



Sheriff John F. Wilhoit

Woodford County Sheriff's Office
103 South Main St., Versailles, KY 40383
Office: 859-873-3119 Fax: 859-873-8371
Email: sheriff@woodfordso.org

COURT SECURITY OFFICER

Applicants must be a minimum of 21 years of age and meet and pass all the Requirements for employment as mandated by the Administration Office of The Courts, Department of Criminal Justice Training and the Woodford County Sheriff's Office.

Requirements for Court Security Officer

Citizen of the United States
High School Graduate or GED (Must produce copy)
Valid KY Operators License
No Prohibitions on Firearms Possession
No Dishonorable Discharge of Military Service
Pass an Employment Criminal Background Check
Pass Drug Screen Testing
Pass Polygraph Testing
Pass Suitability Testing
Must have dependable transportation
Court Security Basic Training which consist of a minimum 80 hours at the Department of Justice Training Center Richmond, KY
Proficient use of a firearm with DOCJT and WCSO
Fitness Level: Intermediate

Department of Criminal Justice Training Standards

The course will examine the role of the CSO as it relates to courthouse safety and procedures. The learning outcomes for this course will be for the student to utilize proper firearms proficiency and safety, defensive tactics, courthouse security procedures, courtroom protocol, witness protection tactics, prisoner control and transport procedures. CSO will be able to identify laws and legal issues that pertain to their assignment.



WOODFORD COUNTY SHERIFF'S OFFICE

103 S. Main St. - Versailles, KY 40383 - (859)873-3119
Application for Employment · Equal Opportunity Employer

Date: _____

Name: _____
Last First Middle

Address _____
Number Street City State Zip Code

Phone: Home: _____ Cell: _____ SSN: _____

E-mail: _____

Driver's License Number: _____

Positions Applying for: _____

What other work can you do: _____

Hobbies: _____

Are you a current participant or retired from any of the Kentucky Retirement Systems?

Yes ___ No ___ If so, what system: _____

Have you filed an application here before? Yes ___ No ___ If yes, give date: _____

Have you ever been employed here before? Yes ___ No ___ If yes, give date: _____

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Yes No (Proof of citizenship or immigration will be required upon employment.)

On what date would you be available for work? _____

Are you available to work: Full Part-time Seasonal

Are you on lay-off and subject to recall? Yes No

Can you perform the essential functions of the position for which you are applying? Yes No

What equipment can you operate pertaining to the job you are applying for?

FIELD I: CRIMINAL CONVICTIONS

Have you ever been convicted of an offense against the law or forfeited collateral or are you now under charges for any offense against the Law except (1) traffic violations for which you paid a fine \$65.00 or less; and (2) any offense committed before your 18th birthday which was finally adjudicated in a juvenile court or under a Youth Offender law? Yes No

CONVICTIONS FOR ALL APPLICANTS

Have you ever been convicted of a felony? Yes No

While in the military service were you ever convicted by a general court-martial? Yes No N/A

If your answer is "Yes", give details below. Show for each offense:

(1) date, (2) charge, (3) place, (4) court, and (5) action taken.

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NOTE: A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important. Give all of the facts so that a decision can be made. Use additional sheets of paper if necessary.

FIELD II: EDUCATION

	Name of Institution	From	-	Thru	Degree/Subject/Yrs Completed
High School	_____	_____	-	_____	_____
College	_____	_____	-	_____	_____
College	_____	_____	-	_____	_____
Other	_____	_____	-	_____	_____
Other	_____	_____	-	_____	_____
Training	_____	_____	-	_____	_____
Certification	_____	_____	-	_____	_____
Certification	_____	_____	-	_____	_____
Certification	_____	_____	-	_____	_____

FIELD III: EMPLOYMENT HISTORY

Present or Last Employer

Address

Supervisor

_____ From - Thru Reason for leaving _____

Title/Occupation

_____ - _____ Wages _____

Nature of Work Done

Next Previous Employer

Address

Supervisor

_____ From - Thru Reason for leaving _____

Title/Occupation

_____ - _____ Wages _____

Nature of Work Done

Next Previous Employer

Address

Supervisor

_____ From - Thru Reason for leaving _____

Title/Occupation

_____ - _____ Wages _____

Nature of Work Done

Next Previous Employer

Address

Supervisor

_____ From - Thru Reason for leaving _____

Title/Occupation

_____ - _____ Wages _____

Nature of Work Done

FIELD IV: CHARACTER REFERENCES

Name	Address	Phone #	Business #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

State any additional information you feel may be helpful in considering your application in the provided space.

WOODFORD COUNTY SHERIFF'S OFFICE

PLEASE READ THIS CAREFULLY BEFORE SIGNING CERTIFICATION:

Have you been completely truthful to all questions asked? Keep in mind the Woodford County Sheriff's Office **VERIFIES** the information given to further evaluate applicant(s) and to insure the information furnished by the applicant(s) has been truthful to the best of his or her knowledge.

I hereby certify that every statement made on this questionnaire is true and complete to the best of my knowledge. I understand that any false, misleading or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand I may be required to verify all information given on this questionnaire. Employment will be contingent upon result of a complete character/background investigation. I also understand that all appointments are probationary for a period of one year, during which time I must demonstrate my fitness for continued employment by the Woodford County Sheriff's Office.

All employees hired by the Woodford County Sheriff's Office are subject to work schedules that may include any day of the week, (Monday through Sunday); (Holidays); and a scheduled shift dictated by management. Any employee hired by the Woodford County Sheriff's Office may be scheduled to work at any work station that is dictated by management.

Date

Signature of Applicant

APPLICANT RELEASE OF CREDIT, PRIOR EMPLOYMENT AND CRIMINAL RECORDS: I FOREVER RELEASE AND DISCHARGE THE WOODFORD COUNTY SHERIFF'S OFFICE, MY PREVIOUS EMPLOYERS, AND THEIR RESPECTIVE AGENTS AND ANY INDEPENDENT CONTRACTORS FROM ANY CLAIMS, DAMAGES, LOSSES, LIABILITIES, COST AND EXPENSES RELATED TO GATHERING AND REPORTING INFORMATION ABOUT MY CREDIT INFORMATION, PRIOR EMPLOYMENT, AND CRIMINAL RECORD PURSUANT TO THIS RELEASE AND FROM ANY OTHER CHARGES OR COMPLAINTS FILED WITH ANY AGENCY RELATED TO OBTAINING AND/OR REPORTING ANY INFORMATION PURSUANT TO THIS RELEASE.

Date

Signature of Applicant

NOTE: A COPY OF THIS RELEASE SHOULD ACCOMPANY ANY REQUEST FOR INFORMATION REGARDING THE APPLICANT FROM A PREVIOUS OR PRESENT EMPLOYER.

NOTE: THE ORIGINAL COPY OF THIS FORM AND THE APPLICATION IS TO BE SENT AND FILED IN THE WOODFORD COUNTY SHERIFF'S OFFICE HUMAN RESOURCE DEPARTMENT.



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AUTHORIZATION FOR EMPLOYMENT

I _____ understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be in accordance with applicable federal, state, and local ordinances covering the position for which I am applying. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Woodford County Sheriff or the Woodford County Sheriff's Office unless made in writing.

If I _____ am offered employment I agree to submit to medical examinations and drug tests before starting work. If employed, I also agree to submit to medical examinations or drug testing at any time deemed appropriate by the Woodford County Sheriff and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Woodford County Sheriff the results of the examination, which results will remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the Woodford County Sheriff's Office Policy on Drug and Alcohol.

I _____ understand that filling out this form does not indicate there is a position open and does not obligate the Woodford County Sheriff to hire. If hired, I agree to abide by all Policy and Procedures set forth by the Woodford County Sheriff. The Woodford County Sheriff retains the right to revise its policies or porcedures, in whole or in part, at any time.

Date: _____ Signature: _____

****ALL APPLICATIONS OR RESUMES ARE HELD FOR ONE CALENDAR YEAR****