

An Equal Opportunity and an E-Verify Employer
APPLICATION FOR EMPLOYMENT

Randolph County Sheriff's Office
727 McDowell Rd. • Asheboro, N. C. 27205

Position applied for _____ Date _____
Check types of work you will accept: Permanent Full-Time Permanent Part-Time Temporary Full-Time
 Temporary Part-Time Any Of The Preceding Work Involving Travel

SOCIAL SECURITY NUMBER _____

Name _____
(Last) (First) (Middle. If married, use maiden.)

Present Mailing Address _____
(Street & No. or RFD) (City) (County) (State) (Zip Code)

Permanent Mailing Address _____
(Street & No. or RFD) (City) (County) (State) (Zip Code)

Telephone: Home _____ Business _____ If none, where can you be reached by telephone? _____

DRIVER'S LICENSE NUMBER: _____

CITIZENSHIP: U.S. Other - specify _____

MILITARY SERVICE:

- (A) Are you a veteran? Yes No
(B) Are you a widow of a veteran or wife of a disabled veteran? Yes No
(C) Date of entry into active service _____
(D) Date of separation from active service _____
(E) Type of separation _____

If you had more than one tour of duty, explain in space below.

Are you a member of the Military Reserves? Yes No Branch: _____ Rank: _____

Male applicants between ages of 18-26 years complete the following:

AGENCY USE ONLY:

Eligible For Veteran's Preference: Yes No Selective Service Registration # _____

INDICATE ANSWER BY PLACING "X" IN PROPER BOX

- May inquiry be made of your present employer regarding your character, qualifications, etc? Yes No
Have you ever been convicted of an offense against the law other than a minor traffic violation? (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.) Yes No
Are you employed by the County of Randolph? Yes No
Have you ever been employed by the County of Randolph? Yes No
Are you related by blood or marriage to any person now employed by the County? If yes, give name, relationship and agency in space below. Yes No

Use this space to explain an answer: _____

REFERENCES: If you wish to list references, please complete the following:

- (A) Name _____ Address _____
(B) Name _____ Address _____
(C) Name _____ Address _____

EQUAL OPPORTUNITY INFORMATION: Randolph County policy prohibits discrimination based on race, sex, color, creed, national origin, age or handicap. Sex, age or absence of handicap is a bona fide occupational qualification in a small number of County jobs. This information requested below will in no way affect you as an applicant. Its sole use will be to see how well our recruitment efforts are reaching all segments of the population.

Date of Birth: Sex: Height: _____ Weight: _____
(mo) (day) (year) check (male) (female)

ETHNIC GROUP

- White (Caucasian, Non-Hispanic)
 Black (Negro)
 Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, Other Spanish Origin Regardless Of Race)
 Asian (Including Pacific Islander)
 American Indian (Including Alaskan Native)

EDUCATION: Give your complete educational history below:

Elementary or High School	Name	Location	Ending Date Mo. ____ Yr. ____	Circle highest school year completed 1 2 3 4 5 6 7 8 9 10 11 12
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Did you either graduate from high school or pass the High School Equivalency Test? Yes No

Education Beyond High School	Name and Location	Attended				Circle Number Years Completed	Credit Hours	Did You Gradu- ate?	Degree or Diploma and Year Received	Major Subject
		From		To						
		Mo.	Yr.	Mo.	Yr.					
College or University					1 2 3 4					
Graduate or Professional					1 2 3 4					
Other Education, Internship, etc.					1 2 3 4					

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

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

If the position applied for calls for specific courses, indicate courses and credits received.

EMPLOYMENT RECORD: Answer questions for recent and relevant periods of employment. Include previous employment with the County of Randolph, military service and related volunteer work. Failure to give complete information may result in rejection of your application. Begin with your present or last position. If more space is needed, use a continuation sheet.

Title of present or last position _____ STARTING SALARY _____ LAST SALARY _____

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor _____
 No. employees supervised by you _____
 Employer _____ Address _____
 Duties _____

 Reason for leaving _____

Title of next to last position _____ STARTING SALARY _____ LAST SALARY _____

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor _____
 No. employees supervised by you _____
 Employer _____ Address _____
 Duties _____

 Reason for leaving _____

Title of next to last position _____ STARTING SALARY _____ LAST SALARY _____

Date employed		
Date separated		
Full-time	Years	Months
Part-time	Years	Months
If part-time, number of hours worked per week		

Name and title of supervisor _____
 No. employees supervised by you _____
 Employer _____ Address _____
 Duties _____

 Reason for leaving _____

CERTIFICATE OF APPLICANT

I certify that all of the statements made in this application and any attached documents are true, complete, and correct to the best of my knowledge and belief and are made in good faith. I authorize investigation to all statements made in this application and release to Randolph County hiring officials. I understand that false information may be grounds for rejection of my application and (or) dismissal if I am employed.

Signature of Applicant (unsigned applications will not be processed)

Date