

OFFICE OF  
**SHERIFF FOR RICHMOND COUNTY**  
**JAMES E. CLEMMONS, SHERIFF**

1 Court Street  
Rockingham, North Carolina 28379

**Minimum Recruitment Standards**

- Candidate must be a citizen of the United States
- Candidate must be at least 21 years of age at the time of application
- Candidate must be able to perform all of the essential job functions of an inexperienced officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements.
- Minimum education and experience: High school graduate or GED with demonstrated work experience to perform job duties; or graduation from a two-year associate degree program with emphasis in criminal justice or related field or graduation from an accredited four-year college or university.
- Successful candidate must be able to pass a complete medical examination by a licensed physician, including drug testing and evaluation; weight must be in proportion to height; vision must be 20/100 – corrected to 20/20
- Successful candidate must be able to pass a comprehensive background investigation by the Sheriff's Office, which includes fingerprints and photograph; candidate must be of good moral character; must not have been convicted of a felony or multiple serious misdemeanors by a local, state, federal, or military court.
- Candidate must be eligible to receive a valid North Carolina driver's license.
- Successful candidates serve a one-year probationary period and must be able to successfully complete state mandated training.

Thank you for your interest in employment with the Richmond County Sheriff's Office. The attached forms are to be completed by the applicant. The below listed documents must be included when the application is returned to the Richmond County Sheriff's Office. All information is required at one time.

1. Birth certificate
2. Military DD214 (if applicable)
3. High School Diploma or GED (with score sheet)
4. Social Security Card
5. Valid North Carolina driver's license
6. Marriage certificate (if applicable)
7. Certified copy of Criminal History Record from the Clerk of Superior Court in each county lived in since sixteenth birthday
8. Furnish names, addresses, and phone numbers of three (3) personal references

Answer all questions completely. If the question does not apply to you, indicate same by writing "N/A" in the blank.

Sign forms which need to be notarized in the presence of a Notary Public.

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**Application for Employment**

Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, or disability.

*ANSWER ALL QUESTIONS – PLEASE PRINT OR TYPE YOUR NAME AND ADDRESS  
(Please use black ink to complete application)*

Position applied for \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_  
(First) (Middle) (Last)

Permanent Mailing  
Address \_\_\_\_\_  
(Street & No.) (City) (State) (Other – indicate whose number)

Telephone \_\_\_\_\_  
(Area Code if other than 910) (Business) (Home) (Other – indicate whose number)

Date of Birth: \_\_\_\_\_

Please be sure that you complete all sections of this application completely and accurately to the best of your ability. Your application will be used as a part of the examination process; therefore, it should represent your best effort. For some positions, you may be asked to complete a supplemental application. Resumes are not accepted in lieu of a completed application. Resumes submitted in addition to a completed application will not be used in the evaluation of an applicant's qualifications for the position.

AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**EDUCATION (GIVE COMPLETE EDUCATIONAL HISTORY BELOW)**

<b>Circle highest grade completed:</b> 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4 Graduate School 1 2 3 4						
Schools	Name & Location	Dates Attend.	Grad?	S/Q Hrs.	Maj/Min Course Work	Type Deg.
High School		From:	YES			
		To:	NO			
College University		From:	YES			
		To:	NO			
Graduate or Professional		From:	YES			
		To:	NO			
Other educational vocational school, internships, etc.						

LIST SPECIFIC COURSES, WORKSHOPS, TRAINING OR ROTATIONS YOU HAVE HAD THAT ARE RELATED TO THE POSITION FOR WHICH YOU ARE APPLYING.

\_\_\_\_\_

\_\_\_\_\_

CHECK THE FOLLOWING SKILLS, EXPERIENCES, ETC. WHICH YOU HAVE:

_____ Sign Language	_____ Data Entry
_____ Braille	_____ Computer Hardware (Specify) _____
_____ Foreign Language (Specify) _____	_____ Computer Programming (Specify Language) _____
_____ Adding Machine / Calculator	_____ Other _____
_____ Typing (Specify WPM) _____	_____ Chauffeur's License
_____ Word Processing (Specify) _____	_____ Valid Driver's License, Yes _____ No _____
_____ Transcription (Specify) _____	If Yes, Lic. Number _____ State _____
_____ Shorthand/Speedwriting (Specify WPM) _____	

LIST FIELDS OF WORK FOR WHICH YOU ARE REGISTERED, LICENSED, OR CERTIFIED.

REGISTRATION: \_\_\_\_\_ STATE: \_\_\_\_\_ NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

REGISTRATION: \_\_\_\_\_ STATE: \_\_\_\_\_ NO.: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been convicted of a crime (other than a minor traffic violation) under the name you used on this application or under any other name? (A conviction does not mean you cannot be hired. The offense and how recently you were convicted will be evaluated along with all your qualifications in relation to the job for which you are applying.)

Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, explain fully on an additional sheet.)

**EMPLOYMENT DATA**

In the space below, give your employment history beginning with your present or most recent employer and list all positions held, including military, part-time, summer, and significant volunteer work. Details on any period of unemployment must be included.

Current or Last Employer			Address:			
Job Title:			Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr)		Starting Salary \$ _____ per	Ending Salary \$ _____ per	Reason for Leaving	May We Contact Employer? Yes _____ No _____	
Date Separated (mo/yr)			Duties:			
Full Time	Years	Months				
Part Time	Years	Months				
If part time, number of hours worked per week:						

Employer			Address:			
Job Title:			Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr)		Starting Salary \$            per	Ending Salary \$            per	Reason for Leaving	May We Contact Employer? Yes _____ No _____	
Date Separated (mo/yr)			Duties:			
Full Time	Years	Months				
Part Time	Years	Months				
If part time, number of hours worked per week:						
Employer			Address:			
Job Title:			Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr)		Starting Salary \$            per	Ending Salary \$            per	Reason for Leaving	May We Contact Employer? Yes _____ No _____	
Date Separated (mo/yr)			Duties:			
Full Time	Years	Months				
Part Time	Years	Months				
If part time, number of hours worked per week:						
Employer			Address:			
Job Title:			Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr)		Starting Salary \$            per	Ending Salary \$            per	Reason for Leaving	May We Contact Employer? Yes _____ No _____	
Date Separated (mo/yr)			Duties:			
Full Time	Years	Months				
Part Time	Years	Months				
If part time, number of hours worked per week:						
Employer			Address:			
Job Title:			Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr)		Starting Salary \$            per	Ending Salary \$            per	Reason for Leaving	May We Contact Employer? Yes _____ No _____	
Date Separated (mo/yr)			Duties:			
Full Time	Years	Months				
Part Time	Years	Months				
If part time, number of hours worked per week:						
Employer			Address:			
Job Title:			Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr)		Starting Salary \$            per	Ending Salary \$            per	Reason for Leaving	May We Contact Employer? Yes _____ No _____	
Date Separated (mo/yr)			Duties:			
Full Time	Years	Months				
Part Time	Years	Months				
If part time, number of hours worked per week:						
Employer			Address:			
Job Title:			Supervisor's Name:		No. Supervised by You:	
Date Employed (mo/yr)		Starting Salary \$            per	Ending Salary \$            per	Reason for Leaving	May We Contact Employer? Yes _____ No _____	
Date Separated (mo/yr)			Duties:			
Full Time	Years	Months				
Part Time	Years	Months				
If part time, number of hours worked per week:						

IF ADDITIONAL SPACE IS NEEDED, PLEASE ASK FOR A CONTINUATION SHEET, OR USE A SHEET OF PAPER. ALL CONTINUATION SHEETS AND ADDITIONAL SHEETS OF PAPER CONTAINING JOB HISTORY MUST BE SIGNED AND DATED BY THE APPLICANT.



# APPLICANT IDENTIFICATION SHEET

## For Equal Employment Opportunity/Affirmative Action Purposes Only

The County Government prohibits discrimination based on race, sex, religion, color, national origin, age, or disability. The information requested below will not be used in the employment process. This data will be physically separated from the remainder of your job application before the application is considered for possible employment. Its purpose is to see how well our recruitment efforts are reaching all segments of the population. All responses are COMPLETELY VOLUNTARY by the applicant. Failure to provide it will NOT subject you to any adverse treatment.

Position Applied For \_\_\_\_\_ Position No. \_\_\_\_\_ Date \_\_\_\_\_

NAME \_\_\_\_\_ Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(First) (Middle) (Last)

MAILING ADDRESS \_\_\_\_\_  
(P.O. Box or Apt.) (Street & No.) (City) (State) (Zip  
Code)

TELEPHONE \_\_\_\_\_  
(Area Code if other than 910) (Home) (Business)

SEX  MALE  FEMALE

### ETHNIC BACKGROUND

- 1. White (Caucasian, Non-Hispanic)
- 2. Black (Origin in any of the black racial groups)
- 3. Hispanic (Mexican, Puerto Rican, Cuban, Central or South American, other Spanish origin regardless of race)
- 4. Asian (Including Pacific Islander)
- 5. American Indian (Including Alaskan Native)

### How Did You Learn of This Position (Check One)

\_\_\_\_\_ County Career Opportunities Bulletin  
\_\_\_\_\_ Newspaper Name \_\_\_\_\_  
\_\_\_\_\_ Journal Name \_\_\_\_\_  
\_\_\_\_\_ Interest Card  
\_\_\_\_\_ Employment Security Commission  
\_\_\_\_\_ County's 24-Hour Jobs Hot-Line  
\_\_\_\_\_ From a Friend  
\_\_\_\_\_ Other \_\_\_\_\_

### RESERVIST/VETERAN INFORMATION

Are you a reservist?  Yes  No

If yes, please indicate Branch of Service

\_\_\_\_\_  
Are you a veteran?  Yes  No

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1. Applicant's Name: \_\_\_\_\_

2. Eye Color: \_\_\_\_\_ 3. Hair Color: \_\_\_\_\_

4. Address of Spouse/Fiancee: \_\_\_\_\_

5. Spouse/Fiancee Place of Employment (Company Name, Address, and Business Phone No.)

6. List Parents, Brothers, and Sisters (First, Middle, and Last Names)

Full Name

Address

Phone Number

Father \_\_\_\_\_

Mother \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

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Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

Bro/Sis \_\_\_\_\_

**INEXPERIENCED JAIL AND DETENTION OFFICER  
ESSENTIAL JOB FUNCTIONS**

**INSTRUCTIONS:** The following are the “essential job functions” that are common to all inexperienced officers in North Carolina, as determined by the NC Sheriffs’ Education and Training Standards Commission and the Criminal Justice Education and Training Standards Commission. The successful applicant must be able to perform ALL of the essential job functions of an inexperienced officer, unassisted, and at a pace and level of performance consistent with the actual job performance requirements. This requires a high level of physical ability to include vision, hearing, speaking, flexibility and strength.

Do you believe that, following completion of Basic Training, you will have the ability to perform the following functions? (answer yes or no).

<b>Essential Job Function: Explanation</b>	<b>Yes</b>	<b>No</b>
1. Effectively restrain an inmate, forcibly if necessary, using handcuffs and other restraints; subdue resisting inmates using maneuvers and resort to the use of hands and feet and other approved devices in self-defense.		
2. Prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations, to include filing, alphabetizing and labeling.		
3. Exercise independent judgment in determining the appropriate classification of inmates and assessing and responding to the needs of special populations.		
4. Operate a law enforcement vehicle for long periods of time during both the day and night; in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.		
5. Communicate effectively and coherently with other officers and inmates using existing communication systems.		
6. Gather information in criminal and administrative investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers and exercise independent judgment by determining when probable cause exists to recommend disciplinary action.		
7. Pursue fleeing inmates and perform rescue operations and other duties which may involve quickly entering and exiting secured areas; lifting, carrying and dragging heavy objects; climbing up to and down from elevated surfaces; climbing through openings; jumping over obstacles; crawling in confined areas; and, using body force to gain entrance.		
8. Perform searches of people, vehicles, mail items, objects capable of concealing contraband, buildings and large outdoor areas which may involve feeling and detecting objects, walking for long periods of time and detaining people.		
9. Conduct visual and audio surveillance for extended periods of time.		
10. Engage in functions in confined areas that include such things as preparing and serving food, working rotating shifts, extended walking on foot patrol and physically checking the doors, windows and other areas to ensure they are secure.		
11. Effectively communicate with inmates and the public, including minors, by giving information and directions, mediating disputes and advising of rights and processes.		
12. Demonstrate communication skills in court and other formal settings.		
13. Detect and collect evidence and substances that provide the basis of criminal offenses or administrative violations; and detect the presence of conditions such as smoke, unusual or excessive noise, odors, etc.		
14. Endure verbal and mental abuse when confronted with the hostile views and opinions of inmates and other people encountered in an antagonistic environment.		
15. Perform rescue functions at accidents, emergencies and disasters to include standing for long periods of time, administering basic emergency medical aid, lifting, dragging and carrying people away from dangerous situations and securing and evaluating people from confined areas.		
16. Transport and escort prisoners, detainees, and committed mental patients using handcuffs and other appropriate restraints.		
17. Put on and operate a self-contained breathing apparatus and extinguish small fires by using a fire extinguisher and other appropriate means.		
18. Read and comprehend legal and non-legal documents, including processing of such documents as medical instructions, commitment orders, summons and other legal writs.		



19. Process and release inmates to include taking their photographs and obtaining a legible set of inked fingerprint impressions.		
20. Perform crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action.		
21. Break up fights and affrays.		
22. Possess sufficient dexterity to manipulate keys and keyboards, operate levers and buttons, manually operate heavy doors and to count, collect and inventory small items.		
23. read computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise full field of vision while supervising inmates.		
24. Inspect unclothed inmates including body cavities, with exposure to body fluids, wastes and possible encounter with deceased persons.		

## **PERSONAL CHARACTERISTICS**

Since law enforcement officers are required to uphold judgments of the law and they are exposed to certain temptations to show favoritism, corruption, or unlawful monetary gain, it is a “business necessity” that officers exhibit a history and characteristics of honesty, reliability, ability to manage personal finances, interpersonal skill, and integrity.

Additionally, law enforcements are frequently placed in position of physical and mental stress. Therefore, a history of mental or physical disability may be grounds for denying and application; or, these factors might be a consideration in the hiring process. Applicants posing a substantial risk to themselves, inmates, other officers, and the public are at a substantial disadvantage in the hiring process.

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**Personal Information Release**

I, the undersigned, hereby authorize the release of all my personal records of education, credit employment, medical, criminal, civil, or other information as required by the Richmond County Sheriff's Office or its official agents. This release is for the purpose of conducting an investigation of a confidential nature for possible employment with the Sheriff's Office and is a requirement of that agency.

It is therefore my desire that all persons contacted by the Department cooperate fully in this background investigation and supply copies of such records when so requested. It is understood that the original of this request is to be retained in the files of the Richmond County Sheriff's Office.

Permission for release of such personal information will expire twelve (12) months from the date indicated below.

Signed: \_\_\_\_\_

Print/Type Name: \_\_\_\_\_

Subscribed to before me this the

\_\_\_\_\_ day of \_\_\_\_\_

20\_\_\_\_. Witness my hand and

official seal.

\_\_\_\_\_  
Notary Public

My Commission expires:

\_\_\_\_\_