



APPLICANT FACT SHEET

ELIGIBILITY FOR APPOINTMENT **CIVILIAN** APPLICANTS:

To be eligible for appointment as a civilian employee, applicant must meet the following minimum qualifications:

- Be at least 18 years of age
- Have a high school diploma or G.E.D. or equivalent
- Have not used, tried, tasted, experimented with, or possessed any other illegal controlled substance classified as a Schedule I substance, or Schedule II substance as enumerated in Florida Statute 893.03 within the past five (5) years. No illegal use of controlled substance after the age of 25. *Marijuana use may be excluded at the sole discretion of the Sheriff, depending on date of last use and number of usage.*
- Must not have been convicted of a felony or a misdemeanor involving perjury, false statement or moral character violations
- Must possess a valid Florida driver's license and must meet our current automobile insurance policy requirements. If you are convicted with any of the following violations, you are not insurable and will be disqualified from the application process:
 1. DUI within past 5 years
 2. Reckless driving or similar violation within past 5 years
 3. Criminal conviction-negligent homicide, manslaughter, hit & run within past 5 years
 4. Excessive speeding-25 mph over posted speed limit within past 5 years
 5. Three or more at fault accidents/moving violations in the past 3 years
- Must not have received a dishonorable or undesirable discharge from the Armed Forces of the United States
- An arrest may not be disqualifying in and of itself; sworn applicants will be disqualified according to the criteria set forth in Florida Statute 943.13 and the Department of Law Enforcement Criminal Justice Standards and Training Commission Chapter 11b-27.0011(a-c).
- **Must not falsify the application or omit information**
- Must successfully pass all steps of the selection process as follows:
 1. Application Review
 2. CVSA Truth Verification
 3. Background Investigation
 4. Selection Committee Review
 5. Conditional Employment Offer
 6. Drug Screening & Medical Examination

THE HERNANDO COUNTY SHERIFF'S OFFICE REQUIRES ALL NEW EMPLOYEES TO BE TOBACCO FREE. ALL NEW HIRES ARE REQUIRED TO SIGN AN AGREEMENT THAT THEY ARE CURRENTLY TOBACCO FREE AND DO NOT INTEND TO USE TOBACCO PRODUCTS, TO INCLUDE CIGARETTES, CIGARS, PIPE AND CHEWING TOBACCO, IN THE FUTURE. PENALTIES FOR VIOLATIONS OF THIS POLICY MAY INCLUDE TERMINATION.

Please note: Applications with incomplete addresses will not be processed. All addresses must be current; if a past employer has relocated, you must obtain current address and phone number as returned inquiries will cause a delay in the processing of your application.