



Southampton County Sheriff's Office

Post Office Box 70

22336 Main Street

Courtland, Virginia 23838



APPLICATION FOR EMPLOYMENT

There are two parts to the Application for Employment. Part 1 is the Application, Part 2 is a Background Questionnaire. Application must be completed in ink, handwritten by the applicant. Answer all questions clearly and completely.

Questions that are not applicable should be marked "N/A" or "None", not left blank.

Attach a copy of your Virginia Driver's License and the applicant's high school diploma (or G.E.D.).

Position you are applying for: _____

APPLICANT INFORMATION

Name: _____ Nickname: _____

Mailing Address: _____ Home Phone: _____

_____ Cell Phone: _____

Physical Address (if different): _____ Work Phone: _____

_____ DOB: _____

SSN: _____ DL#: _____

Height: _____ Weight: _____

List in order, beginning at most recent, your residences for the last ten (10) years.

From	To	Address	City	State

MILITARY RECORD

Have you ever served or are you currently serving in the Armed Forces Reserves or National Guard of the United States?

Yes _____ No _____

Branch: _____ Date of Separation: _____

Have you ever applied for employment or appointment with any other criminal justice agency?

If yes, give date and agency.

Yes _____ No _____

Agency _____ Date _____

EDUCATION

HIGH SCHOOL FROM TO GRADUATED

COLLEGE DEGREE GRADUATED

REFERENCES

GIVE FIVE REFERENCES (NOT RELATIVES OR FORMER EMPLOYERS, FELLOW EMPLOYEES OR SCHOOL TEACHERS), WHO ARE RESPONSIBLE ADULTS OF REPUTABLE STANDING IN THEIR COMMUNITY WHO HAVE KNOWN YOU WELL DURING THE PAST FIVE YEARS.

NAME ADDRESS PHONE YEARS KNOWN OCCUPATION

WORK EXPERIENCE

LIST TRAINING AND EXPERIENCE. COVER ALL JOBS YOU HAVE HAD, INCLUDING PART-TIME EMPLOYMENT WHILE IN SCHOOL OR WHILE EMPLOYED OTHER PLACES.

EMPLOYER	ADDRESS	SUPERVISOR	DUTIES
JOB TITLE/POSITION	FROM	TO	REASON LEFT
SALARY	START	FINAL	

EMPLOYER	ADDRESS	SUPERVISOR	DUTIES
JOB TITLE/POSITION	FROM	TO	REASON LEFT
SALARY	START	FINAL	

EMPLOYER	ADDRESS	SUPERVISOR	DUTIES
JOB TITLE/POSITION	FROM	TO	REASON LEFT
SALARY	START	FINAL	

EMPLOYER	ADDRESS	SUPERVISOR	DUTIES
JOB TITLE/POSITION	FROM	TO	REASON LEFT
SALARY	START	FINAL	

§ 15.2-1603. Appointment of deputies; their powers; how removed.

The treasurer, the sheriff, the commissioner of the revenue, and the clerk of any circuit court may at the time he qualifies as provided in § 15.2-1522 or thereafter appoint one or more deputies, who may discharge any of the official duties of their principal during his continuance in office, unless it is some duty the performance of which by a deputy is expressly forbidden by law. The sheriff making an appointment of a deputy under the provisions of this section may review the record of the deputy as furnished by the Federal Bureau of Investigation prior to certification to the appropriate court as provided hereunder.

The sheriff may appoint as deputies medical and rehabilitation employee as are authorized by the State Compensation Board. Deputies appointed pursuant to this paragraph shall not be considered by the State Compensation Board in fixing the number of full-time or part-time deputies which may be appointed by the sheriff pursuant to §15.2-1609.1.

The officer making any such appointment shall certify the appointment to the court in the clerk's office of which the oath of the principal of such deputy is filed, and a record thereof shall be entered in the order book of such court. Any such deputy at the time his principal qualifies as provided in § 15.2-1522 or thereafter, and before entering upon the duties of his office, shall take and prescribe the oath now provided for in § 49-1. The oath shall be filed with the clerk of the court in whose office the oath of his principal is filed, and such clerk shall properly label and file all such oaths in his office for preservation. Any such deputy may be removed from office by his principal. The deputy may also be removed by the court as provided by § 24.2-230.

(Code 1950, § 15-485; 1952, c. 112; 1962, c. 623, § 15.1-48; 1971, Ex. Sess., c. 155; 1972, c. 549; 1976, c. 199; 1979, c. 660; 1997, c. 587.)

I AM AWARE THAT WILLFULLY WITHHOLDING INFORMATION, OR MAKING FALSE STATEMENTS ON THIS APPLICATION, WILL BE THE BASIS FOR DISMISSAL FROM THE POSITION WITHOUT QUESTION. I ALSO UNDERSTAND THAT APPOINTMENTS MADE BY THE SHERIFF ARE PURSUANT TO §15.2-1603 AND SERVE AT THE PLEASURE OF THE SHERIFF AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE. I CONSENT TO THE SHERIFF'S OFFICE CONDUCTING A COMPLETE BACKGROUND INVESTIGATION ON ME AND I HEREBY RELEASE ALL PARTIES FROM ANY LIABILITY FOR ANY DAMAGE THAT MAY RESULT FROM THIS INVESTIGATION. I AGREE TO THESE CONDITIONS, AND I HEREBY CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE AND COMPLETE, TO THE BEST OF MY KNOWLEDGE.

SIGNATURE OF APPLICANT AS USUALLY WRITTEN

DATE

APPOINTEES OF SOUTHAMPTON COUNTY SHERIFF'S OFFICE AND APPLICANTS SHALL BE AFFORDED EQUAL OPPORTUNITY IN ALL ASPECTS OF APPOINTMENT WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, DISABILITY, SEX OR AGE.

A COPY OF THE SOUTHAMPTON COUNTY EQUAL EMPLOYMENT OPPORTUNITY PLAN MAY BE OBTAINED FROM THE ADMINISTRATIVE OFFICE OF THE SHERIFF'S OFFICE.

Southampton County Sheriff's Office
Part 2 of the Application for Employment, must be turned in with Part 1.
BACKGROUND QUESTIONNAIRE

Name	<hr/>	Date	<hr/>
Spouse	<hr/>		
Children	<hr/>		<hr/>
	<hr/>		<hr/>
	<hr/>		<hr/>

	Father		Mother
Name	<hr/>	Name	<hr/>
Address	<hr/>	Address	<hr/>

Brothers/Sisters	<hr/>	Brothers/Sisters	<hr/>
Address	<hr/>	Address	<hr/>

Brothers/Sisters	<hr/>	Brothers/Sisters	<hr/>
Address	<hr/>	Address	<hr/>

Brothers/Sisters	<hr/>	Brothers/Sisters	<hr/>
Address	<hr/>	Address	<hr/>

Father-In-Law	<hr/>	Mother-In-Law	<hr/>
Address	<hr/>	Address	<hr/>

Brothers & Sisters Of Spouse		Addresses
<hr/>		<hr/>
<hr/>		<hr/>
<hr/>		<hr/>
<hr/>		<hr/>
<hr/>		<hr/>
<hr/>		<hr/>

Clubs, Organizations or Societies of which you are or have been a member (include childhood organizations):

<hr/>	Location	<hr/>
<hr/>	Location	<hr/>
<hr/>	Location	<hr/>
<hr/>	Location	<hr/>

List Hobbies	<hr/>	<hr/>
	<hr/>	<hr/>
	<hr/>	<hr/>
	<hr/>	<hr/>

Are you now or have you ever been a member of the Communist Party U.S.A., the KKK or any other communist or fascist organization? _____

Would you accept this appointment with the understanding that no other outside activity such as meetings, personal plans, service organizations, or other employment will be allowed to interfere with your duties as an appointee of this office? _____

If appointed, would you have any sources of income other than your salary? _____

If yes, what are they?

Amount _____ What is your total monthly income? _____

Have you ever been involved in a motor vehicle accident, as an operator, which resulted in death, personal injury or property damage exceeding one hundred dollars (\$100.00)? _____

Have you ever been dismissed or asked to resign from any employment or position you have ever had?

If yes, list below:

Position	Employer	Reason	Date

Give 5 social acquaintances with whom you are or have been recently associated (friends):

Name	Address	Years Known	Phone #

If the answer is "YES" to any of the following questions provide a written explanation.

Have you ever been arrested or convicted of an offense which would be considered either a felony or a misdemeanor? YES NO

Have you been involuntarily committed to a mental institution? YES NO

Are you subject to a restraining order or a protective order? YES NO

Are you addicted to, or a user or distributor of marijuana or any controlled substance? YES NO

Are you an alien illegally in the U. S.? YES NO

List any first aid, water safety or other safety related certifications you have:

Can you swim? _____

Are you a certified scuba diver? _____

List any other advanced training or experiences you would consider useful to the Sheriff's Office:

Check the following weapons you have actually used on the range or in the field:

Shotgun	_____	Revolver	_____
Pump Shotgun	_____	Gas Gun	_____
Auto Shotgun	_____	Semi-Auto Pistol	_____
Rifle	_____	Automatic Weapon	_____

Are you indebted to anyone? Yes _____ No _____

Name	Address	Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Has your credit record ever been considered unsatisfactory or have you ever been refused credit?

YES _____ NO _____

If yes, where? _____

Have you ever been sued in a civil court action? _____

If so, give date, place, court, nature of parties involved, nature of action and final disposition.

Have you ever testified in a court as a witness? _____

Have you ever sworn out a warrant against anyone? _____

State reason and whom: _____

Before any person is selected for appointment with this office, all statements made in this application are thoroughly investigated. In addition thereto, a careful and complete character investigation is conducted. You may use the space below to explain any irregularities that may be disclosed by our investigation.

I am aware that willfully withholding information or making false statements on this questionnaire will be the basis for dismissal from the position without question. I also understand that appointments made by the Sheriff are pursuant to Virginia Code Section 15.2-1603 and serve at the pleasure of the Sheriff and may be terminated at any time without cause. I consent to the Sheriff's Office conducting a complete background investigation on me. I hereby release all parties from any liability for any damage that may result from this investigation. I agree to these conditions and I hereby certify that all statements made by me on this application are true and complete, to the best of my knowledge.

Signature of applicant as usually written

Date

Appointees and applicants shall be afforded equal opportunity in all aspects of appointment without regard to race, color, religion, national origin, disability, sex or age.