

MARTINSVILLE SHERIFF'S OFFICE



13 Moss Street / P.O. Box 1326, Martinsville Virginia 24114
Phone: (276) 403-5151; Fax: (276) 403-5286

APPLICATION FOR EMPLOYMENT INSTRUCTIONS

1. The Sheriff's Office accepts applications for full time positions when advertised and must be received by the end of the business day on the closing date indicated for each position. Part time positions are accepted Monday-Friday 8:30 AM – 5:00 PM, except holidays.
2. Resumes will not be accepted in lieu of completed applications, but may be included for supplemental information. Applications may be photo-copied and /or faxed. If received unsigned, incomplete, or after the closing date it will not be processed. All Applications, resumes, transcriptions, letters of reference and other information submitted will be kept in an active file for a period of 12 months and become the property of the Sheriff's Office and will not be returned.

Minimum Qualifications:

Applicant's must be 18 years of age, a citizen of the United States, undergo a background investigation including fingerprint-based criminal history records inquiries to both the CCRE and FBI of investigation, High school education or passed GED exam, a valid drivers license, undergo a physical examination and a negative drug screening unless can be explained to the agency's satisfaction, subsequent to a conditional offer of employment, no felony convictions or any offense that would be a felony if committed in Virginia.