

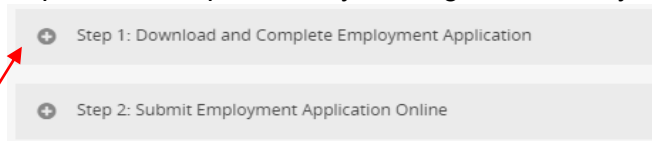


Completing & Submitting Your Employment Application

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

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

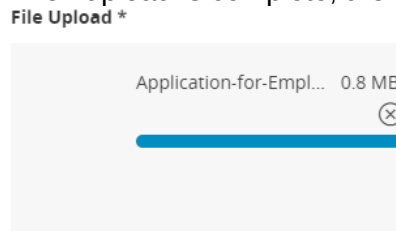
1. To download and complete the employment application electronically, please visit our website <https://www.washcova.com/administrative-directory/human-resources/employment-opportunities/>
2. Locate the "Sheriff's Office Employment Application Steps" at the bottom of the page.
3. Expand the drop downs 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 ENTIRETY. IF YOU WANT TO SUBMIT A RESUME YOU MAY DO SO IF SELECTED FOR THE INTERVIEW PROCESS.

Position Title:

Date:

Name: (Last, First, Middle)

Home Phone:

Address:

City:

State:

How Long Have You Lived at This Address?

E-Mail Address:

Cell/Business Phone:

Driver's Lic #:

State:

Expires:

Education - click the highest grade completed:

8

9

10

11

12

Diploma/GED: Yes No

Number of years 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 complete an educational program in the near future, indicate what type of degree or program and 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 Designation: Yes No **M.O.S. at Discharge:**

Commendation/Special Achievements:

Applicant References

Name: _____ **Relationship:** _____ **Telephone Number:** _____

Name: _____ **Relationship:** _____ **Telephone Number:** _____

Name: _____ **Relationship:** _____ **Telephone Number:** _____

Employment

Employer: _____ **Job Title:** _____ **Phone:** _____

Dates: _____ **To:** _____ **Supervisor:** _____

Full-Time Part-Time **Hours per Week:**

Job Duties:

Reason for Leaving:

Employer: _____ **Job Title:** _____ **Phone:** _____

Dates: _____ **To:** _____ **Supervisor:** _____

Full-Time	Part-Time	<u>Hours per Week:</u>

Job Duties:

Reason for Leaving:

Employer: _____ **Job Title:** _____ **Phone:** _____

Dates: _____ **To:** _____ **Supervisor:** _____

Full-Time	Part-Time	<u>Hours per Week:</u>

Job Duties:

Reason for Leaving:

Employer: _____ **Job Title:** _____ **Phone:** _____

Dates: _____ **To:** _____ **Supervisor:** _____

Full-Time Part-Time **Hours per Week:**

Job Duties:

Reason for Leaving:

<u>Applicant Questionnaire:</u>	YES	NO
This position is an at-will position and if hired, you will work at the pleasure of the Sheriff of Washington County. Would you be willing to accept appointment under these circumstances?		
The Sheriff requires that all sworn personnel live inside of Washington County Virginia or within the city limits of Bristol Virginia unless authorized by him. If you are offered a position and you do not currently live in the designated area, will you agree to move or relocate within 3 months of your hire date?		
Sworn employees work rotating shifts. Considering transportation, personal/home life, and community service can you work such a schedule?		
At times it is necessary to escort a prisoner overnight. Can you work such a schedule?		
We utilize several types of work schedules including 8, 10, and 12-hour shifts. Would you have a problem working any of these shifts?		
If yes to previous question, please advise which shift(s) and why.		
It is common that you may be required to work overtime without notice. You might be involved in a situation that would require you to stay beyond shift's end. Would this be a problem?		
All positions require that you work weekends and holidays. Would this be a problem?		
At times employees might need to travel and stay overnights (in separate rooms) with a co-worker or prisoner of the opposite sex. Will such travel be a problem for you?		
During emergencies, it is often necessary for Deputies or Dispatchers to be called to duty on days or times that they were originally scheduled not to work. Considering such factors as your transportation, personal, home life and community service. Would this be a problem for you?		

I, _____ Have made application for employment with the Washington County Sheriff's Office. In connection therewith I understand that my entire background is subject to investigation. I understand further that this background investigation may require Washington County Sheriff's Office to investigate and request information from other sources which may otherwise be confidential or private including, but not limited to, records maintained by former employers, schools, financial institutions, medical and hospital, psychiatric institutions or agencies, personal references, military and all records of other law enforcement agencies such as traffic and criminal offenses. This background will also include a fingerprint search of criminal histories with the Central Criminal Records Exchange and the Federal Bureau of Investigation.

Understanding this, I hereby consent to this investigation and authorize the Washington County Sheriff's Office to obtain the aforesaid information and further release the Washington County Sheriff's Office from any and all liability resulting from any adverse information discovered and fully realize that any such adverse information may result in the rejection of my application.

I further authorize the Washington County Sheriff's Office to provide a copy of this authorization to any such source as set out above and likewise resolve and release any such source from liability for information released to the Washington County Sheriff's Office.

Date: _____ **Applicants Typed Signature:** _____

By typing my full legal name, I am attesting that this is my digital signature just as such as my hand written signature. Please initial here