

# NASH COUNTY SHERIFF'S OFFICE

MAILING ADDRESS  
222 W. Washington Street  
Nashville, N.C. 27856  
[www.co.nash.nc.us/sheriffsoffice](http://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 ever been known by or used any other name? Yes: \_\_\_ No: \_\_\_ If so, what name \_\_\_\_\_

Address: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Education: High School \_\_\_\_\_ GED \_\_\_\_\_ Associates \_\_\_\_\_ Bachelors \_\_\_\_\_ Masters \_\_\_\_\_ Some College \_\_\_\_\_

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 before? Yes \_\_\_\_\_ No \_\_\_\_\_ Results? \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Have you ever had a license in any other State? If so, where? \_\_\_\_\_

Have you lived in any other states since the age of 18? Yes \_\_\_\_\_ No \_\_\_\_\_ Where? \_\_\_\_\_

# NASH COUNTY SHERIFF'S OFFICE

MAILING ADDRESS  
222 W. Washington Street  
Nashville, N.C. 27856  
[www.co.nash.nc.us/sheriffsoffice](http://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**

**Has your license ever been Suspended or Revoked?** Yes \_\_\_\_\_ No \_\_\_\_\_ If so, number of times \_\_\_\_\_

**A Polygraph and/or CVSA Examination is required during the application process. Please be honest in your answers. Have you ever used Cocaine, LSD, Heroin, Designer Drugs, Marijuana, or any other illegal drugs?**

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 \_\_\_\_\_ When? \_\_\_\_\_

- What were the charges? 1. \_\_\_\_\_ Where did it take place? \_\_\_\_\_
2. \_\_\_\_\_ Where did it take place? \_\_\_\_\_
3. \_\_\_\_\_ Where did it take place? \_\_\_\_\_

**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 for a crime, if so, 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 military 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 below:

\_\_\_\_\_

**How did you hear of this opportunity?** \_\_\_\_\_

**(Detention Officers Only) Are you aware that this is an un-sworn position?** Yes \_\_\_\_\_ No \_\_\_\_\_

# NASH COUNTY SHERIFF'S OFFICE

MAILING ADDRESS  
222 W. Washington Street  
Nashville, N.C. 27856  
[www.co.nash.nc.us/sheriffsoffice](http://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

## 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 applied for: \_\_\_\_\_ Date: \_\_\_\_\_

2. Full Name: \_\_\_\_\_ SSN: \_\_\_\_\_

3. Physical Address: \_\_\_\_\_  
(Street and Number) City State Zip Code County

4. Mailing Address: \_\_\_\_\_  
(Street and Number) City State Zip Code County

5. Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

6. Are you 21 years of age or older? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, what is your Birthdate? \_\_\_\_\_

7. When will you be available for employment? \_\_\_\_\_

8. Are you seeking a Full-time or Part-time position? \_\_\_\_\_

9. Have you ever worked for Nash County before? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, Dates \_\_\_\_\_

10. May an inquiry be made of your present employer regarding your character and qualifications?  
Yes \_\_\_\_\_ No \_\_\_\_\_

# NASH COUNTY SHERIFF'S OFFICE

MAILING ADDRESS  
222 W. Washington Street  
Nashville, N.C. 27856  
[www.co.nash.nc.us/sheriffsoffice](http://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**

11. Have you ever been convicted of a crime or forfeited a bond? Yes \_\_\_ No \_\_\_ If yes, explain below:

---

---

---

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

12. Are you related by blood or marriage to any person now employed by Nash County? Yes \_\_\_ No \_\_\_

## Military Service Information

- a. Are you a military veteran? Yes \_\_\_ No \_\_\_
- b. Are you the 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/discharge: \_\_\_\_\_
- f. If you had more than one tour of duty, please list below:
  - 1. \_\_\_\_\_ 2. \_\_\_\_\_
  - 3. \_\_\_\_\_ 4. \_\_\_\_\_

## References

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

- 1. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
- 2. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
- 3. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_
- 4. Name \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

# NASH COUNTY SHERIFF'S OFFICE

MAILING ADDRESS  
222 W. Washington Street  
Nashville, N.C. 27856  
[www.co.nash.nc.us/sheriffsoffice](http://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**

## Education

14. Did you graduate from High School or pass the High School Equivalency Test? Yes \_\_\_\_\_ No \_\_\_\_\_  
High School \_\_\_\_\_ Year Completed \_\_\_\_\_

15. Name and location of any College or University attended: \_\_\_\_\_  
Attended from \_\_\_\_\_ Attended to \_\_\_\_\_ Years Completed 1 2 3 4  
Number of credit hours obtained \_\_\_\_\_ Subject Major \_\_\_\_\_

16. List fields of work for which you are licensed, registered or certified in, giving dates and sources of issuance:

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

17. List any typing, shorthand skills, computer skills, or machines that you can operate, or any other skills in which you are proficient.

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

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

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

# NASH COUNTY SHERIFF'S OFFICE

MAILING ADDRESS  
222 W. Washington Street  
Nashville, N.C. 27856  
[www.co.nash.nc.us/sheriffsoffice](http://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

## Employment Records

Answer each question for the period of employment. Include military service and previous employment with Nash County if applicable. 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 Hired: \_\_\_\_\_ Date Separated: \_\_\_\_\_

Full-time: Years \_\_\_\_ Months \_\_\_\_ Part-time: Years \_\_\_\_ Months \_\_\_\_ Number of hours \_\_\_\_

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 Hired: \_\_\_\_\_ Date Separated: \_\_\_\_\_

Full-time: Years \_\_\_\_ Months \_\_\_\_ Part-time: Years \_\_\_\_ Months \_\_\_\_ Number of hours \_\_\_\_

Starting Salary \$ \_\_\_\_\_ Last Salary \$ \_\_\_\_\_

Name and Title of Supervisor: \_\_\_\_\_

Number of employees supervised by you: \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

# NASH COUNTY SHERIFF'S OFFICE

MAILING ADDRESS  
222 W. Washington Street  
Nashville, N.C. 27856  
[www.co.nash.nc.us/sheriffsoffice](http://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**

**C. Job Title or last position:** \_\_\_\_\_

Date Hired: \_\_\_\_\_ Date Separated: \_\_\_\_\_

Full-time: Years \_\_\_\_ Months \_\_\_\_ Part-time: Years \_\_\_\_ Months \_\_\_\_ Number of hours \_\_\_\_

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 Hired: \_\_\_\_\_ Date Separated: \_\_\_\_\_

Full-time: Years \_\_\_\_ Months \_\_\_\_ Part-time: Years \_\_\_\_ Months \_\_\_\_ Number of hours \_\_\_\_

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**

# NASH COUNTY SHERIFF'S OFFICE

MAILING ADDRESS  
222 W. Washington Street  
Nashville, N.C. 27856  
[www.co.nash.nc.us/sheriffsoffice](http://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

## 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: \_\_\_\_\_ Age: \_\_\_\_\_

Sex: Male  Female

Race: White  Black or African American  Asian  Alaska Native   
American Indian  Native Hawaiian  Other Pacific Islander   
Latino  Hispanic