

# Application for Appointment



Gloucester County Sheriff's Office 7502 Justice Drive Gloucester, Va. 23061  
Phone: (804) 693-1362

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position Applied For \_\_\_\_\_

Date of Application \_\_\_\_\_

How Did You Learn About Us?

- Advertisement  
  Friend  
  Walk-in  
  Employment Agency  
  Relative  
 Other \_\_\_\_\_

## Applicant Information

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Name \_\_\_\_\_

Number \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth (optional) \_\_\_\_\_

Have you ever filed an application with this office before?  Yes  No

If yes, give date & position applied for: \_\_\_\_\_

Have you ever been employed by this office before?  Yes  No

If yes, give date & position held: \_\_\_\_\_

For the purpose of complying with Section 40.1-11.1 of the Code of Virginia, entitled "Employment of Illegal Immigrants", are you legally eligible for appointment in the United States?  Yes  No

(You are legally eligible for appointment if you are a United States citizen or if you have an appropriate permit to work in the United States issued by the U.S. Department of Justice or U.S. Department of Labor)

Are you currently employed?  Yes  No

May we contact your employer?  Yes  No

On what date would you be available for appointment? \_\_\_\_\_

Employment status availability:  Full Time  Part Time  Shift Work  Volunteer Reserve

Are you currently on "lay-off" status and subject to recall?  Yes  No

Will you travel if the position requires it?  Yes  No

Have you ever been **convicted** of a law violation, including moving traffic violation(s), but excluding offenses committed prior to your eighteenth birthday which were finally adjudicated in a juvenile court under a youth offender law?

Yes  No, if yes, explain: \_\_\_\_\_

Minimum Annual Salary you are willing to start at: \_\_\_\_\_

# *Education*

	<b>Name &amp; Address of School</b>	<b>Course of Study</b>	<b>Years Completed</b>	<b>Diploma / Degree</b>
<b>Elementary School</b>				
<b>High School</b>				
<b>Undergraduate College</b>				
<b>Graduate College</b>				
<b>Other (Specify)</b>				

## *Languages*

	<b>Fluent</b>	<b>Good</b>	<b>Fair</b>
<b>Speak</b>			
<b>Read</b>			
<b>Write</b>			

## *Training*

*(Describe any specialized training, apprenticeship, skills, and/or extra-curriculum activities)*

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## *United States Military Training*

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# *Additional Information.*

## *Other Qualifications*

Summarize special job-related skills & qualifications acquired from employment and/or other experience.

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## *Specialized Skills* (Check skills / equipment utilized or trained with)

- Personal Computer     Fax     Calculator     Local Area Network     Copier  
 Typewriter     Radio (VHF/UHF/FM)     Public Broadcast System

Production / Mobile Machinery (List):

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*List any other information you feel may be helpful to us in considering your application.*

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**Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE POSITION FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner the activities involved in the position for which you have applied?

- Yes     No    A job description may be available upon request.

## *References*

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Name Phone Number

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Address

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Name Phone Number

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Address

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Name Phone Number

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Address

## ***Certification***

I certify that all entries on this application of appointment and all attachments are true. I understand that all information on this application is subject to verification and I consent to references and former employers being contacted regarding this application.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## ***Sheriff's Office Personnel Only***

Position(s) Applied for is Available  Yes  No

Position(s) to be considered: \_\_\_\_\_  
\_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_  
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Notes: \_\_\_\_\_  
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