

Joel W. Richardson

RANDALL COUNTY SHERIFF

SHERIFF'S OFFICE
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CIVIL DIVISION
AMARILLO ANNEX
4320 SOUTH WESTERN,
SUITE 101
AMARILLO, TEXAS 79109
(806) 468-5652

Instructions for completing application paperwork

- ***Every form must be fully completed.*** Please type (or write neatly and legibly). If it's not applicable to you, place a N/A in that field. **DO NOT** write "see resume" in any place on your application. You may attach your resume, but we also want a completed application.
- In the top right hand corner of the first page of the application, write your email address (if you have one).
- All addresses must have complete street / city / state and zip. No POB or anything such as 45/Western. As proper etiquette dictates, make sure you have permission from your references to list them on your application. It's detrimental to your prospective employment here when we receive a phone call from references stating they do not know you.
- When listing employment during the last ten years, explain any gaps in your employment history by writing the "to" and "from" dates you were unemployed, and write unemployed.
- The Authority to Release Information form, The Physical Agility Wavier, and the Personnel History Statement form must be signed **in the presence of a notary public.** Please do not sign beforehand. If you do not have access to a notary, we will provide one for you. **These three forms should only be fill in when instructed to complete.**

Failure to comply with these instructions may render you ineligible for employment for one year from application date.