



Office: (816) 380-5200 Fax: (816) 380-8334
2501 West Mechanic, Suite 100, Harrisonville, MO 64701
www.cassmosheriff.org

Pre-Screening Questionnaire

Position Applying For: _____ **Date:** _____

Name _____
(Last) (First) MI

Other Names used (including alias and maiden names)

Social Security Number _____ - _____ - _____

Date of Birth _____ - _____ - _____

Sex- _____ **Race-** _____ (for stastical, affirmative action and criminal history use only)

Home Phone # _____ - _____ - _____ **Best time to call** _____

Alternate Phone # _____ - _____ - _____ **Best time to call** _____

Street Address _____

City, State, Zip _____

Email: _____

POST # _____

You must answer the following questions to be considered for employment:

1. yes no Are you at least 21 years old?
2. yes no Are you a United States Citizen?
3. yes no Do you possess a high school diploma or GED?
4. yes no Do you have a valid Driver's License?
6. yes no Are you currently certified as a MO peace officer with either a Class A or Class B certification or currently attending a certified Missouri Police Academy?
7. yes no Have you ever been convicted of a domestic violence charge?
8. yes no Have you ever been served with an Order of Protection?
9. yes no Have you ever been arrested, charged or convicted of any felony or misdemeanor? (if yes please provide details including jurisdiction, date, charge, disposition on the last page)
10. yes no Have you use marijuana in any form in the last three years?
11. yes no Have you used any other illegal drug in the past 3 years?

Military Record

- yes no Have you ever been a member of the United States Armed Forces?
- yes no Did you ever commit or were convicted of a Court Martial Offense?
- yes no If no longer in the military did you receive a Honorable Discharge with no conditions?

Branch- _____ Dates of Service _____ to _____

Specialization- _____

Employment History

Describe the last four jobs you have held, including experience in the military and part-time temporary or volunteer work, even if the company closed. Begin with your present, or most recent employment and work backward. If you have ever worked in law enforcement or corrections, (even if more than 4 jobs ago). Please list the information. You may write on the back if necessary.

Present or most recent

Employer: _____	Dates of Employment _____
Position(s) held: _____	Type of Business: _____
Description of Duties: _____	Reason for leaving: _____

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**Comments/Details regarding the answers provided in this application:
(please refer to the number or the question you are commenting on)**

Applicant Authorization

Release of Information

To: Cass County Sheriff's Office

From: _____

APPLICANT-PLEASE PRINT OR TYPE FULL NAME

1. I understand that I am applying for employment with the Cass County Sheriff's Office and acknowledge that the burden of proving my qualifications for such employment is at all times upon me. I further understand that a full investigation will be made of my background, character, and financial responsibility by the Cass County Sheriff's Office as agent of and for use by Cass County. I accept any risk of adverse public notice, embarrassment, criticism, or financial loss that may result from action in regard to my application. This authorization and request is given freely and without duress. I am voluntarily waiving any protection against unauthorized disclosure of information under the Privacy Act and other similar legal provisions.
2. I hereby authorize and request all persons to whom this request is presented, having information relating to or concerning me, to furnish such information to all duly appointed representatives of the Cass County Sheriff's Office, whether or not such information would otherwise be protected from disclosure by any constitutional statutory or common law privilege.
3. I hereby authorize and request all persons to whom this request is presented, having documents relating to, or concerning me, to permit a duly appointed representative of the Cass County Sheriff's Office to review and copy any such documents, whether or not such documents would otherwise be protected from disclosure by any constitutional statutory or common law privilege.
4. I agree to indemnify and hold harmless the person(s) to whom this request is presented and his agents and employees from and against all claims, damages, losses, and expenses, including reasonable attorney's fees arising out of, or by reason of, complying with this request.
5. A reproduction of this request by photocopy or similar process shall be for all intents and purposes as valid as the original.

APPLICANT SIGNATURE

Completed applications can be delivered or mailed to the Sheriff's Office, located at;

Cass County Sheriff's Office
Attention Recruiting
2501 West Mechanic, Suite 100
Harrisonville, MO 64701

Applications may also be emailed to: Christine.Eddleman@cassmosheriff.org.