UNITED STATES PROBATION OFFICE

Middle District of North Carolina
101 South Edgeworth St., Suite R312
GREENSBORO, NC 27401

(PLEASE TYPE)

APPLICATION FOR U. S. PROBATION OFFICER AND U. S. PROBATION OFFICER ASSISTANT

Name: _____ Date of Application: _____

Address: _____
Street City State Zip

Home Phone: ( ) _____ Work Phone: ( ) _____ Cell Phone: ( ) _____

DOB: _____ E-mail: _____ Vacancy: FY155AD3

For applicants residing outside the Middle District of North Carolina, please give reason for wanting to relocate _____

PRESENT EMPLOYER

(Will not be contacted unless you are interviewed)

Employer: _____ Phone No.: ( ) _____

Address: _____

Supervisor's Name: _____ Present Job Title: _____

Date Employment Began: _____ Beginning Salary: _____ Present Salary: _____

Reason you wish to Leave: _____

Briefly describe your duties: _____

LAST THREE EMPLOYERS

Employer: _____ Phone No.: ( ) _____

Address: _____

Supervisor's Name: _____ Job Title: _____

Date Employment Began: _____ Beginning Salary: _____ Ending Salary: _____

Reason for Leaving: _____

Briefly describe your duties: _____

Employer: _____ Phone No.: ( ) _____

Address: _____

Supervisor's Name: _____ Job Title: _____

Date Employment Began: _____ Beginning Salary: _____ Ending Salary: _____

Reason for Leaving: _____

Briefly describe your duties: _____

LAST THREE EMPLOYERS (CONT'D)

Employer: _____ Phone No.: ( )

Address: _____

Supervisor's Name: _____ Job Title: _____

Date Employment Began: _____ Beginning Salary: _____ Ending Salary: _____

Reason for Leaving: _____

Briefly describe your duties: _____

MILITARY

(List Dates and Service Number of all active service.)

From	To	Branch	Service Number
Type of Discharge:			
List specialized training received and work assignments while in service:			

EDUCATION

High School	Name of High School:		
	Address:		
	Date Graduated:		
Undergraduate	College/University:		
	Address:		
	Date Graduated:	GPA:	Bachelor of:
	Rank in Graduating Class:	Major:	Minor:
Post Graduate	College/University:		
	Address:		
	Date Graduated:	GPA:	Type of Degree Awarded:
Other Degrees/School Status			

OFF DUTY ACTIVITIES

(Applicable to your qualifications for a U. S. Probation Officer/Probation Officer Assistant)

Activity	How Applicable to USPO Duty

PERSONAL ACHIEVEMENTS AND AWARDS

Date	Achievement/Award

TRAINING RECEIVED

(Other than college degree, training that is directly related to probation work.)

Year	Course Title	

ACTUAL WORK EXPERIENCE

(Rounded off to nearest year and directly related to USPO position.)

_____ Years working in probation, parole, courts, or correctional institution.

_____ Years of counseling offenders regarding family, employment, etc.

_____ Years of writing investigative reports.

GENERAL

	YES	NO
Are you a citizen of the United States? (If no, give country of which you are a citizen.)_____	☐	☐
Within the last five years have you been fired from a job for any reason? (If yes, attach a separate page providing details.)	☐	☐
Have you **ever** been charged with or convicted of **any** misdemeanor or felony offense? If yes, attach separate page providing details, including date of arrest/conviction, offense, city and state, and disposition. (You may omit minor traffic violations (if fined less than $150) **unless** the violation was alcohol or drug related.)	☐	☐

GENERAL (cont'd)	YES	NO
While in military service, were you subject to **any** court martial or other disciplinary proceedings under the Uniform code of Military Justice? (Include non-judicial proceedings, "Article 15's," "Captain's Mast," etc.) If yes, attach separate page providing details as described in previous question.	☐	☐
Does the United States Government employ in a civilian capacity or as a member of the Armed Forces any relative of yours (by blood or marriage)? (If yes, attach a separate page providing details.)	☐	☐
Do you receive, or do you have pending, an application for retirement or retainer pay, pension, or other compensation based upon military, Federal civilian, or District of Columbia Government service? (If yes, attach a separate page providing details.)	☐	☐

In one paragraph of not more than 200 words, tell us why we should extend you an interview for this position. (If additional room is needed, please attach a separate page.)

REFERENCES

List three (3) individuals (other than relatives) who are familiar with your work performance, character and/or reputation in the community.

NAME	ADDRESS	PHONE
		( )
		( )
		( )

✦✦ CERTIFICATION ✦✦

I hereby certify that the foregoing information is true and correct to the best of my knowledge and ability. I understand that termination could result if any of the foregoing information was knowingly falsified.

_____
(Signature)

☛ NOTICE

Prior to appointment, the selectee considered for this position will undergo a medical examination and pre-employment drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the court. (Note: The selected candidate must successfully complete a ten-year background investigation.) In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

An Equal Employment Opportunity Employer

MAIL TO: CHIEF U. S. PROBATION OFFICER
101 SOUTH EDGEWORTH STREET
SUITE R312
GREENSBORO, NC 27401

(Rev 5/12)

U. S. PROBATION OFFICER AND U. S. PROBATION OFFICER ASSISTANT HAZARDOUS DUTY APPLICATION SUPPLEMENT

Full Legal Name: (Last, First, Middle) _____ Social Security Number: _____

General

Probation officers work in two primary areas. They investigate the backgrounds of individuals charged with or convicted of federal offenses to assist judges with decisions on bail and sentencing. They also supervise defendants released on bail pending trial and offenders convicted of federal offenses.

Probation officers work for the court, not the U. S. Attorney's office or the police. Our district has a chief probation officer, a deputy chief probation officer, supervising probation officers, and officers who specialize in supervising offenders with certain problems such as drug abuse and mental illness.

All federal probation officers are required to have bachelors' degrees, usually in criminal justice or the social sciences, though applicants with other majors may also apply for these positions. Many officers possess post graduate degrees or have previous work experience in state or local probation systems, criminal justice, or social work.

Maximum Entry Age

Federal law enforcement retirement provisions require mandatory retirement once an employee meets age and service requirements (age 57 with 20 years of service) due to the physical requirements of the position. Therefore, first-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37thbirthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employee's Retirement System and who may have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

Physical Requirements

The duties of probation officers, pretrial services officers, and probation officer assistants require the investigation and management of alleged criminal offenders or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary for officer safety, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Any severe health problems, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are an untreated hernia, cardiovascular disorders, serious deformities or disabilities of the extremities, mental health disorders, fainting and/or seizure disorders, metabolic disorders, bleeding disorders, pulmonary disorders, and marked speech abnormalities.

The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at http://www.uscourts.gov/.

Please check the work units and locations for which you would like to be considered:

- ☐ Presentence Unit
- ☐ Supervision Unit
- ☐ Pretrial
- ☐ All

- ☐ Greensboro
- ☐ Winston-Salem
- ☐ Durham
- ☐ Salisbury
- ☐ Rockingham
- ☐ All

Note:
After entering on duty, reassignment to the Presentence Unit, Supervision Unit, or Pretrial Services Unit and/or duty station reassignment may occur at the discretion of the Chief U.S. Probation Officer.

*****I have read and understand the above information.***

_____ _____

Signature ***Date***