



# VOLUNTEER / INTERN APPLICATION FOR INDIAN RIVER COUNTY SHERIFF'S OFFICE

## INSTRUCTIONS

THE APPLICANT WILL BE SUBJECT TO DISQUALIFICATION FOR ANY FALSIFICATION AND / OR THE OMISSION OF INFORMATION IN THIS APPLICATION.

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

THIS APPLICATION MUST BE COMPLETED BY THE APPLICANT. ALL ANSWERS MUST BE HAND PRINTED IN BLUE OR BLACK INK AND BE COMPLETELY LEGIBLE.

Read all questions completely. Answer all questions fully and accurately. All answers are subject to verification. If a question does not apply, mark N/A in the appropriate space. If the question requires more space use the back of the page. The application process includes a background investigation, drug screening and fingerprinting.

Completion of mailing addresses, phone numbers for residences, schools, employers and character references are mandatory. Please include area codes and zip codes.

Please note that a photocopy of your social security card and Florida driver's license will be required. Upon completion, please return to our **Human Resources at 4055 41<sup>st</sup> Avenue, Vero Beach, 32960.**

Interview #1 by: \_\_\_\_\_ Date: \_\_\_\_\_

Interview #2 by: \_\_\_\_\_ Date: \_\_\_\_\_

### Volunteer / Intern Application Process

Once the interview has been completed, the applicant should call the Sheriff's Office Human Resources Section at **(772) 978-6040** to schedule an appointment for processing. The applicant will be given instructions by the Human Resources staff for the fingerprinting and drug screening procedures. Once the background has been completed, the file will be forwarded to the Sheriff for approval. The applicant will then be scheduled for issuance of a photo access badge and to sign any necessary Human Resources documents. The applicant will be contacted by the appropriate supervisor to arrange for orientation, training, and assignment.

**Thank you for your interest to serve as a Volunteer / Intern at  
the Indian River County Sheriff's Office**



# VOLUNTEER / INTERN APPLICATION

EOE/ADA Compliant

## PERSONAL INFORMATION

NAME \_\_\_\_\_  
Last First Middle Suffix

ADDRESS \_\_\_\_\_  
Number Street City State Zip

Social Security Number \_\_\_\_\_ DOB \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_  
Name Phone

Are you legally eligible for employment in the U.S.? \_\_\_\_\_ YES \_\_\_\_\_ NO

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## GENERAL INFORMATION

Position/Area Desired: \_\_\_\_\_

If **OTHER**, please describe your area of interest: \_\_\_\_\_

What days and hours are you available?

Days of the Week: \_\_\_\_\_

Hours of a Day: \_\_\_\_\_

Describe any experience, training, or skills you have in the area you desire to volunteer / Intern:

Describe any current and/or previous volunteer / intern activities: \_\_\_\_\_

Have you ever applied to this agency for any past or current position? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what position/s did you apply for and what year did you apply?

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How did you learn of our Volunteer / Intern program? \_\_\_\_\_

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**CRIMINAL HISTORY**

Have you ever been arrested?: \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, state the crime(s) charges; where arrested (city or county and state); the month and year of the arrest (s); and, the sentences (s) imposed.

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**DRIVING HISTORY**

Do you have a Florida driver's license? \_\_\_ Yes \_\_\_ No

List all other states in which you have been issued a driver's license. \_\_\_\_\_

Have you **ever** been arrested for DUI (aka DWI or Reckless Driving)? \_\_\_ Yes \_\_\_ No

If yes, enter the jurisdiction (city or county and state) and the month and year of the arrest. \_\_\_\_\_

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**EDUCATION**

Last School(s) Attended	Major/Specialty

**EMPLOYER REFERENCES:** (Last three, including current employer)

Date (Month/Year)	Name and Phone No. of Employer (Include Area Code)	Position/Title	Duties / Responsibilities

**PERSONAL REFERENCES:** (Non related and known for at least one year)

Name	Email and Cell Phone	Years Known

**I certify that the information I have entered in this application is true and complete to the best of my knowledge.**

**\*\*\*I understand that I am authorizing a background investigation to obtain any information about myself including, but not limited to; drug screening, employment references, and criminal history records and that this information is for official use of the requesting agency.**

**I understand that if I am appointed to a Volunteer / Intern position, any information found to be deliberately false or misleading shall be used for dismissal. I further understand and agree that, if I am appointed to a Volunteer / Intern position, my service may be terminated at any time without prior notice and without cause.**

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

Date \_\_\_\_\_