

NASH COUNTY SHERIFF'S OFFICE

MAILING ADDRESS
222 W. Washington Street
Nashville, N.C. 27856
www.co.nash.nc.us/sheriffsoffice



OFFICE LOCATION
222 W. Washington Street
Nashville, N.C. 27856
Telephone (252) 459-4121
Fax (252) 459-8741

KEITH STONE SHERIFF

Applicant Screening

Approved: _____ Denied: _____

Position: _____ Date of Screening: __ / ____ / _____

Name: _____ Daytime phone: _____
Last First Middle Maiden

Have you been known by or used any other name? Yes: _____ No: _____ If so, what name? _____

Address: _____

SS#: _____ D.O.B.: ____ / ____ / ____ P.O.B. _____ Citizenship: U.S.

Education: H/S: ____ G.E.D. ____ 2Yr: ____ 4Yr: ____ Masters: ____ Some College: ____ Major: _____

Are you currently employed? Yes: ____ No: ____ Company: _____ Title: _____

Have you ever been Fired: ____ Terminated: ____ Asked to resign? Why? _____

Do you have a pending application at any other agency Yes: ____ No: ____ Where? _____

Have you ever applied with this Agency? Yes: ____ No: ____ Results? _____

D/L# _____ State: _____ Have you ever had a license in any other State(s)? ___/___/___/___

Have you lived in any other states since the age of 18? Yes: _____ No: _____ Which one(s) ___/___/___/___

Has your license ever been Suspended or Revoked? Yes: _____ No: _____ If so number of times: _____

A Polygraph Examination is required during the application process. Please be honest. Have you ever used Cocaine, LSD, and Marijuana, Hashish or any other illegal drug in your life?

1. Type of Drug: _____ # of times used: _____ Date: _____
2. Type of Drug: _____ # of times used: _____ Date: _____
3. Type of Drug: _____ # of times used: _____ Date: _____

Have you ever been arrested or charged with any criminal offense? Yes: ___ No: ___ If so, when? _____

What were the charges? 1. _____ Where did it take place? 1. _____
2. _____ 2. _____

Do you have any family/friends that have been incarcerated or imprisoned for a felony? Yes: ___ No: ___

Have you ever been a suspect or been questioned by law enforcement, if yes, please explain below: _____

Have you ever filed for bankruptcy, had a collection account, or judgement against you for non-payment?

If yes, please explain: _____

Are you a Veteran? Yes: ___ No: ___ Type of Discharge? Honorable Regular: ___ Honorable Medical: ___

General: ___ Dishonorable: ___ Any disciplinary actions (Article 15, NJP, etc.)? Yes: ___ No: ___

If yes please explain: _____

How did you hear of this opportunity? _____

(D/O's Only) Are you aware this is an un-sworn position? Yes: ___ No: ___

Nash County Sheriff's Office

Application for Employment

This application form is designed to protect individual rights and privacy. To insure equal employment opportunity, all questions are considered important for employment and no other use is intended for information you submit.

1. Position(s) applied for: _____ Date: ____ / ____ / ____
2. Name: _____ Social Security #: _____
(Last) (First) (Middle)
3. Physical address: _____
(Street & No.) (City) (County) (State) (Zip Code)
4. Mailing Address: _____
(Street & No.) (City) (County) (State) (Zip Code)
- Contact Information: Home: _____ Cell: _____ Email: _____

5. Are you 18 years of age or older? Yes: ____ No: ____ If No, what is your Birthdate? ____ / ____ / ____

6. When will you be available for Employment? _____

7. Are you seeking a Full - Time or Part - Time position? _____

8. Military Service Information:

Are you a Veteran? Yes: ____ No: ____

A. Are you a widow of a Veteran, or wife of a Disabled Veteran? Yes: ____ No: ____

B. Date of entry into active service: ____ / ____ / ____

C. Date of separation from active service: ____ / ____ / ____

D. Type of separation: _____

E. If you had more than one tour of duty, please list below:

- | | | |
|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

Indicate answer by checking either Yes or No. If you answer yes to any question, please explain your answer.

9. Have you ever worked for Nash County before?

- Yes
- No

If Yes, please give dates: From _____ to _____

10. May an inquiry be made of your present employer regarding your Character and Qualifications?

- Yes
- No

11. Have you any physical disability or disease?

- Yes
- No

12. Have you ever been convicted of a crime or forfeited a bond? If yes please explain.

- Yes
- No

NOTE: A criminal record will not necessarily exclude you from employment. Such factors as age at time of the offense, rehabilitation efforts, and seriousness of the crime will be taken into consideration.

13. Are you related by blood or marriage to any person now employed by Nash County?

- Yes
- No

14. References:

If you wish to list references, list persons who are not related to you, that have knowledge of your character and qualifications for the position(s) for which you are applying. Do not repeat names of supervisors you will list under Employment Record.

1. Name: _____ Address: _____ Phone #: _____
2. Name: _____ Address: _____ Phone #: _____
3. Name: _____ Address: _____ Phone #: _____
4. Name: _____ Address: _____ Phone #: _____

15. Education:

Did you either graduate from High School or pass the High School Equivalency Test?

Circle one: Yes No

High School: _____ Year Completed: _____

Name and location of College or University attended: _____

Attended from: ____/____/____ Attended to: ____/____/____

Circle years completed: 1 2 3 4 Number of credit hours obtained: _____

Subject Major: _____ Subject Minor: _____

16. Lists fields of work for which you are licensed, registered or certified in, giving date(s) and source(s) of issuance:

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

17. List typing and shorthand skills, machines you can operate, and other skills in which you are proficient in:

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

18. If the position you are applying for calls for specific courses, indicate courses and credits received:

- | | | |
|----------|----------|----------|
| 1. _____ | 4. _____ | 7. _____ |
| 2. _____ | 5. _____ | 8. _____ |
| 3. _____ | 6. _____ | 9. _____ |

19. Employment Records:

Answer each question for the period of employment. Include military service and previous employment with Nash County. Failure to provide complete information may result in rejection of your application. Begin with your present or last position.

(A) Job Title or last position: _____

Date Employed: ____ / ____ / ____

Date Separated: ____ / ____ / ____

Full – Time: Years ____ Months ____

Part – Time: Years ____ Months ____

If Part – Time, number of hours worked per week: ____

Starting Salary \$ _____ Last Salary \$ _____

Name and Title of Supervisor: _____

Number of employees supervised by you: _____

Employer: _____ Address: _____

Duties: _____

Reason for leaving: _____

(B) Job Title or last position: _____

Date Employed: ____ / ____ / ____

Date Separated: ____ / ____ / ____

Full – Time: Years ____ Months ____

Part – Time: Years ____ Months ____

If part –time, number of hours worked per week: ____

Starting Salary \$ _____ Last Salary \$ _____

Name and Title of Supervisor: _____

Number of employees supervised by you: _____

Employer: _____ Address: _____

Duties: _____

Reason for leaving: _____

(C) Job Title or last position: _____

Date Employed: ____ / ____ / ____

Date Separated: ____ / ____ / ____

Full – Time: Years ____ Months ____

Part – Time: Years ____ Months ____

If part –time, number of hours worked per week: ____

Starting Salary \$ _____

Last Salary \$ _____

Name and Title of Supervisor: _____

Number of employees supervised by you: _____

Employer: _____ Address: _____

Duties: _____

Reason for leaving: _____

(D) Job Title or last position: _____

Date Employed: ____ / ____ / ____

Date Separated: ____ / ____ / ____

Full – Time: Years ____ Months ____

Part – Time: Years ____ Months ____

If part –time, number of hours worked per week: ____

Starting Salary \$ _____

Last Salary \$ _____

Name and Title of Supervisor: _____

Number of employees supervised by you: _____

Employer: _____ Address: _____

Duties: _____

Reason for leaving: _____

I certify that to the best of my knowledge and belief, that the statements given truly represent my background and experience.

(Applicant Signature)

(Date)



For Equal Employment Statistical Information Only

Applicant Control Sheet

In order to comply with the equal employment opportunity commission's reporting requirements. Nash County is requesting the following information. This information will be kept confidential and will in no way be used in determining your suitability for employment with the Nash County Sheriff's Office.

Name: _____

Date of application: ____/____/____ Date of Birth: ____/____/____ Sex Male: ____ Female: ____

Race: White: ____ Black or African American: ____ Asian: ____ Alaska Native: ____ American Indian: ____

Latino: ____ Hispanic: ____ Native Hawaiian: ____ Other Pacific Islander: ____