

ROBESON COUNTY SHERIFF'S OFFICE EMPLOYMENT APPLICATION PACKET

THANK YOU FOR YOUR INTEREST IN WORKING WITH THE ROBESON COUNTY SHERIFF'S OFFICE OR DETENTION CENTER. THE ATTACHED APPLICATION MUST BE COMPLETED AND RETURNED TO THIS OFFICE WITH THE REQUIRED INFORMATION NEEDED FOR PROCESSING. THIS WILL BE PHASE ONE OF YOUR APPLICATION PROCESS.

FAILURE TO COMPLY WITH THESE GUIDELINES WILL RESULT IN YOUR APPLICATION BEING DENIED FOR PROCESSING.

- _____ 1. CERTIFIED COPY OF YOUR BIRTH CERTIFICATE
- _____ 2. COPY OF YOUR CURRENT DRIVER'S LICENSE AND SOCIAL SECURITY CARD
- _____ 3. CERTIFIED COPY OF YOUR CRIMINAL HISTORY; THIS INCLUDES ALL COUNTIES YOU HAVE LIVED IN SINCE AGE OF 16. (THESE BACKGROUND CHECKS MUST LIST PAST AND PRESENT LAST NAMES YOU HAVE USED AND NICK NAMES.) THIS ALSO INCLUDES MILITARY.
- _____ 4. COPY OF YOUR DD214 (MILITARY SEPARATION), IF APPLICABLE
- _____ 5. COPY OF YOUR HIGH SCHOOL DIPLOMA, GED OR SCHOOL TRANSCRIPT
- _____ 6. COPY OF YOUR TRAINING CERTIFICATE, IF APPLICABLE
- _____ 7. PLEASE SUBMIT THREE (3) RECOMMENDATION LETTERS
- _____ 8. COPY OF TEST SCORES (READING COMPREHENSION-ROBESON COMM. COLLEGE)
SEE LYNN DAVIS (910)272-3614
- _____ 9. PERSONAL HISTORY STATEMENT (F-3) MUST BE COMPLETED THROUGH ITS ENTIRETY.
NOTARY REQUIRED.
- _____ 10. RELEASE FORM NOTARY REQUIRED.
- _____ 11. DRIVERS LICENSE DISCLOSURE FORM
- _____ 12. CREDIT CHECK

MAKE SURE THE REFERENCES YOU PROVIDE MAY BE REACHED DURING THE DAY BY THE TELEPHONE NUMBER YOU HAVE LISTED. IF YOU HAVE BEEN INVOLVED IN ANY TYPE OF INTERNAL INCIDENT, ARREST, DETAINMENT OR SERIOUS TRAFFIC OFFENSE YOU WILL NEED TO PROVIDE A NOTARIZED WRITTEN STATEMENT AS TO THE OFFENSE. YOU ARE TO FURNISH A COPY OF THE AGENCY INCIDENT REPORT AND ANY COURT DOCUMENTS PERTAINING TO THE CASE.