

NAME Ellis Vicki Edwards DATE 12-30-03
LAST FIRST MIDDLE

ADDRESS [REDACTED] [REDACTED] [REDACTED]
 PHONE [REDACTED] [REDACTED] [REDACTED] SOC. SEC. NO. [REDACTED]

EMPLOYMENT RECORD: **INSTRUCTIONS**

- 1) Please print clearly in ink. Must complete all sections.
- 2) List Last four (4) employers beginning with current or last employer. Must provide a minimum of three (3) years. If applying for a position as a driver, list ten (10) years of employment history. Use additional paper if necessary.
- 3) Leave no gaps in employment history. If not employed, self-employed, in school, or in armed services during any part of this time, so specify opposite exact periods.

DATES		JOB TITLE & BRIEF DESCRIPTION OF WORK	NAME AND ADDRESS OF EMPLOYER
2 97 MO YR 40 HRS PER WEEK \$ Min INITIAL SALARY	Present MO YR 40 HRS PER WEEK \$ 10.99 FINAL SALARY	Office Manager Payroll Workorders + dispatch	COMPANY <u>Suburban Propane</u> ADDRESS <u>1717 State Hwy. 17</u> CITY/STATE <u>Young Harris, Ga.</u> ZIP CODE <u>30582</u> TELEPHONE <u>706-896-1324</u> NAME/TITLE SUPERVISOR <u>Dick Pfuntner</u> REASON FOR LEAVING <u>looking for a better opportunity</u>
10 93 MO YR 40 HRS PER WEEK \$ Min. INITIAL SALARY	9 96 MO YR 40 HRS PER WEEK \$ 6.85 FINAL SALARY	Bank teller Drive-thru Man. Cust. Serv. Prep.	COMPANY <u>Bank of Macon</u> ADDRESS _____ CITY/STATE <u>Macon Ga.</u> ZIP CODE <u>30540</u> TELEPHONE <u>846-2244</u> NAME/TITLE SUPERVISOR <u>Audrey Anderson</u> REASON FOR LEAVING <u>Sick Child</u>
6 90 MO YR 40 HRS PER WEEK \$ Min INITIAL SALARY	10 93 MO YR 40-55 HRS PER WEEK \$ 9.00 FINAL SALARY	Dental Tech. Porcelain Tech. Quality Control	COMPANY <u>Dilson Dental</u> ADDRESS _____ CITY/STATE <u>Lawrenceville, Ga.</u> ZIP CODE _____ TELEPHONE <u>1-770-534-7288</u> NAME/TITLE SUPERVISOR <u>Darrel Smallwood</u> REASON FOR LEAVING <u>tired of driving over Mt</u>
MO YR	MO YR		COMPANY _____ ADDRESS _____ CITY/STATE _____ ZIP CODE _____ TELEPHONE _____ NAME/TITLE SUPERVISOR _____ REASON FOR LEAVING _____

EDUCATIONAL RECORD:
 CIRCLE HIGHEST GRADE OF EDUCATION COMPLETED - 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

SCHOOL	NAME AND LOCATION	MAJOR COURSE OF STUDY	DID YOU GRADUATE? IF YES-DEGREE OBTAINED
High or Preparatory	T.C. High School	Regular	Yes
Colleges/Universities Attended	Tri-County Comm.	Regular	No
Technical, Business, or other Schools Attended	North Ga. Tech	Nursing	No

As an Equal Opportunity Employer, and pursuant to Federal, State and/or local law, it is the intent and desire of the Company that race, color, creed, sex, sexual orientation, age, handicap, disability, ancestry, religion, national origin, marital status, citizenship status and military or veteran status will not unlawfully be considered a factor in selection for employment.

Secretarial

Position(s) Applying For

24,000 yr.
Salary Expected

Within 2 wks.
Date Available For Work

Referral Source: Advertisement _____ Walk-In _____ Employment Agency _____ Other

May we communicate with your employers both past and present? YES NO

If No, why: _____

Have you ever been discharged or requested to resign from any position? YES NO

If Yes, give particulars: _____

Describe the experiences/skills/specialized training you have had which particularly qualify you for the position(s) in which you are interested.

Computer skills, letter writing, dispatching work orders, dealing w/ the public, organizing work for 8 men or more payroll input phone skills are well

This certifies that this application was completed by me, and that all entries and information contained in it are true and complete to the best of my knowledge.

I understand that the inclusion of false information in connection with my application for employment, whether on this document or otherwise, or failure to disclose information may disqualify me for employment or result in dismissal should I become employed.

I authorize investigation of any or all information contained in this application or other document as may be appropriate in arriving at an employment decision. I authorize all corporations, companies, former employers, educational institutions, law enforcement agencies, city, state, county and federal courts, military services, and persons to release information they may have about me to _____ and release all parties involved from liability for doing so.

I acknowledge that if I am offered employment, it will be contingent upon satisfactory results of a drug screening analysis and, for D.O.T. positions, a pre-employment physical examination by a company designated physician. I further acknowledge that any offer of employment shall also be contingent upon a pre-employment background investigation and that a conviction for any felony or for any fraud-related, theft-related, violence-related, drug-related or integrity-related misdemeanor or any other misdemeanor otherwise having a nexus to the contemplated employment may result in disqualification for employment or be grounds for dismissal.

I acknowledge that proof of identity and US citizenship or immigration status will be required commencing with employment.

I understand that this employment application and any other company documents are not contracts of employment, and that any individual who is hired may voluntarily leave employment upon proper notice or may be terminated by the employer at any time. I understand that any oral or written statements to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employee.

Date 12-30-03

Signature of Applicant Vicki Ellen



Vicki Ellis

Objective

Office Secretary

Experience

1997–Present

Suburban Propane

Young Harris, GA

Office Manager

- Helped acquire 2 million dollar sales three years in a row.
- Responsible for payroll.
- Handled all customer relations in areas of discrepancy.
- Responsible for work orders for eight service technicians.

1992–1996

Bank of Hiawassee

Hiawassee, GA

Bank Teller/Customer Service Representative

- Regular Teller duties (Handling money, balancing, and dealing with Customers). Drive thru Manager.
- Opened new accounts for business and personal customers.
- Responsible for vault security and safety deposit boxes.

1990–1992

Gibson Dental Designs

Gainesville, GA

Dental Technician

- Porcelain technician.
- Quality control.

Education

1990–1991

Tri-County Community College

Murphy, NC

- Lotus 1-2-3.
- Computer Science Spreadsheets.

Interests

Reading, spending time with family and friends, computers, and my children's school activities.

Desired Salary

\$24,000 yr.



Vicki Ellis

References

Darryl Smallwood

Telephone # 1-770-534-7288

Mickey Nichols

Telephone # 1-770-896-2243

Mark Edwards

Telephone # 1-706-896-9386

Bruce Collier

Telephone # 1-828-837-7269



GEORGIA CRIME INFORMATION CENTER

AWARENESS STATEMENT

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. 35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. 16-9-90 et seq) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5,000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. 35-3-31. All data bases accessible via CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: Yicki E. Ellis

Signed: Yicki E. Ellis Date: 3-1-04

Witnessed: Heather Allen Date: 3-1-04

GEORGIA CRIME INFORMATION CENTER

AWARENESS STATEMENT

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All data bases accessible via CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: Vicki Ellis

Signed: Vicki Ellis Date: 6-1-07

Witnessed: Walter Williams Date: 6-1-07

**GEORGIA CRIME INFORMATION CENTER
AWARENESS STATEMENT**

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All data bases accessible via CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: Vicki Ellis

Signed: Vicki Ellis Date: June 22, 07

Witnessed: J. Murphy Date: 6 22-07

SOP Acknowledgement Form

I Vicki Ellis acknowledge that I have received a copy of the
(print)

Towns County Sheriff's Office Standard Operating Procedures in book or digital form.

I understand that I am responsible for reading and following this policy.

Employee Vicki Ellis 12-4-09
(signature) (date)

Witness Judge 12/4/09



Towns County Sheriff's Office
Acknowledgement of Discretionary Employment

By seeking appointment or re-appointment as a Deputy Sheriff / Detention Officer / Civilian Employee of The Office of Sheriff of Towns County, Georgia, I acknowledge the following to be true:

The State of Georgia is an "at will" state and, as such, a Deputy Sheriff / Detention Officer / Civilian Employee of the Sheriff in the State of Georgia works at the sole discretion of the Sheriff of the county;

By seeking appointment or re-appointment as a Deputy Sheriff / Detention Officer / Civilian Employee of the Sheriff, I may be dismissed from these duties at anytime without notice;

Appointment or re-appointment as a Deputy Sheriff / Detention Officer / Civilian Employee does not guarantee me any position with the Towns County Sheriff's Office;

Appointment or re-appointment as a Deputy Sheriff / Detention Officer / Civilian Employee gives me no claim, promise, guarantee, right or expectation of any position, title, job, compensation or employment and I may be relieved of these duties at any time by the Sheriff or his designee without notice and without explanation or cause.

I also understand I have a duty to protect sensitive and confidential information, and I agree not to discuss Sheriff's Office business with those outside the agency. I further understand that disruptive language may be considered dissension and is against policy.

Vicki Ellis

Deputy / Detention Officer or Civilian Employee's
Printed Name

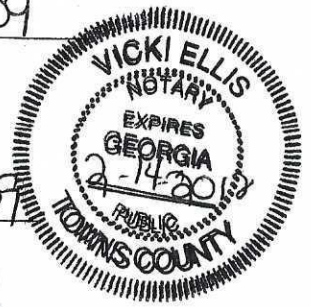
Vicki Ellis

Deputy / Detention Officer / Civilian Employee's
Signature

12-4-09
Date

Sworn and ascribed before me this 4 day of December, 2009

Signature and seal of Notary: Vicki Ellis



GEORGIA CRIME INFORMATION CENTER AWARENESS STATEMENT

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All data bases accessible via CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: VICKI ELLIS

Signed: Vicki Ellis Date: 3-25-10

Witnessed: [Signature] Date: 3-25-2010

502



TOWNS COUNTY SHERIFF'S OFFICE

Sheriff - Chris Clinton

SOP Acknowledgement Form

I Vicki Ellis acknowledge that I have received a copy of the Towns County Sheriff's Office Policy and Procedures in digital form. I understand that I am responsible for reading and following these policies and procedures. Upon my separation from the Towns County Sheriff's Office I will return the disc; if I fail to return the disc or if the disc is damaged I agree to pay a replacement fee in the sum of \$5.00 to the Towns County Sheriff's Office.

502
Disc Number

3-15-11
Date Issued

Pat Williams
Issued by

Vicki Ellis
Employee Signature

GEORGIA CRIME INFORMATION CENTER AWARENESS STATEMENT

Access to Criminal Justice Information, as defined in GCIC Council Rule 140-1-.02 (amended), and dissemination of such information are governed by state and federal laws and GCIC Council Rules. Criminal Justice Information cannot be accessed or disseminated by any employee except as directed by superiors and as authorized by approved standard operating procedures which are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (O.C.G.A. §16-9-90 et seq) provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5000.00 fine.

The Georgia Criminal Justice Information System Network is operated by the Georgia Crime Information Center in compliance with O.C.G.A. §35-3-31. All data bases accessible via CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below, I acknowledge that I have read and understand this Awareness Statement.

Print Name: Vicki Ellis

Signed: Date: (Vicki Ellis) 6-3-13

Witnessed: Date: Sandy Morgan 6-3-13



RECORD OF PERSONNEL ACTION

EMPLOYEE NAME: Vicki Ellis

DIVISION: Administrative (Patrol)

ACTION TAKEN: - Salaried

____ NEW HIRE

EFFECTIVE DATE 11-04-13 RATE OF PAY 1450

HOURLY ____ SALARIED ____ FULL TIME ____ PART TIME ____

____ RATE CHANGE

EFFECTIVE DATE _____ NEW RATE OF PAY _____

____ LEAVE OF ABSENCE

REASON FOR LEAVE _____

____ RESIGNATION

EFFECTIVE DATE _____

____ TERMINATION

EFFECTIVE DATE _____

REASON FOR TERMINATION _____

James C. Baldwin
Sheriff Christopher M Clinton or Designee

11-20-13
Date

Judge

**GEORGIA CRIME INFORMATION CENTER
AWARENESS STATEMENT**

Access to Criminal Justice Information (CJI), as defined in Georgia Crime Information Center (GCIC) Council Rule 140-1-.02 (amended), and dissemination of such information is governed by state and federal laws and the Rules of the GCIC Council. CJI cannot be accessed or disseminated by any personnel except as directed by superiors and as authorized by approved standard operating procedures. These standard operating procedures are based on controlling state and federal laws, relevant federal regulations, and the Rules of the GCIC Council.

O.C.G.A. §35-3-38 establishes criminal penalties for specific offenses involving obtaining, using, or disseminating criminal history record information (CHRI) except as permitted by law. The same statute establishes criminal penalties for disclosing or attempting to disclose techniques or methods employed to ensure the security and privacy of information or data contained in Georgia criminal justice information systems.

The Georgia Computer Systems Protection Act (Act), O.C.G.A. §16-9-90 et. seq., provides for the protection of public and private sector computer systems, including communications links to such computer systems. The Act establishes four criminal offenses, all major felonies, for violations of the Act: Computer Theft, Computer Trespass, Computer Invasion of Privacy, and Computer Forgery. The criminal penalties for each offense carries maximum sentences of fifteen (15) years in prison and/or fines up to \$50,000.00, as well as possible civil ramifications. The Act also establishes Computer Password Disclosure as a criminal offense with penalties of one (1) year in prison and/or a \$5,000.00 fine.

The Georgia Criminal Justice Information System (CJIS) Network is operated by the GCIC in compliance with O.C.G.A. §35-3-31. All databases accessible through CJIS Network terminals are protected by the Computer Systems Protection Act. Similar communications and computer systems operated by municipal/county governments are also protected by the Act.

By my signature below,
I acknowledge that I have read and understand this Awareness Statement.

Print Name: Vicki Ellis

Signed: Vicki Ellis

Date: 6-21-16