

INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR EMPLOYMENT AT THE ROCKINGHAM CO. SHERIFF'S OFFICE

- 1.) READ THESE INSTRUCTIONS COMPLETELY BEFORE GOING ANY FURTHER IN THE APPLICATION PROCESS
- 2.) Click the link to fill out an online employment application with Rockingham County Government.
- 3.) Sheriffs' Training and Standards – click on and complete the F-3 Personal History Packet – complete online and then print completed form out, sign and have notarized
- 4.) Sheriff's Training and Standards - click on and complete Release Authorization Form online, print it out, sign and have form notarized.
- 5.) Release of Information to the Sheriff's Office Form – print out and complete by hand, sign and notarized.

Answer each and every question on all documentation.

If a question does not apply, answer "N/A".

The following forms require that you sign the form in the presence of a notary public. Please make sure these forms are notarized prior to returning your application packet. They are:

- The F-3, Personal History Packet
- The Training & Standards Authorization for Release of Information Form
- The form entitled "Release"

Documents you'll need to attach to the application packet. They are:

- Please be aware, a criminal history from every county you've lived in for the past 10 years will be requested at the time of your background interview. (If you have resided out of state or
- held an out-of-state drivers license, please contact the appropriate authority for the area of
- residence to find out how to obtain a criminal history or a driving history.)
- A copy of your valid driver's license.
- A copy of your social security card.
- A copy of your high school diploma.
- A copy of your birth certificate.
- A copy of your DD214 if prior military.
- A copy of your college transcript, if applicable.

Completed applications packets can be submitted Monday - Friday between the hours of 8:00 a.m. to 5:00 p.m. Ask to speak to Mrs. Shively.