

ALACHUA COUNTY SHERIFF'S OFFICE  
HUMAN RESOURCES BUREAU  
PO BOX 1210  
GAINESVILLE, FL 32602

Application Deadline:  
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APPLICATION INSTRUCTIONS

These instructions apply to all Deputy Sheriff, Detention Officer and Staff Support positions and internships. **PLEASE READ THESE INSTRUCTIONS CAREFULLY AND MAKE SURE YOU COMPLY WITH EACH APPLICABLE PORTION.**

1. Applications will be accepted only for currently advertised positions and must be typewritten or printed legibly in ink.
2. Applications may be returned in person by APPOINTMENT ONLY. To schedule an appointment, call the Human Resources Bureau at (352) 367-4040 between the hours of 8:30 a.m. and 5:00 p.m.
3. Applications may be returned by mail to the address shown above or you may apply online @ [www.alachuasheriff.org](http://www.alachuasheriff.org).
4. When completing the application, ***please pay special attention to the following:***
  - A. **All questions must be answered.** Applications which are incomplete will not be processed further until corrections, omissions or deficiencies are resolved.
  - B. The Applicant's Certification page **must be signed and witnessed.**
  - C. The Background Investigation Waiver must be completed, signed and notarized. **Notary service is available in the Human Resources Bureau.**
  - D. On the Employment History and Reference sections, provide telephone numbers and complete mailing addresses, including zip codes. Please list all employment you have held during the past ten years, even if the company is closed. Please include information from any law enforcement agency that you have worked for (**even if over 10 years ago.**) Also, include self-employment, military, part-time, temporary, and volunteer work. Begin with your present or most recent employment and work backward.
  - E. On the Confidential Employee History section, document any instances of usage of illegal drugs, i.e., inhalation, injection, any other form of ingestion of any illegal drug or any illegally obtained drug.
5. Legible copies of the following applicable documents **MUST** be returned with the completed application:
  - A. Driver License
  - B. High School Diploma/GED or College Transcript
  - C. Birth Certificate
  - D. Social Security Card
  - E. DD 214 (military)
  - F. FDLE Law Enforcement Training (Deputy Sheriff positions only)
  - G. FDLE Correctional Officer Training (Detention Officer positions only)
  - H. Florida State Certification Exam Scores
  - I. Test of Adult Basic Education (TABE scores) or Computerized Placement Test (CPT scores), not required if criteria successfully met through Academy
6. All applicants who receive a conditional offer of employment must provide a photo and submit to a background investigation, polygraph examination, drug screening and other tests deemed necessary per position. The application process normally takes approximately 60 days.
7. Applicants who fail to successfully complete all elements of the testing and interview process for a position may reapply for the same position after six (6) months or may apply for a DIFFERENT position provided it is currently open for application.

**NOTE:** Copies of the applicable documents must be on file prior to appointment/employment.

NOTE: Sheriff's Office Directives 344 and 345 require all employees to exhibit a neat, professional appearance to the public while representing the Alachua County Sheriff's Office. These directives set standards for hair, clothing, uniforms, accessories and general appearance. Beards and visible tattoos are not allowed. A copy of these directives is available upon request.

**EQUAL EMPLOYMENT OPPORTUNITY**

**As a condition of employment, all employees are required to participate in the payroll direct deposit program.**

[07/08/08]