



SPALDING COUNTY SHERIFF'S OFFICE

Darrell Dix, Sheriff

Tony Thomason, Chief Deputy

SUPPORTING DOCUMENT LIST

Your interest in employment with the Spalding County Sheriff's Office is greatly appreciated. In order to properly process your background investigation, copies of the following documents, when applicable, will be required when you turn in this background information booklet.

REQUIRED:

- Birth or Naturalization Certificate
- Certified High School or G.E.D. Certificate. If not a U.S. school, you must use a Georgia POST-approved third party evaluation service to certify your foreign education.
- Social Security Card (color copy)
- Valid Georgia Driver's License (color copy)
- Driving History from Previous States
- Valid Automobile Insurance Card
- Full Credit Report (from **Equifax, Experian or TransUnion**)
- Eligible for Rehire Letter from Previous Agency (**Former Law Enforcement Only**)
- Certified Dispositions from Court of Jurisdiction for ANY PRIOR ARRESTS
- Legal Documents for all Name Changes (Marriage Certificate, Divorce Decree, Court Orders)

Military:

- Discharge Certificate & DD-214 (Long Form)
- Active Military (Includes Active Guard or Reserves) Letter of Good Standing from your Commander

OPTIONAL:

- College/Technical School Diploma and/or Transcript
- P.O.S.T. Certification Card and Diploma
- Awards or Evaluations from Previous Employers

FAILURE TO RETURN THIS BACKGROUND BOOKLET BY THE STATED DEADLINE WILL RESULT IN THIS OFFICE NO LONGER CONSIDERING YOU FOR THE POSITION YOU ARE SEEKING.