Isle of Wight County Sheriff's Office Employment Application



Isle of Wight County Sheriff's Office 17110 Monument Cir, Windsor, VA 23487 Phone 757-365-6333 Fax 757-365-6387 Sheriff James R. Clarke, Jr.

Isle of Wight County Sheriff's Office



Personal History Statement (PHS) for Deputy Sheriff

Name:		 						
	Last Name,	First Name	е	Mid	dle Nar	ne		

Instructions on Completing This Packet READ CAREFULLY

Thank you for your interest in joining the Isle of Wight County Sheriff's Office. All applicants for the position of Deputy Sheriff must undergo a thorough background investigation as part of our pre-employment selection process. Applicants must provide ALL information requested in this packet. This packet must be <u>signed and notarized</u> upon completion and prior to turning it in. **If your packet is incomplete** (not signed, not notarized, or missing <u>ANY</u> pages, to include this instruction page) you <u>will not</u> be permitted to move to the next phase of our application process, the Physical Ability Test. In addition to this packet, a signed and notarized release form (which is attached) must also be submitted.

Important Information on Completing this Packet:

- All responses must be truthful! A polygraph examination will be administered as part of the post conditional offer hiring process.
- Omissions or an incomplete Personal History Statement packet could disqualify you from further consideration for employment. It is YOUR responsibility to notify the Background Investigations Unit with ANY/ALL updates, throughout the application process. Submit information updates to the Isle of Wight County Sheriff's Office ASAP if there is a change.
- When completing this packet, if you are unsure of an exact date, use the approximate date.
 (Example: Approximately March, 1998)
- All juvenile and adult incidents, citations, arrests, and/or illegal drug use must be listed on your application, regardless of whether or not it shows on your record or your age at the time of incident/offense. Omitting this information may disqualify you.
- Print legibly or type your responses. Use blue or black ink only
- If additional space is needed for your responses, use only the provided supplemental pages.
 Do not write on the back of the pages.
- When printing your PHS, print <u>single</u> sided. <u>**Do not**</u> use the 2-sided page option.
 - YOU MUST HAVE PAGES 18 & 22 OF THIS PHS PACKET SIGNED AND NOTARIZED
 - A notary must witness you sign the form. Do not sign it yourself until you are with the notary.
 - o A Notary will be available at the Sheriff's Office during normal buiness hours.

SECTION 1: PERSONAL / BIOGRAPHICAL INFORMATION

LAST	NAME:			
FIRST	NAME:			
MIDDLE	NAME:			
MAIDEN (or Other N	lames):			
DOB:	SSN:	U.S. CITIZEN	PLACE OF BIRTH-CITY/STATE:	
		Yes No		
	,			
STREET ADDRESS:				
APT. NUMBER:				
CITY				
STATE				
ZIP				
HOME PHONE:				
CELL PHONE:				
WORK PHONE:				
EMAIL ADDRESS:				
ARE YOU CURRENTLY	EMPLOYED AS A SWORN LA	AW ENFORCEMENT C	OFFICER?	
☐ NO ☐ YES	AGENCY:			
	STATE:			
	TITLE:			
	DCJS CERTIFICATION LEVEL:			
MARITAL STATUS				
	RRIED SEPARATED	DIVORCED		
NAME OF SPO				
SPOUSE'S DOB	3:			

List all persons that reside (live, stay) in the same residence as you:

NAME:	RELATIONSHIP 1	O YOU:	DATE OF BIRTH:
LAST, FIRST MI			
SECTION 2: DRIVING INFO			
SECTION 2: DRIVING INFO	RIVIATION		
DRIVER'S INFORMATION:			
DO YOU HAVE A VALID			
DRIVER'S LICENSE?	Yes No (N	lote: A valid driver's	license is required for this job)
CURRENT DRIVER'S LICENSE #:			
STATE:			
EXPIRATION DATE:			
HAVE YOU EVER HAD A DRIVER'S	LICENSE IN ANY		
OTHER STATE?		No Yes	Year
If	Yes, Which State?		
DRIVER'S LICENSE NUI	MBER (IF KNOWN):		
Have your driving privileges with	Virginia or any		
other state ever been suspended		□ No □ Yes	Voor
any reason?		INO Tes	Year
,	Yes, Which State?		
Rea	son for Suspension		
Do you have any unpaid parking t	tickets in this or		
any other state?		No Yes	Year
Reason for Ticke	ets Not Being Paid?		

ACCIDEN.	TINFOR	MATION:
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_	r Been Involved in a e Accident as the Driver?	No] Y (es				
If Yes, Comple	ete the Following:								
Date:	City / State	Did	the Po	lice	Respond to	We	re You	Det	termined to be
Month/Year		Scei	ne?			at F	ault? (Ву	police or court)
			No		Yes		No		Yes
			No		Yes		No		Yes
			No		Yes		No		Yes
			No		Yes		No		Yes
			No		Yes		No		Yes
			No		Yes		No		Yes

TRAFFIC OFFENSES:

DATE: Month and Year	CITY / STATE	CHARGE: If speeding, indicate the speed convicted of & posted speed limit (ex: 60/45mph)	GUILTY or NOT GUILTY DISPOSITION?	FINE PAID?	
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

2. Do you own an automobile? Yes No If YES, give make, model and year:					
	•				
with the	I have automobile Uninsured Motor V	insurance, assigned risk or certification /ehicle Act?	of compliance		
-	I drive a vehicle whake, model, year AND ov	nich you are not the registered owner?	Yes No		
SECTION	3: CRIMINAL HISTO	<u>DRY</u>			
This incl	you <u>EVER</u> been arre udes offenses as a juvenil into physical custo	le. Do not omit any offenses regardless of how mine	or they may seem.		
	l a misdemeanor su		citations already listed		
		gnature or turned yourself in for <u>any</u> re	•		
Ye		<u>,</u>			
9. Are yo	u currently under p	provisions of a Protective Order or any	Court Orders?		
Ye	S No If YES, give	e detailed summary on top of next page.			
If Vas Co	mplete the Followi	na·			
DATE	ARRESTING AGENCY	CHARGE	DISPOSITION		

). Have you ever b	een a men	nber of	a gang or participated	in gang act	ivity?
Yes No (If	yes, list all detail	s on separate	e supplemental page.)		
			ang related body mark	rings?	es No
If yes, list all details:	gang tatte	JUS UI go	ang related body mair	iligs: i	C2 IVC
ii yes, iist ali detalis.					
NDETECTED CRIMES:					
	mmitted	particip	ated in, or been prese	nt when an	v of the
2. Have you ever co			ated in, or been prese		
2. Have you ever co				<u>nt</u> when an If YES - Check	
2. Have you ever <u>co</u> rimes below were c	ommitted	or atter		If YES - Check	all that App
2. Have you ever <u>co</u> rimes below were c	ommitted Yes	or atter	npted? Yes No	If YES - Check	No
2. Have you ever <u>corimes below were controller</u> MANSLAUGHTER	ommitted Yes Yes	or atter No No	mpted? Yes No	Yes Yes	No
2. Have you ever corimes below were confured with the confusion was a second confusion with the confusion with the confusion was a second confusion with the confusion with the confusion was a second confusion with the confusion with the confusion was a second confusion was a second confusion with the confusion was a second confusion was a second confusion with the confusion was a second confusion was a second confusion with the confusion was a second confusion with the confusion was a second confusion was a second confusion with the confusion was a second confusion with	Yes Yes Yes	or atter No No No	mpted? Yes No BURGLARY LARCENY / THEFT	Yes Yes Yes	No No No No
2. Have you ever <u>co</u> rimes below were confirmed below were confirmed by the confirmed by th	Yes Yes Yes Yes Yes	No No No No No	BURGLARY LARCENY / THEFT SHOPLIFTING	Yes Yes Yes Yes Yes	No No No No No
2. Have you ever corimes below were confident wanslaughter arson rape	Yes Yes Yes Yes Yes Yes	No No No No No No No	BURGLARY LARCENY / THEFT SHOPLIFTING VANDALISM	Yes Yes Yes Yes Yes Yes Yes	No No No No No No No
NDETECTED CRIMES: 2. Have you ever corimes below were commended with the comment of the comment	Yes Yes Yes Yes Yes	No No No No No	BURGLARY LARCENY / THEFT SHOPLIFTING VANDALISM SELLING DRUGS	Yes Yes Yes Yes Yes	No No No No No

If you answered YES to any of the above provide details below including approximate dates:
13. Have you ever had <u>ANY</u> contact with law enforcement? Yes No This includes as a victim reporting a crime, a witness, or questioned by any law enforcement officer
for any reason <u>other than</u> incidents already listed above in questions 1 - 9? If YES, provide details below:
CRIMINAL ASSOCIATIONS:
14. Do you know of, associate with, or reside with any known criminals, gang
members or convicted felons? Yes No If YES, give SPECIFIC details of your relationship with the individual(s) and the criminal conduct/acts they are responsible for. List Name and Date of Birth of any convicted felons that you reside with:

his also includes prescription medicatio	ne time use.	
	on/drugs not prescribed to	you AND steroids.
YES, complete the following:		
DRUG	DATE FIRST USED	DATE LAST USED
Marijuana (Cannabis)	(Month/Year)	(Month/Year)
pice		
ashish		
ocaine		
rack Cocaine		
ethamphetamines		
D		
ushrooms		
eroin		
CP CP		
rbiturates		
stasy		
nalants (Huffing)		
abolic Steroids		
escription Drugs (Not Prescribed to you)		
her Illegal Drugs Not Listed Above:		

SECTION 4: EDUCATION

HIGH SCHOOL:

Virginia State Code requires Police Officers to possess a high school diploma or its equivalent. Please indicate your current status with regard to this requirement.

High School Diploma	Yes No	
GED	Yes No	
Home School	Yes No	If Yes, you must have met the requirements of Virginia for successful completion of home school program. See VA Code § 22.1-254.2

POST SECONDARY EDUCATION (IF APPLICABLE):

- OST GECOMB/MILLEDGE	ATTOM IN ALL EICABEL	
TYPE		<u>DEGREE EARNED</u> - Do NOT check YES unless you have actually been
		CONFIRMED to have received that degree status from your college. You
		must provide CERTIFIED transcript or Original Diploma.
Some College	Credit Hours:	List level of Degree and your Major (s) and/or Minor:
Associates Degree	Yes No	MAJOR:
Bachelor's Degree	Yes No	MAJOR:
Master's Degree	Yes No	MAJOR:

SCHOOLS ATTENDED:

List all high schools and if applicable post-secondary (college or university) attended.

Do not list individual military training schools.

Note: For college or university education/credits you will be required to provide an original copy of your certified transcripts at a later time.

NAME	LOCATION	DATES	DIPLOMA \ DEGREE

SECTION 5: EMPLOYMENT HISTORY:

List <u>ALL</u> jobs held within the last ten (10) years. Do not leave out any employment regardless of how short it was. Include military, temporary and volunteer experience. Employment will be verified.

Omitting any employment could be cause for disqualification.

If necessary use supplement form at end of this document to list additional employment.

List in order of **CURRENT EMPLOYER** and then most recent employment.

NAME OF								
EMPLOYER								
ADDRESS								
CITY					STATE		ZIP	
PHONE NUM	IBER	DATES C	F EMPLOYMENT	JOE	TITLE			FULL TIME or PART TIME?
SUPERVISOR		OF	SALARY / RATE		CUMSTA		REAS	ON FOR LEAVING?
EMPLOYMEN	NT			FO	R LEAVIN	G		
					Resigned	d / Quit		
					Fired			
					Laid Off			
					Business			
WERE YOU EVER			Yes No	IF YES	, STATE F	REASON:		
DISCIPLINED	<u> </u>							
DISCIPLINED	<u> </u>							
NAME OF EM								
NAME OF EM					STATE		ZIP	
NAME OF EM ADDRESS CITY	MPLOYER	DATE	S OF	JOE			ZIP	FULL TIME or PART TIME?
NAME OF EM	MPLOYER	DATE	S OF OYMENT	JOB	STATE 3 TITLE		ZIP	FULL TIME or PART TIME?
NAME OF EM ADDRESS CITY	MPLOYER			JOB			ZIP	FULL TIME or PART TIME?
NAME OF EM ADDRESS CITY	MPLOYER IBER	EMPL	OYMENT.			NCES		FULL TIME or PART TIME? ON FOR LEAVING?
ADDRESS CITY PHONE NUM	MPLOYER IBER	EMPL		CIR	B TITLE			
ADDRESS CITY PHONE NUM SUPERVISOR	MPLOYER IBER	EMPL	OYMENT.	CIR	B TITLE CUMSTA	G		
ADDRESS CITY PHONE NUM SUPERVISOR	MPLOYER IBER	EMPL	OYMENT.	CIR	B TITLE CUMSTA	G		
ADDRESS CITY PHONE NUM SUPERVISOR	MPLOYER IBER	EMPL	OYMENT.	CIR	CUMSTAR LEAVIN	G		
ADDRESS CITY PHONE NUM SUPERVISOR	MPLOYER IBER	EMPL	OYMENT.	CIR	CUMSTA R LEAVIN Resigned	G d / Quit		
ADDRESS CITY PHONE NUM SUPERVISOR	IBER AT TIME	EMPL	OYMENT.	CIR FOI	CUMSTA R LEAVIN Resigned Fired Laid Off	G d / Quit s Closed		

NAME OF EM	PLOYER							
ADDRESS								
CITY					STATE		ZIP	
PHONE NUM	BER	DATES O	F EMPLOYMENT	JOE	3 TITLE	1		FULL TIME or PART TIME?
SUPERVISOR		OF	SALARY / RATE		CUMSTA		REAS	ON FOR LEAVING?
EMPLOYMEN	T				R LEAVIN			
					Resigned Fired	1 / Quit		
					Laid Off			
					Business	Closed		
WERE YOU EV	/ER		Yes No	IF YES	STATE R			
DISCIPLINED?	<u> </u>							
NAME OF								
EMPLOYER								
ADDRESS								
CITY					STATE		ZIP	
PHONE NUM	BER	DATES O	F EMPLOYMENT	JOE	3 TITLE			FULL TIME or PART TIME?
SUPERVISOR EMPLOYMEN		OF	SALARY / RATE		CUMSTA R LEAVIN		REAS	ON FOR LEAVING?
					Resigned	d / Quit		
					Fired			
					Laid Off Business	Closed		
WERE YOU EV	/ER		Yes No		STATE R			
DISCIPLINED?					J			

NAME OF EMPLOYER								
ADDRESS								
CITY					STATE		ZIP	
PHONE NUM	IBER	DATES O	F EMPLOYMENT	Γ JOE	TITLE			FULL TIME or PART TIME?
SUPERVISOR		OF	SALARY / RATE		CUMSTA		REAS	ON FOR LEAVING?
EMPLOYMEN	<u>IT</u>				R LEAVIN			
					Resigned Fired	d / Quit		
					Laid Off			
					Business	Closed		
WERE YOU E	VER		Yes No		STATE R			
DISCIPLINED	?							
NAME OF EMPLOYER								
ADDRESS								
CITY					STATE		ZIP	
PHONE NUM	IBER	DATES O	F EMPLOYMENT	Γ JOE	TITLE			FULL TIME or PART TIME?
SUPERVISOR		OF	SALARY / RATE		CUMSTA		REAS	ON FOR LEAVING?
EMPLOYMEN	<u>IT</u>				R LEAVIN			
					Resigned Fired Laid Off Business			
WERE YOU E			Yes No	IF YES	STATE R	EASON:		

16. Have you eve	er been termina	ted or forc	ed to	resign from an	y employer
outside the 10 ye	<u>ears</u> of listed em	ployment	histor	y? Yes	No
If yes, list employer, d	lates of employment	and reason.			
17. Have you eve employer <u>witho</u>	_			ndise, supplies No	, or food from an
EMPLOYER	ITEM TAKEN			VALUE OF ITEM(S	DATE(S) OCCURRED
any other law er	er made application of control of	orrections	agency	y? Yes I	<u>cion)</u> with <u>this</u> or No
AGENCY NAME	POSITION APPLIED FOR	YEAR APPLIED		ENT STATUS OF CATION	LAST PHASE COMPLETED
	7.0.7 2.022 7 2.1.	7 7	7 11 1 21		

SECTION 6: MILITARY SERVICE

19. Male Applicant	s - Are you registere	d with the Selective	Services?
Yes No	N/A		
20. Have you ever j	oined any branch of	military service for a	any period of time?
Yes No)		
If YES Complete the Follo	wing:		
BRANCH	DATES OF SERVICE	RANK AT DISCHARGE	TYPE OF DISCHARGE
	Include expected discharge date	:	(Honorable, Dishonorable etc.
21. While in the sei	rvice were you ever	verbally reprimande	d, written up,
disciplined, been th	ne subject of judicial	or non-judicial punis	shment, charged with
Article 15, Captain'	s Mast or court mar	tialed? Yes N	o 🔛 N/A
If YES Provide details belo	ow to include circumstance	e, charge and outcome inclu	ding punishment.

SECTION 7: PREVIOUS ADDRESSES

Begin with your present address and list all previous places you have resided during the last ten (10) years: List the apartment number if applicable.

ADDRESS	CITY / STATE / ZIP	DATES

Please list all States you have lived in since the age of 18:

Ex. NJ	

SECTION 8: FINANCIAL

22. Have you ever filed for or declared bankruptcy? Yes No If YES, please give details to include when, where, why and chapter filed.
23. Have any of your debts ever been turned over to a collection agency? Yes No
If yes, give information for each account to include date(s), account name, why it went into collections and whether the debt(s) have been satisfied.
24. Have your wages ever been garnished? 🗌 Yes 🗌 No
If yes, please give details to include date(s), account name, and your employer at the time of garnishment.
25. Have you ever had any goods repossessed? Yes No
If yes, please explain date(s), what item(s) and circumstances.
26. Have you ever been delinquent on child support, alimony, income tax or
other tax payments? Yes No
If yes, please give details to include when, where, why and whether the account(s) is/are paid in full and/or currently in good standing.
27. Do you currently have any outstanding judgments? Yes No
If yes, please give details to include when, where, why.

SECTION 9: SIGNATURE & NOTARY

THIS PAGE MUST BE NOTARIZED

I hereby certify that all statements made in this questionnaire are true and complete and authorize the verification of this fact by the Isle of Wight County Sheriff's Office. I understand that any misrepresentation of material facts, in addition to the omission of information, could subject me to disqualification.

Applicant's Sig	gnature		Date
ity/County of:			
ommonwealth / Sta	te of:		
	ment was subscribe	ed sworn before me this	5:
	(Month)	(Year)	
	(Month)	(Year)	
y:	(Month) Public's Printed Name	(Year)	

SUPPLEMENTAL EXPLANATION

se this form to provide further explanation or details for any item within the Personal History Statem	ent
nly as necessary.	

Applicant Initials- MUST initial, even if this page left BLANK

Applicant Initials- MUST initial, even if this page left BLANK.

EMPLOYMENT SUPPLEMENT

Use this form (only if necessary) to list additional employment.

NAME OF EMPLOYER									
ADDRESS									
CITY						STATE		ZIP	
PHONE NUMBER DATES C		F EMPLOYMEN	JOB TITLE				FULL TIME or PART TIME?		
SUPERVISOR AT TIME OF EMPLOYMENT			SALARY / RAT	CIRCUMSTANCES FOR LEAVING			REASON FOR LEAVING?		
			Resigned / Quit Fired Laid Off Business Closed						
WERE YOU EVER DISCIPLINED?			Yes No	IF	IF YES STATE REASON:				
NAME OF EM	1PLOYER		l						
ADDRESS									
CITY					STATE		ZIP		
PHONE NUMBER		DATES OF EMPLOYMENT		JOB TITLE				FULL TIME or PART TIME?	
SUPERVISOR AT TIME OF EMPLOYMENT			SALARY / RATE		CIRCUMSTANCES FOR LEAVING			REASON FOR LEAVING?	
						Resigned / Quit Fired Laid Off Business Closed			
WERE YOU EVER DISCIPLINED?			Yes No	IF YES STATE REASON:			EASON:		

Isle of Wight County Sheriff's Office RELEASE OF INFORMATION

To Whom It May Concern:

As an applicant for employment with the Isle of Wight County Sheriff's Office, I hereby authorize the release of such information as may be requested by the Isle of Wight County Sheriff's Office, or its agents. This information to include, but not be limited to my background, character, education, credit rating and such other information and supporting documents as may be authorized by the Isle of Wight County Sheriff's Office, or its agents.

I hereby authorize the photocopying of any and all such records or information that you may have concerning me. (Name of Applicant – Printed) (Applicant's Signature) (Date) (Applicant's DOB) (Applicant's SSN) City/County of: _____ Commonwealth / State of: The foregoing instrument was subscribed sworn before me this: (Month) By: (Notary Public's Printed Name) (Notary Public's Signature) (Date) My commission expires: