Beaufort County Sheriff’s Office

Application for Employment

210 N. Market Street, Washington, NC 27889

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name First Name Middle Name | | | | | |
| Address | | City | | State | Zip Code |
| Social Security Number | Home Phone | | Work Phone | | |
| Position Applied For | | | Date | | |
|  | | | | | |

**GENERAL INFORMATION**

1. Are you currently employed by Beaufort County? Yes No

If yes, what department?

2. Have you previously been employed by Beaufort County? Yes No

If yes, when?

3. Are you related by blood or marriage to any person now employed by Beaufort County?

\_\_\_\_\_ Yes \_\_\_ No If yes, give name, relationship to you and the department where employed:

4. How did you find out about this vacancy?

5. Do you have a valid North Carolina Driver’s License? Yes No

License Number

6. Are you age eighteen or over? Yes No

If no, hire is subject to verification that you are of minimum legal age.

7. Have you ever been convicted of an offense against the law other than a minor traffic violation?

Yes No (If yes, explain fully on an additional sheet.)

*Note: A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated in relation to the job for which you are applying.*

8. Are you a veteran? Yes No

Dates of active service: From

To

Type of separation

9. Describe any special skills you have such as machines you can operate, computer systems, and software with which you are proficient, etc.

10. Indicate any language other than English you can speak, read, and/or write:

Spanish speak

read

write

Other

speak

read

write

**RECORD OF EDUCATION**

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| School | Name and Location of School | Course of Study | Attendance Dates | Did you Graduate? | List Diploma or Degree |
| High  School |  |  |  |  |  |
| College/ University |  |  |  |  |  |
| Other  (Specify) |  |  |  |  |  |

**I II III**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Address of Employer | From | | To | | Job Title | Starting salary | Last salary | Reason for  Leaving | Name of  Supervisor |
| Mo. | Yr. | Mo. Y | Yr. |
|  |  |  |  |  |  | per | per |  |  |
|  | Describe the work you did: | | | | | | | | |
| Telephone |  | | | | | | | | |
| If part-time, hours per week |  | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Address of Employer | From | | To | | Job Title S | Starting salary | Last salary | Reason for  Leaving | Name of  Supervisor |
| Mo. | Yr. | Mo. Y | Yr. |
|  |  |  |  |  |  | per | per |  |  |
|  | Describe the work you did: | | | | | | | | |
| Telephone |  | | | | | | | | |
| If part-time, hours per week |  | | | | | | | | |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Address of Employer | From | | To | | Job Title | Starting salary | Last salary | Reason for  Leaving | Name of  Supervisor |
| Mo. | Yr. | Mo. Y | Yr. |
|  |  |  |  |  |  | per | per |  |  |
|  | Describe the work you did: | | | | | | | | |
| Telephone |  | | | | | | | | |
| If part-time, hours per week |  | | | | | | | | |

**IV**

**RECORD OF EMPLOYMENT**

**List below present and past employment and military experience beginning with the most recent.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name and Address of Employer | From | | To | | Job Title | Starting salary | Last salary | Reason for  Leaving | Name of  Supervisor |
| Mo. | Yr. | Mo. | Yr |
|  |  |  |  |  |  | per | per |  |  |
|  | Describe the work you did: | | | | | | | | |
| Telephone |  | | | | | | | | |
| If part-time, hours per week |  | | | | | | | | |

May we contact the employers listed above? Yes No

If no, indicate which one(s) you do not wish for us to contact and why. \_

**SPECIAL LICENSES OR CERTIFICATIONS**

Type Issued by Date received Date of Expiration Certificate Number

**REFERENCES** (Not Former Employers or Relatives)

|  |  |  |
| --- | --- | --- |
| Name and Occupation | Address | Phone Number |
|  |  |  |
|  |  |  |
|  |  |  |

**CERTIFICATION OF APPLICANT**

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. I hereby authorize Beaufort County Sheriff’s Office to make any investigation of my personal history, employment, financial and credit record, and other related matters which may be necessary to verify information related to my application, and to secure the information necessary to make an employment decision.

**Signature of Applicant Date**