

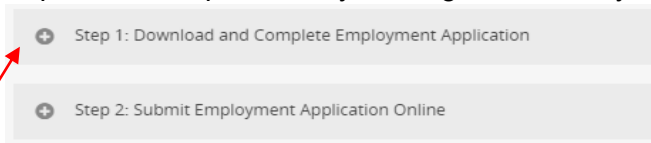


Completing & Submitting Your Employment Application

Please submit your completed employment application by one of the following ways.

****Three letters of recommendation must accompany each application.**

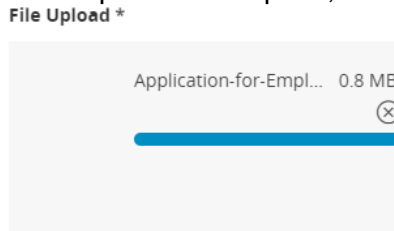
1. To download and complete the employment application electronically, please visit our website <https://www.washcova.com/administrative-directory/human-resources/employment-opportunities/>
2. Locate the "Sheriff's Office Employment Application Steps" at the bottom of the page.
3. Expand the drop downs by clicking on the "+" symbol on the side of the two bars.



4. The application submission is a 2-step process:
5. **STEP 1: Expand Step 1 and click on the red button "Application for Employment".**

APPLICATION FOR EMPLOYMENT

- a. The employment application will open in a new tab on your browser. Save this as a PDF.
 - b. Open the saved PDF Application.
 - c. Complete electronically or Print.
 - d. Be sure to enter in all of the required fields with the most updated and correct information.
6. **STEP 2: Submit Employment Application & 3 Letters of Recommendation:**
 - a. Options for Submission:
 - i. **Online:** Upload by expanding Step 2, "Submit Employment Application Online".
 1. Fill in all sections.
 2. In the "File Upload" box, click the box to begin uploading the application.
 3. When upload is complete, the following will appear:



4. Repeat steps 1-3 again to upload the 3 letters of recommendation.
5. Complete the reCAPTCHA and click on "Submit Application".



WASHINGTON COUNTY SHERIFF'S OFFICE

APPLICATION FOR EMPLOYMENT

20281 Rustic Ln. Abingdon VA. 24210 Phone- (276) 676-6000 Fax- (276) 676-6248

ALL INFORMATION OBTAINED IN THIS APPLICATION WILL BE DISSEMINATED ONLY ACCORDING TO THE FEDERAL PRIVACY ACT OF 1976. FEDERAL LAW PROHIBITS DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, OR HANDICAP. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, YOU MAY NOTIFY THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION. THE WASHINGTON VIRGINIA SHERIFF'S OFFICE RESERVES THE RIGHT TO ACCEPT APPLICATIONS FOR EMPLOYMENT ONLY FOR SPECIFICALLY ADVERTISED POSITIONS. THE DEPARTMENT OF HUMAN RESOURCES RETAINS ALL APPLICATIONS RECEIVED FOR SIX MONTHS. APPLICANTS MUST FILL APPLICATION IN ITS ENTIRITY. IF YOU WANT TO SUBMIT A RESUME YOU MAY DO SO IF SELECTED FOR THE INTERVIEW PROCESS.

Position Title:

Date:

Name: (Last, First, Middle)

Address:

City:

State:

Zip Code:

How Long Have You Lived At This Address:

(Best number to contact)

E-Mail Address:

Home/Mobile Phone:

SSN:

Driver's Lic #:

State:

Expires:

Education – (click the highest grade completed): 8 9 10 11 12 **Diploma/GED:** Yes No

Post high school education: 1 2 3 4 5 6 7 8 **Degree:** Yes No

Name of High School:

Dates Attended:

Name of College:

Dates Attended:

If you expect to or have completed an educational program, indicate what type of degree or program or expected completion date:

Use this space for any additional information that would help us evaluate your application including training, seminars, workshops, and special achievements or specialized skills:

Which shift will you accept: Day Evening Night Rotating Weekends Specific Hours?

What Job status are you willing to accept: Full Time Part Time **What employment status are you willing to accept:** Salary Hourly

For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No

Section 2.2-2804 of the Code of Virginia prohibits any board, commission, department, agency, institution or instrumentality of the Commonwealth from employing a person who is required to present himself and submit to the Federal Selective Service registration requirement and failed to do so. If you are/were required to register for the Selective Service, have you done so? Yes No

For purposes of compliance with Section 2.2-2903 of the Code of Virginia. Are you a Veteran who received an honorable discharge and has (i) provided more than 180 consecutive days of full-time active duty in the armed forces of the United States or reserve components thereof, including the National Guard or (ii) has a service connected disability rating fixed by the United States Veterans Affairs? Yes No If yes, did you serve during the Vietnam Conflict Yes No

Have you ever been employed by the Washington County Sheriff's Office? Yes No If yes when/what capacity:

Have you ever been dismissed from employment or forced to resign or resign in order to avoid being dismissed? Yes No

Does the Washington County Sheriff's Office currently employ any relatives of yours either by blood or marriage? Yes No

What date, if offered employment, would you be available to start for the Washington County Sheriff's Office?

Military

Have you ever served in the United States Military: Yes No

If So What Branch:

Service Date: To:

Rank at Discharge:

Active Reserve: Yes No

Discharge: Honorable Dishonorable

Commendation/Special Achievements:

Applicant References

Name: Relationship: Phone Number:

Name: Relationship: Phone Number:

Name: Relationship: Phone Number:

Employment:

Employer: Job Title: Phone:

Dates: To Supervisor:

Full Time Part Time

Job Duties:

Reason for Leaving:

Employer: Job Title: Phone:

Dates: To Supervisor:

Full Time Part Time

Job Duties:

Reason for Leaving:

Employer: Job Title: Phone:

Dates: To Supervisor:

Full Time Part Time

Job Duties:

Reason for Leaving:

Employer: Job Title: Phone:

Dates: To Supervisor:

Full Time Part Time

Job Duties:

Reason for Leaving:

