

Last name	First name	Middle name
Position applying for: _____		
Full-time	Part-time	Volunteer
Date of application: _____		

APPLICATION FOR EMPLOYMENT

NORTHUMBERLAND COUNTY SHERIFF'S OFFICE

**P.O. Box 310
Heathsville, VA 22473**

<http://www.northumberlandsheriff.net/>

An Equal Opportunity Employer

Please read these instructions before you complete your application

Applications are only accepted for jobs which are currently open. **Be sure to list the title of the job for which you are applying.**

Complete the entire application. *Incomplete applications WILL NOT be considered.*

Mail or bring your application to the Northumberland County Sheriff's Office: PO Box 310, 195 Judicial Place, Heathsville, VA 22473

Full Name (Last, First, Middle)	
Mailing Address (street, PO Box)	
City, State, Zip	
Phone	
	(Home) (Work)
Email	
SSN	
Are you legally eligible to work in the U.S.?	
Are you a veteran?	Yes No
Do you have a valid driver's license?	Yes No
Do you have a CDL?	Yes No
Expiration date	
DL number	
Have you previously filed an employment application with Northumberland County?	Yes No
Position and date	

EDUCATION

Name and location of high school attended			
Did you graduate?	Yes	No	
If not, have you passed a GED test?	Yes	No	

College or University

School and location	From - To	Date Graduated	Degree	Major area of study

Other Education

Special qualifications and skills (typing, shorthand, foreign language, professional licenses and certificates, publications, scholastic honors, etc.)

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Experience

Start with your present job and work back and include military and volunteer experience.
Additional experience should be listed by attaching separate sheets of paper or a personal resume.
Be sure to include all requested information.

Present Employer	
Address	
Phone and Fax	
Job Title	(Phone) (Fax)
Salary	Starting: Current:
Dates of Employment	From: To: Hours per week:
Supervisor's Name	
Reason for Leaving	
Work Description	

Employer	
Address	
Phone and Fax	
	(Phone) (Fax)
Job Title	
Salary	Starting: Current:
Dates of Employment	From: To: Hours per week:
Supervisor's Name	
Reason for Leaving	
Work Description	

Employer	
Address	
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	(Phone) (Fax)
Job Title	
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Employer	
Address	
Phone and Fax	
	(Phone) (Fax)
Job Title	
Salary	Starting: Current:
Dates of Employment	From: To: Hours per week:
Supervisor's Name	
Reason for Leaving	
Work Description	

Have you ever been dismissed or forced to resign from a position?	Yes	No
Have you ever been convicted of any offense against the law? Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in military service.	Yes	No
If yes, give date, place, charge, court, and fine or sentence.		
<i>(A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.)</i>		
How did you learn about the job for which you are applying?		
May we conduct a background check of your qualifications, character, and record of employment?	Yes	No
If No, please explain		

ATTENTION: THIS STATEMENT MUST BE SIGNED.

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge, and that misrepresentation or omissions may result in rejection of my application, permanent ineligibility for appointments or dismissal.

Signature of Applicant

Date

Northumberland County Sheriff's Office

VOLUNTARY INFORMATION FOR REPORTING PURPOSES ONLY

This form WILL NOT become part of your application for employment. The information collected will be used to comply with Federal Equal Employment Opportunity Commission (EEOC) reporting requirements. We ask your cooperation in providing us with the following information. Thank you.

PLEASE PRINT CLEARLY

Full Name (Last, First, Middle)		
SSN		
Date of Birth		
Position Applied For		
Date Applied		
Disabled (check if appropriate)	Sight	Hearing
	Speech	Mobility
	Other:	
Sex and Ethnic Origin	Male	Female
	White	Black or African American
	Native Hawaiian or other Pacific Islander	Asian
	American Indian or Alaskan	Two or more races

PLEASE PRINT CLEARLY

Are you a Veteran?	Yes	No
Referral Source	Walk-in	Employee
	Department website	Employment agency
	Internet site:	
	Advertisement (source):	
	Other:	
Name of person who referred you (if applicable)		

FOR ADMINISTRATIVE USE ONLY

Position applied for	Available	Not available
Other position considered for		
Hired	Yes	No
Position Applied For		
From the EEO job classification listed below, which one best describes the position filled?	Executive/Senior Level Officials and Managers	Sales Workers
	First/Mid-Level Officials and Managers	Administrative Support Workers
	Professionals	Craft Workers
	Technicians	Operatives
	Laborers and Helpers	Service Workers

The Federal Equal Employment Opportunity Commission defines ethnic origin as follows:

- “HISPANIC OR LATINO”-A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- “WHITE” (Not Hispanic or Latino)-A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- “BLACK OR AFRICAN AMERICAN”(Not Hispanic or Latino)-A person having origins in any of the black racial groups of Africa.
- “NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER” (Not Hispanic or Latino)-A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Island.
- “ASIAN”(Not Hispanic or Latino)-A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- “AMERICAN INDIAN OR ALASKA NATIVE”(Not Hispanic or Latino)-A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

AGREEMENT

I certify that all answers given here are true and complete to the best of my knowledge.

I authorize the Northumberland County Sheriff's Office to make such investigations and inquiries of my criminal history, personal references, previous employers, medial history, and other legally-related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or other persons from all liability in responding to inquiries in connection with my application.

In the event of employment, I understand that false or misleading information given on my application, other employment forms, or the interview(s) may result in discharge.

I ()do ()do not request a reasonable accommodation to be made for me to perform the interview/testing or the essential job functions required for the position for which I'm applying.

Applicant signature – *must be signed in the presence of a notary*

Date

Commonwealth of Virginia, City/County of _____

to wit, this day of this day _____ ,

personally appeared before me in the county aforesaid and sign the above document

acknowledged and sworn before me this _____ day of _____

20 . My commission expires on the _____ day of

_____ 20 _____ .

Signature of notary public

Northumberland County Sheriff's Office is an Equal Opportunity Employer

**P.O. Box 310 | Heathsville, VA 22473
(804) 580-5221 | <http://www.northumberlandsheriff.net/>**