

**New Hanover County Sheriff's Office**  
**Recruitment Unit**  
 3950 Juvenile Center Road  
 Castle Hayne, N.C. 28429  
**Edward J. McMahon, Sheriff**  
 Telephone: (910) 798-4165  
 Fax: (910) 798-4257

**EMPLOYMENT DISQUALIFIERS**

Any one or more of the following shall disqualify an applicant from further consideration for employment.

- **Automatic Disqualification**
  - Untruthfulness or the falsification of any application, certificate, credential, interview, test, or documents associated with the application for this position.
  - Failure to provide complete and accurate information any time during application process or other documents associated with this position.
- **Credit**
  - Current unsatisfactory credit history rating as determined by the Sheriff.
  - Factors that will be reviewed include, but are not limited to, the following:
    - Voluntary or involuntary insolvency or bankruptcy within the past seven (7) years from the date of application will be reviewed by the Sheriff on a case by case basis.
    - Unsatisfied judgments at time of application other than traffic fines and costs.
    - Any arrears in child support or failure to pay child support.
- **Criminal History**
  - Any felony conviction.
  - A misdemeanor conviction(s) deemed to be inappropriate as determined by the Sheriff.
  - Any individual that has been named respondent and/or defendant in a domestic violence protective order (50B Order) issued by a judge of a court of competent jurisdiction.
  - Any individual convicted of any offense arising from a domestic violence protective order as defined by 18 U.S.C. code Section 921 (a).
- **Drugs**
  - The unlawful sale or distribution of any controlled substances.
  - The use of any substance listed in Schedules I-V of the North Carolina Controlled Substance Act, without medical supervision, within three (3) years immediately preceding the date of application will automatically disqualify the applicant from the hiring process. Any use of the same substances more than three (3) years will be reviewed by the Sheriff on a case by case basis.
  - The possession or use of marijuana, or a derivative thereof, within the twelve (12) months immediately preceding the date of application.
- **Traffic**
  - Conviction in any jurisdiction of Driving Under the Influence of Drugs or Alcohol within the five (5) years immediately preceding the date of application.
  - Refusal to take a Chemical Analysis Test as required by the implied consent law of any jurisdiction within the five (5) years immediately preceding the date of application.
  - Conviction of Eluding Police, Hit and Run, Vehicle Speed Competition or Death by Motor Vehicle.
  - The suspension or revocation of driving privilege in any jurisdiction within the past five (5) years for any reason other than failure to pay fines and costs.
  - More than two (2) moving violations within twelve (12) months immediately preceding the date of application.
- **Other**
  - Dishonorable Discharge from any Military Service. A less than Honorable or General Discharge will be reviewed by the Sheriff on a case by case basis.
  - Failure to comply with deadlines to return information to the background investigator and the New Hanover County Sheriff's Office.
  - Not being a United States Citizen.
  - Background investigation indicates a less than acceptable job performance with past employers.
  - Incidents of past physical or mental abuse of any person.
  - Behavior unsuitable or inappropriate for a Deputy Sheriff/Detention Officer as determined by the Sheriff.

STATE OF \_\_\_\_\_  
 COUNTY OF \_\_\_\_\_

I hereby certify that I understand each and every statement made on this form and that discovery of any of the above disqualifiers will result in the immediate disqualification of my application for employment with the New Hanover County Sheriff's Office.

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

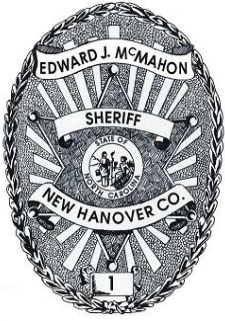
\_\_\_\_\_  
 (SIGNATURE IN FULL)

Subscribe and Sworn to before me.

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
 (SIGNATURE IN FULL)

Notary Public Official Seal  
 My Commission Expires \_\_\_\_\_, 20\_\_\_\_\_



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**Authorization for Release of Personal Information  
 To Law Enforcement Agencies for Employment Purposes**

To whom it may concern:

I am an applicant for a position with the New Hanover County Sheriff's Office. In order to determine my suitability for employment, I understand the New Hanover County Sheriff's Office, New Hanover County, Wilmington, North Carolina must make a thorough investigation of my personal records and personal background. It is in the public's interest all relevant information concerning my personal and employment history be disclosed to the above agency.

Therefore, I, \_\_\_\_\_, DOB \_\_\_/\_\_\_/\_\_\_, Operators License # \_\_\_\_\_, do hereby request and authorize any bank, credit union, lending or financial institution, credit bureau, consumer reporting agency, retail business establishment, former and present employer, educational institution, doctor or other health care professional, including mental health, alcohol treatment center, hospital, or other repository of medical records, insurance company, governmental agency, criminal and civil courts, certification/licensing commission, military organization, and any other individual agency to produce and provide copies of any and all information to the authorized agent of New Hanover County Sheriff's Office, New Hanover County, Wilmington, North Carolina regarding me whether of a privileged or confidential nature.

Moreover, I hereby release the New Hanover County Sheriff's Office, New Hanover County, Wilmington, North Carolina from any and all civil or criminal liability whatsoever for seeking such requested information and for evaluation of such information as it relates to my employment with the New Hanover County Sheriff's Office, New Hanover County, Wilmington, North Carolina. And I hereby release the issuing agency and its agents, both individually and collectively, from any and all liability for damages or whatsoever kind, which may at the time result because of compliance with this authorization and request.

I further waive all right to inspect or review any information compiled in reference to my application for employment. I do further authorize the New Hanover County Sheriff's Office, its agents and employees, to release copies of any and all information in to any agency or entity regulating the certification, authority or conduct of law enforcement officers. This is to include, but not limited to North Carolina Sheriff's Education and Training Standards Commission, North Carolina Criminal Justice Education and Training Standards Commission, North Carolina Attorney General's Office, agencies of other states and the federal government, and the applicant's/officer employing agency.

I hereby acknowledge that this authorization is valid for one (1) year, or until the employment process has been completed, whichever is later.

A copy of this document is considered valid, just as the original.

I have read and fully understand the above statements.

**STATE OF NORTH CAROLINA  
 COUNTY OF NEW HANOVER**

**Applicant Information**

Subscribed and sworn to before me,

\_\_\_\_\_  
 Applicant Signature

This is the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Notary Public & Seal

\_\_\_\_\_  
 Address

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
 Phone Number

**USE OF CREDIT REPORTS FOR EMPLOYMENT PURPOSES**  
**AUTHORIZATION TO BE SIGNED AS A REQUIREMENT OF THE NEW HANOVER  
COUNTY SHERIFF'S OFFICE PRE-EMPLOYMENT PROCESS**

By completing and signing this document, I agree that the New Hanover County Sheriff's Office may obtain a consumer credit report or other information regarding me and may consult its own files for my credit report. I understand that this information will be used only for employment purposes.

Please fill out this document completely.

NOTE: The information contained in your consumer credit report is deemed substantially job related and will therefore be used as part of your pre-employment background investigation with the New Hanover County Sheriff's Office. The reason for relying on this information is to assist the New Hanover County Sheriff's Office with the judgment and decision-making elements of your background investigation. The credit report will not be ran until after the completion of the psychological evaluation.

Failure to complete this document will remove you from further consideration for employment with the New Hanover County Sheriff's Office.

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Print Applicant's Last Name, First Name, Middle Initial

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Social Security Number

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Current Street Address

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City, State, Zip Code

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Area Code and Telephone Number

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Applicant Signature

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Date

Subscribed and sworn before me  
This the \_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_

Notary Public (Official Seal)

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Signature of Notary

My Commission Expires \_\_\_\_\_, 20\_\_\_\_