



THE HILLSBOROUGH COUNTY SHERIFF'S OFFICE

RECRUITMENT & SCREENING SECTION



Out of State Applicants

- Step 1** Submit a cover letter identifying the position you wish to apply for. In the letter be sure you include all of your contact information to include your home phone, cell phone, business phone, mailing address and **e-mail address**.
- Step 2** Create a candidate profile on <https://careers-hcso.icims.com> **It is imperative that your integrity is intact. Any indication of deception, or omission, will be the basis for immediate disqualification from the application process.** You can fax to 813-247-0888 or email to khanlon@hcso.tampa.fl.us. You will be contacted by a Background Investigator to discuss the questionnaire and be provided further instructions.
- Step 3** Enclose copies of which ever of the following documents apply to you:
- **Copy of Birth Certificate from the Bureau of Vital Statistics or Original Naturalization Papers**
 - **Copy of High School Diploma, or G.E.D. transcripts**
 - **Official High School and college transcripts**
 - **Two (2) copies of valid Driver's License**
 - **Copy of military DD214 (if applicable)**
 - **Two (2) copies of Social Security Card**
 - **All documented name changes; i.e. marriage license, divorce decree, adoption, etc.**
 - **Copy of Selective Service card (if male between the ages of 18 to 25)**
 - **Resume**
 - **Driving abstract (lifetime DL history) from all states in which you have held a driver's license**
- Step 4** Mail certified or registered to:

Hillsborough County Sheriff's Office
Attention: Recruitment & Screening
P.O. Box 3371
Tampa, FL 33601

You will receive, by e-mail, instructions as to how to access our on-line application. After submission, your application will be reviewed by Recruitment & Screening staff. You will be contacted, either by letter or telephone after the review process. The review process may take several weeks. If you are selected to start the testing and interviewing process, every effort will be made to keep your number of visits to Tampa to a maximum of two.

During your first trip to Tampa you will participate in the Physical Abilities Assessment, initial interview with a background investigator, polygraph interview and test, ride along with a patrol deputy (or jail tour for Detention applicants) and oral board. In addition, you will need to schedule and take the Criminal Justice Basic Abilities Test (CJBAT).

You must arrange to take the CJBAT during your initial visit to Tampa. There are three (3) local testing facilities; one each in Pinellas County, Hillsborough County and Pasco County.

- Hillsborough Community College cgreen@hccfl.edu
- Pasco Hernando Community College 727-816-3381
- Police Applicant Screening Service 727-864-3822
(Allstate Center, St. Petersburg)