



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: \$ _____ |
|-----------|-----------------|----------------------------|

| | | | |
|--|--|--|--------------------------|
| 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: _____ | |

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: _____

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: _____

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: _____

Phone Number: _____

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

Reason for leaving: _____

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: _____

Phone Number: _____

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

Reason for leaving: _____

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

D. GENERAL INFORMATION

- | | |
|--|--|
| 1. Are you a citizen of the United States? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. 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 <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Do you have a valid Driver's License? State of Issue: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Have you ever filed for bankruptcy? If yes, when: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Have you ever applied with this Department? If yes, when: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. May inquiry be made of your present employer regarding your qualifications? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Is there any reason why you cannot perform the duties of the position applied for? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Are you fluent in any language other than English? If yes, specify: | Yes <input type="checkbox"/> No <input type="checkbox"/> |

E. EMPLOYMENT RELATED INFORMATION

1. How many times did you miss work last year? What were the reasons?

2. Have you had disciplinary actions taken against you by any previous employer, including the military? If yes, please describe the facts and circumstances. Yes No

3. Have you ever been fired or asked to resign from ANY job? If yes, please explain in detail. Yes No

Answer questions 4-8 only if you are applying for a Deputy Sheriff position (Patrol, Correctional, Judicial or Court Security).

4. Have you ever been convicted of a crime that would disqualify you from possession of a firearm under state or federal law? Such convictions would include a crime of violence, domestic violence, handgun violation, being a fugitive from justice or being under indictment or convicted of a crime punishable by imprisonment for one year or more. Yes No

5. Have you recently used, abused, experimented with, or tried LSD, PCP, or Heroin? If yes, give details, including date(s) and number of times. Yes No

6. Have you recently used, abused, experimented with, or tried marijuana? If yes, give details, including date(s) and number of times. Yes No

7. Have you recently used, abused, experimented with, or tried any other illegal drug? If yes, give details, including date(s) and number of times. Yes No

8. Have you recently used any prescription/over the counter medications in an illegal manner? If yes, give details, including date(s) and number of times. Yes No

PRINCE WILLIAM COUNTY

APPLICANT AFFIRMATIVE ACTION DATA SHEET

Prince William County is an Equal Opportunity Employer committed to affirmative action. We, therefore, desire to take affirmative steps to hire, train and promote all qualified persons. We are asking you to help us measure the effectiveness of our program by answering the questions below. It would help us if you would complete an Applicant Affirmative Action Data Sheet for each position for which you wish to be considered.

The information collected will be used for statistical purposes only. Your assistance is appreciated.

Position Applied For: _____ Position #: _____ Date: _____

Name: _____
Last First Middle Initial

Birth Date: ____/____/____ Sex: () Male () Female
Month Day Year

Ethnic Origin (please check one):

NOTE: Ethnic Origin is defined by the Federal Equal Employment Opportunity Commission as follows:

- () White - (not of Hispanic origin) All persons having origins in any of the original peoples of Europe, North Africa or the Middle East. (Excluding Spain).
- () Black - (not of Hispanic origin) All persons having origins of any of the Black racial groups of Africa.
- () Asian or Pacific Islanders - All persons having origins in any of the original peoples of the Far East, Southeast Asia, Subcontinent of India, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan.
- () 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.
- () Hispanic - Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.
- () Other - Not specifically identified in any of the above categories.

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

() Walk-in () From a County employee () Newspaper advertisement (specify) _____
Name of Paper

- () Vacancy List () Community agency (e.g. JTPA, VEC) (specify) _____ name
- () Church _____ name () Civic Association _____ name
- () School Referral _____ name () Radio/T.V. _____ Station Letters
- () Magazine/Prof. Journal _____ name () U.S. Military Base _____ name
- () Other Source (please list) _____

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