



OFFICE OF THE SHERIFF

Sheriff Ronnie T. Ingram

P.O. Box 3289 – Kinston, NC 28502
Office (252) 559-6100 Fax (252) 527-3854

Thank you for your interest in employment with the Lenoir County Sheriff's Office. You have chosen to apply with one of the most proactive Sheriff's Office in the State of North Carolina. This profession is not only challenging, but can be both exciting and personally rewarding.

All applicants will receive consideration and equal treatment without regard to race, religion, color, national origin, age, sex, political affiliations, non-disqualifying physical or mental disability, or other non-merit factors. The County of Lenoir and the Lenoir County Sheriff's Office are Equal Opportunity Employers.

Please complete the attached application in full and return to us. Our office will screen the applications to identify the best candidates for the positions available. Our office does accept applications for employment, even when there are no open positions to assist in future recruitment. All applications will be kept on file for two years from the submission date.

In order for your application to be accepted, you must provide the following and turn in with the completed application:

- Copy of Birth Certificate
- Copy of High School Diploma or GED
- Transcript from High School or GED Program
- Copy of College Diploma
- Official College Transcript that must be sealed: Deliver or Mail to Office
- Copy of any Specialized Training Certificates (BLET, Advanced Training, etc.)
- Copy of Driver's License or Identification Card
- Copy of DD214 if you have ever served in the military
- Authorization for Release of Information
- All applicable signature pages notarized

Based upon our agreement to maintain applications whether or not there is an open position, we are unable to notify applicants at a specific time if they have not been selected for a position. Applicants who are selected to move forward in the application process will be contacted by members of this office.

FOR INFORMATION ONLY

POLICY FOR DRUG FREE WORKPLACE

Due to the critical mission of justice officers, and the reliance by the citizens of this community upon this office for law enforcement and general safety and protection, it is the policy of this office to maintain a drug-free work environment through the use of an applicant, lateral transferee, and reasonable suspicion testing program.

Therefore, in order to ensure the integrity of this office, to protect the citizens of this community, and to preserve public trust and confidence in a fit and drug free criminal justice profession, this Office shall implement a drug-testing program. This program is designed to detect prohibited drug use by employees to reduce the likelihood that drug dependent applicants and lateral transfers will be employed by this office.

LENOIR COUNTY SHERIFF'S OFFICE EMPLOYEE SELECTION PROCESS

Truthfulness during the entire process is imperative. Any intentional false statement or willful misrepresentation will result in disqualification. In addition, if the applicant is hired, false information or documentation, or a failure to disclose relevant information may be grounds for disciplinary action or dismissal and/or criminal action. In addition, applicants selected to move forward will be required to complete the NC Sheriff's Education and Training Standards Commission Personal History Statement (Form F-3). If there are differences in these forms, this will be considered a false statement and the applicant will be disqualified. Additionally, the NC Sheriff's Education and Training Standards Commission has the authority to initiate an investigation and, if necessary, revoke a law enforcement officer's certification based on willful misrepresentation on the Personal History Statement (Form F-3).

We would like to remind applicants that not all applicants can be hired due to the limited number of vacancies that occur at any given time. From the qualified applicants, selected individuals may be offered some or all of the following:

- Interview with a Division Supervisor or Sheriff's Office Administrator
- Comprehensive Background Investigation
- Submission of Fingerprints
- CVSA Examination – The scope of questions during pre-employment CVSA relate to life experiences in areas referenced in the Personal History Statement (Form F-3) and drug related questions
- Psychological Evaluation – Law Enforcement Pre-Employment (Deputy and Detention Officer Applicants Only)
- Medical Examination – Includes Physical Examination, Urinalysis Drug Screening and completion of the Sheriff's Education Training and Standards Commission Medical History Statement (Form F-1) and Medical History Report (Form F-2) (Deputy and Detention Officer Applicants Only)
- Pre-Conditional Offer with completion of employment contract

LENOIR COUNTY SHERIFF'S OFFICE

APPLICATION FOR EMPLOYMENT

FOR OFFICE USE ONLY:

DATE RECEIVED: _____
RECEIVED BY: _____

POSITION APPLYING FOR:

- Deputy Sheriff Detention Officer Administrative Staff Internship
- Civilian Security Master Control Part Time/Reserve Deputy Part Time/Reserve Detention

(Use typewriter or print with ink)

Applicant Name: _____
(First) (Middle) (Last) (Maiden Name)

Residence (Present): _____

Phone: _____ Social Security Number: _____

Residence for past ten years

(Give complete address and specify date of each place of residence)

Complete date of birth (attach copy of Birth Certificate): _____

Driver's License Number: _____ State: _____

Father's Name: _____ Phone No.: _____

Address: _____

Mother's Name: _____ Phone No: _____

Address: _____

Siblings(s):

_____ Address: _____

_____ Address: _____

_____ Address: _____

_____ Address: _____

Spouse's Complete Name: WIFE HUSBAND

_____ Address: _____

Children: _____ (number of children)

_____ (age) _____ (age)

_____ (age) _____ (age)

Are you a citizen of the United States? YES NO

If naturalized, date and place of naturalization _____

Military Record:

Organization _____ Serial No. _____

Date & Place of entry _____

Date & Place of discharge _____

Are you: Active Inactive

Financial Status: (attach addition sheets if necessary)

Are you entirely dependent on your salary? YES NO

List to whom you are financially indebted to and to what extent:

- | | |
|----------|----------|
| 1. _____ | \$ _____ |
| 2. _____ | \$ _____ |
| 3. _____ | \$ _____ |
| 4. _____ | \$ _____ |
| 5. _____ | \$ _____ |

Education: (list name, location & dates of attendance)

Elementary	High School	College
_____	_____	_____
_____	_____	_____
_____	_____	_____

Did you graduate High School / GED : YES NO - highest grade completed:

What were the courses pursued: _____

List any Credits/Degrees or specialized training you are certified or have received:

List names of clubs, societies and other similar organizations you were a member of:

PERSONAL INFO

Specify any arrest (include all traffic arrest and/or citations)

Location of arrest(s) (City/County)

Judgment of court on each case

Have you ever been a defendant in any civil or domestic court actions? _____

If yes, specify: _____

Name any friends or acquaintances employed by Lenoir County Sheriff's Office

List names of relatives who are employed by the City/County

Name _____ Dept: _____ Relation: _____

Name _____ Dept: _____ Relation: _____

What are your hobbies? _____

Do you know of anything that would disqualify you for employment with the Lenoir County Sheriff's Office or prevent your full discharge of the official duties of such a position?

Yes No Do you drink intoxicating liquors or malt beverages?

If yes, to what extent? _____

Yes No Do you object to shift work, working holidays and/or weekends? If yes, please explain. (Not applicable to administrative staff)

Yes No Do you object to wearing a uniform and/or specific grooming/hygiene requirements that are in compliance with the policy of this office? If yes, please explain.

Yes No Do you agree to submit to a pre-employment CVSA (Voice Stress Test), psychological evaluation, medical examination and a drug urinalysis as part of the application process?

The following questions are asked to determine if the applicant has engaged in any past or present behavior which may require further explanation and/or disqualify you from employment position within the Lenoir County Sheriff's Office. You should answer them truthfully and with explanations if necessary. Intentional misrepresentation of any material facts will result in disqualification. If necessary, please attach additionally sheets with information.

- Yes No Have you ever consumed, smoked, inhaled, ingested, purchased, possessed or sold any amount of illegal drug which includes, but is not limited to marijuana, cocaine, heroin, crack, LSD, methamphetamines, opiates or pills? If yes, please specify and explain.
- Yes No Have you ever been arrested, detained, questioned or otherwise charged by a law enforcement officer for a criminal offense? (Include all offenses other than minor traffic offenses. The following are not minor traffic offenses and must be listed: DWI, DUI [alcohol or drugs], a duty to stop in the event of an accident, driving while license permanently revoked, and speeding at least 15 mph over limit to elude arrest). If yes, please explain when and why.
- Yes No Have you ever been convicted of a felony or any crime which you could have been sentenced to at least 2 years imprisonment? If yes, please explain.
- Yes No Have you ever filed a false insurance claim? If yes, please explain.
- Yes No Are you now, or have you ever been, a member of the Communist Party USA, or any Communist organization? If yes, please explain.
- Yes No Are you now, or have you ever been a member of a Fascist organization? If yes, please explain.
- Yes No Are you now, or have you ever been a member of any organization, association, movement, group or combination of persons with advocates the overthrow of our constitutional form of government, or which has adopted a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States or of seeking to alter the form of government of the United States by unconstitutional means? If yes, please explain.
- Yes No Are you now, or have you been a member of any "criminal street gang" that has one of its primary activities to commit felony offenses, are actively engaged in criminal street gang activity and has a common name or identifying sign or symbol?
- Yes No Have you ever been denied employment by a criminal justice agency? If yes, please explain and list the department.
- Yes No Have you ever been suspended, reprimanded, demoted, fired or asked to resign from a job? If yes, please explain.
- Yes No Have you ever had a collection agency become involved in the collection of a debt for which you were responsible? If yes, please explain.
- Yes No Have you ever filed bankruptcy? If yes, please explain and specify liens and/or judgments.

*******WORK EXPERIENCE*******

Have your employers usually treated you right? Yes No

If no, specify: _____

(Please list all employers over the past 10 years. Full particulars must be given and all time accounted for - begin with most recent employment. Please attach additional sheets if necessary)

Name & Address of employer: _____	

From _____ To _____	Position & kind of work: _____
Annual Salary \$ _____	_____
Reason for leaving: _____	

Name & Address of employer: _____	

From _____ To _____	Position & kind of work: _____
Annual Salary \$ _____	_____
Reason for leaving: _____	

Name & Address of employer: _____	

From _____ To _____	Position & kind of work: _____
Annual Salary \$ _____	_____
Reason for leaving: _____	

Name & Address of employer: _____	

From _____ To _____	Position & kind of work: _____
Annual Salary \$ _____	_____
Reason for leaving: _____	

If you are presently employed, are you willing for us to ask your present employer about your work? ____

*****PERSONAL REFERENCES*****

Give five (5) personal references, more than 21 years of age, who are householders, or property owners, business or professional men or women of good standing in the community, and who have known you well during the past five (5) years. (PLEASE PRINT)

Name: _____ Address: _____
No. of years Acquainted: _____ Business Address: _____
Type of Business: _____ Phone Number: _____

Name: _____ Address: _____
No. of years Acquainted: _____ Business Address: _____
Type of Business: _____ Phone Number: _____

Name: _____ Address: _____
No. of years Acquainted: _____ Business Address: _____
Type of Business: _____ Phone Number: _____

Name: _____ Address: _____
No. of years Acquainted: _____ Business Address: _____
Type of Business: _____ Phone Number: _____

Name: _____ Address: _____
No. of years Acquainted: _____ Business Address: _____
Type of Business: _____ Phone Number: _____

List any special interest in the Sheriff's Office work: _____

Please indicate in the space below and on additional blank sheets, if necessary, such experience and training you have had or specialized ability which, will qualify you for the position for which this application is filed.

Please NOTE, at the time this application is submitted, you will be requested to write, in one (1) page or more, why you wish to be employed by the Lenoir County Sheriff's Office.

I hereby certify that there are no intentional misrepresentations in or falsifications of the above statement and answers to questions.

Signature of Applicant

Date

