

Lawrenceville Police Department
400 N Main Street
Lawrenceville, Virginia 23868
(434) 848-2020



PATROL OFFICER

The Town of Lawrenceville is seeking applicants for Patrol Officer.

Duties include but are not limited to:

- Day to Day patrolling of the Town of Lawrenceville.
- Answering complaints from citizens.
- Enforcing laws of the Commonwealth of Virginia, municipal code, and federal violations.
- Investigating criminal and traffic offenses.
- Effecting arrests.
- Communicating both orally and in writing. (Effectively interviewing individuals)
- Testifying in court.
- Safely operate a law enforcement vehicle.
- Safe loading, unloading, and firing of issued firearms.
- Reading and comprehension of a variety of legal and administrative documents.

Minimum Qualifications for Patrol Officer:

- Must be at least 21 years old.
- Must be a high school graduate or equivalent.
- Must be a United States Citizen.

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- Must be of good character and reputation as established by a background investigation: educational achievements, prior work experience, character and reputation, credit history and police record.
- Must not have been convicted, pled guilty or pled no contest to a felony or any offense
- Must successfully pass a pre-employment physical and drug screen.
- Must be in possession of a valid Virginia and good driving record.
- Must be willing to work 12 hour shifts.
- Must attend a state mandated training session. (CVCJA)

Skills:

- Effective keyboarding and computer skills.
- Preferred DCJS Law Enforcement basic certification or related work experience. (Salary is commensurate with qualifications and experience.)

Applications will be received at the Town of Lawrenceville Municipal Building located at 400 N. Main Street Lawrenceville, VA 23868 until the position is filled.

Applications can be picked up at Municipal Building or www.lawrencevillepolice.org Town of Lawrenceville is an equal opportunity employer.

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Instructions for the online application

This PDF document contains the fillable application.

Save this file to your computer / table / device.

Fill out the below form and e-mail it's entirety to chief@lawrencevillepolice.org.

If you have any questions please e-mail chief@lawrencevillepolice.org

Thank you.

APPLICATION FOR EMPLOYMENT

We consider applications for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, citizenship status, genetic information or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Relative	<input type="checkbox"/> Inquiry
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend	<input type="checkbox"/> Other _____
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number (Voluntary)

Best time to contact you at home is: _____:_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No

..... If Yes, give date _____

Have you ever been employed with us before?..... Yes No

If Yes, give date _____

Do any of your friends or relatives, other than spouse, work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment. Yes No

Date available for work ___/___/___ What is your desired salary range? _____

Are you available to work: Full-Time (please indicate 1 2 3 shift)

Part-Time (please indicate Mornings Afternoon Evenings)

Temporary (please indicate dates available ___/___/___ - ___/___/___)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
2.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
3.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			
4.	Employer	Dates Employed		Work Performed
		From	To	
	Address			
	Telephone Number(s)	Hourly Rate/Salary		
		Starting	Final	
	Job Title	Supervisor		
	Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For Is Open: Yes No

Position(s) Considered For: _____

Date _____

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER DATE

Employed Yes No Date of Employment _____

Job Title _____ Hourly Rate/
Salary _____ Department _____

By _____
NAME AND TITLE DATE

This Application For Employment is sold for general use throughout the United States. Amsterdam Printing assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.

