

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 IN VIRGINIA

Employment Application

Sheriff's Office
P.O. Box 75, Isle of Wight, VA 23397

Phone: 757-365-6333 Fax: 757-365-6296

Position Applied For _____

Full Time: Part Time:

This application form must be completed in full. A resume or additional information may be attached as a supplement but may not be substituted for any information requested in the application packet.

Name _____

Address _____

City/State/Zip _____

Telephone Number _____ E-mail _____

Background Information:

Are you eligible for employment in the United States? YES NO
(verification of eligibility will be required within 3 days of initial employment)

Have you ever worked for Isle of Wight County? YES NO

If yes, please indicate the name under which employed, title of position, and employment dates.

Name _____ Position _____

Employment Dates: from _____ to _____

Have you been:

1. Discharged or requested to resign from a former position? YES NO
2. Separated from military service under OTHER than honorable conditions? YES NO
3. Convicted (as an adult) of a violation of law including traffic violations? YES NO

If you answered yes to any of the above, describe below including description, type of conviction, dates, etc. Attach additional pages if needed:

If the job you are applying for requires a valid driver's license, do you have one? YES NO

If yes, license number _____ State _____

Do you hold a commercial driver's license (CDL)? YES NO

If yes, license number _____ State _____

Are you on lay-off and subject to recall? YES NO

List any computer experience:

Employment Experience:

Start with you present or most recent job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender, national origin, disability, or other protected status. You may attach additional sheets if necessary.

Employer:		Dates Employed:	
Address:			
Job Title:		Supervisor:	
Telephone:	Reason for Leaving:		Salary: Full-time Part-time
Description of Work:			

Employer:		Dates Employed:	
Address:			
Job Title:		Supervisor:	
Telephone:	Reason for Leaving:		Salary: Full-time Part-time
Description of Work:			

Employer:		Dates Employed:	
Address:			
Job Title:		Supervisor:	
Telephone:	Reason for Leaving:		Salary: Full-time Part-time
Description of Work:			

Special Skills and Qualifications:

Please provide the names of three individuals not related to you who can provide information regarding your ability to perform the job or jobs for which you have applied.

Name & Title	Address	Telephone	Relationship

May we contact your present employer? YES NO

Do you have relatives or friends who currently work for Isle of Wight County? YES NO If yes, please identify:

NAME	RELATIONSHIP	POSITION

Educational Background:

	High	College/University	Graduate/Professional
School Name			
Years Completed	9 10 11 12	1 2 3 4	5 6 7 8
Diploma/Degree			
Field of Study			

Describe any specialized training, apprenticeships, vocational skills and extra-curricular activities:

Honors Received: List any special accomplishments, publications, awards, etc.

State any additional information you feel may be helpful to us in considering your application.

APPLICANT'S STATEMENT:

My Signature below authorizes Isle of Wight County to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include information as to criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right to access any such information and without limitation hereby release Isle of Wight County and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: local law enforcement agencies, information from the Central Criminal Records Exchange of either data on all criminal convictions or certification that no data on criminal convictions is maintained. I also agree that if hired, I will advise Isle of Wight County if I am presently subject to any income withholding order for child support payments, pursuant to Virginia Code 20-79.1 or 250.3.

In the event of employment, I agree to abide by all present and subsequently issued policies of Isle of Wight County. I understand and agree that Virginia and federal law governs my employment, including the Drug-Free Workplace Act and Virginia law governing drug and alcohol use. I understand that violations of these policies may result in discipline, up to and including termination of my employment. I also understand that Isle of Wight County has the right to modify, amend or terminate policies, practices, benefit plans and other programs within the limits and requirements imposed by law.

Furthermore, I certify that I have made true, correct and complete answers and statements in this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, falsely answered statement made by me on this application, or any supplement to it will be sufficient grounds for failure to employ or my discharge should I become employed by Isle of Wight County.

Signature

Date

STATEMENT OF NON-DISCRIMINATION: Isle of Wight County is committed to a policy of non-discrimination based upon race, color, national origin, religion, sex, disability and age in the administration of any of its programs, activities, or with respect to employment. Inquiries should be directed to the Department of Human Resources. Telephone 757-365-6266.

Name: _____

Position Applied For: _____

Recruitment Survey

How did you hear about this vacancy?

Newspaper Ad

Isle of Wight County Human Resources Office

Isle of Wight County website

Virginia Employment Commission

Friend/Relative

Cable Channel

County Employee

Other _____

Statistical Reporting Information

In order to meet the requirements of Federal guidelines, we need your cooperation and assistance in completing this form. Participation is confidential. Your replies will not affect your eligibility or opportunity for employment. The information collected will be used for reporting purposes only. It will not be used for the purpose of selecting job applicants. This form will be kept in a CONFIDENTIAL FILE separate from your application.

Sex: Female Male

Ethnic Background

Review all ethnic background categories listed below. Determine the one category that best represents your ethnic background. Mark one category only.

White (not of Hispanic origin)

All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Black (not of Hispanic origin)

All persons having origins in any of the Black racial groups in Africa.

Hispanic

All persons of Mexico, Puerto Rico, Cuba, Central or South America, or other Spanish culture or origin, regardless of race.

Asian or Pacific islander

All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native

All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.



ISLE of WIGHT

COUNTY IN VIRGINIA

Sheriff's Office
P.O. Box 75, Isle of Wight, VA 23397
Phone: 757-365-6333 Fax: 757-365-6296

STATEMENT OF REFERENCE

*Waiver: I have authorized Isle of Wight County to obtain information concerning my qualifications
in regard to the position of _____.*

Applicant Name: _____ **Applicant Signature:** _____
(Print only)

The applicant is required to FORWARD THIS FORM to an individual who is familiar with your work performance and request that it be returned to the above address as soon as possible. **DO NOT ASK A RELATIVE TO COMPLETE THE REFERENCE FORM.** By signing the waiver statement below, you give this individual permission to complete the form and return it to Isle of Wight County Sheriff's Office.

Reference Respondent: The above named individual has applied for a position with Isle of Wight County. We would appreciate your completing the form below and returning it to the Sheriff's Office as soon as possible.

In what professional capacity do you know the applicant (circle one): Supervisor Co-Worker Other _____

What was the nature of his/her job? _____

What did you think of his/her work? _____

How would you describe his/her performance in comparison with other employees?

If you were the supervisor in this relationship, would you re-employ? YES _____ NO _____ Why Not? _____

How did he/she get along with other people? _____

Please check the appropriate box regarding this applicant:

	Outstanding	Very Good	Good	Fair	Unsatisfactory
Attendance					
Punctuality					
Dependability					
Ability to take on responsibility					
Overall attitude					
Suitability to job					

Is there anything else you think I should know about this applicant?

Signature of Reference _____ Date _____

Please Print Name _____ Title _____

Company Name _____ Telephone _____



ISLE of WIGHT

COUNTY IN VIRGINIA

Sheriff's Office
P.O. Box 75, Isle of Wight, VA 23397
Phone: 757-365-6333 Fax: 757-365-6296

STATEMENT OF REFERENCE

*Waiver: I have authorized Isle of Wight County to obtain information concerning my qualifications
in regard to the position of _____.*

Applicant Name: _____ **Applicant Signature:** _____
(Print only)

The applicant is required to FORWARD THIS FORM to an individual who is familiar with your work performance and request that it be returned to the above address as soon as possible. **DO NOT ASK A RELATIVE TO COMPLETE THE REFERENCE FORM.** By signing the waiver statement below, you give this individual permission to complete the form and return it to Isle of Wight County Sheriff's Office.

Reference Respondent: The above named individual has applied for a position with Isle of Wight County. We would appreciate your completing the form below and returning it to the Sheriff's Office as soon as possible.

In what professional capacity do you know the applicant (circle one): Supervisor Co-Worker Other _____

What was the nature of his/her job? _____

What did you think of his/her work? _____

How would you describe his/her performance in comparison with other employees?

If you were the supervisor in this relationship, would you re-employ? YES _____ NO _____ Why Not? _____

How did he/she get along with other people? _____

Please check the appropriate box regarding this applicant:

	Outstanding	Very Good	Good	Fair	Unsatisfactory
Attendance					
Punctuality					
Dependability					
Ability to take on responsibility					
Overall attitude					
Suitability to job					

Is there anything else you think I should know about this applicant?

Signature of Reference _____ Date _____

Please Print Name _____ Title _____

Company Name _____ Telephone _____



ISLE of WIGHT

COUNTY IN VIRGINIA

Sheriff's Office
P.O. Box 75, Isle of Wight, VA 23397
Phone: 757-365-6333 Fax: 757-365-6296

STATEMENT OF REFERENCE

*Waiver: I have authorized Isle of Wight County to obtain information concerning my qualifications
in regard to the position of _____.*

Applicant Name: _____ **Applicant Signature:** _____
(Print only)

The applicant is required to FORWARD THIS FORM to an individual who is familiar with your work performance and request that it be returned to the above address as soon as possible. **DO NOT ASK A RELATIVE TO COMPLETE THE REFERENCE FORM.** By signing the waiver statement below, you give this individual permission to complete the form and return it to Isle of Wight County Sheriff's Office.

Reference Respondent: The above named individual has applied for a position with Isle of Wight County. We would appreciate your completing the form below and returning it to the Sheriff's Office as soon as possible.

In what professional capacity do you know the applicant (circle one): Supervisor Co-Worker Other _____

What was the nature of his/her job? _____

What did you think of his/her work? _____

How would you describe his/her performance in comparison with other employees?

If you were the supervisor in this relationship, would you re-employ? YES _____ NO _____ Why Not? _____

How did he/she get along with other people? _____

Please check the appropriate box regarding this applicant:

	Outstanding	Very Good	Good	Fair	Unsatisfactory
Attendance					
Punctuality					
Dependability					
Ability to take on responsibility					
Overall attitude					
Suitability to job					

Is there anything else you think I should know about this applicant?

Signature of Reference _____ Date _____

Please Print Name _____ Title _____

Company Name _____ Telephone _____

Isle of Wight County Sheriff's Office



Personal History Statement (PHS) for Deputy Sheriff

Name: _____
Last Name, First Name Middle Name

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 signed and notarized upon completion and prior to turning it in. **If your packet is incomplete** (not signed, not notarized, or missing **ANY** pages, to include this instruction page) **you will not 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 single sided. **Do not** 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.*
 - ***A Notary will be available at the Sheriff's Office during normal business hours.***

SECTION 1: PERSONAL / BIOGRAPHICAL INFORMATION

LAST NAME:	
FIRST NAME:	
MIDDLE NAME:	
MAIDEN (or Other Names):	

DOB:	SSN:	U.S. CITIZEN	PLACE OF BIRTH-CITY/STATE:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

STREET ADDRESS:	
APT. NUMBER:	
CITY	
STATE	
ZIP	

HOME PHONE:	
CELL PHONE:	
WORK PHONE:	
EMAIL ADDRESS:	

ARE YOU CURRENTLY EMPLOYED AS A SWORN LAW ENFORCEMENT OFFICER?

NO YES

AGENCY:	
STATE:	
TITLE:	
DCJS CERTIFICATION LEVEL:	

MARITAL STATUS

SINGLE MARRIED SEPARATED DIVORCED

NAME OF SPOUSE:

SPOUSE'S DOB:

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

NAME: LAST, FIRST MI	RELATIONSHIP TO YOU:	DATE OF BIRTH:

SECTION 2: DRIVING INFORMATION

DRIVER'S INFORMATION:

DO YOU HAVE A VALID DRIVER'S LICENSE?	<input type="checkbox"/> Yes <input type="checkbox"/> No (Note: 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?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____ Year
If Yes, Which State?	
DRIVER'S LICENSE NUMBER (IF KNOWN):	

Have your driving privileges with Virginia or any other state ever been suspended or revoked for any reason?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____ Year
If Yes, Which State?	
Reason for Suspension	
Do you have any unpaid parking tickets in this or any other state?	<input type="checkbox"/> No <input type="checkbox"/> Yes _____ Year
Reason for Tickets Not Being Paid?	

ACCIDENT INFORMATION:

Have you Ever Been Involved in a Motor Vehicle Accident as the Driver?		<input type="checkbox"/> No <input type="checkbox"/> Yes	
If Yes, Complete the Following:			
Date: Month/Year	City / State	Did the Police Respond to Scene?	Were You Determined to be at Fault? (By police or court)
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes
		<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes

TRAFFIC OFFENSES:

1. Have You Ever Received a Traffic Citation (ticket, summons)? No Yes

If YES Complete the Information Below:

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?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

2. Do you own an automobile? Yes No

If YES, give make, model and year:

3. Do you have automobile insurance, assigned risk or certification of compliance with the Uninsured Motor Vehicle Act? Yes No

Name of Insurance Company:

4. Do you drive a vehicle which you are not the registered owner? Yes No

If YES give make, model, year AND owner of vehicle:

SECTION 3: CRIMINAL HISTORY

5. Have you EVER been arrested? Yes No

This includes offenses as a juvenile. Do not omit any offenses regardless of how minor they may seem.

6. Taken into physical custody? Yes No

7. Issued a misdemeanor summons? Yes No (Not including traffic citations already listed)

8. Released on your own signature or turned yourself in for any reason?

Yes No

9. Are you currently under provisions of a Protective Order or any Court Orders?

Yes No If YES, give detailed summary on top of next page.

If Yes, Complete the Following:

DATE	ARRESTING AGENCY	CHARGE	DISPOSITION

If you answered YES to any of the above questions, provide details below, including approximate dates. Explain in detail all entries above. Use the attached supplemental sheet if necessary.

10. Have you ever been a member of a gang or participated in gang activity?

Yes No (If yes, list all details on separate supplemental page.)

11. Do you have any gang tattoos or gang related body markings? Yes No

If yes, list all details:

UNDETECTED CRIMES:

12. Have you ever committed, participated in, or been present when any of the crimes below were committed or attempted? Yes No If YES - Check all that Apply:

MURDER	<input type="checkbox"/> Yes <input type="checkbox"/> No	BURGLARY	<input type="checkbox"/> Yes <input type="checkbox"/> No
MANSLAUGHTER	<input type="checkbox"/> Yes <input type="checkbox"/> No	LARCENY / THEFT	<input type="checkbox"/> Yes <input type="checkbox"/> No
ARSON	<input type="checkbox"/> Yes <input type="checkbox"/> No	SHOPLIFTING	<input type="checkbox"/> Yes <input type="checkbox"/> No
RAPE	<input type="checkbox"/> Yes <input type="checkbox"/> No	VANDALISM	<input type="checkbox"/> Yes <input type="checkbox"/> No
ROBBERY	<input type="checkbox"/> Yes <input type="checkbox"/> No	SELLING DRUGS	<input type="checkbox"/> Yes <input type="checkbox"/> No
ASSAULT	<input type="checkbox"/> Yes <input type="checkbox"/> No	BUYING DRUGS	<input type="checkbox"/> Yes <input type="checkbox"/> No
PEDOPHILIA	<input type="checkbox"/> Yes <input type="checkbox"/> No	MANUFACTURING DRUGS(Growing, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
SALE OF STOLEN ITEMS	<input type="checkbox"/> Yes <input type="checkbox"/> No		

If you answered YES to any of the above provide details below including approximate dates:

13. Have you ever had ANY 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 other than 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:

DRUG USE:

15. Have you ever used or taken any illegal drug or substance? Yes No

This includes experimentation and/or one time use.

This also includes prescription medication/drugs not prescribed to you AND steroids.

If YES, complete the following:

DRUG	DATE FIRST USED (Month/Year)	DATE LAST USED (Month/Year)
Marijuana (Cannabis)		
Spice		
Hashish		
Cocaine		
Crack Cocaine		
Methamphetamines		
LSD		
Mushrooms		
Heroin		
PCP		
Barbiturates		
Ecstasy		
Inhalants (Huffing)		
Anabolic Steroids		
Prescription Drugs (<u>Not Prescribed to you</u>)		
Other Illegal Drugs Not Listed Above:		

If you listed Prescription Drugs or Other Illegal Drugs, describe the drug and circumstances:

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	<input type="checkbox"/> Yes <input type="checkbox"/> No	
GED	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Home School	<input type="checkbox"/> Yes <input type="checkbox"/> 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):

TYPE		DEGREE EARNED- 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	<input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
Bachelor’s Degree	<input type="checkbox"/> Yes <input type="checkbox"/> No	MAJOR:
Master’s Degree	<input type="checkbox"/> Yes <input type="checkbox"/> 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 ALL 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 NUMBER	DATES OF EMPLOYMENT	JOB TITLE		FULL TIME or PART TIME?
SUPERVISOR AT TIME OF EMPLOYMENT		SALARY / RATE	CIRCUMSTANCES FOR LEAVING	REASON FOR LEAVING?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES, STATE REASON:	

NAME OF EMPLOYER				
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?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
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?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
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?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
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?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
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?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

16. Have you ever been terminated or forced to resign from any employer outside the 10 years of listed employment history? Yes No

If yes, list employer, dates of employment and reason.

17. Have you ever taken, or given away, merchandise, supplies, or food from an employer without their permission? Yes No

EMPLOYER	ITEM TAKEN	VALUE OF ITEM(S)	DATE(S) OCCURRED

LAW ENFORCEMENT APPLICATIONS:

18. Have you ever made application for employment (any position) with this or any other law enforcement or corrections agency? Yes No

If YES, Complete the Following:

AGENCY NAME	POSITION APPLIED FOR	YEAR APPLIED	CURRENT STATUS OF APPLICATION	LAST PHASE COMPLETED

SECTION 6: MILITARY SERVICE

19. Male Applicants - Are you registered with the Selective Services?

Yes No N/A

20. Have you ever joined any branch of military service for any period of time?

Yes No

If YES Complete the Following:

BRANCH	DATES OF SERVICE	RANK AT DISCHARGE	TYPE OF DISCHARGE

Include expected discharge date : _____

(Honorable, Dishonorable etc.)

21. While in the service were you ever verbally reprimanded, written up, disciplined, been the subject of judicial or non-judicial punishment, charged with Article 15, Captain's Mast or court martialed? Yes No N/A

If YES Provide details below to include circumstance, charge and outcome including 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. <i>NJ</i>		

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 Signature

Date

City/County of: _____
Commonwealth / State of: _____

The foregoing instrument was subscribed sworn before me this:

_____ day of _____, _____
(Month) (Year)

By: _____
(Notary Public's Printed Name)

(Notary Public's Signature)

My commission expires: _____

EMPLOYMENT SUPPLEMENT

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

NAME OF EMPLOYER				
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?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

NAME OF EMPLOYER				
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?
			<input type="checkbox"/> Resigned / Quit <input type="checkbox"/> Fired <input type="checkbox"/> Laid Off <input type="checkbox"/> Business Closed	
WERE YOU EVER DISCIPLINED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES STATE REASON:	

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:

_____ day of _____, _____
(Month) (Year)

By: _____
(Notary Public's Printed Name)

(Notary Public's Signature)

(Date)

My commission expires: _____