		
City	State	Phone
Name of Supervisor		
Position Held		
Number of Hours Worked Weekly		Ending Salary
Dates Employed From	Dates Employed To	
Reason for Leaving		

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Number of Hours Worked Weekly		Ending Salary
Dates Employed From	Dates Employed To	
Reason for Leaving		

All Applicants: Please circle "Yes" or "No" to all questions below.

If you answer yes to any of these questions, please explain and provide documentation.

Have you:

- Yes or No Had an arrest for an alleged commission of a felony offense or a felony charge pending in this state or any other state or country?
- Yes or No Been subject to the provisions of a deferred sentence, deferred prosecution (in this state or another state or pursuant to federal authority) for the commission of a felony offense?
- Yes or No Had two or more convictions relating to intoxication? (Public Intoxication or driving under the influence?)
- Yes or No Have you or ever been convicted in a criminal proceeding or adjudicated liable for civil damages for sexual misconduct?
- Yes or No Had an arrest for an alleged commission of a charge pending for, or subject to the provisions of a deferred sentence or a deferred prosecution for any one or more of the following misdemeanor offenses in this state or another state?
- A.) Any assault and battery which caused serious physical injury to the victim
- B.) Any assault and battery
- C.) Any violation of the protection order from domestic abuse act or any violation of a victim protection order of another state
- D.) Any arrest for Domestic Abuse

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Application Procedure

1. The first step of the process begins by carefully and thoughtfully completing an application for employment. Attach a copy of your current driver's license and social security card. If you have served in the military, include a copy of your DD-214. For certified deputy positions include a copy of your college transcripts. Applications are kept on file for 12 months. After 3 months a new application and background book must be completed and submitted for consideration. In order to be eligible for testing, all documents should be included in the application before examination.
2. You will be notified in writing of the date and location of your pre-employment physical agility and written examinations. After taking the examinations, you will be notified of your examination results, and if you are eligible for further employment proceedings. Passing an examination does not guarantee employment. The names of successful candidates are considered for further processing as positions on the Sheriff's Office become available.
3. Candidates failing the drug screening will not be eligible to repeat the application process. Candidates failing the background process will not be eligible to reapply for 6 months. Candidates failing any other portion of the application process will be eligible to reapply after a period of 30 days.
4. Successful completion of the oral screening board will make a candidate eligible to continue in the application process with a thorough and in-depth background investigation that will be conducted before appointment to any position within the Sheriff's Office.
5. After an offer of employment, you must successfully complete a physical, drug screening test, MMPI (Certified Applicants Only) and any necessary training. Employees must reside in Tulsa County unless a written request to the Undersheriff is granted.
6. The expected duration of the application process is three to six months.

Understand and agree that:

Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.

It is my understanding that The Tulsa County Sheriff's Office may make a thorough investigation of my entire work and personal history. TCSO may verify all data given in my application for employment including related papers, background questionnaire, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the Tulsa County Sheriff's Office. I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent me from being hired, or if hired, may subject me to immediate dismissal.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Tulsa County Sheriff's Office is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge an Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Sheriff. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating schedule, or work schedule other than Monday through Friday. I understand and accept these conditions of my continuing employment.

I further understand that this is an application for employment, and that no employment contract is being offered.

I understand that if I am employed, such employment is for an indefinite period of time, and that the Tulsa County Sheriff's Office can change wages, benefits, and conditions at any time.

If employed, I will comply with all Rules and Regulations and Policies and Procedures as set forth in the Tulsa County Sheriff's Office.

I have read and understand the above.

Applicant's Signature: _____ Date: _____

You may contact my present employer. Yes _____ No _____

*Some TCSO positions are considered "Safety Sensitive" positions.

TULSA COUNTY SHERIFF'S OFFICE 1-07 RULES AND REGULATIONS A.53 SAFETY SENSITIVE EMPLOYEES (Pursuant to Oklahoma law, Title 63 O.S. section 427.8, Oklahoma Marijuana and Patient Protection Act, enacted 8/30/19) "Safety-Sensitive" employment positions: The Tulsa County Sheriff has designated Deputies, Detention Officers and Telecommunications Dispatchers as safety sensitive employment positions. Safety-sensitive means any job that includes tasks or duties that could affect the safety and health of the employee performing the task and/or the health and safety of others. The Tulsa County Sheriff retains the authority to evaluate and classify employment positions as safety-sensitive positions based upon assigned tasks and duties.

The Tulsa County Sheriff may refuse to hire an applicant applying for a safety-sensitive position who tests positive for marijuana components or metabolites. The Tulsa County Sheriff may discipline, discharge or otherwise penalize a safety-sensitive employee who tests positive for marijuana components or metabolites.