



Commonwealth of Virginia
Virginia Department of Criminal Justice Services
Initial Employment (Form 21)

Submit to: Department of Criminal Justice Service, 1100 Bank Street, 12th Floor, Richmond, VA 23219 to be entered into the T-REX Training Records System within 10 days of officer employment

Officer's Current Name: (Last, First, Middle Initial)		
Social Security Number:	Date of Birth (mm/dd/year):	Gender (Optional for statistical purposes only) <input type="checkbox"/> Female <input type="checkbox"/> Male
Appointing Agency/Department:	Employment Date: (mm/dd/year)	Rank:
Check the correct status: <input type="checkbox"/> Full time <input type="checkbox"/> Part-time (Compensated more than 80 hours annually) <input type="checkbox"/> Auxiliary Level One <input type="checkbox"/> Auxiliary Level Two <input type="checkbox"/> Auxiliary Level Three	Designate Primary Function: (Designate below the primary function the officer will perform by checking one only) <input type="checkbox"/> Law Enforcement Officer <input type="checkbox"/> Jail Officer/Deputy <input type="checkbox"/> Court Security Officer <input type="checkbox"/> Civil Process Officer <input type="checkbox"/> Communications Officer/Dispatcher <input type="checkbox"/> DOC Corrections Officer <input type="checkbox"/> DJJ Juvenile Corrections Officer <input type="checkbox"/> Instructor Only	
For Secondary Functions: Please list all secondary functions for which you will require training and certification: <input type="checkbox"/> Law Enforcement Officer <input type="checkbox"/> Jail Officer/Deputy <input type="checkbox"/> Communications Officer <input type="checkbox"/> Court Security Officer <input type="checkbox"/> Civil Process Officer	Education: <input type="checkbox"/> Less than high school <input type="checkbox"/> High school or equivalent <input type="checkbox"/> Some college <input type="checkbox"/> Associate Degree <input type="checkbox"/> Four Year Degree <input type="checkbox"/> Post Graduate Degree	
§ 15.2-1705, Code of Virginia, requires all police officers, deputy sheriffs, law enforcement officers and regional jail officers, defined in § 9.1-101, Code of Virginia, to meet minimum employment qualifications prior to employment. Is this officer in compliance with § 15.2-1705, Code of Virginia (1950), as amended? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, you must submit Form W-1 "Application for Waiver of Minimum Qualifications.")		
Attest: I CERTIFY that the above statements are true and correct to the best of my knowledge and that I am authorized to submit this information. (Print or type name and Sign Form) Submitted by: _____ Title: _____ Date: _____ Signature: _____ Telephone: _____		

Retain a signed copy for your records as a copy may be requested by the Department of Criminal Justice Services if errors are found.