

Chris Francis, Sheriff

**Rutherford County**

Jeff Buchanan, Chief Deputy



***Sheriff's Office***

Application for Rutherford County Sheriff's Office, Communications, Detention and Reserve Division Requirements:

**2 Passport photos (Wal-Mart, CVS, Rite Aid)**

**Credit History**

**Certified Criminal Record (Clerk of Court in every county of residence in the past 10 years other than Rutherford County)**

**Must be Current (not over 30 days old)  
County in which the High School you attended  
Background check on all names (alias/nicknames)**

**High School Diploma or High School Transcript (Home School See Administrative Asst.)**

**Two or Four year Degree or Certificate**

**Valid NC Driver's License**

**Social Security Card**

**Birth Certificate**

**BLET Certificate if Applicable**

**DD214 Form if you were in the military (Member 4 Copy)**

**F-3**

**If you list work number you must also list cell number or home phone number  
When listing references you must have valid telephone number**

**Brief Handwritten Paragraph explaining why you are seeking employment with this agency**

Copies of all the above listed items must accompany the application when delivered to the Sheriff's Office. A Criminal History report must be obtained from the Clerk of Court in each and every county the applicant has resided for the past 10 years. A Credit History may be obtained from Equifax at 1-800-685-1111 or from Equifax.com on the internet. Copies of your license, social security card, birth certificate and high school diploma/transcript can be copied at the Sheriff's Office when your application is submitted. Also, a Notary Public is available at the Sheriff's Office to notarize your application packet if necessary.

**Applications will not be accepted if any of the above information and copies are missing**

Return application in person or mail to:  
Rutherford County Sheriff's Office  
Attn: Front Office

**198 North Washington Street \* Rutherfordton, NC 28139 \* (828) 287-6247 \* Fax (828) 287-6196**