



# JCSO Application Readiness Checklist

Thank you for considering the JCSO as your career agency. In order to easily complete your application, please compile the following documents before you begin your application:

- Resume
- Your last ten years work history. This information includes:
  - Job Title
  - Company Name
  - Address
  - Dates of employment
  - Job description or role
- Education
  - School or University name
  - Degree
  - Field of study
  - Dates attended
- Languages you speak
- Skills that you bring to the job that makes you qualified or sets you apart from other applicants

If you have all this information ready before you create your account, the application should take about 15 minutes to complete.

If you have any questions, please do not hesitate to email us at [sheriff.recruiting@jeffco.us](mailto:sheriff.recruiting@jeffco.us) or call us during normal business hours at 303-271-5332.

Thank you,

The JCSO Recruiting Team