

## **Special Instructions - Please read thoroughly before completing application**

- Print legibly, Answer all questions
- All addresses must be complete - mailing address to include city, state and zip code.
- Driving record - list all tickets regardless of disposition, summons or citations you have received since you have been driving (**not what is on your current DMV transcript**). If you need additional space, include the information on a separate piece of paper. Disposition of the charge means the outcome of the ticket; paid fine, dismissed, or not guilty, etc.
- Work history - we need from the time you graduated from high school to present day. If there is a gap in your employment include it; example - full time college student, unemployed, stay at home with children. We are looking for a chronological order of your employment. If you were in the military, you do not need to list each command just the date of original entry to date of separation. We will request to see your original DD214 and the last three evaluations when you submit your application.
- Personal References - Under personal references do not list family members or employers. Include complete mailing address with city, state and zip code. Provide a good working telephone number that we can use to call your references.
- Drug Usage- Indicate first time used, last time used and frequency of use, along with an explanation for using the item.

Once you have completed your application bring it to the Personnel Office with the following **ORIGINAL** documents:

- Drivers license
- Birth certificate
- College transcripts (student copies accepted)
- DCJS certificate for State Certified Deputy with last three evaluations and any related training certificates.
- Social security card
- High school diploma/GED
- DD214 with last three military evaluations

**Applications that are mailed in must include notarized copies of the above documents.**

After you have successfully submitted your application, you can expect to hear from us anywhere between two weeks to six months. Our work load at this time is tremendous and we ask for your patience in the processing of your application.

**NOTE:** It is important that you complete the application accurately and truthfully. The City of Virginia Beach and the Virginia Beach Sheriff's Office are committed to its organizational values and these values are reinforced by the ability to trust and rely on each and every member to conduct themselves in an ethical manner. Therefore, any information that is misleading, untruthful, or omitted from this application may result in your being deemed ineligible for employment.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**