The New Hanover County Sheriff’s Office is located on the coast of Southeastern North Carolina in New Hanover County, with a population of more than 223,000 residents. The Sheriff’s Office is a full time law enforcement agency that currently employs more than 500 personnel, both sworn and non-sworn. The diverse and growing environment of the New Hanover County Sheriff’s Office provides its professional personnel with opportunities, training and experience.

For information about the agency, visit [www.newhanoversheriff.com](http://www.newhanoversheriff.com)

Phone: 910-798-4280

For information about an application, email [recruitment@nhcgov.com](mailto:recruitment@nhcgov.com)

Fax: 910-798-4257

The New Hanover County Sheriff’s Office is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to sex, race, creed, color, age, or national origin.

**Salary and Benefits**

Deputy Salary: $19.00 an hour / $41,496 annually

Detention Officer: $18.00 an hour / $39,312 annually

*Yearly $1,000.00 physical fitness incentive*

Medical, Vision, Dental, 401k, Life Insurance, Sick Leave, Paid Parental Leave, Holiday and Vacation Days.

*Family/Spousal coverage options*

**Minimum Requirements**

* U.S. Citizen and a minimum of 21 years of age, no max age limit
* Must have a valid NC driver’s license
* No felony convictions
* Misdemeanor charges are on a case by case basis
* High School Diploma/GED accredited through NC Dept. of Education
* Honorable Discharge from Military
* Background suitable for employment in law enforcement after thorough psychological, medical and polygraph examinations

**Divisions and Specialized Units:**

- **Detention Division**
  - Special Response Team
  - Classification
  - Uniform Patrol Division
  - S.A.F.E.
  - Emergency Response Team
  - School Resource Officer
  - K-9
  - Explosive Ordinance Disposal
  - Marine and Dive Unit
  - Uniformed Bicycle Unit
  - Civil Disturbance Unit
  - Downtown Task Force
  - Mobile Field Force
  - Housing Task Force
  - College Resource Officer

- **Uniform Patrol Division**
  - S.A.F.E.
  - Emergency Response Team
  - School Resource Officer
  - K-9
  - Explosive Ordinance Disposal
  - Marine and Dive Unit
  - Uniformed Bicycle Unit
  - Civil Disturbance Unit
  - Downtown Task Force
  - Mobile Field Force
  - Housing Task Force
  - College Resource Officer

- **Detective Division**
  - Crime Scene Investigation
  - Criminal Investigations

- **Vice / Narcotics Division**
  - Gang Unit
  - Alcoholic Beverage Control

- **Judicial Division**
  - Court Security/Court Transportation
  - Bailiff Section
  - Civil/Records/Gun Permits

- **Support Services Division**
  - Animal Services
  - Crime Awareness & Prevention
  - Accreditation (CALEA, ACA, NCCHC)
  - Recruitment
  - Aviation Unit
New Hanover County Sheriff’s Office
3950 Juvenile Center Road
Castle Hayne, NC 28429
Edward J. McMahon, Sheriff

Telephone: (910) 798-4161        FAX: (910) 798-4257

Application Package Contents

- Benefits Description
- Instructions for Completing the Application
- Description of Supporting Documents
- New Hanover County Employment Application
- N.C. Sheriff’s Education & Training Standards Commission Form F-3 (Personal History Statement)
- Authorization for Release of Personal Information
- New Hanover County Sheriff’s Office Employment Disqualifiers
- Frequently Asked Questions
- New Hanover County Sheriff’s Office Application Documents Checklist
- Reminder
Benefits Description

- Competitive Entry Level Salary
  - Deputy Sheriff $41,496
  - Detention Officer $39,312

- 12 Holidays per Year.

- 10 to 24 Vacation Days Per Year, Based on Years of Service.

- 12 Days of Sick Leave Per Year Which Accumulate Indefinitely – Sick Leave May Be Used Toward Early Retirement.

- Paid Parental Leave.

- The New Hanover County Sheriff’s Office Supports the National Guard and All Military Reserve Programs.

- Medical/Dental Insurance, Of Which County Pays Portion Of Coverage.

- Eligible For Full Retirement Benefits From The County And State After 30 Years Of Credible Service Or Age 55 If Vested.

- 401-K Provided By the County – 5% of Salary Contributed By The County For Sworn Personnel.

- Workmen’s Compensation Insurance Provided.

- Various Insurance Plans also Available for Additional Costs.
INSTRUCTIONS FOR COMPLETING THE APPLICATION

Thank you for your interest in the New Hanover County Sheriff's Office. One of the core values of the New Hanover County Sheriff's Office is INTEGRITY, (being honest, doing what you say you will do, and telling the truth.) The answers you provide on the enclosed documents should be truthful and complete, and will be verified through a thorough background investigation and a truth verification examination. Being untruthful will exclude you from further consideration in our application process.

1. Read these instructions carefully before completing any of the forms. Failure to follow instructions accurately and provide all information requested, may result in the rejection of your application package.

2. All of the information requested is important and must be accurate and complete. If a particular section does not apply to you, you should indicate this by placing an N/A in that particular section. Each line or block should have information inside, or an N/A.

3. Please complete form F-3, the Personal History Statement. This multi-page document will require the most information. You should read the instructions on the inside cover and provide the required information. Feel free to attach additional pages if necessary. This form must be signed and notarized on the last page. If you do not reside in North Carolina, you may have this document notarized by a notary from your state.

Employment records should include the full company name, complete address, (including city, state and zip code) phone number and the name of the supervisor for whom you last worked. Include every job you ever held, even if you worked for one day/or even if the business is now closed.

Character references should include complete addresses with zip code, and a home and work phone numbers. You should also contact each personal reference to alert them to the fact that they are being used as a reference.

1. The EMPLOYMENT APPLICATION form from New Hanover County Human Resources Department must also be completed even though it requires information that is contained in other sections of the application packet.

2. Sign all forms and have notarized those required by a notary from your state.

3. Be sure to review all of the information you have provided to ensure accuracy and provide signatures as required.

4. Please print in a neat and legible fashion. Unreadable information will be returned.
DESCRIPTION OF SUPPORTING DOCUMENTS

Please complete the enclosed checklist and submit it with the following items in order as they appear on the checklist.

All items must be submitted in a complete packet at the time you mail or hand deliver it to the New Hanover County Sheriff’s Office Recruitment Section.

All copies of documents must be on separate sheets of paper.

☐ Birth Certificate (1 Photocopy)
☐ Driver's License (1 Photocopy)
☐ Social Security Card (1 Photocopy)
☐ High School Diploma or GED certificate (1 Photocopy)
☐ College Degree(s) (1 Photocopy)
☐ One head and shoulder color photograph
☐ Certified criminal history from every county you have resided in for the past ten years including where you attended high school (you will be notified by Recruitment when to obtain these)
☐ If you were in the military, a copy of your DD214 (Member copy 4) will need to be provided showing your type of discharge. Please include a notarized letter explaining any disciplinary action against you during your time of service.
☐ For all prior criminal charges provide a notarized statement explaining the incident. (For all Misdemeanors & Felonies only)
☐ Notification of any pending citation or criminal charge (If you receive any citation or criminal charge while in the hiring process provide immediate notification the Recruitment Office as well as documentation once it has been disposed of)
☐ Naturalization Papers (If you are a Naturalized Citizen)
THE FOLLOWING ARE THE MOST FREQUENTLY ASKED QUESTIONS APPLICANTS HAVE REGARDING EMPLOYMENT WITH THE NEW HANOVER COUNTY SHERIFF’S OFFICE.

1. **What are the minimum requirements of your Agency?** You must be at least 21 years of age when you begin the process. You must have a high school diploma or GED. You must be able to obtain a North Carolina Driver’s License. You must be a citizen of the United States. We require an Honorable Discharge from any branch of the armed services you may have served in. You must pass an extensive background investigation and a physical fitness, polygraph, psychological, medical and drug screening tests.

2. **What benefits does the New Hanover County Sheriff’s Office have to offer me?** Our Sheriff’s Office entry level pay for Deputy Sheriff is currently **$41,496**, and entry level Detention Officer is currently **$39,312**. Employees receive 12 paid holidays per year and 10 to 24 vacation days per year depending on your years of service. The New Hanover County Sheriff’s Office supports the National Guard and Armed Forces Reserves. Our employees have medical and dental insurance with the County paying a portion of the coverage. We also offer optional insurance plans, direct deposit, employee assistance program, flexible spending accounts and an employee health clinic. Employees are eligible for full retirement benefits from the County and State after 30 years of credible service or age 55 (for sworn employees only).

3. **What type of opportunity does the Sheriff’s Office offer me?** The Sheriff’s Office offers a challenging and rewarding career with numerous possibilities for you to make a difference in our community. Detention, Patrol, Investigations, Vice & Narcotics, School Resource Officer, Canine, Civil, Gang Task Force, Crime Scene Investigation and many others are integral parts of the Sheriff’s Office. Our Office provides each and every officer with the equipment, uniforms and proper training required to become a top notch law enforcement officer.

4. **What is New Hanover County like?** New Hanover is the second smallest County in North Carolina. Most of the county is very urban. It is a big city with a small town atmosphere. We are located in a temperate coastal area of Southeastern North Carolina and have excellent schools and colleges. Wilmington and New Hanover County is also used as a backdrop for many movies and television shows.

5. **What is the recruiting process like?** The recruiting process begins with you completing the application packet. Once the packet is returned it is assigned to one of the background investigators. The process is started by two separate tests (physical agility test, and a reading comprehension test). Once the background investigation is completed, about a four week process (actual duration varies), you will be notified of further requirements including a polygraph, psychological, medical and drug screening tests and an interview/review board.

6. **What can eliminate me from the application process?** Because of the sensitive nature of law enforcement, the New Hanover County Sheriff’s Office has very strict standards. Any use of drugs like cocaine, crack cocaine, heroin, LSD, mushrooms, Methamphetamines, PCP, and any number of other hard drugs like steroids and amphetamines can disqualify applicants. Any use of marijuana
is evaluated on a case by case basis. Our Office examines closely the criminal, driving and credit history, which demonstrates a lack of responsibility, a poor work history, or negative references, can eliminate an applicant from consideration. Finally, more applicants are eliminated from consideration because they have not been “completely” truthful and given full disclosure of all information that we require in our investigation. The integrity of our employees is one of the Sheriff’s Office’s most important core values.

7. **How should I dress when I come to the Sheriff’s Office?** You need to be appropriately dressed each and every time you visit the Sheriff’s Office. For males, this includes a shirt with a tie and dress pants or slacks, at a minimum. For females, business attire equivalent for that of males. **DO NOT SHOW UP IN FLIP-FLOPS, JEANS, SHORTS, T-SHIRTS, WITHOUT SHAVING (males) AND HAVEN TAKEN OUT ALL EXTRA PIERCINGS ETC...** If there are any questions related to your attire, call and ask. **EACH TIME YOU VISIT THE SHERIFF’S OFFICE, REGARDLESS OF YOUR LENGTH OF STAY, YOU ARE BEING EVALUATED.**
### APPLICATION DOCUMENT CHECKLIST

**NAME:** _________________________________________

<table>
<thead>
<tr>
<th>DOCUMENT</th>
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<tbody>
<tr>
<td>Form F-3, Personal History Statement</td>
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<tr>
<td>Employment Application, New Hanover County</td>
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<tr>
<td>Authorization for Release Form</td>
<td></td>
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<tr>
<td>Employment Disqualifier Form</td>
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<tr>
<td>Birth Certificate (1-Photocopy)</td>
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<tr>
<td>College Degree(s) (1-Photocopy)</td>
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<tr>
<td>Military Discharge Form DD-214</td>
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<tr>
<td>Naturalization Papers</td>
<td></td>
</tr>
<tr>
<td>Criminal History (1-Certified Copy)*</td>
<td></td>
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</tbody>
</table>

**** Certified criminal history must be from every county of residence for the past 10 years as indicated in the Personal History Statement including the county of your attending High School. *****

Documents being forwarded should be sent to the following address:

**New Hanover County Sheriff’s Office**  
C/O Recruitment Unit  
3950 Juvenile Center Road  
Castle Hayne, NC 28429

If you have questions or difficulties in obtaining necessary documentation, please contact the Recruitment Unit for assistance.
REMINDER

DID YOU ???

- Read the entire package
- Follow all instructions
- Obtain all required documents
- All applicable forms notarized
  - F3
  - Authorization for release form
  - Employment disqualifiers
Applicant Selection Process:

- Turn in all paperwork.
- The recruitment office will schedule the initial testing (reading comprehension and physical fitness).
- If both the reading comprehension and the physical fitness test are passed, a full employment package will be provided to each applicant.

-If not passed, there is a 3-month minimum before applicant may reapply.

The physical fitness test includes the following:

Scenario #1 - Chase/Apprehension (time requirement: ≤6:00 to pass)
Start Position in Chair
Chair to Cone 1 (40ft) and back (around chair) 1 time
Chair to Cone 2 (60ft) while completing the following obstacles: broad jump, fence climb, crawl
Cone 2 to mat
Roll Drill, 1 repetition (a - d equals 1 repetition)
   a. Start on top of 100lb. heavy bag with left knee on mat
   b. Roll to right until bag is over body
   c. Continue roll in same direction until back on top of heavy bag (complete when right knee touches mat)
   d. Perform complete turn to left until left knee touches mat
10 push-ups
Roll Drill, 1 repetition
Roll Drill to step box
15 steps (up and down) on step box
Roll Drill, 1 Repetition
10 push-ups
Roll Drill, 1 repetition

Scenario #2 – Rescue (time requirement: ≤3:00 to pass)
Run from Cone 1 to Cone 2 (50ft) and back 1 time
15 Steps (up and down) on step box
Run from Cone 1 to Cone 2 (50ft) and back 1 time
Drag 175lb. dummy from Cone 3 to Cone 4 (25ft) and back to Cone 3 (past line adjacent to cone each way)

-Employment Review Board
-Polygraph Examination
-Psychological Evaluation
-Medical Examination

- Once all the above has taken place and there is an opening for employment, each package will be reviewed by the Sheriff’s Office employment personnel and submitted to the Sheriff for his ultimate approval or disapproval.

NOTE: The employment process may take several months. There are a number of factors that we have to take into consideration when dealing with each individual, please be patient.
EMPLOYMENT DISQUALIFIERS

Any one or more of the following shall disqualify an applicant from further consideration for employment.

- **Automatic Disqualification**
  - Untruthfulness or the falsification of any application, certificate, credential, interview, test, or documents associated with the application for this position.
  - Failure to provide complete and accurate information any time during application process or other documents associated with this position.

- **Credit**
  - Current unsatisfactory credit history rating as determined by the Sheriff.
  - Factors that will be reviewed include, but are not limited to, the following:
    - Voluntary or involuntary insolvency or bankruptcy within the past seven (7) years from the date of application will be reviewed by the Sheriff on a case by case basis.
    - Unsatisfied judgments at time of application other than traffic fines and costs.
    - Any arrears in child support or failure to pay child support.

- **Criminal History**
  - Any felony conviction.
  - A misdemeanor conviction(s) deemed to be inappropriate as determined by the Sheriff.
  - Any individual that has been named respondent and/or defendant in a domestic violence protective order (50B Order) issued by a judge of a court of competent jurisdiction.
  - Any individual convicted of any offense arising from a domestic violence protective order as defined by 18 U.S.C code Section 921 (a).

- **Drugs**
  - The unlawful sale or distribution of any controlled substances.
  - The use of any substance listed in Schedules I-V of the North Carolina Controlled Substance Act, without medical supervision, within three (3) years immediately preceding the date of application will automatically disqualify the applicant from the hiring process. Any use of the same substances more than three (3) years will be reviewed by the Sheriff on a case by case basis.
  - The possession or use of marijuana, or a derivative thereof, within the twelve (12) months immediately preceding the date of application.

- **Traffic**
  - Conviction in any jurisdiction of Driving Under the Influence of Drugs or Alcohol within the five (5) years immediately preceding the date of application.
  - Refusal to take a Chemical Analysis Test as required by the implied consent law of any jurisdiction within the five (5) years immediately preceding the date of application.
  - Conviction of Eluding Police, Hit and Run, Vehicle Speed Competition or Death by Motor Vehicle.
  - The suspension of revocation of driving privilege in any jurisdiction within the past five (5) years for any reason other than failure to pay fines and costs.
  - More than two (2) moving violations within twelve (12) months immediately preceding the date of application.

- **Other**
  - Dishonorable Discharge from any Military Service. A less than Honorable or General Discharge will be reviewed by the Sheriff on a case by case basis.
  - Failure to comply with deadlines to return information to the background investigator and the New Hanover County Sheriff’s Office.
  - Not a United States Citizen.
  - Background investigation indicates a less than acceptable job performance with past employers.
  - Incidents of past physical or mental abuse of any person.
  - Behavior unsuitable or inappropriate for a Deputy Sheriff/Detention Officer as determined by the Sheriff.

STATE OF ______________________________
COUNTY OF ____________________________

I hereby certify that I understand each and every statement made on this form and that discovery of any of the above disqualifiers will result in the immediate disqualification of my application for employment with the New Hanover County Sheriff’s Office.

THIS THE ___________ DAY OF ________________________________, 20_______

_____________________________________________________________
(SIGNATURE IN FULL)

Subscribe and Sworn to before me.

THIS THE ___________ DAY OF ________________________________, 20_______

_____________________________________________________________
(SIGNATURE IN FULL)

Notary Public Official Seal
My Commission Expires ________________________________________, 20________
Authorization for Release of Personal Information
To Law Enforcement Agencies for Employment Purposes

To whom it may concern:

I am an applicant for a position with the New Hanover County Sheriff’s Office. In order to determine my suitability for employment, I understand the New Hanover County Sheriff’s Office, New Hanover County, Wilmington, North Carolina must make a thorough investigation of my personal records and personal background. It is in the public’s interest all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I, _________________________________________, DOB ___/___/___, Operators License # _______________, do hereby request and authorize any bank, credit union, lending or financial institution, credit bureau, consumer reporting agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional, including mental health, alcohol treatment center, hospital, or other repository of medical records, insurance company, governmental agency, criminal and civil courts, certification/licensing commission, military organization, and any other individual agency to produce and provide copies of any and all information to the authorized agent of New Hanover County Sheriff’s Office, New Hanover County, Wilmington, North Carolina regarding me whether of a privileged or confidential nature.

Moreover, I hereby release the New Hanover County Sheriff’s Office, New Hanover County, Wilmington, North Carolina from any and all civil or criminal liability whatsoever for seeking such requested information and for evaluation of such information as it relates to my employment with the New Hanover County Sheriff’s Office, New Hanover County, Wilmington, North Carolina. And I hereby release the issuing agency and its agents, both individually and collectively, from any and all liability for damages or whatsoever kind, which may at the time result because of compliance with this authorization and request.

I further waive all right to inspect or review any information compiled in reference to my application for employment. I do further authorize the New Hanover County Sheriff’s Office, its agents and employees, to release copies of any and all information in to any agency or entity regulating the certification, authority or conduct of law enforcement officers. This is to include, but not limited to North Carolina Sheriff’s Education and Training Standards Commission, North Carolina Criminal Justice Education and Training Standards Commission, North Carolina Attorney General’s Office, agencies of other states and the federal government, and the applicant’s/officer employing agency.

I hereby acknowledge that this authorization is valid for one (1) year, or until the employment process has been completed, whichever is later.

A copy of this document is considered valid, just as the original.

I have read and fully understand the above statements.

STATE OF NORTH CAROLINA
COUNTY OF NEW HANOVER

Subscribed and sworn to before me,

This is the ____ day of ________________________, ______

______________________________________________________
Notary Public & Seal

My Commission Expires: _______________________________

Applicant Information

______________________________________________________
Applicant Signature

______________________________________________________
Printed Name

______________________________________________________
Address

______________________________________________________
Phone Number
INEXPERIENCED DETENTION OFFICER

ESSENTIAL JOB FUNCTIONS

INSTRUCTIONS: The following are the “essential job functions” that are common to all inexperienced Detention Officers in North Carolina, as determined by the N.C. Sheriff’s Education and Training Standards Commission. The successful applicant must be able to perform **ALL** of the essential job functions of an inexperienced detention officer, generally unassisted and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

1. Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in self-defense.
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations, to include filing, alphabetizing and labeling.
3. Exercise independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.
4. Operate a law enforcement vehicle for long periods of time during both the day and night; in congested traffic and in unsafe road conditions cause by factors such as fog, smoke, rain, ice and snow.
5. Communicate effectively and coherently with other officers and inmates using existing communication systems.
6. Gather information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers and exercises independent judgment by determining when probable cause exists to recommend disciplinary actions.
7. Pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying and dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; and using body force to gain entrance.
8. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.
9. Conduct visual and audio surveillance for extended periods of time.
10. Engage in functions in confined areas that include such things as preparing and serving food, working rotating shifts, extended walking on foot patrol and physically checking the doors, windows and other areas to ensure they are secure.
11. Effectively communicate with inmates and the public, including minors by giving information and directions, mediating disputes and advising of rights and processes.
12. Demonstrate communication skills in court and other formal settings.
13. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations; and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc...
14. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.
15. Perform rescue functions at accident, emergencies and disasters to include standing for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evacuating people from confined areas.
16. Transport and escort prisoners, detainees, and committed mental patients using handcuffs and other appropriate restraints.
17. Put on and operate a self-contained breathing apparatus and extinguish small fires by using a fire extinguisher and other appropriate means.
18. Read and comprehend legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, and summons and other legal writs.
19. Process and release inmates to include taking their photographs and obtaining a legible set of linked fingerprint impressions.
20. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.
22. Possess sufficient dexterity to manipulate keys and keyboard, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.
23. Read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full field of vision while supervising inmates.
24. Inspect unclothed inmates including body cavity, with exposure to body fluids, waste and possible encounter with deceased persons.

________________________________________________  _____________________
Signature                                                                                       Date

________________________________________________
Print full name
Applicant for position of Detention Officer

As an applicant for employment with the New Hanover County Sheriff’s Office, I, ___________________________, understand that I must meet the following conditions for hire and that I have not been promised any accommodations or further opportunities unless specifically written before my hiring. I am being hired as a Detention Officer and have not been promised anything further including Basic Law Enforcement Training (BLET)

1. I am 21 years of age.
2. I am a High School Graduate or have a GED.
3. I have a NC Driver’s License.
4. I will provide all documentation including Criminal Background Checks for counties where I have lived in the past 10 years and where I graduated High School.
5. I will submit to a physical examination and drug screening at the NHSO expense.
6. I will complete a Polygraph.
7. I have read, understand and have signed the Essential Job functions of a Detention Officer.
8. I meet the requirements of the NHSO Employment Disqualifiers.
9. I authorize a complete background and have signed and notarized a NHSO Authorization and Release form.
10. I will take a Reading Comprehension Test
11. I will complete the Police Officer Physical Agility Test.

As an applicant for employment, I am required to comply with these conditions of employment and required to carry out the essential functions of the above position. I have read and understand the terms of this agreement.

________________________________________  _______________________________________
Applicant                                                                                                      Agency Representative

________________________________________
Date                                                                                                             Date
Personal History Statement

Note: This form is not designed for use as an initial application for employment and must not be used for that purpose. Rather, the applicant should complete this form prior to beginning his/her background investigation. This form should only be completed by applicants for the position of a justice officer. It is the determination of the Commission that these questions are necessary in order to fully and adequately evaluate applicants for justice officer certification. These questions are designed to ascertain whether the applicant meets the minimum standards for certification and serves no other purpose.

*The Social Security Number is used to make a positive identification of the applicant and/or law enforcement personnel. DISCLOSURE IS VOLUNTARY. However, failure to provide this information may result in a delay in the processing of application materials and may result in inaccurate records being assigned to you.
INSTRUCTIONS: Fill out this form completely and accurately. If you need extra space, add additional pages and identify the information by item number. All questions must be answered.

NOTE: Any statements are subject to validation and any incorrect statements or omissions may disqualify you from certification. Truthful statements to any item requested will not necessarily exclude you from consideration. This form must be notarized upon completion.

POSITION(S) APPLIED FOR:

Agency ___________________________ Date ________________

Deputy ☐ Detention Officer ☐ Telecommunicator ☐

Have you previously submitted an application for employment with this agency? ☐ Yes ☐ No

If YES, approximate date: ____________

PERSONAL

1. Name: ___________________________ First Middle Last

Maiden Name ___________________________

Other previous last names: ___________________________

______________________________

______________________________

Nicknames or Aliases ___________________________

Note: If your name was legally changed after the age of 12, please submit documentation showing when that occurred.

2. Social Security __________________

3. Present Mailing Address: Permanent Mailing Address

Street and Number ___________________________ Street and Number ___________________________

City ___________________________ City ___________________________

State _____ Zip Code ___________ State _____ Zip Code ___________

Telephone Numbers:

Home: ___________________________

Pager: ___________________________

Cell/Mobile ___________________________

4a. Date of Birth: ____________ 4b. Place of Birth: ___________________________ (City/State/Country)

5. Citizenship: ☐ U.S. Born ☐ U.S. Naturalized ☐ Other, specify: ___________________________
Data solicited in questions 6 and 7 will be utilized for equal employment statistical information purposes only

6. Ethnicity: ☐ African American ☐ Asian American ☐ Hispanic ☐ Caucasian ☐ Other:

7. Gender: ☐ Male ☐ Female

8. Do you object to wearing a uniform? ☐ Yes ☐ No

9. Do you object to working nights? ☐ Yes ☐ No

10. Do you object to working rotating shifts? ☐ Yes ☐ No

11. Do you object to occasionally being away from home overnight and/or for other periods of time to attend meetings, acquire training or otherwise perform official duties? ☐ Yes ☐ No

EDUCATIONAL

12. Indicate the type of High School you attended:
   - Traditional ☐
   - Home School ☐
   - GED ☐
   - Distance Learning ☐
   - Did not attend high school ☐
   - Other: _____________________________

A. High Schools:

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<th>NAME:</th>
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<td>STATE:</td>
<td>DEGREE AWARDED:</td>
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<td>DEGREE AWARDED:</td>
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<tr>
<td>YEARS COMPLETED:</td>
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</table>

B. University or Colleges:

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<thead>
<tr>
<th>NAME:</th>
<th>WHEN ATTENDED:</th>
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<tbody>
<tr>
<td>CITY:</td>
<td>GRADUATED:</td>
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<td>STATE:</td>
<td>DEGREE AWARDED:</td>
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<tr>
<td>YEARS COMPLETED:</td>
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<td>CITY:</td>
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<td>DEGREE AWARDED:</td>
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<td>YEARS COMPLETED:</td>
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C. Continuing Education:

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<th>NAME:</th>
<th>WHEN ATTENDED:</th>
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<tbody>
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<td>CITY:</td>
<td>GRADUATED:</td>
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<td>STATE:</td>
<td>DEGREE AWARDED:</td>
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<tr>
<td>YEARS COMPLETED:</td>
<td>MAJOR FIELD:</td>
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<th>NAME:</th>
<th>WHEN ATTENDED:</th>
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<tbody>
<tr>
<td>CITY:</td>
<td>GRADUATED:</td>
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<td>STATE:</td>
<td>DEGREE AWARDED:</td>
</tr>
<tr>
<td>YEARS COMPLETED:</td>
<td>MAJOR FIELD:</td>
</tr>
</tbody>
</table>

RESIDENCES

13. List addresses for the past 10 years starting with present address listed first:

<table>
<thead>
<tr>
<th>From: (MM/YY)</th>
<th>To: (MM/YY)</th>
<th>Address, City, State</th>
<th>County</th>
<th>Landlord</th>
</tr>
</thead>
<tbody>
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FAMILY HISTORY

NOTE: Questions included in the next section are intended to assist in the conducting of a background investigation and are not intended for use by the employing agency as disqualifying factors for employment as a justice officer

14. Marital Status:

Never Married □  Married □  Divorced □  Engaged □  Separated □  Widowed □

15. Name of Spouse / Former Spouse(s)  ________________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________

_____________________________________
16. A. Do you have any children born to you, adopted by you, or stepchildren?  ☐ Yes  ☐ No

B. If Yes, list all of your children below:

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Birthdate</th>
<th>Relationship</th>
<th>With whom resides</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
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<td>(6)</td>
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</tbody>
</table>

C. Are you now supporting all these children?  ☐ Yes  ☐ No  If NO, give details:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

17. Are there persons, other than your spouse and listed children, who are presently dependent upon you for support?  ☐ Yes  ☐ No  If YES, give details:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

18. Are you related by blood or marriage to any person (s) now employed by this agency?  ☐ Yes  ☐ No  If YES, give name(s) and details:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

19. Is any member of your immediate family now in prison/jail or on probation or parole?  ☐ Yes  ☐ No  If YES, give name(s) and details:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
FINANCIAL
20. What sources of income other than salary do you have at present?

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

21. Have you ever been sued with a civil judgment being rendered against you? Please note this includes repossessions, evictions, executions, etc. □ Yes □ No If YES, explain:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

22. Have you ever declared bankruptcy? □ Yes □ No IF YES, explain:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

23. What is the total amount of all your debts at present? ________________

24. What is the average monthly total of all your bills, payments, and current living expenses? ________________

25. List credit references, including businesses to which you make monthly payments:

<table>
<thead>
<tr>
<th>Firm / Business</th>
<th>Street Address</th>
<th>City / State</th>
<th>Amount Owing</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
26. Have you ever been denied employment by a criminal justice agency after a conditional offer of employment was made?  
☐ Yes  ☐ No  (If Yes, list agency name and reason.)

27. Have you ever held a position in any capacity which required certification or licensure from any Commission, Board or Agency established to certify or license that position?  (Note: List any such Commission, Board or Agency, whether in or out of North Carolina.)  
☐ Yes  ☐ No

27a. If yes, was such certification or license ever suspended, revoked, or any sanctions taken against it by the issuing authority?  
☐ Yes  ☐ No

27b. If such certification or license was ever suspended, revoked, and any sanctions taken against it by the issuing authority, please list the agency's name taking action against the certification or license, date of action, reason for the action, and period of time for the suspension, revocation, or sanction.

28. Have you ever been discharged or requested to resign from any position because of criminal misconduct or rules violations?  
☐ Yes  ☐ No  (If Yes, list employer, time-frame and reason.)

29. List all jobs, positions or appointments you have held in the last ten years to include inactive, active, reserve, temporary, part-time, paid or not paid employment and internships.  Put your present or most recent job first. List a Reason for Leaving for each job.  Include military service in proper time sequence and temporary part-time jobs.  If you do not have a full ten year job history, be sure to provide an explanation.

<table>
<thead>
<tr>
<th>Employer:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Supervisor's Name:</td>
</tr>
<tr>
<td>Date Employed (MM/YY):</td>
<td>Starting Salary:</td>
</tr>
<tr>
<td></td>
<td>Per:</td>
</tr>
<tr>
<td>Date Separated (MM/YY):</td>
<td>List Major Duties in Order of Importance:</td>
</tr>
<tr>
<td>Full Time:</td>
<td>YRS</td>
</tr>
<tr>
<td>Part Time:</td>
<td>YRS</td>
</tr>
<tr>
<td>If Part-time, hours worked per week:</td>
<td></td>
</tr>
<tr>
<td>Reason for Leaving:</td>
<td></td>
</tr>
<tr>
<td>Employer:</td>
<td>Address:</td>
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<tr>
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<td>Starting Salary:</td>
</tr>
<tr>
<td>Date Separated (MM/YY):</td>
<td>List Major Duties in Order of Importance:</td>
</tr>
<tr>
<td>Full Time:</td>
<td>YRS MOS</td>
</tr>
<tr>
<td>Part Time:</td>
<td>YRS MOS</td>
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<tr>
<td>If Part-time, hours worked per week:</td>
<td></td>
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<tr>
<td>Reason for Leaving:</td>
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<td>If Part-time, hours worked per week:</td>
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<td>Date Separated (MM/YY):</td>
<td>List Major Duties in Order of Importance:</td>
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<tr>
<td>Full Time:</td>
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<tr>
<td>Part Time:</td>
<td>YRS MOS</td>
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<tr>
<td>If Part-time, hours worked per week:</td>
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<tr>
<td>Reason for Leaving:</td>
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</tbody>
</table>
If you need more space, attach additional sheets.

Explain periods of unemployment of three months or more, if you do not have a full ten-year job history:

<table>
<thead>
<tr>
<th>Employer:</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Supervisor's Name:</td>
</tr>
<tr>
<td>Date Employed (MM/YY):</td>
<td>Starting Salary:</td>
</tr>
<tr>
<td>Date Separated (MM/YY):</td>
<td>List Major Duties in Order of Importance:</td>
</tr>
<tr>
<td>Full Time:</td>
<td>YRS</td>
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<td>Part Time:</td>
<td>YRS</td>
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<td>If Part-time, hours worked per week:</td>
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<tr>
<td>Reason for Leaving:</td>
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<tr>
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<tr>
<td>Reason for Leaving:</td>
<td></td>
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</tbody>
</table>
MILITARY SERVICE

30. Were you ever in the U.S. Military service or any other military organization? (Even if you served for only one day, list this service.) ☐ Yes ☐ No  If YES, complete #31 through #38. If NO, skip to #39.

31. What was your service number? ____________________________

32. A. What was the highest rank you held? ____________________________  

B. What was the last rank you held? ____________________________

33. A. What was the date and location of your first enlistment and/or commission? ____________________________  

B. List all tours of duty where a DD214 was issued.

<table>
<thead>
<tr>
<th>Branch</th>
<th>Date Entered</th>
<th>Date Released</th>
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<tbody>
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</table>

34. List all stations of assignment including active, reserve and/or National Guard (Attach additional pages if needed.)

<table>
<thead>
<tr>
<th>Branch</th>
<th>Unit (Company or Ship)</th>
<th>Location</th>
<th>From (MM/YY)</th>
<th>TO (MM/YY)</th>
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35. What was the date and location of your last discharge from active duty? ____________________________

36. Have you ever received any of the following types of discharge:

- Uncharacterized (includes entry level separations) ☐ Yes ☐ No  
  Honorable ☐ Yes ☐ No  
  General (under honorable conditions) ☐ Yes ☐ No  
  Under other than honorable conditions (includes undesirable) ☐ Yes ☐ No  
  Bad Conduct discharge ☐ Yes ☐ No  
  Dishonorable discharge ☐ Yes ☐ No  
  Dismissal ☐ Yes ☐ No

37. Were you ever court martialed, tried on charges, or the subject of a summary court, deck court, non-judicial punishment, captains mast, company punishment, article 15, written reprimand, and/or any other disciplinary action while a member of the military, Nation Guard or reserve unit? ☐ Yes ☐ No  
If YES, explain what occurred and what type of punishment you received: ____________________________________________________________

38. If you are presently a member of the National Guard or any military reserve, give the unit, location, and describe your obligation, and provide your expected date of separation: ____________________________________________________________

__________________________________________________________
USE OF ALCOHOL
NOTE: In question #39 the word "drink" means one time or more, including experimentation.

39. Do you drink alcoholic beverages? ☐Yes ☐No

PRIOR CRIMINAL CONDUCT
NOTE: Answer all of the following questions completely and accurately. Any falsification or misstatement of facts may be sufficient to disqualify you from certification. The word "used" in the following questions includes even one time use or experimentation. Applicants for the position of Justice Officer must disclose all prior criminal conduct.

40. Have you ever used any illegal drugs including but not limited to marijuana, synthetic or designer drugs, steroids, opiates, pills, heroin, cocaine, crack, LSD, etc., to include even one time use or experimentation? ☐Yes ☐No
(If YES, specify the circumstances, drugs used, and when the usage last occurred.)

41. Have you ever used prescription drugs other than under the supervision or as prescribed by a physician to include even one time use or experimentation? ☐Yes ☐No
(If YES, specify what drug(s), how and from whom you received the drug(s), and when the usage last occurred)

42. Have you ever purchased, possessed, manufactured, grown, delivered or sold any amount of illegal drugs or controlled substances for which you did not have a valid prescription. ☐Yes ☐No
(If YES, please identify the drug(s) and provide details concerning the purchase, possession, manufacture, growth, delivery or sale.)

43. Have you ever had a Domestic Violence Protective Order or Civil No Contact Order issued against you? (Include both ex-parte domestic violence protective orders and those entered subsequent a hearing.) ☐Yes ☐No
(If YES, complete the following and provide documentation of the initial allegations and the judge’s findings at the hearing where both parties were present.)

Date of Issuance: _________________ County of Issuance: _________________

Name of Plaintiff: _____________________________________________________

Date of Expiration: _______________
NOTE: In response to the following question, include all offenses other than minor traffic offenses. The following are NOT minor traffic offenses and must be listed below: DWI, DUI (alcohol and drugs), Failure to Stop in the Event of an Accident (hit and run) and Driving While License Permanently Revoked or Permanently Suspended (DWLR). Attached to this form is an additional list of North Carolina traffic offenses which should also be listed. Juvenile charges or arrests should also be listed.

If any doubt exists in your mind as to whether or not you were arrested or charged with a criminal offense at some point in your life or whether an offense remains on your record, you should answer "YES." You must include any and all convictions regardless of whether or not the convictions were expunged pursuant to NCGS 15A-145.4 and 15A-145.5.

44. Have you ever been arrested by a law enforcement officer or otherwise charged with a criminal offense? (As used in this question, the term "charged" includes being issued a citation or criminal summons.)

☐ Yes  ☐ No  (If YES, complete the following and provide documentation of each offense listed.)

A. OFFENSE CHARGED:
   LAW ENFORCEMENT AGENCY: ____________________________
   DATE: ____________
   DISPOSITION: ____________________________

B. OFFENSE CHARGED:
   LAW ENFORCEMENT AGENCY: ____________________________
   DATE: ____________
   DISPOSITION: ____________________________

C. OFFENSE CHARGED:
   LAW ENFORCEMENT AGENCY: ____________________________
   DATE: ____________
   DISPOSITION: ____________________________

D. OFFENSE CHARGED:
   LAW ENFORCEMENT AGENCY: ____________________________
   DATE: ____________
   DISPOSITION: ____________________________

E. OFFENSE CHARGED:
   LAW ENFORCEMENT AGENCY: ____________________________
   DATE: ____________
   DISPOSITION: ____________________________

F. OFFENSE CHARGED:
   LAW ENFORCEMENT AGENCY: ____________________________
   DATE: ____________
   DISPOSITION: ____________________________

(ADD EXTRA SHEETS, IF NECESSARY.)
45. Under federal law you may be disqualified to receive or possess a firearm if you meet any of the following conditions:

(A) currently under indictment for information in any court for a crime punishable by imprisonment for a term exceeding one year.

(B) have been convicted in any court of a crime punishable by imprisonment for a term exceeding one year. A person would not be ineligible under this criteria if the person has been pardoned for the crime or conviction, the crime or conviction has been expunged or set aside or the person has had their civil rights restored, and under the law where the conviction occurred, the person is not prohibited from receiving or possessing any firearm.

(C) are a fugitive from justice.

(D) are an unlawful user of, or addicted to marijuana, or any depressant, stimulant, or narcotic drug, or any other controlled substance.

(E) have ever been adjudicated mentally defective or have been involuntarily committed to a mental institution.

(F) have been discharged from the armed forces under dishonorable conditions.

(G) are illegally in the United States.

(H) have renounced your citizenship, having previously been a citizen of the United States.

NOTE: A "crime punishable by imprisonment for a term exceeding one year," as discussed in (A) and (B) above is defined in federal law so as to exclude most misdemeanors in North Carolina.

If any of the above (A though H) apply, please note below and submit an explanation on a separate sheet of paper which accompanies this form. Your signature on the attestation found on page 15 of this document indicates you have read this section and understand each of the disqualifiers.

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

46. Have you been convicted of a misdemeanor under federal or state law which has, as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon? □ Yes □ No (If YES, explain)
________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________

If so, did you commit the act(s) against a current or former spouse, parent, or guardian, or against a person with whom you share a child in common, or against a person with whom you were or are cohabiting with, or a person similarly situated to a spouse, parent, or guardian or the victim (Domestic Violence Offense)? □ Yes □ No

OFFENSE CHARGED:  

LAW ENFORCEMENT AGENCY:  

DATE:  

DISPOSITION:  

12
47. Have you ever been charged with or convicted of a felony? You must include any and all felony convictions regardless of whether or not the convictions were expunged pursuant to NCGS 15A-145.4 and 15A-145.5
   □ Yes    □ No    If YES, give details:

48. Have you ever been placed on court-ordered probation?
   □ Yes    □ No    If YES, give details:

49. Have you ever paid a court-imposed fine?
   □ Yes    □ No    If YES, give details:

50. Do you or have you ever possess(ed) a driver’s license from the State of North Carolina?
    □ Yes    □ No
    License Number ___________________  Year Issued __________

51. Do you or have you ever possess(ed) a driver’s license issued in any state other than North Carolina?
    □ Yes    □ No
    If YES, give the State and number:
    State _____  License Number ________________________

52. A. Was your license ever suspended or revoked?
    □ Yes    □ No
    If YES, give details:

    B. IF Yes, was your license ever restored?
       □ Yes    □ No
       If YES, state when and give details:

53. Have your driving privileges ever been restricted?
    □ Yes    □ No
    If YES, give details:
CAREER OBJECTIVES

54. Briefly explain your reasons for applying for this position:

________________________________________________________

________________________________________________________

55. List special skills, training, field of work for which you are licensed, registered, or certified, and hobbies which may be useful in the performance of the duties of the position for which you have applied:

________________________________________________________

________________________________________________________

56. What are your feelings about the use of deadly force if it became necessary in the performance of official duties? (Not applicable for telecommunicators)

________________________________________________________

________________________________________________________

REFERENCES

57. Give the names of five responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality, and other qualities.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
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</table>
STATE OF NORTH CAROLINA
COUNTY OF _________________

I hereby certify that each and every statement made on this form is true and complete and understand that any misstatements or omission of information may subject me to disqualification or dismissal. I also acknowledge that I have a continuing duty to update all information contained in this document. I will report to the employing agency and forward to the Sheriffs' Education and Training Standards Commission any additional information which occurs after the signing of this document.

THIS THE _____ DAY OF _____________________, 20___
______________________________________________
(SIGNATURE IN FULL)

SUBSCRIBED AND SWORN TO BEFORE ME,
THIS THE _____ DAY OF _____________________, 20___
______________________________________________
(SIGNATURE IN FULL)

Notary Public (Official Seal)

MY COMMISSION EXPIRES: _______________________________, 20___
**EXCERPT FROM CLASS B MISDEMEANOR MANUAL OF TRAFFIC OFFENSES WHICH ARE NOT MINOR**

<table>
<thead>
<tr>
<th>Code</th>
<th>Offense Description</th>
<th>Effective Date Range</th>
<th>Revoked/Repealed Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-28</td>
<td>Driving while license permanently revoked (20-28(b)(b) Repealed)</td>
<td>10/1/94 -11/12/96</td>
<td>1</td>
</tr>
<tr>
<td>20-28(d)(3)</td>
<td>Driving while license permanently revoked (3rd offense)</td>
<td>5/31/02-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-30(5)</td>
<td>Fictitious name or address in any application for a driver’s license or learner’s permit (20-35)</td>
<td>5/31/02-Present</td>
<td>2</td>
</tr>
<tr>
<td>20-37.7(c)</td>
<td>Special identification card (fraud or misrepresentation in application of or use thereof)</td>
<td>01/01/06-Present</td>
<td>2</td>
</tr>
<tr>
<td>20-37.8</td>
<td>Fraudulent use of a fictitious name for a special identification card (20-37.8(b)) [NOTE: violations of 20-37.8(b) became felonious eff. 12/1/99]</td>
<td>10/1/94-12/1/99</td>
<td>2</td>
</tr>
<tr>
<td>20-37.8</td>
<td>Fraudulent use of a fictitious name for a special identification card (20-37.8(c))</td>
<td>5/31/02-Present</td>
<td>2</td>
</tr>
<tr>
<td>20-63(g)</td>
<td>Registration of plates furnished by the Division, etc. (alteration, disguise, or concealment of numbers)</td>
<td>01/01/06-Present</td>
<td>2</td>
</tr>
<tr>
<td>20-71.4</td>
<td>Failure to disclose damage to a vehicle</td>
<td>01/01/06-Present</td>
<td>2</td>
</tr>
<tr>
<td>20-102.1</td>
<td>False report of theft or conversion of a motor vehicle</td>
<td>10/1/94-Present</td>
<td>2</td>
</tr>
<tr>
<td>20-111(5)</td>
<td>Fictitious name or address in application for registration</td>
<td>10/1/94-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-130.1</td>
<td>Use of red or blue lights on vehicles prohibited (20-130.1(e))</td>
<td>10/1/94-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-136.2</td>
<td>Air bag installation</td>
<td>01/01/06-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-137.2</td>
<td>Operation of vehicles resembling law-enforcement vehicles (20-137.2(b))</td>
<td>10/1/94-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-138.1</td>
<td>Driving while impaired (punishment level 1; 20-179(g) or 2 (20-179(h))</td>
<td>10/1/94-5/31/02</td>
<td>M</td>
</tr>
<tr>
<td>20-138.1(d)</td>
<td>Driving while impaired (punishment level 1; 20-179(g) or 2 (20-179(h))</td>
<td>5/31/02-Present</td>
<td>M</td>
</tr>
<tr>
<td>20-138.2</td>
<td>Impaired driving in commercial vehicle (20-138.2(c))</td>
<td>10/1/94-Present</td>
<td>M</td>
</tr>
<tr>
<td>20-141(j)</td>
<td>At least 15 mph over; trying to elude arrest [NOTE: Repealed paragraph (j) eff. 12/1/97; recodified under 20-141.5(a)]</td>
<td>10/1/94-12/1/97</td>
<td>1</td>
</tr>
<tr>
<td>20-141.3(a) &amp; (c)</td>
<td>Unlawful racing on streets and highways</td>
<td>11/12/96-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-141.5(a)</td>
<td>Speeding to elude arrest</td>
<td>11/17/99-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-157(b)</td>
<td>Duty to Move Over</td>
<td>01/01/06-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-166(b)</td>
<td>Duty to stop in event of accident or collision</td>
<td>10/1/94-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-166(c)</td>
<td>Duty to stop in event of accident or collision</td>
<td>10/1/94-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-166(c1)</td>
<td>Duty to stop in event of accident or collision</td>
<td>10/1/94-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-183.8(b1)</td>
<td>Inspection violation by Inspector</td>
<td>3/1/11-Present</td>
<td>3</td>
</tr>
<tr>
<td>20-279.31(b)(1)</td>
<td>Other violation; penalties (gives information required in a report of a reportable accident, knowing/having reason to believe information is false)</td>
<td>01/01/06-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-279.31(b)(2)</td>
<td>Other violations; penalties (forges or without authority signs any evidence of proof of financial responsibility)</td>
<td>01/01/06-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-279.31(b)(3)</td>
<td>Other violations; penalties (forges/offers for filing any evidence of proof of financial responsibility, knowing/having reason to believe that evidence is forged/signed without authority)</td>
<td>01/01/06-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-313.1</td>
<td>Making false certification or giving false information</td>
<td>01/01/06-Present</td>
<td>1</td>
</tr>
<tr>
<td>20-371</td>
<td>Regulation of professional house moving [increased punishment from Class 3 to Class 1 misdemeanor]</td>
<td>3/1/11-Present</td>
<td>1</td>
</tr>
</tbody>
</table>

*Note that violations of 20-138.1 Driving While Impaired (punishment levels 3, 4 & 5) are considered Class A Misdemeanor and should also be listed in response to number 44.*
Print or type this application and be sure to completely answer ALL questions so that we may fully and accurately evaluate your qualifications. You must submit a separate application for each position for which you wish to apply.

Name: ___________________________ (First) ___________________________ (Middle) ___________________________ (Last) Last 6 digits of SSN: ___________________________

Position Applied For: ___________________________ Date: ___________________________

(This position must be currently available.)

Tell us how you heard about this position. (Check only one block.)

☐ 01-Wilmington Star-News ☐ 06-Employment Security Commission ☐ 11-NHC Employee
☐ 02-Wilmington Journal ☐ 07-Job Information Line ☐ 12-Job Fair/Conference
☐ 03-Challenger Newspaper ☐ 08-NHC-TV Channel ☐ 13-Posting
☐ 04-Raleigh News & Observer ☐ 09-Radio Ad ☐ 14-Internet (specify site)
☐ 05-Other Newspaper (specify) ☐ 10-Professional Journal (specify) ☐ 15-Other (specify)

Mailing Address: ___________________________ (Street or PO Box) ___________________________ (Apt. #) ___________________________ (City) ___________________________ (State) ___________________________ (Zip)

Contact Information: ___________________________ (Home Phone) ___________________________ (Business Phone) ___________________________ (Cell Phone) ___________________________ (E-Mail Address)

If none, where can you be reached by phone? ____________________________________________

Are you a citizen of the U.S.? ☐ Yes ☐ No

If no, are you authorized to work in the U.S.? ☐ Yes ☐ No

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

Please provide the information requested below. This information is necessary for statistical purposes only (Equal Employment Opportunity) and will be retained separate from the application for employment.

Name: ___________________________ Last 6 digits of SSN: ___________________________

Position Applied for: ___________________________________________________________

Ethnic Group: ☐ (01) White ☐ (04) Asian/Pacific Islander ☐ (M)ale ☐ (F)emale
☐ (02) Black ☐ (05) American Indian/Alaskan Native
☐ (03) Hispanic ☐ (06) Other ___________________________

Date of Birth: ________ / ________ / ________

Applicant Signature ___________________________________________ Date ___________________________

For Official Use Only
## Educational Experience

<table>
<thead>
<tr>
<th>Name &amp; Location</th>
<th>Years Completed</th>
<th>Credit Hours</th>
<th>Status</th>
<th>Major Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary School</td>
<td>N/A</td>
<td>Did you graduate?</td>
<td>□ Yes □ No</td>
<td>N/A</td>
</tr>
<tr>
<td>High School</td>
<td>N/A</td>
<td>□ Diploma □ GED</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>College or University (Undergraduate)</td>
<td>Degree? □ Yes □ No Type:</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate or Professional</td>
<td>Degree? □ Yes □ No Type:</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technical School</td>
<td>□ Degree □ Certificate Type:</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other School(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other training, workshops, courses, etc. __________________________

### Machines, equipment and hand/power tools you can operate (list in appropriate blanks)

- Building/grounds maintenance __________________________
- Industrial __________________________
- Construction/heavy equipment __________________________
- Other __________________________

### Skills in which you are proficient (list in appropriate blanks)

- Computer software __________________________
- Foreign language(s), sign language __________________________
- Trades (carpentry, welding, plumbing, etc.) __________________________
- Other __________________________

### Licenses or certifications (list in appropriate blanks)

- Professional licenses (nurse, pesticide applicator, contractor, etc.) __________________________
- Driver’s license □ Yes □ No If yes, give class _______ State _______ Driver’s license number __________________________
- Certifications or other licenses __________________________

If required to carry out the duties of this job, do you have use of a personal vehicle? □ Yes □ No

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**DO NOT WRITE IN THIS SPACE**
WORK EXPERIENCES: Beginning with your present or last work experience, provide information on any work experiences you have had including military, volunteer, internships and formal employment. You may attach a résumé to supplement the requested information, *but do not leave anything out*. If you need more space, attach another page.

<table>
<thead>
<tr>
<th>A. Title of present or last position</th>
<th>Starting salary</th>
<th>Last salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Employed:</td>
<td>Name &amp; title of supervisor</td>
<td>Employer</td>
</tr>
<tr>
<td></td>
<td>Date Separated:</td>
<td># supervised by you</td>
</tr>
<tr>
<td>Full-time:</td>
<td>Address</td>
<td>Telephone</td>
</tr>
<tr>
<td>Years Months</td>
<td>Duties:</td>
<td></td>
</tr>
<tr>
<td>Part-time:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If part-time, number of hours worked per week</td>
<td>Reason for leaving</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Title of next to last position</th>
<th>Starting salary</th>
<th>Last salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Employed:</td>
<td>Name &amp; title of supervisor</td>
<td>Employer</td>
</tr>
<tr>
<td>Date Separated:</td>
<td>Date Separated:</td>
<td># supervised by you</td>
</tr>
<tr>
<td>Full-time:</td>
<td>Address</td>
<td>Telephone</td>
</tr>
<tr>
<td>Years Months</td>
<td>Duties:</td>
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<table>
<thead>
<tr>
<th>C. Title of next position</th>
<th>Starting salary</th>
<th>Last salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Employed:</td>
<td>Name &amp; title of supervisor</td>
<td>Employer</td>
</tr>
<tr>
<td>Date Separated:</td>
<td>Date Separated:</td>
<td># supervised by you</td>
</tr>
<tr>
<td>Full-time:</td>
<td>Address</td>
<td>Telephone</td>
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<tr>
<td>Years Months</td>
<td>Duties:</td>
<td></td>
</tr>
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<td>Part-time:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years Months</td>
<td></td>
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<tr>
<td>If part-time, number of hours worked per week</td>
<td>Reason for leaving</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Title of next position</th>
<th>Starting salary</th>
<th>Last salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Employed:</td>
<td>Name &amp; title of supervisor</td>
<td>Employer</td>
</tr>
<tr>
<td>Date Separated:</td>
<td>Date Separated:</td>
<td># supervised by you</td>
</tr>
<tr>
<td>Full-time:</td>
<td>Address</td>
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<tr>
<td>Years Months</td>
<td>Duties:</td>
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<td>Part-time:</td>
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<td>Years Months</td>
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<table>
<thead>
<tr>
<th>E. Title next position</th>
<th>Starting salary</th>
<th>Last salary</th>
</tr>
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<tbody>
<tr>
<td>Date Employed:</td>
<td>Name &amp; title of supervisor</td>
<td>Employer</td>
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<tr>
<td>Date Separated:</td>
<td>Date Separated:</td>
<td># supervised by you</td>
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<td></td>
</tr>
</tbody>
</table>

*continued on reverse side*
### WORK EXPERIENCES CONTINUED:

<table>
<thead>
<tr>
<th>F. Title next position</th>
<th>Starting salary</th>
<th>Last salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Employed:</td>
<td>Name &amp; title of supervisor</td>
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<tr>
<td>Date Separated:</td>
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<td>Months</td>
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<thead>
<tr>
<th>G. Title next position</th>
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<th>Last salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Employed:</td>
<td>Name &amp; title of supervisor</td>
<td>Employer</td>
</tr>
<tr>
<td>Date Separated:</td>
<td>Employer</td>
<td>Address</td>
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<td>Months</td>
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<td>Months</td>
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<th>H. Title next position</th>
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<th>Last salary</th>
</tr>
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<tbody>
<tr>
<td>Date Employed:</td>
<td>Name &amp; title of supervisor</td>
<td>Employer</td>
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<td>Date Separated:</td>
<td>Employer</td>
<td>Address</td>
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<td>Full-time:</td>
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<td>Date Employed:</td>
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</table>

Applicant’s Signature ___________________________ Date ___________________________
REFERENCES

List three persons who are familiar with your qualifications for employment:

(1) Name: ____________________________________ Occupation: __________________________

Address: ____________________________________________________ __________________________

(Street or PO Box) (City) (State) (Zip) (Phone)

(2) Name: ____________________________________ Occupation: __________________________

Address: ____________________________________________________ __________________________

(Street or PO Box) (City) (State) (Zip) (Phone)

(3) Name: ____________________________________ Occupation: __________________________

Address: ____________________________________________________ __________________________

(Street or PO Box) (City) (State) (Zip) (Phone)

Have you worked for New Hanover County (NHC) before? □ Yes □ No  Dept.: ________________ When: __________

Are you related to any person employed by NHC? □ Yes □ No  Name: ________________ Relationship: __________

If hired, when can you report to work? ________________________________________________________________

Name(s) under which you have worked or been educated, if different from present name: ________________________________

Are you capable of performing the activities involved in the job for which you have applied with or without reasonable accommodation? □ Yes □ No

Have you EVER been convicted, under any name, of an offense against the law, other than a minor traffic violation? Offenses include, but are not limited to, driving while impaired, simple worthless check, and ANY misdemeanor or felony, even if resolved outside of court. 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  If yes, fully explain each, giving dates and details. Use additional sheets, if necessary, and sign and date each.

____________________________________________________

____________________________________________________

____________________________________________________

APPLICANT SIGNATURE  (Read carefully before signing below)

I certify this application truly represents my background and experience. I understand that failure to give complete information, falsification, or misrepresentation may prevent my being hired, and if discovered after hiring, may be grounds for immediate dismissal. I authorize investigation of all information given in this application. This includes, but may not be limited to:

➢ Driver’s record check, if necessary for the job;
➢ Criminal background check;
➢ Reference checks from current and previous employers and/or supervisors;
➢ Educational institutions;
➢ Registration and licensing boards;
➢ Any other information submitted on or attached to this application.

I FURTHER UNDERSTAND THAT IF HIRED AS A NEW HANOVER COUNTY EMPLOYEE, I MAY BE REQUIRED TO WORK DURING EMERGENCY SITUATIONS IN ADDITION TO THE DUTIES ASSIGNED TO THIS POSITION.

____________________________________________________

Applicant Signature  Date

NEW HANOVER COUNTY IS COMMITTED TO EQUALITY IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES AND DOES NOT DISCRIMINATE AGAINST APPLICANTS OR EMPLOYEES BASED ON RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, AGE OR DISABILITY.

Rev. 3/08