



# MEHERRIN RIVER REGIONAL JAIL

## Employment Application

9000 Boydton Plank Road  
PO Box 10  
Alberta Virginia 23821



### POSITION APPLIED FOR

Job Title: \_\_\_\_\_

### PERSONAL INFORMATION

Last Name:	First Name:	Middle Name:	Email Address:
Street Address:	City:	State:	Zip Code:
Home Phone Number:	Work Phone Number:	Cellular Phone Number:	
Date Available:	Date of Birth:	Social Security No:	Desired Salary:
Are you a citizen of the United States?		If no, are you authorized to work in the U.S.?	
Have you ever worked for Meherrin River Regional Jail? If so, when?			
Do you have any relatives employed by Meherrin River Regional Jail? If yes, please identify:			

### CRIMINAL HISTORY

Have you ever been convicted of a felony? If yes, explain:
Have you ever been convicted of a misdemeanor? If yes, explain:
Have you ever been arrested or detained by the police? If yes, explain:
Have you ever been arrested or convicted of domestic assault? If yes, explain:
Have you ever been convicted of a moving traffic violation in the past 24 months? If yes, explain:
Have you ever been dismissed or requested to resign from a former position? If yes, explain:
Prior legal names known by:

**DRUG USE**

Have you ever, as a juvenile or adult, experimented, possessed or used any type of illegal substances or drugs?  
If yes, explain in detail:

**FINANCIAL STATUS**

Have you ever claimed bankruptcy, had your wages garnished, or had a civil judgement against you?  
If yes, explain in detail:

**OPERATOR'S LICENSE**

Driver's License Type: (Complete Driver's License Information if required in the job description)	Driver's License State:	Driver's License Number:	
Driver's License Date Received:	Driver's License Expiration Date:	Operator's License Number:	State:
Has your operator's license ever been suspended or revoked?	If yes, date:	Jurisdiction:	
Have you ever been convicted of driving while your license was suspended or revoked?	If yes, date:	Jurisdiction:	
Have you ever been charged or convicted of any type of alcohol or drug related offense?	If yes, date:	Jurisdiction:	
Have you ever held an operator's license in another state?	If yes, list all locations:		

**EDUCATION**

High School	Address:		
From	To	Did you graduate?	Degree
High School	Address:		
From	To	Did you graduate?	Degree
College/ Technical School	Address:		
From	To	Did you graduate?	Degree

Starting with the most recent, describe all paid, military and applicable voluntary experience. Please include any prior jail or law enforcement exp.

(Use Supplementary Experience Form for additional space.)

PREVIOUS EMPLOYMENT		
Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for leaving
May we contact your previous supervisor for a reference?		
Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for leaving
May we contact your previous supervisor for a reference?		
Company	Phone ( )	
Address	Supervisor	
Job Title	Starting Salary \$	Ending Salary \$
Responsibilities		
From	To	Reason for leaving
May we contact your previous supervisor for a reference?		

REFERENCES	
<b>PLEASE LIST THREE (3) PROFESSIONAL REFERENCES.</b>	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

<b>PREVIOUS ADDRESSES</b>	
Please list any previous addresses for the past ten years:	
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:
Address:	Dates:

<b>MILITARY SERVICE</b>	
Branch:	From: To:
Rank at discharge:	Type of Discharge:
If other than honorable, explain:	

<b>DISCLAIMER AND SIGNATURE</b>
<p>My signature below gives authority to request any school or institution of learning, creditor, past or present employer or law enforcement agency to release information contained in their records to the proper official presenting this authorization for use in conducting research specifically relating to my suitability as an employee of Meherrin River Regional Jail.</p> <p>I certify that my answers are true and complete to the best of my knowledge. I understand that false statements on this application shall be considered sufficient cause for the withdrawal of an offer or subsequent dismissal if employed. I understand this information is for use by Meherrin River Regional Jail and will be safeguarded against unauthorized disclosure to any agency or individual. I understand that if employment is offered, such employment shall be conditional upon successful completion of a probationary period.</p> <p>BY SIGNING BELOW, I certify that I have read and agree with these statements.</p>
<p>_____ Signature</p> <p>_____ Date</p>

**SUPPLEMENTAL EXPERIENCE FORM**

Company			Phone ( )		
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for leaving	
May we contact your previous supervisor for a reference?					
Company			Phone ( )		
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for leaving	
May we contact your previous supervisor for a reference?					
Company			Phone ( )		
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for leaving	
May we contact your previous supervisor for a reference?					
Company			Phone ( )		
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for leaving	
May we contact your previous supervisor for a reference?					
Company			Phone ( )		
Address			Supervisor		
Job Title		Starting Salary \$		Ending Salary \$	
Responsibilities					
From		To		Reason for leaving	
May we contact your previous supervisor for a reference?					



**MEHERRIN RIVER REGIONAL JAIL  
P.O. BOX 10  
ALBERT A, VIRGINIA 23821  
( 434) 949-7064**

**AUTHORIZATION TO OBTAIN INFORMATION**

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Full Legal Name

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Date of Birth

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Social Security Number

I hereby respectfully request and authorize you to furnish the Meherrin River Regional Jail any and all information you have concerning me, my work performance, school records, conduct, and my reputation. This information is to be used to assist the Meherrin River Regional Jail in determining my qualifications and fitness for the position I am seeking.

I hereby waive all rights to view or have access to any information given to the Meherrin River Regional Jail as part of the background investigation. I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested to be released above.

The Code of Virginia Section 15.1-131.8 (1950 as amended) requires a background investigation including a fingerprint-based criminal history records inquiry to the Central Criminal Records Exchange for all sworn positions. Background investigations for civilian positions are completed routinely when employment provides access to secure areas of the facility.

Given under my hand this \_\_\_\_ day of \_\_\_\_\_ in the year of \_\_\_\_\_.

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Signature