

## ANDERSON COUNTY SHERIFF'S OFFICE SELECTION PROCESS

1. Applications should be sent to the Director of Administrative Services with copies of the following documents:
  - Birth certificate
  - Drivers license
  - Marriage license
  - High School diploma or GED
  - Information waiver
  - Judgment statement
  - DD-214, if applicable
2. Each application is logged-in by the director and an Application Acknowledgement letter is mailed to the applicant.
3. Applications are forwarded to the Deputy Chief for review.
4. When a position becomes available, applications are reviewed by Division Captains. Applicants are selected for further processing based on their qualifications for the open position.
5. Background investigations are conducted on selected candidates, including:
  - Credit check
  - Driver history
  - Criminal history

Applicants must pass this investigation to be considered for further processing.

6. Interviews are arranged with the selected candidates. Normally, at least 5 applicants will be interviewed for each open position. Applicants not accepted for continued processing will receive a rejection letter in the mail.
7. Selected candidates will be scheduled for a computer web-test and a Nelson Denny test. A written essay will also be requested at this time and should answer the question, "Why do you want to work at the Anderson County Sheriff's Office?" The Sheriff will review the essay.
8. Applicants selected for continued processing will be scheduled for a drug test and a physical, at the agency's expense.
9. Based on the above results, a Conditional Offer of Employment will be mailed to the applicant.
10. The selected candidate will be fingerprinted and an Academy Training date will be set, if applicable. Fingerprint cards will be forwarded to SLED for processing.

**NOTE:** *The selection process takes a minimum of 4-6 weeks. An applicant may be disqualified at any stage of the selection process. Applications will be kept on file for a period of one year. Unless permanently disqualified, applicants may reapply for the same position at the end of one year or for any other position at any time.*