



VAN WERT COUNTY SHERIFF'S OFFICE
SHERIFF THOMAS M. RIGGENBACH

Van Wert County Sheriff's Office
Office 419-238-3866
Fax 419-238-9531
113 N. Market Street
Van Wert, Ohio 45891
www.vanwertcountysheriff.com

PROCESS FOR SUBMITTING APPLICATION ONLINE:

Anyone interested in applying can **APPLY ONLINE** through the Sheriff's Office new online job application management system. You will need access to a printer.

- Sheriff's Office website at www.vanwertcountysheriff.com.
- Click the "JOIN US" tab (left hand side bar)
- Click on the link to access the Online Application: www.vanwertcountysheriff.webcorp.com. You will be navigated to the application website.

READ THE INSTRUCTIONS CAREFULLY BEFORE YOU START THE APPLICATION.

Persons applying need to also include a letter of interest, a resume' and copies of required documentation as part of the application process.

STEP 1: Online Job Application Fill out all fields. Complete the employment application in its entirety.

STEP 2: If you have the ability to Scan & Upload the required documents (listed below) into the Online Application- The online platform will allow you to attach the following documents to the online job application. If you do not have the ability to scan the documents, you may submit the documents outlined in STEP 5.

Required Documents Checklist

- ☐ **Letter of Interest** (for the position you are applying)
- ☐ **Resume**
- ☐ **Military, DD214, if applicable**
- ☐ **OPOTA Certificate, if applicable**
- ☐ **High School Diploma or G.E.D**
- ☐ **Public Employment Form-** Attached at the bottom of the application. Click to download document.
- ☐ **Voluntary Self-ID Form-** Attached at the bottom of the application. Click to download document.
- ☐ **Employment History-** if applicable- Attached at the bottom of the application under Supplemental Forms - The online application will only let you submit five past employers- If you have more than five past employers. Click to download document.



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STEP 3: You will need to download and print the Pre-employment background release forms.

Attached at the bottom of the application- Click to download documents. Print, Fill out all fields and sign. Some of these forms (not all) require a notary signature. They must be notarized! See Step 5 for further instructions on submitting documents.

Required Documents Checklist

- ☐ **Confidential Information Authorization- Requires Notary Signature**
- ☐ **Domestic Violence Affidavit- Requires Notary Signature**
- ☐ **Lateral Placement Advisement, If Applicable**
- ☐ **Pre-Employment Polygraph/Voice Stress Waiver**
- ☐ **Social Media Authorization**
- ☐ **Psychological Assessment Waiver**

STEP 4: Read the Authorization Waiver at the end of the application. Digital Signature. Click Submit-

You will receive an email confirming your application was successfully completed along with a confirmation number. Please retain your confirmation number for your records.

STEP 5: Submitting Required Documents/Pre-employment background release forms- After completing the following forms, you can submit these outlined below.

1. Scan & email all release forms to media@vanwertcountysheriff.com.
2. Deliver in-person to the VWSO Communications Window.
3. Send by U.S. Mail to the Van Wert County Sheriff's Office, 113 N. Market Street, Van Wert, Ohio 45891.

Please note that your application will be screened in for review once all required documentation has been received. Failure to produce or follow instructions will prevent your application from proceeding to the next phase.

Thank you for applying; if you have any questions about the online application, please contact:

Chief Deputy Adam Clark: aclark@vanwertcountysheriff.com

Communications Director Rod Smith: rsmith@vanwertcountysheriff.com

Phone: 419-238-3866, M-F, 8am to 4pm.