

IMPORTANT
POLK COUNTY SHERIFF'S OFFICE
APPLICATION CHECKLIST

- * **Upon completing the application, you must contact the Human Resources Division to schedule an appointment to submit your application in person.**
- * **An oral interview will be conducted upon submission of the application.**
- * **NO application will be accepted without ALL of the following supporting documents.**
- * **Please contact the Human Resources Division if you have any questions.**

Appl HRD

- Prescreening Application (**PCSO Form 102**). Mail or fax prior to completing the employment application.
- Completed Credit Waiver with signature (Merchants Security Exchange Employment Inquiry Form). Mail or fax prior to completing employment application.
- Passing score on Test of Adult Basic Education (TABE). TABE test is waived for civilian applicants who possess sixty (60) college credit hours from an accredited college/university; Deputy Sheriff and Detention Deputy applicants who possess a 4-year degree or are Florida state certified in law enforcement (proof of documents required).
- Photocopy of high school diploma, or GED and sealed "official college transcripts" required for proof of college degree.
- Photocopy of birth certificate.
- Photocopy of Social Security card with correct name (as name will appear on payroll check).
- Completed Social Security Waiver (**PCSO Form 046**).
- Deputy Sheriff and Detention Deputy applicants only - completed PCSO Application Insert (**PCSO Form 188C**).
- If a military veteran, copy of Form D.D.-214 stating Honorable discharge. (General Discharge Under Honorable Conditions not acceptable.) or, proof of registration as required by Federal Military Selective Service Act (males aged 18 - 26).
- If certified in law enforcement or corrections, copy of FDLE state certificate and proof of passing Florida certification test.
- Copies of all name change documents (marriage certificates, court papers, adoption, divorce, etc.).
- If applying for a civilian position, a timed keyboarding test from the Polk Work Force Career Center.
- Be sure all names, addresses, phone numbers, and zip codes of employment and personal references are accurate and complete.
- Include the three completed Applicant Personal Reference Questionnaires (**PCSO Form 72**).
- The Polk County Sheriff's Office Employment Application (**PCSO Form 188**) must be notarized (two areas). PCSO Human Resources can notarize.
- Completed FDLE Authority For Release of Information Background Investigation Waiver (**CJSTC 58**).
- Applicant Written Directions to Residence (**PCSO Form 1560**).

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