

Joel W. Richardson

RANDALL COUNTY SHERIFF

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CIVIL DIVISION
AMARILLO ANNEX
4111 S. GEORGIA, SUITE 200
AMARILLO, TEXAS 79110
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Instructions for completing application paperwork

- Every form must be fully completed. 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).
- Both the "Authorization for Release of Information" form and the "Agility Release" form must be signed in the presence of a notary public. If you do not have access to a notary, we will provide one for you.
- When you list references, include their entire address (which includes city, state and zip code). 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 phone calls from references stating they don't know you.
- The application asks for three references; list three references.
- Please write neatly and legibly. When listing employment during the last ten years, provide the complete address (includes city, state and zip) and list any gaps in your employment history by writing the "to" and "from" dates you were unemployed, and write unemployed.

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