



South Boston Police Department

640 Hamilton Boulevard
South Boston, Virginia 24592

Telephone: (434) 575-4273 Fax: (434) 575-0179



Bryan L. Young, Colonel
Chief of Police

APPLICATION FOR EMPLOYMENT

PLEASE READ BEFORE COMPLETING THIS APPLICATION

In order for our department to initiate a thorough investigation, by nature of the position applied for, a background investigation is vital. All information given by you will only be used to assist in determining your suitability for this position.

Fill in completely and answer all questions correctly on the application either by typing or print using **BLACK** ink, in your own legible handwriting. All applicants shall furnish the following:

1. Copy of your social security card.
2. Copy of actual birth certificate.
3. Certified copies of high school transcripts or copy of G. E. D.
4. Certified copies of college transcripts.
5. Copy of military record / DD-214 (if applicable).
6. Copy of last employment evaluation (if applicable).
7. Three (3) letters of reference. **

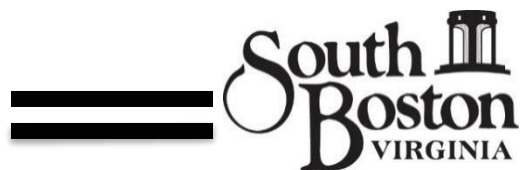
** The letters should call you by name and mention the position you are applying for.

If space provided is not sufficient for completing answers or you wish to furnish additional information, attach sheets the same size as this application.

After all of the forms have been completely filled out, they must be hand delivered or mailed to South Boston Police Department, 640 Hamilton Boulevard; South Boston, Virginia 24592.

Thank you for your attention.

Bryan L. Young
Chief of Police



APPLICATION FOR EMPLOYMENT

Instructions: Please print and complete the entire application. Incomplete applications may not be considered. Please review the job announcement for address to send completed application to.

The Town of South Boston is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, age, gender, gender identity/expression, sexual orientation, national origin, political affiliation, pregnancy, childbirth or related medical conditions, marital status, disability or status as a veteran.

Town of South Boston
Police Department
640 Hamilton Blvd
South Boston, Va. 24592
(434) 575-4272
www.southboston.com



Position Applying For: _____ Date of Application: _____

SECTION 1: APPLICANT CONTACT INFORMATION

Name:

(Last)

(First)

(Middle)

Street Address:

City:

State:

Zip:

Home Phone:

Cell Phone:

Email:

Best Time to Contact: _____

SECTION 2: APPLICANT INFORMATION

Are you legally eligible to work in US? ☐ Yes ☐ No

Are you a veteran? ☐ Yes ☐ No

(Proof of citizenship or immigration status will be required upon employment.)

Have you previously applied for a position with the Town of South Boston? ☐ Yes ☐ No

If "Yes" give position applied for and date:

Are you currently employed? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

Date available to begin work: ____/____/____ Comment:

SECTION 3: APPLICANT EDUCATION INFORMATION

Name of high school attended: _____

Address / Location: _____

Did you graduate? ☐ Yes ☐ NoIf not, have you passed a G.E.D. test? ☐ Yes ☐ No**COLLEGE OR UNIVERSITY**

School Attended: _____

Major / Area of Study: _____

Dates Attended: From _____ to _____ Degree: ☐ Yes ☐ No

Type of Degree: _____ Date Graduated: ____/____/____

School Attended: _____

Major / Area of Study: _____

Dates Attended: From _____ to _____ Degree: ☐ Yes ☐ No

Type of Degree: _____ Date Graduated: ____/____/____

SECTION 4: SPECIAL QUALIFICATIONS AND SKILLS

Please describe any specialized training and skills, professional licenses and certificates, publication, scholastic honors, foreign languages, etc.

SECTION 5: PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD

Please list any activities you feel relevant to the position applied for (you may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status).

SECTION 6: CRIMINAL RECORD

Have you ever been convicted of any offense against the law? Please omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military service. ☐ Yes ☐ No

A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.

If "Yes", give date, place, charge, court, and fine or sentence in space provided.

SECTION 7: EMPLOYMENT EXPERIENCE

Start with your present job and work back, include military and volunteer experience. Additional experience that you feel is relevant to the position you are applying for should be listed on separate pages. Also, attach a resume if stated it is required in the job posting, otherwise a resume is optional.

Have you ever been dismissed or forced to resign a position? ☐ Yes ☐ No

Answering "Yes" is not an automatic disqualifier, please explain circumstances in specific employer section.

Present Employer:

This should be your current employer, if not employed leave blank and start in the next section.

Street Address:

City:

State:

Zip:

Phone:

Job Title:

Dates of Employment: From _____ to _____ Hours per week: _____

Supervisor's Name:

Reason for Leaving:

Work Description:

Former employers beginning with most recent		
Employer:		
Street Address:		
City:	State:	Zip:
Phone:	Job Title:	
Dates of Employment: From _____ to _____ Hours per week: _____		
Supervisor's Name:		
Reason for Leaving:		
Work Description:		

Employer:		
Street Address:		
City:	State:	Zip:
Phone:	Job Title:	
Dates of Employment: From _____ to _____ Hours per week: _____		
Supervisor's Name:		
Reason for Leaving:		
Work Description		

Employer:		
Street Address:		
City:	State:	Zip:
Phone:	Job Title:	
Dates of Employment: From _____ to _____ Hours per week: _____		
Supervisor's Name:		
Reason for Leaving:		
Work Description		

SECTION 8: ADDITIONAL INFORMATION

How did you learn about the position you are applying for?

Additional (include anything you feel may be helpful to us in considering your application. Please feel free to include your personal resume with this application):

REFERENCES

Name:

Street Address:

City:

State:

Zip:

Phone:

Email:

Name:

Street Address:

City:

State:

Zip:

Phone:

Email:

Name:

Street Address:

City:

State:

Zip:

Phone:

Email:

ATTENTION: THIS MUST BE SIGNED

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge, and that misrepresentation or omissions may result in the rejection of my application, permanent ineligibility for appointments, or dismissal.

Signature of Applicant (type full name)

Date

Thank you for your interest in working with our team at the Town of South Boston of South Boston Police Department!



SOUTH BOSTON POLICE DEPARTMENT



AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to the Chief of Police of the Town of South Boston, or their designee of the Town of South Boston Police Department, whether the records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions, financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings), medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration, public utility companies, employment and pre-employment records including background reports, polygraph reports, efficiency ratings, complaints or grievances filed by or against me, and salary records, real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal and/or traffic records; records of complaints of a civil nature made by or against me, wheresoever located and to include the records and collections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have or have had an interest.

I reiterate and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation which may provide pertinent data for the Town of South Boston Police Department to consider in determining my suitability for employment by that department.

It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically enumerated above is not intended to deny access to any records not specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Town of South Boston Police Department.

A photocopy of this release form will be valid as an original thereof; even though the said photocopy does not contain an original writing of my signature.

Signature _____ Date _____

Street Address _____

City, State, Zip Code _____

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20____

My Commission Expires _____ (Signature of Notary) _____