

Check-Off Sheet

In order to be considered for employment with the Shelby County Sheriff's Office, be sure that you have completed the following:

- Read all attached documentation.
- Complete the application in dark ink in your own handwriting. **It must be the original.**
- Complete the attached Applicant Statement and Authorization to Release Information form (page 18 of the application), ensuring that it is notarized by a Notary Public. **It must be the original form.**
- Provide a copy of your résumé.
- Provide a copy of your High School Diploma, G.E.D., or high school transcript showing graduation date (required even if you attended college).
- Provide copies of any pertinent credentials, awards, or certificates.
- Before the deadline listed on the exam Notice, deliver all of the above items to the Shelby County Law Enforcement Personnel Board by either:

- Via hand-delivery, UPS, or FedEx to the Board's office located at:

SCLEPB
108 West College Street, Room 102
Butch Ellis Community Services Building
Columbiana, Alabama

- Via mail to the Board's address at:

SCLEPB
P. O. Box 1006
Columbiana, AL 35051