



APPLICATION FOR EMPLOYMENT



We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, disability or national origin. Consistent with the Americans with Disabilities Act, applicants may request accommodations needed to participate in the application process.

PERSONAL INFORMATION

Social Security #: _____ Date: _____

Name: _____
Last First Middle

Address: _____

Mailing Address: _____

Phone: Home _____ Work #: _____ Cell #: _____

Referred By: _____ Are you 18 years of age or older? YES NO

EMPLOYMENT DESIRED

Position: _____ Date Available: _____ Salary Desired: _____

Are You Employed Now? YES NO If so, May we inquire of your present Employer? YES NO

Ever Applied to this Office Before? YES NO Where? YES NO When? _____

EDUCATION

	Name and Location of School	Circle year completed	Graduate?	Subjects Studied/Degrees
Grammar School	_____		<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> No	
High School	_____	1 2 3 4	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> No	
College	_____	1 2 3 4	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> No	
Trade, Business or Correspondence School	_____	1 2 3 4	<input type="checkbox"/> Yes	_____
	_____		<input type="checkbox"/> No	

GENERAL

Subjects of Special Study or Research Work: _____

Job Related Skills: (typing, drivers license, etc.) _____

Resume may be attached

(Continued on other side)

FORMER EMPLOYERS

List below your last four employers, starting with the last one first

Date Month and Year	Name, Address and Phone Number of Employer	Salary (Upon Leaving)	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCES

List below five persons, not related to you, whom you have known at least one year.

Name	Contact Phone Numbers	Address	Years Acquainted
1			
2			
3			
4			
5			

OTHER INFORMATION

Write below any other Names, Social Security Numbers or Dates of Birth Used

Names	Social Security #'s	DOB'S	Prior Addresses

List All States, Cities and Counties lived In not listed above:

TO APPLICANT

Have You ever been charged with a crime?

YES NO

Have you had any judgments against you in the last 5 years?

YES NO

If YES, give Dates and explain below:

If you are to be hired by the Powhatan Sheriff's Office you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

AUTHORIZATION

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered.

I understand that any employment is conditioned on a background check to include Criminal History and Credit History, I authorize the Powhatan Sheriff's Office to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Powhatan Sheriff's Office, without giving me prior notice of such disclosure. In addition, I release the Powhatan Sheriff's Office, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Department unless made in writing.

If I am offered employment, I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Powhatan Sheriff's Office and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Powhatan Sheriff's Office the results of the examination, which results shall remain confidential and segregated from my personnel file.

If hired, I agree to abide by all work rules, policies and procedures. The Powhatan Sheriff's Office retains the right to revise its policies or procedures, in whole or in part, at any time.

Date:

Signature:





Powhatan County Sheriff's Office

Post Office Box 133
Powhatan, VA 23139
(804) 598-5652

Dispatch (804) 598-5656 Fax (804) 598-5659



Bradford W. Nunnally
Sheriff

(804) 598-5751

Adam W. Sadler
Chief Deputy
(804) 598-5931

Jeffery S. Searfoss
Captain
(804) 598-5653

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____ do hereby authorize a review and full disclosure of all records, or any part thereof, concerning myself, by a duly authorized agent of the Powhatan County Sheriff's Office, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration; public-utility companies; employment and pre-employment records, including background reports and polygraph examination results, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of the law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located, and to include the records and recollections of

I understand that any information obtained by a personal-history-background investigation that is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Powhatan County Sheriff's Office.

I agree to indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney fees arising out of or by reason of complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me. A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

Given under my hand this _____ day of _____, 20____

Signature (Sign before Notary)

Commonwealth of Virginia, County of Powhatan

This day _____ personally appeared before me and acknowledged his/her signature to the above statement.

My commission expires on the _____ day of _____, 20____

NOTARY PUBLIC

BASIC REQUIREMENTS OF APPLICANTS

- **Applicants must be at least 21 years of age.***
- **Education- High School graduate or GED**
- **Height and weight must be proportionate.***
- **Ability to speak clearly, hear, analyze and react quickly to high stress situations.**
- **General physical condition must be good. Applicants must be physically and emotionally able to respond to violent persons and arrest those persons when necessary. Applicants must also be able to assist and run with K-9 deputies on tracking deployments as needed.***
- **Vision must be corrected to 20/40 or better in each eye.**
- **Must have or be able to obtain a valid Virginia Operator's license and have a good driving record.***
- **Must be of good character and have no convictions of felonies and/or serious habitual misdemeanors.**
- **Pass an extensive background investigation including psychological, medical, and drug screening.**
- **Must be able to attend and successfully complete a basic police training course at an approved police academy and subsequent field training program.***
- **All persons appointed serve at the pleasure of the Sheriff (VSC 15.2-1603).**
- **Appointees must comply with the Sheriff's Office code of ethics and standard operating procedures to maintain employment.**
- **The Powhatan County Sheriff's Office is an Equal Opportunity Employer (EOE) and encourages women, veterans and minorities to apply.**

*** Applies only to deputy sheriff applicants.**

Dear Applicant,

As Sheriff, I welcome your interest in the Powhatan County Sheriff's Office. I am very proud of our Office and I am pleased you have made a decision to pursue a career with us. Should you be selected for one of our Deputy positions, you will join one of the most respected Sheriff's offices in the state of Virginia.

Law enforcement is a highly demanding profession both in respect to the amount of time required and the responsibility assigned to peace officers and supportive personnel. It is a full-time task, requiring career-minded personnel. Thus the job should be considered a full-time commitment. In order that you may fully understand the caliber of person we are seeking, these areas of minimum qualifications are outlined for your consideration. I am hopeful this information will assist you in making an informed decision regarding your desire to become a member of this Office.

If you have any questions, please do not hesitate to call the Sheriff's Office at 804-598-5655.

I wish you success in your future law enforcement endeavors.

Bradford W. Nunnally, Sheriff