

County of Henrico, Virginia



Henrico Sheriff's Office
Personal History Statement

COUNTY OF HENRICO
OFFICE OF THE SHERIFF

INSTRUCTIONS TO THE APPLICANT

The information you provide in this personal history statement will be used in the investigation of your background to determine your suitability for the position for which you have applied. Please fill out the questionnaire completely and accurately. Keep in mind that:

- (1) All statements are subject to verification.
- (2) **Deliberate inaccuracies or omissions may bar or remove you from further consideration for employment.**
- (3) **Failure to follow instructions, or answer questions completely and accurately may bar or remove you from further consideration for employment.**
- (4) All time periods in your background must be accounted for beginning with your 18th birthday.
- (5) You are responsible for updating this Personal History Statement in the event changes occur during the background investigation (e.g. change of address, telephone number changes). Notification of such changes must be submitted in writing to the Henrico County Sheriff's Office, Human Resources Unit, PO Box 90775, Henrico, VA 23273.
- (6) If you have any questions regarding any section or part of this application, do not hesitate to contact this office for clarification. Our personnel will willingly take time to explain any section or part of the application that you do not fully understand.
- (7) If you were not given a specific date and time to return this application, contact the Sheriff's Office Human Resource Unit at 501-5558 to make an appointment to return it.

It is to your advantage to respond openly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence, and the degree of relevance to the position for which you have applied. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

Please TYPE or clearly **PRINT** (in black ink) your responses to this questionnaire. If a question does not apply to you, write N/A (not applicable) in the space provided for your answer. If you need more space to respond to a question, use the reverse side of the page.

By signing this document, I certify that all of the information on this entire application is true and complete to the best of my knowledge. I understand that all information is subject to investigation and that omission, falsification, or misrepresentation is sufficient cause for rejection of this application, removal of my name from consideration, or dismissal from service.

Signature

Date

OFFICE OF THE SHERIFF
COUNTY OF HENRICO, VIRGINIA

REQUIRED DOCUMENTATION

Along with this document, completed in full, the following documents, (if they apply to you,) are required to be turned into The Henrico County Sheriff's Office Human Resources:

- Official high school transcripts & copy of diploma
- Official college transcripts & copy of diploma
- Copy of any G.E.D. transcripts & certificate
- Copy of Valid Operator's License
- Documentation of Military Obligation or Discharge
- Certified Copy of Birth Certificate
- Copy of Social Security card
- Copy of United States Naturalization Records
- All Certificates of Training which pertain to becoming a Sheriff Deputy
- Three reference questionnaires, using provided forms

ATTENTION:

**DO NOT TURN THIS DOCUMENT IN UNTIL YOU HAVE OFFICIALLY APPLIED
FOR THE DEPUTY SHERIFF POSITION ONLINE AT:**

HENRICOJOBS.COM

**IF YOU HAVE ANY QUESTIONS WHILE COMPLETING THIS DOCUMENT CALL:
(804) 501-5558**

OFFICE OF THE SHERIFF
COUNTY OF HENRICO, VIRGINIA

AFFIRMATION OF QUALIFICATIONS

(initial appropriate box for each question)

Question	YES	NO
Are you a United States Citizen, or will be by the hire date?		
Will you be over the age of 21 by the hire date if applying for Sheriff Deputy ? Will you be over the age of 18 by the hire date if applying for Jailor ? Will you be over the age of 18 by the hire date if applying for a civilian position ?		
Are you a high school graduate, or will have graduated or have a G.E.D. by the hire date?		
If you are former military, were you discharged under honorable conditions?		
Do you possess a valid Virginia driver's license? If not, will you be able to obtain one by the hire date?		
I have received less than six penalty points in traffic violations within the last 12 months?		
Have you committed a criminal act which is of serious nature, reflects moral turpitude, or indicates a tendency to disregard the law (theft, perjury, fraud, etc.?)		
Have you ever been convicted of domestic assault?		
Have you been convicted, plead guilty or no contest to a felony or any offense that would be a felony if committed in the Commonwealth of Virginia?		
Have you been convicted, plead guilty or no contest to any misdemeanor sex offense in the Commonwealth of Virginia, another state, or the United States, including but not limited to sexual battery under Section 18.2-67.4 of the Code of Virginia or consensual intercourse with a minor 15 or older under clause (iii) of Section 18.2-371 of the Code of Virginia?		
Have you ever been convicted of any crime that requires registration in the Virginia Sex Offender Registry?		
Have you ever sold any drug or narcotic illegally?		
Have you ever used any Schedule I, II, or III drug illegally (hash, cocaine, crack, heroin, opiated, LSD, PCP, mushrooms, barbiturates, ecstasy, steroids, amphetamines, etc.?)		

If you have answered "no" to any question above the shaded line or "yes" to any question below the shaded line, you are automatically disqualified from the application process. If an answer disqualifies you, please contact Henrico Sheriff's Office Human Resources at 804-501-5558 for further instructions.

Printed Name: _____

Signature

Date

OFFICE OF THE SHERIFF
COUNTY OF HENRICO, VIRGINIA

Authorization to Obtain Information

I authorize the **County of Henrico, Sheriff's Office** to perform a background investigation in such as my credit history report, school/education records, arrest and conviction records, Division of Motor Vehicle records, contacting personal and professional references, previous employers, present employers, polygraph results, and any other appropriate sources that the Sheriff's Office deems necessary.

I authorize the release of any information that the County of Henrico, Sheriff's Office may request from the above sources. A copy of this release shall be as valid as the original document. I also understand and agree that all information received by the County of Henrico, Sheriff's Office in connection with this applicant and background investigation is confidential and shall not be disclosed to me.

Applicant's Name (Print)

Applicant's Signature

Date of Birth

Date

Social Security Number

State of Virginia, County of Henrico.

On this ____ day of _____, 20__

Applicant's Name

Whose name is signed to the foregoing instrument, personally appeared before me, acknowledged the foregoing signature to be his, and having been duly sworn by me, made oath that the statements made in the said instrument are true.

My commission expires: _____

Notary Public

OFFICE OF THE SHERIFF
COUNTY OF HENRICO, VIRGINIA

STATEMENT OF UNDERSTANDING
SHERIFF OFFICE NOTICES

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SHERIFF'S PROGRATIVE NOTICE:

I understand that in accepting a position with the Henrico County Sheriff's Office that I serve at the pleasure of the Sheriff, subject to the following conditions:

1. All assignments with the Sheriff's Office are considered temporary in nature. Consequently, while I am subject to being assigned to the Jail Operations Division, I may be assigned or reassigned to any other division and/or shift (at any time) as instructed by the Sheriff or his designee.
2. I must successfully complete all training as mandated by the Department of Criminal Justice Services, and whatever additional training as may be mandated by the Sheriff.
3. I may be removed from my position with the Henrico County Sheriff's Office at any time pursuant to the provisions of Section 15.2-1603 of the Code of Virginia.
4. I understand that the salary for the position for which I am applying is contingent upon funding from the State Compensation Board and/or the County of Henrico. Knowing this, I understand that if I am employed and, subsequently, funding is not made available, that the position for which I was hired will be abolished.

LOCATION & SHIFTWORK NOTICE:

Among the responsibilities of a Deputy Sheriff, The Henrico County Sheriff's Office is responsible for the security of two jail facilities.

- The Jail West facility is located at 4301 East Parham Road, Henrico, VA 23273, located at the corner of Parham Road and Hungary Spring Roads in western Henrico County.
- The Jail East facility address is 17320 New Kent Hwy, Barhamsville, VA 23011, located near the corner of Route 33 and New Kent Highway in north eastern New Kent County.

Every new Deputy Sheriff employed with this office will be assigned to one of the two facilities.

You will also be assigned to one of two shifts. Shifts are 7:00am to 7:30pm or 7:00pm to 7:30am.

Also, any applicant that possess an out-of-state driver's license, you will have two weeks from your date of hire to obtain a valid Virginia driver's license.

PREA HIRING AND PROMOTION PROHIBITIONS NOTICE & FORM:

The Henrico County Sheriff's Office must adhere to the United States Department of Justice Final Rule on the "National Standards to Prevent, Detect and Respond to Prison Rape under the Prison Rape Elimination Act (PREA) Standards" at 28 C.F.R. Part 115 Docket No. OAG-131 RIN 1105-AB34. The Henrico County Sheriff's Office may not hire or promote anyone who may have contact with inmates, residents or offenders under supervision who answers "Yes" to any of the following questions:

OFFICE OF THE SHERIFF
COUNTY OF HENRICO, VIRGINIA

STATEMENT OF UNDERSTANDING
SHERIFF OFFICE NOTICES

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1. Have you ever engaged in sexual abuse in a prison, jail, lock-up, community confinement facility, juvenile facility or other institution? Yes No
2. Have you ever convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes No
3. Have you been civilly or administratively adjudicated to have engaged in the activities described? Yes No

I acknowledge and understand that, should I become subject to these prohibitions in my current position or any subsequent departmental position I may hold involve contact with persons in confinement or under supervision; I will notify Internal Affairs within twenty-four hours of my involvement in any of the above. I understand that this agency has the authority to conduct random criminal history background checks to ensure compliance with these federal standards in relation to the agency's employment practices. Further, I understand that if I am subject to these prohibitions, I may be subject to termination of employment. In addition, if I falsely certify my eligibility for employment and it is subsequently discovered that I have involvement in any of the above, I will be subject to termination or disqualification for employment for the falsification.

Applicant's Name (Print)

Applicant's Signature

Date of Birth

Date

Social Security Number

State of Virginia, County of Henrico.

On this ____ day of _____, 20____

Applicant's Name

Whose name is signed to the foregoing instrument, personally appeared before me, acknowledged the foregoing signature to be his, and having been duly sworn by me, made oath that the statements made in the said instrument are true.

My commission expires: _____

Notary Public

SERVICES ADMINISTRATION
National Personnel Records Center
(Military Personnel Records)
9700 Page Boulevard
St. Louis, Missouri 63132

RE:

Dear Sir:

The above individual is an applicant for Deputy Sheriff with the Henrico County Sheriff's Office. His appointment is subject to the completion of a background investigation being conducted.

The applicant provided the following information about his military service:

Branch of Service: _____ Service Number: _____

Date Entered: _____ Date Discharged: _____

Type of Discharge: _____

Disciplinary Actions: _____

Please verify or refute the above information and send copies of any disciplinary actions physical or psychological evaluations.

Major Ann Felton
Quality Assurance

I authorize the National Personnel Records Center, St. Louis, Missouri, or other custodian of my military records to release to the Henrico County Sheriff's Office, information or photocopies from my military personnel records and related evaluations, disciplinary records, and criminal convictions. This will include a photocopy of my DD form 214, Certificate of Release or Discharge from Active Duty, and the type and reason for release or discharge.

(APPLICANT'S SIGNATURE)

(DATE)

(ADDRESS)

.....
NOTARY PUBLIC: _____

DATE: _____

My Commission expires: _____

Rev. (11/2015)

MILITARY RECORDS RELEASE

OFFICE OF THE SHERIFF
COUNTY OF HENRICO, VIRGINIA

NOTICE OF UNDERSTANDING
PERSONAL GROOMING REGULATIONS

From Section 8A Human Resources- Personnel Rules & Regulations (March 2018:)

PERSONAL GROOMING

The Sheriff's Office shall provide a consistent standard of attire for all sworn personnel. It is the policy of the Sheriff's Office that all employees shall be professional dressed and maintain appearance standards that appropriately represents their position and the public they serve.

PROCEDURE

A. Hair Styles

1. Hair shall be neatly trimmed, clean and combed or brushed in such a manner that does not interfere with the wearing of any approved headgear or the donning of personal protection equipment in a timely manner. Hair on the crown and sides of the head shall be neatly groomed and trimmed so as not to cover any portion of the ear. Hair on the back of the head shall not touch the collar of the uniform shirt.
2. Hair coloring, if used, must appear natural.
3. Hair shall not have lines, numbers, graphics or other designs cut
4. Long hair, cornrows, braids, or dreadlocks shall be neatly and inconspicuously fastened, pinned or secured to the head presenting a safe and conservative hairstyle that shall not dangle free at any point nor extend beyond the collar.
5. Hairpieces or wigs shall conform to the same standards as those for natural hair.

B. Facial Hair

1. Sideburns shall be neatly trimmed and shall not extend below the middle of the ear. Sideburns shall be of even width and end in a clean shaven horizontal line.
2. Personnel may not wear facial hair other than a well-trimmed mustache. Mustaches shall not extend more than 1/4th of an inch beyond the line of an individual's upper lip. Handlebar mustaches, goatees, and beards are prohibited.

3. Exceptions to the facial hair policy will be made for deputies with a documented medical condition. Deputies shall submit medical documentation to the Sheriff or his designee for file and such documentation must be updated every six months. Documentation of approval will be forwarded to the Sheriff's Office Human Resources Section to be included in the deputy's medical file. Once the exception has been approved, the deputy shall be permitted to wear facial hair that is neatly trimmed, not exceeding 1/4th of an inch in length.

C. Jewelry

Sworn members shall limit their wear of jewelry to the following:

- One ring per hand or three rings on the ring finger.
- Female deputies may wear one pair of stud or ball designed earrings in the ear lobe having a diameter of no larger than 10mm. Earring worn in the nose, tongue, chin or other places visible to the public is prohibited while in uniform. Males are prohibited from wearing an earring while on duty.
- Wristwatch
- Medical alert bracelet

D. Fingernails

Fingernails shall be clean and neatly trimmed and shall not protrude more than 1/4th inch past the fingertip. Fingernail polish may be worn; but colors shall be of a shade that does not detract from or interfere with the work environment. Fingernail ornament is prohibited. Artificial nails may be worn; but, they shall not protrude more than 1/8th inch past the fingertip.

E. Tattoos

1. A tattoo is any design, letter, scroll, figure, symbol, or any other mark made under the skin or upon any person with ink or any other substances, resulting in a permanent or temporary discoloration of the skin.
2. Tattoos on the face (the front part of a person's head from the forehead to the chin) or tongue are prohibited.

F. Exceptions

Sworn members whose current assignment requires deviation from standards imposed by this policy may make a written request to the Sheriff for an exception. Any approval for an exception will automatically expire upon change of assignment.

By Order Of:
Michael L. Wade, Sheriff

**NOTICE OF UNDERSTANDING
PERSONAL GROOMING REGULATIONS**

I have been supplied a copy of The Henrico Sheriff's Office Policy 8A-Personnel Rules and Regulations.

I understand that it discusses the standards for attire and appearance regulations and I agree to maintain those standards and understand the policy.

Printed Name

Signature

Date

OFFICE OF THE SHERIFF
COUNTY OF HENRICO, VIRGINIA

PERSONAL HISTORY STATEMENT

PERSONAL				
NAME		LAST	FIRST	MIDDLE
Other names (including nicknames) you have used or been known by				Social Security Number
Address at which you can be contacted				
Street				
City			State	Zip Code
Phone Numbers				
Home:		Hours:	Work:	Hours:
Other:				
Height	Weight	Eye Color	Hair Color	List any scars, tattoo's or other distinguishing marks
Marital Status			Place of birth	Date of Birth
<input type="checkbox"/> Single <input type="checkbox"/> Married				
If married, please indicate current address, date of marriage, and phone number of spouse				
Current Name		Date of Marriage	Current Address	Daytime Phone
If divorced or separated, list all spouses and dates of separation or divorce				
Current Name	Current Marital Status	Date of Marriage	Date of Separation or Divorce	

REFERENCES				
Provide the appropriate information pertaining to any individuals residing in your household				
Name	DOB	Occupation	Place of employment	Relationship
Provide the appropriate information pertaining to any individuals with whom you have resided with in the last three years (excluding relatives).				
Name	DOB	Address of Residence	Dates (mm/yy)	

In the space below, please list references 3-5 individuals who have knowledge of you and your qualifications. Exclude relatives. Please provide at least two phone numbers for each.

Name	Address where person can be contacted (included City, State, Zip Code)	Telephone at which person can be contacted

EDUCATION

Have you ever been suspended or expelled from any high school or post secondary school? (Post – Secondary schools include colleges or universities, graduate schools, business and vocational schools-any formal education beyond high school level.)

YES NO

If “YES”, please explain (include school, date, and circumstances).

Please indicate below all the schools you have attended beginning with middle school.

Name of School	Location of School (City & State)	Date Attended From To		Degree/Course of Study

If you do not possess a college degree, how many college semester credits have you successfully completed/earned?

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FOREIGN LANGUAGES

Do you possess any foreign language skills (including sign language)?

YES

NO

If "YES", specify language and skill level.

RESIDENCE

Please list all your residences since leaving high school, including those while in college and the Armed Forces. Begin with your most current residence.

Address of Residence	City, State, & Zip Code	Dates	
		From	To

MILITARY

Have you ever served in the Armed Forces, National Guard, or Military Reserves? YES NO
 If "Yes", please supply the following information:

Branch of Service	Service Number	Dates of Service	Type of Discharge of Current Status
		____/____/____ to ____/____/____ ____/____/____ to ____/____/____	
		____/____/____ to ____/____/____ ____/____/____ to ____/____/____	

Are you currently participating in any military reserve or National Guard program? YES NO

Have you ever been rejected from military service? YES NO
 If "Yes", please explain.

Did you receive any disciplinary actions while in the Military? YES NO
 If "Yes", please explain.

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Have any of your bills ever been turned over to a collection agency? YES NO
If, "Yes", please give details (include when, firms involved, circumstances).

Have you ever had purchased goods repossessed? YES NO
If, "Yes", please give details (include when, firms involved, circumstances).

Have your wages ever been garnished? YES NO
If, "Yes", please give details (include when, where, why).

Have you ever been delinquent on income or other tax payments? YES NO
If, "Yes", please give details (include when, where, why).

Have you ever been delinquent on child support payments? YES NO
If, "Yes", please give details (include when, where, why).

MOTOR VEHICLE OPERATION					
Driver's license no.	Name under which license was granted	Exp. Date	State		
Please list other states where you have been licensed to operate a motor vehicle and the name under which the license was issued.	Name	Operators License Number	State		
Have you ever been refused a driver's license by any state? YES <input type="checkbox"/> NO <input type="checkbox"/>					
If "Yes", please give details (include when, where, why).					
Virginia law requires that operator and owners of motor vehicles be covered by automobile liability insurance or that the Uninsured Motorists Fee be paid. Please list the current liability insurance information for each of your vehicles:					
Make	Year	Insurance Company	Address	Policy Number	Exp. Date
Please list all traffic citations (exclude parking citations) you have received.					
Nature of Violation	Location (City/State)	Date	Disposition		
			Guilty <input type="checkbox"/>	Not Guilty <input type="checkbox"/>	Driving School <input type="checkbox"/>
			Nolle Prossed <input type="checkbox"/>		
			Guilty <input type="checkbox"/>	Not Guilty <input type="checkbox"/>	Driving School <input type="checkbox"/>
			Nolle Prossed <input type="checkbox"/>		
			Guilty <input type="checkbox"/>	Not Guilty <input type="checkbox"/>	Driving School <input type="checkbox"/>
			Nolle Prossed <input type="checkbox"/>		
			Guilty <input type="checkbox"/>	Not Guilty <input type="checkbox"/>	Driving School <input type="checkbox"/>
			Nolle Prossed <input type="checkbox"/>		
			Guilty <input type="checkbox"/>	Not Guilty <input type="checkbox"/>	Driving School <input type="checkbox"/>
			Nolle Prossed <input type="checkbox"/>		

PERSONAL

Are you currently using any illegal drugs? If "Yes", explain.

YES

NO

Have you ever used any illegal drugs? If "Yes", explain.

YES

NO

Have you ever purchased, transported, and/or sold any illegal drugs? If "Yes", explain.

YES

NO

Have you ever manufactured or stored any illegal drugs? If "Yes", explain.

YES

NO

How many times have you been intoxicated in public in the past:

12 months _____

24 months _____

Lifetime _____

GENERAL INFORMATION

Have you ever applied for employment with another law enforcement agency? YES NO
 If "Yes", please provide the following information.

Agency Name	Position	Date	Disposition

Have you ever applied for employment with this Office? YES NO
 If "YES," please provide the following information.

Position	Date	Disposition

Are you acquainted with any members of this Office? If "Yes", please list. YES NO

Have you ever participated in an internship program with a Law Enforcement Agency? If "Yes", explain. YES NO

College/University Affiliation	Law Enforcement Agency	Dates of Participation

Have you ever been refused insurance for any reason other than failure to pay premium? YES NO
 If "YES," please explain (include company name and address, date and reason).

EMPLOYMENT		
Dates of Employment	Name and Address of Employer	Telephone Number
From Mo. ____ Yr. ____ To Mo. ____ Yr. ____ ____ / ____ / ____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	_____ _____ _____ Title or Duties _____ _____	() _____ Supervisor's Name _____ Names of Co-Workers _____ _____
Your Name (If different)		Salary
		Starting: _____ Ending: _____
Termination Status		
<input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Resigned in lieu of Termination <input type="checkbox"/> Terminated <input type="checkbox"/> Position Eliminated		
Explain: _____		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed	From Mo. ____ Yr. ____ To Mo. ____ Yr. ____ ____ / ____ / ____	
Dates of Employment	Name and Address of Employer	Telephone Number
From Mo. ____ Yr. ____ To Mo. ____ Yr. ____ ____ / ____ / ____ <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Voluntary	_____ _____ _____ Title or Duties _____ _____	() _____ Supervisor's Name _____ Names of Co-Workers _____ _____
Your Name (If different)		Salary
		Starting: _____ Ending: _____
Termination Status		
<input type="checkbox"/> Voluntary Resignation <input type="checkbox"/> Resigned in lieu of Termination <input type="checkbox"/> Terminated <input type="checkbox"/> Position Eliminated		
Explain: _____		
<input type="checkbox"/> Military Service <input type="checkbox"/> Not Employed	From Mo. ____ Yr. ____ To Mo. ____ Yr. ____ ____ / ____ / ____	

If you need to list more employment locations, please attach a separate piece of paper to this packet.

PERSONAL HISTORY STATEMENT

EMPLOYMENT

Would any problems result if your present employer was contacted during the course of the background investigation? YES NO If "Yes", explain why.

When should such contact be made?

If you have had no prior employment, please explain.

Are you able, with or without reasonable accommodations, and willing to perform the essential job functions of the position for which you have applied? If "No", explain why. YES NO

Are you willing to work the type of shift associated with the position for which you have applied? If "No", explain why. YES NO

Have you ever been terminated (fired) from a job? If "Yes", please give details (include when, where, & circumstances). YES NO

