

**WEBSTER COUNTY  
SHERIFF'S DEPARTMENT**

2 Court Square Room G-3  
Webster Springs, WV 26288  
Phone (304) 847-2006  
Fax (304) 847-2647

# **EMPLOYMENT APPLICATION**



**Webster County Sheriff's Department  
Application for Employment**

**PLEASE READ CAREFULLY!**

As part of this application package, you should have received a position description for the position of Deputy. It is very important to read and understand this description before completing this application.

The selection process consists of the following items:

- *Delivery of position description and application for prospective employees.*
- *Application is completed and returned to the Webster County Sheriff's Department.*
- *Criminal background checks are performed on all applicants.*
- *Reference checks and employment background checks are completed.*
- *Final interviews conducted.*
- *Medical tests may be given to all applicants.*
- *Final job offer extended.*

***Agreement***

I certify that all answers and information submitted by me are true and complete to the best of my knowledge. I certify that I have received a copy of the Webster County Sheriff's Department job requirements. I authorize the Webster County Sheriff's Department to perform a criminal background check on me, and to make inquiries into my employment history. In the event of my employment, I understand that false or misleading information given in my application or interviews may result in dismissal. I also understand that I am required to abide by all rules and regulations of the Webster County Commission.

\_\_\_\_\_  
*Applicant's signature*

\_\_\_\_\_  
*Date*

**Webster County Sheriff's Department  
Application for Employment**

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street*

\_\_\_\_\_

*City, State, ZIP*

Telephone: \_\_\_\_\_  
*Home Work Other*

Social Security Number: \_\_\_\_\_ Email: \_\_\_\_\_

*If less than five years at the present address, please list all addresses from the last five years and dates lived there:*

*Address From-To*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am available to work  full time  part time. Date available to work: \_\_\_\_\_

- Yes  No  Are you a citizen of the United States?
- Yes  No  Are you a U. S. Veteran?
- Yes  No  Are you a member of the National Guard or Reserves?
- Yes  No  Have you ever filed an application for employment with the Webster County Commission? If so, date? \_\_\_\_\_
- Yes  No  Have you ever been employed by the Webster County Commission? If so, dates? \_\_\_\_\_
- Yes  No  Are you able to perform the tasks associated with this position with or without accommodation(s) (job description attached)?  
 If yes, how would you perform the tasks, and with what accommodations?  
 \_\_\_\_\_  
 \_\_\_\_\_
- Yes  No  If a conditional job offer is extended, do you object to the inquiry of your present or past employers in regard to your character, work record, qualifications or abilities?
- Yes  No  Are you laid off from a previous job, subject to recall?

**Webster County Sheriff's Department  
 Application for Employment**



**Work History**

*Begin with your current or most recent employer*

**#1**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

*Job title, responsibilities, tasks performed and equipment operated*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**#2**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

*Job title, responsibilities, tasks performed and equipment operated*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**#3**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

*Job title, responsibilities, tasks performed and equipment operated*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**#4**

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Dates employed: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

*Job title, responsibilities, tasks performed and equipment operated*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## *Character References*

*Please provide four character references (other than family)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, ZIP*

Telephone: \_\_\_\_\_  
*Home Work Other*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, ZIP*

Telephone: \_\_\_\_\_  
*Home Work Other*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, ZIP*

Telephone: \_\_\_\_\_  
*Home Work Other*

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City, State, ZIP*

Telephone: \_\_\_\_\_  
*Home Work Other*