

# APPLICATION PROCESS

Please follow the below guidelines when applying to the St. Mary's County Sheriff's Office:

For Deputy Sheriff, Correctional Officer, or Cadet the process is the same.

There are two options for completing the Personal History Statement, the Fillable PDF Personal History Statement or the Online Personal History Statement using Background Solutions. You only need to complete one.

## Fillable PDF Personal History Statement – for all new applicants:

<https://www.firstsheriff.com/docs/Personal-History-Statement-for-Website.pdf>

- Download the PDF Personal History Statement and save it to your computer.
- Fill out the Personal History Statement.
- Read entire document, verify that this document is truthful, accurate and complete.
- Digitally sign the Personal History Statement on page 14 and the Waiver of Liability on page 15.
- After completion, email your Personal History Statement to [sheriffrecruiting@stmarysmd.com](mailto:sheriffrecruiting@stmarysmd.com).
- Once we receive your Personal History Statement, we will send you the Authorization to Release Information to have signed in the presence of a Public Notary.

## Online Personal History Statement using Background Solutions – for any existing applicant already in the hiring process prior to June 30, 2020:

<https://beta.backgroundsolutions.com/bg/user/registration/?code=stmary>

- Register and begin the Personal History Statement (PHS). Maintain copy of log-in and password information. **You must complete all sections of the PHS.** Use your birthdate to complete any fields that are not applicable (for example 12/31/1966).
- After completion, **YOU MUST PRINT OUT THE ENTIRE DOCUMENT (PHS).**
- After you print out the PHS, it will contain the entire document with additional waiver and authorization forms attached.
- Review PHS, initial all pages and sign all required forms and waivers.
- The Authorization to Release Information Form **MUST BE SIGNED IN THE PRESENCE OF A PUBLIC NOTARY.**
- Read entire document, verify that this document is truthful, accurate and complete.
- Mail or drop-off the entire package to the following address: Office of the Sheriff, St. Mary's County Maryland, 23150 Leonard Hall Drive, Leonardtown, Maryland 20650, Attention: Personnel Section

## Authorization to Release Information Form:

<https://www.firstsheriff.com/docs/Authorization%20for%20Release%20of%20Personal%20Information.pdf>

For additional assistance, feel free to contact any of the following **Personnel Section Staff:**

### **Mark Tasciotti**

Recruiter/Background Investigator  
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### **Mark Clark**

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### **Ernie Stephens**

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### **Jack Payne**

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### **June Smith, Supervisor**

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