

APPLICATION FOR EMPLOYMENT

PRINCE WILLIAM COUNTY SHERIFF'S OFFICE

9311 Lee Ave. Manassas VA 20110
PHONE 703-792-6070 FAX 703-792-7485
TTY 800-828-1120

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 with the number of the question on the form. Your name should be on each additional sheet. Be specific as possible for all requested information.

Position:	Position Number	Salary Requested: \$ _____
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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 <input type="checkbox"/> No <input type="checkbox"/>		
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: _____		
Phone: Home _____	Work: _____	

EXAMINATION RESULTS:		
Written Test: Passed: _____ Failed: _____ Date: _____		

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.**

1 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: (Name of company or organization) _____

Address of Employer: _____

Type of Organization: _____

Immediate Supervisor _____

Name, Title and Phone Number _____

Number and title of employee(s) you supervise: _____

Describe your duties, responsibilities and accomplishments below:

Machines and equipment used: _____

2 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: (Name of company or organization) _____

Address of Employer: _____

Type of Organization: _____

Immediate Supervisor _____

Name, Title and Phone Number _____

Number and title of employee(s) you supervise: _____

Describe your duties, responsibilities and accomplishments below:

Machines and equipment used: _____

3 Position Title: _____

Employer: (Name of company or organization) _____

Dates of Employment: _____

Address of Employer: _____

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

Full-time: ___ Part-time: ___

Hours worked per week: _____

Last salary: \$ _____ per _____

Type of Organization: _____

Immediate Supervisor _____

Name, Title and Phone Number _____

Reason for leaving: _____

Number and title of employee(s) you supervise: _____

Describe your duties, responsibilities and accomplishments below:

Machines and equipment used: _____

4 Position Title: _____

Employer: (Name of company or organization) _____

Dates of Employment: _____

Address of Employer: _____

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

Full-time: ___ Part-time: ___

Hours worked per week: _____

Last salary: \$ _____ per _____

Type of Organization: _____

Immediate Supervisor _____

Name, Title and Phone Number _____

Reason for leaving: _____

Number and title of employee(s) you supervise: _____

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 & State	Subject	Total Wks/Hrs:	Completed	Date Completed
			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	No	
				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 County employee Vacancy List Internet Other _____
 Newspaper/Journal (name) _____
 Community Agency (e.g., JTPA, VEC) (specify) _____
 Job Fair (location) _____

- 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 Sheriff's Office to contact my references and previous employers to determine my qualifications for this position.

SIGNED: _____ DATE: _____

SIGNATURE PAGE

I authorize a duly authorized agent of the Prince William County Sheriff's Office to contact any of my previous employers and obtain information from them and to further investigate the truthfulness of this information.

I understand further that any false answers, statements or misleading omissions made by me on this personal history statement in connection with the above mentioned investigation can be sufficient grounds for my rejection as a candidate for employment or denial of any other request.

If information should surface during the early stages of this investigation which would disqualify me from further consideration, the investigation will be terminated immediately and I will be notified accordingly.

I HEREBY CERTIFY THAT ALL OF THE FOREGOING ANSWERS ARE ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

_____ Date

_____ Signature

SUBSCRIBED AND SWORN BEFORE ME THIS _____ DAY OF _____, _____.

_____ Notary Public

MY COMMISSION EXPIRES _____.

COMMONWEALTH OF VIRGINIA