

Entry Level Class Application for Admission

Directions: A separate application for must be completed for each recruit officer who will be attending a basic training academy. **The completed applications must be received no later than two weeks prior to the starting date of academy.** Applications may be submitted with a projected appointment date for those officers who have not been formally employed by the two week deadline. **Dispatch and Animal Control applicants must complete items 1 -16 & 26 only.**

1. Session: Spring ____ Fall ____ Other ____ 2. Date of Academy: From: _____ To: _____		3. Type of academy class (check all applicable areas): <input type="checkbox"/> Jailer <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Animal Control <input type="checkbox"/> Dispatcher <input type="checkbox"/> Courtroom Security/Civil Process	
4. Agency Name:		5. Telephone #:	
6. Recruit Officer's Full Name:		7. Social Security #:	
8. Date of Birth:	9. Age:	10. Sex:	11. Race:
12. Education (<i>In Years</i>):		13. Home Address:	
14. Home Telephone #:		15. Date of Appointment:	
16. Position:		17. T-Shirt Size:	18. Shorts Size:

Pursuant to § 15.2-1705 of the Code of Virginia, as amended, the minimum employment criteria require that **prior to assuming the duties of office as a law enforcement officer or deputy sheriff, it is the duty of the chief of police, sheriff, or agency administrator to ensure that the employment criteria listed below have been met by each individual hired. All recruit officers must meet these criteria, be employed by the sponsoring agency, and be covered under the employing agency's worker's compensation and liability insurance policy prior to being admitted to the academy.**

Criteria (Law Enforcement/Jailor/Civil Process/Court Security Only)	Completed
19. Must be a United States Citizen	Verified ()
20. Must undergo a background investigation including fingerprint based criminal history records inquiries to both central Criminal Records Exchange and the Federal Bureau of Investigation.	Completed ()
21. Must have a high school education or have passed the General Educational Development examination.	Verified ()
22. Must possess a valid driver's license if required by the duties of office to operate a motor vehicle.	Verified ()
23. Must undergo a physical examination, subsequent to a conditional offer of employment, conducted under the supervision of a licensed physician. A Report of Licensed Examining Physician (CCJA-2) must accompany this application and must certify that the officer is physically capable of running up to three miles at a moderate pace, doing push-up, sit-ups, pull-ups and bar dips, as well as participating in unarmed self-defense training.	Completed () Date of last exam, if already employed: _____
24. Must have not been convicted of or pled guilty or no contest to a felony, or any offense that would be a felony if committed in Virginia.	Verified ()
25. Must not have produced a positive result on a pre-employment drug screening, if such screening is required by the hiring agency, where the positive result cannot be explained to the law enforcement agency administrator's satisfaction. (mark "NA" in date completed if no drug screening is required)	Verified () N/A ()

I request that the above named officer be admitted to the basic academy class indicated above. I certify that the information contained in this application is true and correct to the best of my knowledge.

26. Signature of Agency Head: _____ Title: _____