



HALL COUNTY SHERIFF'S OFFICE

RECRUITING SERVICES

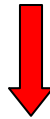
610 Main St. SW
Gainesville, GA 30501
770-533-7674



STEPS IN THE EMPLOYMENT PROCESS

(sworn officer, jailer, peace officer trainee)

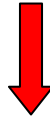
STEP 1: Applicant fills out an employment application for employment as a sworn officer with the Hall County Sheriff's Department. That application should also contain copies of the required documentation (birth certificate, driver's license, high school diploma, GED, Social Security card, etc.)



STEP 2: Application is processed; applicant is scheduled for his or her first interview. Interview questions are asked and recommendation for further processing is made.

-or-

If applicant is not certified, he or she must take one of the approved entrance exams (list available separately). Applicant must pass exam with a satisfactory score. Afterwards, an initial interview is scheduled and a recommendation for further processing is made.

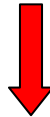


STEP 3: Applicant is scheduled for either a voice-stress test or polygraph exam. Once this exam is administered, the results are sent to the division commander along with a completed background investigation. At this stage, a second interview is conducted with the division commander or his designee.



STEP 4: The division commander or his designee reviews the applicant's background report along with results of either the voice-stress test or polygraph exam. Interview questions are asked and if the division commander is satisfied the applicant should be hired, he or she is made a conditional job offer.

If the division commander or his designee is not satisfied with making a job offer, he or she must cite a reason and the applicant is likewise notified an offer cannot be made at this time.



STEP 5: Once a conditional job offer is made, the applicant is scheduled for physical exam, drug screen, and psychological exam. Upon satisfactory completion of those exams, the applicant is notified and a start date is set.

