



# LYNCHBURG SHERIFF'S OFFICE

## APPLICATION FOR APPOINTMENT

AN EQUAL OPPORTUNITY EMPLOYER

**Position:** \_\_\_\_\_ **Full Time** \_\_\_\_\_ **Part Time** \_\_\_\_\_

LAST NAME	FIRST	MIDDLE	21 OR OLDER	
			YES [ ]	NO [ ]
ALIAS, NICKNAMES, MAIDEN NAME		SOCIAL SECURITY NUMBER	TELEPHONE NUMBER	
			(      )	
PRESENT ADDRESS	STREET OR R.F.D. OR P.O.	CITY	STATE	ZIP CODE

### RESIDENCES

List all residences for the past 10 years, beginning with your present address:

FROM	MONTH AND YEAR	TO	CITY OR COUNTY	STATE OR COUNTRY

### REFERENCES

CHARACTER REFERENCE: List only character references that have definite knowledge of your qualifications and fitness for the position which you are applying. (Do not include relatives or former employers).

NAME	YEARS KNOWN	ADDRESS (STREET, CITY, STATE)	PHONE

### EDUCATION

List High School(s) attended [attach transcript if available]

NAME	ADDRESS	DATES ATTENDED	YEARS COMPLETED	GRADUATED	
				YES	NO

**HIGHER EDUCATION**

List information below for all Colleges or Universities attended:

NAME AND ADDRESS OF INSTITUTION	DATES ATTENDED	DECREE RECEIVED	YEAR RECEIVED

Major and Minor College Courses \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List extra-curricular activities during High School or College, i.e. Clubs, organizations, athletic programs etc. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Honors received while in high school or college: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other schools or training (Vocational, Trade, Business, or Military). List name, location, dates attended, certificates received, and any other pertinent data. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL QUALIFICATIONS AND SKILLS**

Indicate type of special license such as pilot, radio operator, etc. List licensing authority, date of issuance and expiration date. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List special skills you possess as well as the machinery and equipment you can use (for example two-way radio, data entry equipment, calculator, fax/copier, forensic or professional devices, computer, and software knowledge):  
\_\_\_\_\_  
\_\_\_\_\_

TYPING SKILLS:      YES [   ]      NO [   ]      NUMBER OF WORDS PER MINUTE \_\_\_\_\_

**LIST SPECIAL QUALIFICATIONS NOT COVERED IN APPLICATION** (Public speaking, publications, inventions, specific memberships, professional or scientific societies etc.):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MILITARY STATUS**

Have you ever served in the United States Armed Forces? YES [ ] NO [ ] Type of Discharge \_\_\_\_\_

While in the Military Service, were you ever arrested for an offense which resulted in a trial by Court, summary, special, or General Court-Martial? YES [ ] NO [ ] If YES, List date, place, type and explain in detail below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you presently a member of the United States National Guard? YES [ ] NO [ ] IF Yes, Complete the following:

GRADE AND SERVICE NUMBER	NAME OF SERVICE		
ORGANIZATION AND STATION OR UNIT LOCATION	ACTIVE [ ]	INACTIVE [ ]	STANDBY [ ]
INDICATE RESERVE OBLIGATION, IF ANY			

**VEHICLE OPERATOR'S LICENSE INFORMATION**

List the following information concerning any vehicle operator's license you have held or now hold:

OPERATORS LICENSE NUMBER	STATE OF ISSUE	EXPIRATION DATE	RESTRICTIONS

Have you ever been denied issuance of a license or have you ever had a license suspended or revoked (excluding medical reasons)? YES [ ] NO [ ] If yes explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever had automobile insurance withdrawn or revoked or have you ever been refused automobile insurance? Yes [ ] No [ ] If yes explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT**

Beginning with your most recent job and list your work history for the past ten years, including part-time, temporary, seasonal and all periods of unemployment. (Attach a separate document if necessary at the end of this application.)

FROM DATE	NAME AND ADDRESS OF EMPLOYER	REASON FOR LEAVING	JOB TITLE
TO DATE		SUPERVISOR'S NAME	PHONE
SALARY	SUPERVISOR'S CONTACT INFO (EMAIL OR PHONE)		



**ARREST, DETENTION, AND LITIGATION (Since Age 18):**

Have you ever been arrested or detained by a law enforcement agency? YES [ ] NO [ ]

If yes, were you convicted? YES [ ] NO [ ]

Have you been involved, in this state or elsewhere, in any court action, civil or criminal? Include all traffic violations, parking, garnishments, bankruptcies, etc. YES [ ] NO [ ] IF YES, EXPLAIN:

\_\_\_\_\_

Have you ever been fingerprinted for any reason? (arrest, job application, etc.) YES [ ] NO [ ]

If Yes, explain \_\_\_\_\_

\_\_\_\_\_

**PAST OR PRESENT MEMBERSHIP IN ANY ORGANIZATIONS**

NAME AND ADDRESS	TYPE OF ORGANIZATION	MEMBERSHIP	
		TO	FROM

**HOBBIES AND SPORTS:**

Do you have any hobbies or participate in sports? YES [ ] NO [ ] IF YES, LIST \_\_\_\_\_

\_\_\_\_\_

Is there any other circumstance, happening, event, incident, that has not been previously mentioned in this application that would affect your performance on this job? YES [ ] NO [ ] If yes, explain in full

\_\_\_\_\_

\_\_\_\_\_

Do you presently have any other applications on file with any other law enforcement agency?

YES [ ] NO [ ] If yes, list \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I DO HEREBY CERTIFY** that all the information listed in this application made by me is true and complete to the best of my knowledge. I agree and understand that falsification of the information provided, regardless of the time of discovery, will result in termination as an employee with this department. By signing below, I give the Lynchburg Sheriff’s Office permission to contact any person or business listed in the above application and for any person or business to release any information concerning my history or background. Additionally, I understand that this position falls within the guidelines of the Code of Virginia code section 15.2-1603.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date