

APPLICATION FOR EMPLOYMENT

PRINCE WILLIAM COUNTY POLICE DEPARTMENT



Police Personnel Bureau
9540 Center Street, Suite 101
Manassas, VA 20110
(703) 792-6568 1-800-792-9102

Please read all instructions carefully and answer all questions completely.

INCOMPLETE APPLICATIONS WILL NOT BE GIVEN CONSIDERATION.

Type or print your answers in **BLACK** ink. If additional space is needed for any item on this form, entries should be continued on a separate sheet; number each entry to correspond to the number of the question on the form. Your name should be on each additional sheet. Be as specific as possible for all requested information.

Position (circle one): Police Officer Cadet * Intern	Position Number: Eligibility List	Salary Requested: \$ _____
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**Applicants applying for cadet position must be between the ages of 18 & 20*

Name: Last _____ First _____ MI _____		Social Security Number: _____ - _____ - _____	
Address: Street _____ Apt. No. _____ City _____ State _____ ZIP Code _____ E Mail Address _____		Telephone: Home () _____ Work () _____	Date Available: _____

Have you ever been employed by Prince William County Government? Yes No

If Yes: Date(s) of employment: _____ to _____ Department: _____

List names of relatives presently employed by Prince William County Government:

(Name)	(Agency)	(Relationship)
_____	_____	_____
_____	_____	_____

Person to contact in case of emergency:
Name/Relationship: _____ Home# _____ Work# _____

Check if Applicable

I have served as a sworn police officer or military police officer.

I have earned a college degree. Associate _____ Bachelor _____ Master _____ Date Completed _____

Area of study/Major/Minor: _____

Do Not Write In This Box - Official Use Only

Written Exam Test Results: Passed: _____ Failed: _____ Date of Exam: _____ Waived by: _____

PRINCE WILLIAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT HISTORY

APPLICANTS MUST COMPLETE ALL REQUESTED INFORMATION

Please provide in reverse chronological order your work experience, beginning with your present employment for at least the last ten years, (or more if you wish). You must account for all periods of unemployment and military service. List all positions held, including military, part-time, summer and volunteer. **If you submit a resume, all information except "Duties, Responsibilities and Accomplishments" must be provided on this form.**

<p>1 Current Position Title: _____</p> <p>Dates of Employment:: From: _____ To: _____ Month/Year Month/Year</p> <p>Full-time: <input type="checkbox"/> Part-time: <input type="checkbox"/></p> <p>Hours worked per week: _____</p> <p>Last salary: \$ _____ per _____</p> <p>Reason for leaving: _____</p>	<p>Employer: _____</p> <hr/> <p>Address _____</p> <p>Of Employer: _____</p> <hr/> <p>Type of Organization: _____</p> <p>Immediate Supervisor _____</p> <p>Phone Number _____</p>
<p>Describe your duties, responsibilities and accomplishments below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Machines and equipment used:</p>	
<p>2 Current Position Title: _____</p> <p>Dates of Employment:: From: _____ To: _____ Month/Year Month/Year</p> <p>Full-time: <input type="checkbox"/> Part-time: <input type="checkbox"/></p> <p>Hours worked per week: _____</p> <p>Last salary: \$ _____ per _____</p> <p>Reason for leaving: _____</p>	<p>Employer: _____</p> <hr/> <p>Address _____</p> <p>Of Employer: _____</p> <hr/> <p>Type of Organization: _____</p> <p>Immediate Supervisor _____</p> <p>Phone Number _____</p>
<p>Describe your duties, responsibilities and accomplishments below:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>Machines and equipment used:</p>	

3 Current Position Title: _____

Dates of Employment::

From: _____ To: _____
Month/Year Month/Year

Full-time: Part-time:

Hours worked per week: _____

Last salary: \$ _____ per _____

Reason for leaving: _____

Employer: _____

Address _____

Of Employer: _____

Type of Organization: _____

Immediate Supervisor _____

Phone Number _____

Describe your duties, responsibilities and accomplishments below:

Machines and equipment used:

4 Current Position Title: _____

Dates of Employment::

From: _____ To: _____
Month/Year Month/Year

Full-time: Part-time:

Hours worked per week: _____

Last salary: \$ _____ per _____

Reason for leaving: _____

Employer: _____

Address _____

Of Employer: _____

Type of Organization: _____

Immediate Supervisor _____

Phone Number _____

Describe your duties, responsibilities and accomplishments below:

Machines and equipment used:

Special Qualifications and Skills: (Licenses, Machine Skills, Memberships in Professional or Scientific Societies, etc.) _____

A. EDUCATION

Did you graduate from High School? Yes No If No, do you have a GED? Yes No

Complete Section B if you have taken courses in business, trade, armed services, law enforcement, correspondence, or night school.)

B. Other Training:

Name and location – City and State	Subject	Total Wks/Hrs:	Completed		Date Completed
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	
			Yes <input type="checkbox"/>	No <input type="checkbox"/>	

C. College, University, or Graduate School

Name and location - City and State	Total Credit Hours Completed:		Major/Minor	Degree Received	Type
	Sem. Hrs	Qtr. Hrs			
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	
				Yes <input type="checkbox"/> No <input type="checkbox"/>	

RECRUITMENT SOURCE: How did you learn of the job for which you are applying?

- Walk-in Prince William County website Other website (specify): _____
- Newspaper/Journal (name) _____
- Community Agency (e.g., JTPA, VEC) (specify) _____
- Job Fair (location) _____
- County employee (name): _____
- Other _____

- Are you a citizen of the United States? Yes No
- Have you ever been terminated or forced to resign or have you ever resigned in order to avoid being terminated? If yes, explain: _____ Yes No
- Have you ever been convicted of a crime? (Exclude any offenses committed before your eighteenth birthday which were adjudicated in a Juvenile Court or committed and expunged under a Youth Offender Law and traffic violations for which you only paid a fine.) If yes, explain: _____ Yes No
- Have you ever filed for bankruptcy? If yes, when _____ Yes No
- Do you have a valid driver's license? State of issue: _____ Yes No
- May inquiry be made of your present employer regarding your qualifications? Yes No
- Is there any reason why you cannot perform the duties of the position applied for? Yes No
- Have you ever applied with this Department? If yes, when _____ Yes No
- Are you fluent in any language other than English? If yes, specify: _____

PLEASE BE SURE TO SIGN YOUR APPLICATION

I hereby certify that this application is a complete record and that all entries given are true and accurate to the best of my knowledge. I understand that any attempt to practice deception or fraud in this application is grounds for disqualification or termination. I consent to verification of all information contained on this employment application and I authorize Prince William County Police Department to contact my references and previous employers to determine my qualifications for this position.

SIGNED: _____

DATE: _____