

Internal Use Only

Name: _____

(Print or Type)

Social Security No: _____

Date of Birth: _____

Date: _____

Time: _____

Jail Commander Application Information Summary
Sheriff's Office
Wells County



STATEMENT OF EQUAL EMPLOYMENT OPPORTUNITY

The Wells County Sheriff's Office is an Equal Opportunity Employer and will accept applications, hire qualified applicants, administer all terms and conditions of employment and make available all benefits and compensation of employment without regard to race, color, creed, religion, sex, national origin, disability or age, except when such constitutes a bona fide occupational qualification necessary for proper and efficient administration of the agency.

INSTRUCTIONS & GENERAL INFORMATION

1. Read each item carefully.
2. This application must be typed or printed neatly in your own handwriting (ink).
3. All items must be completed and necessary documentation included.
4. If additional space is needed, attach a supplemental page at the end of the application.
5. The completed application must be returned or mailed to:

Wells County Sheriff's Office
1615 W. Western Ave
Bluffton, IN 46714
Attn: Chief Deputy

DEADLINE FOR APPLICATION IS TUESDAY, SEPTEMBER 16, 2026, NO LATER THAN 4:00 PM

POLICY REGARDING THE APPLICANT INFORMATION SUMMARY

1. The failure to comply with instructions and policy regarding this phase of the applicant selection process may result in the rejection of the application.
2. The failure to accurately and truthfully complete this application may result in the rejection of the application.
3. The failure to return this application by the specified date may result in the rejection of the application.
4. Applications will not be accepted without complete addresses, phone numbers, and zip codes.
5. It is the responsibility of the applicant to advise or forward any changes relative to applicant's name, address, and phone number.

If you are in need of assistance in completing the application form, feel free to contact Detective Sergeant Chip Swindell of the Wells County Sheriff's Office at (260) 824-3426.

MINIMUM QUALIFICATIONS – JAIL COMMANDER

NO EXCEPTIONS ARE MADE TO THE FOLLOWING MINIMUM QUALIFICATIONS

1. **CITIZENSHIP:** An applicant must be a citizen of the United States of America.
2. **AGE:** An applicant must be, at the time of application, at least twenty-one (21) years of age.
3. **FELONY CONVICTION:** An applicant may not be appointed if he/she has a judgment of conviction for a felony.
4. **HIGH SCHOOL GRAD:** An applicant must be a graduate of a duly accredited high school and **must supply a copy of his/her transcripts** with the completed application form. An applicant who had received a G.E.D. from an accredited high school or the Military shall be considered as having graduated from an accredited high school.
5. **CHARACTER:** An applicant must be of “good moral character”.

Moral Character Issues

Traffic, Juvenile, and Criminal Arrests

All candidate’s traffic or criminal histories will be reviewed and may serve as a basis for disqualification from the selection process. Convictions, arrests, and admissions will be assessed with particular attention given but not limited to the pattern of violations, seriousness, surrounding circumstances, number of incidents, and their recency. Conduct that occurred in the recent past would be considered more damaging than conduct that happened several years ago. Juvenile arrests or misdemeanor arrests may not be grounds for disqualification, but these will be evaluated on a case-by-case-basis. Conviction of a felony or the reasonable belief the candidate committed a felony will be cause for immediate disqualification.

Completeness and the truthfulness on the application is highly important. It is much better to admit to perceived faults on the application than to omit information. Do not omit information because of a lack of space for a response on the application form. If more space is needed to explain special circumstances use a separate sheet of paper, note the corresponding section and question number, and describe the incident, circumstances and outcome in as much detail as is needed. Applications that are incomplete may not be reviewed. All requested documentation must accompany the application unless prior approval has been given. **Your ability to follow instructions will be judged based in large part on the application you submit.**

Candidates will be judged on a wide variety of skills and traits throughout the selection process including honesty, integrity, courage, communication skills, education, adaptability, common sense, work ethic and special skills among others.

APPLICANT STEPS – WELLS COUNTY SHERIFF’S OFFICE

1. Applicant returns signed completed application
 - a. Mandatory documents to be attached to the application are:
 - i. Copy of Birth Certificate
 - ii. Copy of High School Diploma or GED
 - iii. Copies of all transcripts and degrees
 - iv. Copy of DD214 (Armed Services Discharge)
2. Selected applicants will undergo background check
3. Selected applicants will undergo an oral interview by a hiring board
4. Selected applicants will undergo Extensive Background Check
5. Sheriff appoints Jail Commander from list of eligible candidates



Wells County Sheriff's Office Employment Application



I. PERSONAL HISTORY

- A. Name in full (last, first, middle): _____
- B. Social Security Number: _____ - _____ - _____
- C. List all other names you have used including nicknames and maiden names. If you have ever used any last names other than your true name, list the period of time during in which it was used and the circumstances for its use. If you have ever legally changed your name, list the date, place, and the court. This information is required to assist the department in conducting the applicant's background investigation.
- _____
- _____
- _____
- D. Birth Date (month, day, year): _____
Place of birth (city, state): _____
- E. Height _____ Weight _____ Color of Eyes _____ Color of Hair _____
- F. Marital Status:
Single _____ Married _____ Divorced _____ Separated _____ Widowed _____
- G. Spouse/Significant Other (if applicable, use maiden name of wife) _____
Address of spouse if different (Street, City, State) _____
- H. Spouse's place of employment: (include address and work telephone number)
- _____
- I. Date and Location of marriage(s)? (City, County, State)
- _____
- _____
- _____
- J. Date and Location of Divorce, Separation or Annulment? (Include which court issued decree)
- _____
- _____
- K. Are you a United States Citizen? Yes _____ No _____
- L. Current Phone Numbers:
Home (_____) _____ - _____ Cell Phone (_____) _____ - _____

II. FAMILY HISTORY

List all family members (living or deceased) in the following order: parents, step-parents, foster parents, guardians, brothers, sisters, spouse, children:

[illegible]

III. RESIDENCES

A. Present Residence:

_____	_____	_____	_____	_____
(Number)	(Street)	(City)	(State)	(ZIP)

B. In chronological order, with the most current first, list all of your residences in the last five years:

<u>Dates</u>	<u>Address</u>				
From---To	Number	Street	City	State	ZIP
_____-_____-_____-	_____	_____	_____	_____	_____
_____-_____-_____-	_____	_____	_____	_____	_____
_____-_____-_____-	_____	_____	_____	_____	_____
_____-_____-_____-	_____	_____	_____	_____	_____
_____-_____-_____-	_____	_____	_____	_____	_____
_____-_____-_____-	_____	_____	_____	_____	_____
_____-_____-_____-	_____	_____	_____	_____	_____
_____-_____-_____-	_____	_____	_____	_____	_____

IV. EDUCATION

List all schools attended at the high school level and above. **Include COPIES of all transcripts, diplomas and degrees.**

	<u>Years Attended</u>		<u>Address</u>	<u>Degree / Diploma</u>
	<u>From</u>	<u>To</u>		
High Schools				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Colleges / Universities				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Other, Vocational Technical, etc				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List Extra-curricular clubs and activities you participated in during high school and college. Include sports and hobbies as well as professional, trade, business or civic organizations to which you have belonged during the past 5 years. (Exclude memberships that would reveal race, religion, national origin, or any other similarly protected status)

Organization or Activity	Offices held

A. Do you know any foreign language skills other than English? List which language and what skill level?

B. Computer Skills: List all Operating Systems you have a working knowledge of (Windows, Mac, etc.)

C. List all software titles (excluding games) you have a working knowledge of.

D. List all personal E-Mail Addresses.

E. Estimate your computer / software / internet ability or skill level (None, beginner, intermediate, advanced).

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F. List any special qualifications, professional licenses, certifications, abilities, honors, publications, etc. that are not listed elsewhere in this application that would reflect upon your qualifications for this job.

V. EMPLOYMENT RECORD

In chronological order, current working backwards, list all employers. Include full-time, part-time, temporary/seasonal work, and all periods of unemployment. Present employers may be contacted prior to any appointment: **Make sure all telephone numbers are correct:**

1. Name of Company: _____
 Employment Dates: From _____ To _____
 Address & ZIP code: _____
 Phone Number: (____) _____ - _____
 Position Held: _____
 Supervisor's Name: _____
 Reason for Leaving: _____ Final Salary _____
2. Name of Company: _____
 Employment Dates: From _____ To _____
 Address & ZIP code: _____
 Phone Number: (____) _____ - _____
 Position Held: _____
 Supervisor's Name: _____
 Reason for Leaving: _____ Final Salary _____
3. Name of Company: _____
 Employment Dates: From _____ To _____
 Address & ZIP code: _____
 Phone Number: (____) _____ - _____
 Position Held: _____
 Supervisor's Name: _____
 Reason for Leaving: _____ Final Salary _____
4. Name of Company: _____
 Employment Dates: From _____ To _____
 Address & ZIP code: _____
 Phone Number: (____) _____ - _____
 Position Held: _____
 Supervisor's Name: _____
 Reason for Leaving: _____ Final Salary _____

A. Have you ever been involuntarily terminated from a full or part time job, whether it was termed fired, terminated, suspended, laid off, or furloughed? If yes, describe circumstances.

B. Have you ever resigned (quit) after being informed your employer intended to discharge you? If yes, explain circumstances.

C. Have you ever had any disciplinary actions taken against you at any of your jobs? (Written reprimand, suspension with or without pay, forfeiture of benefits, or other similar actions) If yes, which job? Describe circumstances.

D. Do you have any reason to believe that a former employer may give you a negative job reference? If yes, list name of employer and why.

E. Have you ever applied to any law enforcement or correction agency, including the Wells County Sheriff's Office?

Name of Agency	Mo/Yr Applied	Current Status of Application
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VI. MILITARY SERVICE

A. Are you registered with the Selective Service?

Yes ____ No ____

Selective Service Number: _____

B. Have you ever served on active duty in the Armed Forces of the United States?

Yes ____ No ____

Which branch of service _____

Dates of Active Duty: _____
(Month, Day, Year)

If you are still enlisted, when will you be discharged? _____

Highest Rank _____ Serial Number _____

Unit(s) to which assigned and primary duty type

Type of Discharge: _____

Are you eligible for reenlistment? _____

Are you or have you been a member of any United States Reserve or National Guard Unit?

(Yes /No) _____ Unit _____ Location _____

Reserve status & Obligation if any _____

C. While in the Military Service, were you ever convicted of any offense (civil or military)?

Yes ____ No ____

When? _____

Explain: _____

Include a COPY of your DD214 – (Armed Services Discharge)

VII. **DRIVER RECORD**

- A. List all vehicle operator licenses you currently hold or have held:

License Type (Oper. / Chauff / CDL)	Licensing State	License Number	Expiration Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- B. List all vehicle accidents that you have been involved in over the last **five years**:

Date	Location	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- C. List all traffic citations you have received in the past **three years**:

Date	Location	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- D. Has your driver's license ever been suspended or revoked?

Yes ____ No ____

If yes, explain: _____

VIII. ARREST / FELONY / MISDEMEANOR COVICTION RECORD

A. Have you ever been arrested or detained by a law enforcement agency?

Yes ____ No ____

If yes, provide the following:

Date	Place	Disposition
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. Have you ever been convicted of a felony offense?

Yes ____ No ____

If yes, provide the following:

Date	Place	Disposition
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Have you ever been convicted of a misdemeanor offense?

Yes ____ No ____

If yes, provide the following:

Date	Place	Disposition
_____	_____	_____
_____	_____	_____
_____	_____	_____

D. Have you ever had a judgment entered against you as a result of a civil suit other than a divorce case? This includes "small claims, evictions, and collections" or any other kind of civil court actions even if settled out of court prior to a judgment being entered by a judge or jury. List dates, location, and brief facts of each case.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

IX. FINANCIAL STATUS

- A. When we check your credit history with a credit bureau how do you think the report will look?
Excellent _____ Good _____ Fair _____ Poor _____
Why? _____

- B. What do you consider your current financial condition to be?
Excellent _____ Good _____ Fair _____ Poor _____
Why? _____

- C. Do you have a checking account? _____ Savings account? _____
- D. Name of the Bank including branch address where you usually do business.

- E. Have you ever been referred to a collection agency? _____ What was the outcome? _____

- F. Have you ever had any repossessions? _____ Why? _____
- G. Have you ever been notified either verbally or in writing that a check signed by you has been returned by a bank marked "insufficient fund"? _____
- H. Have you ever voluntarily or involuntarily declared Bankruptcy? _____
If yes declared under what chapter? _____
If yes, detail each occurrence (who, what, when, where, why and status). Use an attached page to explain.
- I. Are you renting _____ or buying _____ your home? (mark appropriate space)
Monthly rent or mortgage payment? _____
- J. How was your post high school education financed? _____
- K. Are you responsible for making child support payments? _____
Are you current on your payments? _____

X. REFERENCES

List three current references. (Excluding relatives, current and former employers):

1. Name: _____

 Address and ZIP Code: _____

 Daytime Telephone Number: (_____) _____ - _____

 Cell Phone: (_____) _____ - _____

 Occupation: _____

 How long have you known this individual? _____

2. Name: _____

 Address and ZIP Code: _____

 Daytime Telephone Number: (_____) _____ - _____

 Cell Phone: (_____) _____ - _____

 Occupation: _____

 How long have you known this individual? _____

3. Name: _____

 Address and ZIP Code: _____

 Daytime Telephone Number: (_____) _____ - _____

 Cell Phone: (_____) _____ - _____

 Occupation: _____

 How long have you known this individual? _____

Misdemeanor Crime of Domestic Violence Notice

The Omnibus Consolidated Appropriations Act of 1997 made it unlawful for any person convicted of a “Misdemeanor Crime of Domestic Violence” to possess, or receive firearms or ammunition. “Misdemeanor crime of Domestic Violence” is generally defined as any offense – whether or not explicitly described in a statute as a crime of Domestic Violence – which has as its factual basis, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victims current or former domestic partner, parent or guardian. The term “convicted” is generally defined by the statute as excluding anyone whose conviction has been expunged or set aside, or has received a pardon.

This prohibition DOES apply to all Law Enforcement Officers. If this statute affects you, you would not be eligible for appointment as a police officer with the Wells County Sheriff’s Office.

Have you ever been convicted of a misdemeanor crime of Domestic Violence within the meaning of the statute?

Yes _____ No _____

Signature _____

To be returned with completed application

APPLICANT STATEMENT OF TRUTHFULNESS

To be returned with completed application

Please read the following statement and sign to certify your understanding.

I certify that all information I have provided in order to apply for and secure work with the Wells County Sheriff's Office is true, complete and correct.

I understand that all the information I have provided is subject to verification and that any information found to be false, incomplete or misrepresented in any respect, will be sufficient cause to 1) cancel further consideration of this application, or 2) if already appointed; I may be subject to discharge from employment.

I have expressly authorized, without reservation, the Wells County Sheriff's Office, its representatives, employees or agents to contact all references, and any other persons in order to obtain any and all information deemed necessary by them to verify the accuracy of all information provided by me in this application or at other points throughout the entire process including interviews. I have signed a RELEASE OF INFORMATION WAIVER FORM, which is also attached to this application.

I understand that the Wells County Sheriff's Office does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excluding any applicant from consideration on a basis prohibited by applicable local, state or federal law.

Date

Applicant's Signature (Legal Name)