



CUMBERLAND COUNTY SHERIFF'S OFFICE

- Kevin J. Joyce
SHERIFF
- Naldo S. Gagnon
CHIEF DEPUTY

36 County Way, Portland, Maine 04102

Phone (207)774-1444 – fax (207)828-2373

Thank you for applying at the Cumberland County Sheriff's Office! This is a check list to help you ensure that you have collected and submitted all of the documentation that we will need to complete your hiring process. If you have any questions, please call us at (207) 774-1444 ext. 2115 or maines@cumberlandcounty.org.

Documentation to Submit:

- ALERT Test Score
 - If you have not taken or passed the MCJA ALERT test, please contact Mr. Jim Birt at 877-8000. There is a fee payable to Treasury, State of Maine in the amount of \$50.00.
- Birth certificate, valid Passport, or INS work permit.
- Social Security Card.
- High School diploma/transcripts, or GED.
- Valid Driver's License.
- Military records/DD-214 (if applicable). Please make sure photocopied records are legible.
- College degree or transcripts (if applicable).
- Documentation of name change (if applicable).
- Corrections/Law Enforcement Certificate (if applicable).

Signature Forms to Complete:

- Notarized** Maine Criminal Justice Academy Background Certification form (in Signature forms). A notary can be found at a local bank, town/city hall, the Sheriff's Office, or the Cumberland County Courthouse.
- Motor vehicle license status verification for (in Signature forms).
- Authorization for Release of Information Agreement form (in Signature forms)
- Applicant Data Form (optional)
- Voluntary Self-Identification of Disability (optional)
- VEVRAA Pre-Offer Invitation
- Disclosure of PREA Hiring and Promotions Checklist

