



## **APPLICANT INFORMATION SHEET (PAGE 1 OF 3)**

Dear Applicant,

Thank You for your interest in employment with the Berkeley County Sheriff's Office. This Agency has established certain criteria that would prohibit us from continuing to process an applicant for employment at the present time. Please review the list of disqualifying criteria before continuing with the rest of the paperwork:

### **DISQUALIFIERS:**

- Marijuana use within the last two (2) years.
- Cocaine use within the last ten (10) years.
- LSD/Heroin/Hallucinogens use within the last ten (10) years.
- Steroid (NOT Dr. prescribed) use within the last three (3) years.
- Sales / Distribution of illegal drugs as an adult.
- No felony convictions on criminal history (rap sheet); no misdemeanor convictions carrying a possible sentence of one (1) year or more on rap sheet; misdemeanor convictions carrying a possible sentence of less than one (1) year will be reviewed on a case by case basis.
- Driving under the influence or Driving under suspension convictions in the last five (5) years.
- Theft from employer or shoplifting since age seventeen (17); case by case consideration depending on how long ago and circumstances.
- Default Student Loans or unpaid judgments.

If you are currently disqualified due to any of the above listed criteria please call or email us and let us know that you will not be continuing in the applicant process. You will not be required to tell us the reason why you are withdrawing, and you may re-apply for a position at a later date (once the time frame is up, conviction has been expunged, student loan/judgment taken care of, etc...). If you continue in the applicant process knowing that you currently fall under any of the listed disqualifying criteria it will be considered deliberate falsification of the applicant process and you will be permanently removed from consideration for employment with the Berkeley County Sheriff's Office.

**SOP 304**



## APPLICANT INFORMATION SHEET (PAGE 2 OF 3)

You have been scheduled to complete the next phase in the applicant process. During this next phase, the Nelson-Denny Reading Test will be administered to you. This test is a timed, multiple-choice test consisting of a vocabulary portion and a reading comprehension portion. There is a minimum passing score of 96 out of 156 possible points that you must meet or exceed to proceed to the next phase. You may re-apply for a position during a subsequent vacancy announcement if you do not meet the minimum passing score.

You have been provided three (3) waivers. Print and sign the waivers in front of a notary public (notary seal required, as a waiver may need to go out of state). Bring the waivers, this signed and dated Applicant Information Sheet, and the following required forms (if applicable) with you to your scheduled appointment.

- \_\_\_\_ Signed and notarized waivers (3) / Signed and dated Applicant Information Sheet
  
- \_\_\_\_ High School diploma or GED certificate. **(Original documents only.** If using transcripts, they must be received by us in an officially sealed envelope from the school).\*
  
- \_\_\_\_ Transcripts from colleges or universities. **(Original must be received by us in an officially sealed envelope from the college or university).**\*
  
- \_\_\_\_ DD-214 (Must include discharge status – Long Form).
  
- \_\_\_\_ Certified copy of your birth certificate **(No photocopies accepted.** You may order certified copies from DHEC or your state’s department of vital statistics).
  
- \_\_\_\_ Citizenship or naturalization papers.
  
- \_\_\_\_ All marriage licenses and divorce decrees.
  
- \_\_\_\_ Name change documents.
  
- \_\_\_\_ Certified 10-year Driver’s History from your state’s DMV. (Submit reports from every state you have been licensed within the past ten (10) years. No “unofficial” reports accepted).
  
- \_\_\_\_ Social Security Card.
  
- \_\_\_\_ POST certification from a police academy (out-of-state law enforcement certifications).

\*Official transcripts must be sent directly from the school, college, or university to:

Office of Professional Standards  
Berkeley County Sheriff’s Office  
PO BOX 6122  
Moncks Corner, SC 29461

Original documents will be inspected, photocopied, and returned to you prior to your departure from your appointment. You will complete the Applicant Polygraph Screening Booklet upon successful completion of the Nelson-Denny test, and questions you have about the application process will be answered.

**SOP 304**



**APPLICANT INFORMATION SHEET (PAGE 3 OF 3)**

**THE LANGUAGE USED IN THIS APPLICANT INFORMATION SHEET AND ACCOMPANYING DOCUMENTS DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE APPLICANT AND THE BERKELEY COUNTY SHERIFF'S OFFICE. THE DOCUMENTATION DOES NOT CREATE ANY CONTRACTURAL RIGHTS OR ENTITLEMENTS.**

The phases of the applicant process after successful completion of the Nelson-Denny test will include, but may not be limited to, the following (if applicable to the position applied): Review of accompanying documents; Driver's license check; Criminal history check; Employment history check; Education (S.C. State Law, 59-111-50, does not permit any person to be employed by the State or any of its subdivisions if that person is in default on a government subsidized student loan); Physical Abilities Test (PAT); Polygraph examination; Formal Interview; Psychological testing and assessment; Medical screening. It could potentially take up to six (6) months to complete all phases of the background investigation on an applicant depending on number of applications received, availability for testing, etc...

All applicant files will remain active for employment consideration for one (1) year after satisfactory completion of the polygraph examination, provided the applicant has successfully passed all other required phases for the position applied. If an applicant is disqualified during any phase of the applicant process that follows the Nelson-Denny test, or is not selected during a formal interview process, they will be notified in writing.

I have read this Applicant Information Sheet and understand its contents. I hereby affirm that all statements and information provided to the Berkeley County Sheriff's Office, as well as any other statements and information provided for my applicant background investigation or any other phase of my applicant screening, are true and complete to the best of my knowledge and belief. I understand that I am required to submit my complete work history. I also understand that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date (minor errors or omissions can be addressed and corrected with the background investigator prior to testing or the interview process).

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_