

(PLEASE PRINT)

Qualified Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or handicap.

As a municipal employer, we comply with government regulations and affirmative action responsibilities.

Solely, to help us comply with government record keeping, reporting and other legal requirements, please fill out this Data Record.

This Data is for periodic government reporting and will be kept Confidential and separate from your Application for Employment.

Date _____

Position Applied For _____

Referral Sources: Advertisement Friend Relative
 Employment Agency Other _____

Equal Employment Opportunity Commission Survey

Government Agencies require periodic reports on the sex, race, handicapped and veteran status of applicants. This data is for analysis and affirmative action only.

Check One:

Male Female Date of Birth _____

Check one of the following:

Race/Ethnic Group: White Black Hispanic
 American Indian/Alaskan Native Asian/Pacific Islander

Check if any of the following are applicable:

Veteran Vietnam Era Veteran Disabled Veteran
 Handicapped Individual Type of Handicap _____

The Age Discrimination and Employment Act of 1967 prohibits discrimination on basis of age with respect to individuals who are at least 40 but less than 65 years of age.





EMPLOYMENT APPLICATION – DANVILLE SHERIFF’S OFFICE,
401 Patton Street - Danville, VA 24541
AN EQUAL OPPORTUNITY EMPLOYER



To Applicant: The Danville Sheriff’s Office appreciates your interest in becoming an employee, and assures you that the Sheriff’s Office is sincerely interested in you and your qualifications. Therefore, a clear understanding of your background and history is necessary for evaluation and possible placement of you into the best-qualified position. Detailed descriptions help us to better understand your qualifications. **Please complete entire application. An incomplete or falsified application is grounds for immediate disqualification. All statements are subject to investigation and verification by the Danville Sheriff’s Office. We provide equal employment opportunity without regard to race, age, sex, national origin, religion, political affiliation, or handicap. The Danville Sheriff’s Office is a drug and alcohol free workplace.**

PERSONAL

1. Name _____ 2. Position Applying For _____ 3. Department _____
 Last First Middle

4. Address _____ 5. Telephone Number _____
 No. Street City County State Zip Home Other

6. Have you been employed by the City of Danville before? Yes No If yes, provide dates of previous City Employment From _____ To _____

7. When can you begin work? _____ 8. What salary is expected? _____ 9. Do YOU have a valid driver’s license? Yes No State _____

10. For purposes of compliance with Section 40.1-11.1 of the Code of Virginia, entitled “Employment of Illegal Immigrants”, please state whether you are legally eligible for employment in the United States. Yes No (You are legally eligible for employment if you are United States Citizen or if you have an appropriate permit to work in the United States issued by the U.S. Dept. of Justice or U.S. Dept. of Labor.)

11. Except for minor traffic violations, have you ever been convicted of any violation of law, and/or are you currently charged with a violation of Law? Yes No

If yes, explain _____

Your criminal history will be checked. Falsification of an employment application is grounds for immediate disqualification or dismissal. A conviction does not automatically disqualify you as an applicant.

12. Do you have any relatives who work for the City? Yes No Dept. _____ Relation _____
 Name _____ Position _____

EDUCATION

School	Name and Address of School	Course of Study	Highest Grade Completed	Did You Graduate?
Elementary			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8	
High School			<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	
College			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Technical/Other			<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

MILITARY SERVICE RECORD

Were you in the U.S. Armed Forces? Yes No What Branch? _____ Rank? _____
 Dates of Duty: From ___/___/_____ To ___/___/_____ List Duties or special training: _____

EMERGENCY

In case of Accident or Emergency, Notify
 Name _____ Telephone No. _____
 Address _____ Relationship to you _____ Home _____ Other _____

EMPLOYMENT EXPERIENCE

List each job held. Start with your Present or Last job. Include military service assignments and volunteer activities. Please complete **all** fields.

Employer	Dates From To		Work Performed
Address			
Phone Number			
Job Title	Hrly. Rate/Salary Starting Final		
Supervisor			
Reason for Leaving Or Intent to Leave			
Employer	Dates From To		
Address			
Phone Number			
Job Title	Hrly. Rate/Salary Starting Final		
Supervisor			
Reason for Leaving Or Intent to Leave			
Employer	Dates From To		
Address			
Phone Number			
Job Title	Hrly. Rate/Salary Starting Final		
Supervisor			
Reason for Leaving Or Intent to Leave			
Employer	Dates From To		
Address			
Phone Number			
Job Title	Hrly. Rate/Salary Starting Final		
Supervisor			
Reason for Leaving Or Intent to Leave			

If you need additional space, please continue on a separate sheet of paper.

Summarize Special Skills And Qualifications Acquired From Employment Or Other Experience. _____

If applicable to position, how would you describe your computer skill level? Beginner Intermediate Advanced

BUSINESS REFERENCES

List three business persons who are not related to you and with knowledge of your qualifications for the position for which you are applying.

NAME & OCCUPATION	ADDRESS	PHONE NUMBER
_____	_____	_____
_____	_____	_____
_____	_____	_____

I hereby authorize the Danville Sheriff's office to obtain from my FORMER employers all data needed to support this application. I hereby certify that the foregoing statements are true and correct to the best of my knowledge. **I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.** I hereby authorize the release of my Police Record, if any, to the Danville Sheriff's Office. I agree to work any shift to which I may be assigned. **May we contact your PRESENT employer?** Yes No If no, we will require a reference from your present employer if a job offer is made. The job offer is provisional based on the outcome of the employer reference.

Applicant's Signature _____ **Date:** _____