



# TOWN OF APPOMATTOX

*An Equal Opportunity Employer*

## APPLICATION FOR EMPLOYMENT

Employees and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, national origin, handicap, sex or age.

1. Position applied for \_\_\_\_\_ 2. Department \_\_\_\_\_  
(one per application)

3. Social Security No. \_\_\_\_\_ 4. Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
(Note: Completion of number three is optional. Failure to submit social security number on the form will not prohibit employment consideration. A social security number may be required on other forms prior to employment.) 5. Business Phone( \_\_\_\_\_ ) \_\_\_\_\_

6. Full Legal Name \_\_\_\_\_  
Last First Middle

7. Address \_\_\_\_\_  
Number & Street City State Zip

8. Education  
 a. Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 Year Completed \_\_\_\_\_  
 b. If you did not complete high school, do you have a high school equivalency diploma?  Yes  No Date Received \_\_\_\_\_  
 c. Circle number of years of post high school education 1 2 3 4 5 6 7 8

Name/Location of Institution	Hrs	Degree Received	Major or Specialty	Minor	Dates Attended

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: \_\_\_\_\_

9. Experience - Use Supplementary Experience Form(s) for additional space. Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items. May we contact your present supervisor?  Yes  No

a. Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone( \_\_\_\_\_ ) \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate Supervisor \_\_\_\_\_  
 Title \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
 Number and titles of employees supervised \_\_\_\_\_  
 Equipment used \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Your name if different from present \_\_\_\_\_

b. Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone( \_\_\_\_\_ ) \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate Supervisor \_\_\_\_\_  
 Title \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
 Number and titles of employees supervised \_\_\_\_\_  
 Equipment used \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Your name if different from present \_\_\_\_\_

c. Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone( \_\_\_\_\_ ) \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate Supervisor \_\_\_\_\_  
 Title \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
 Number and titles of employees supervised \_\_\_\_\_  
 Equipment used \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Your name if different from present \_\_\_\_\_

d. Job Title \_\_\_\_\_ Duties \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone(\_\_\_\_\_) \_\_\_\_\_  
 Type of business \_\_\_\_\_  
 Immediate Supervisor \_\_\_\_\_  
 Title \_\_\_\_\_  
 Salary (start) \_\_\_\_\_ (finish) \_\_\_\_\_  
 Dates (mo/yr) \_\_\_\_\_ to (mo/yr) \_\_\_\_\_  
 Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Hours/week \_\_\_\_\_  
 Number and titles of employees supervised \_\_\_\_\_  
 Equipment used \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_  
 Your name if different from present \_\_\_\_\_

e. Use this space for additional information you think would help us evaluate your application, including training, seminars, workshops, special achievements or specialized skills \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

f. Automated word processing (specify equipment) \_\_\_\_\_  
 Type Speed \_\_\_\_\_ words per minute. Shorthand Speed \_\_\_\_\_ words per minute

g. License (to include driver's) certificate or other authorization to practice a trade or profession

Type	License No.	Expiration Date	Granted by (licensing board)

**10. References**

List names, addresses and relationships of three persons not related to you who know your qualifications:

Name	Address	Phone	Relationship

**11. Miscellaneous**

- a. Do you have any relatives, whether by blood, marriage, or adoption, who are currently employed by the Town of Appomattox?  Yes  No  
 If yes, please state the employee's name and the nature of the relationship. Name \_\_\_\_\_ Relationship \_\_\_\_\_
- b. For purposes of compliance with the Immigration Reform and Control Act, are you legally eligible for employment in the United States?  Yes  No Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.
- c. Are you willing to provide your own transportation if necessary for your employment?  Yes  No
- d. For purposes of compliance with Section 2.1-112 of the Code of Virginia, have you served in the Armed Forces of the United States during the following dates? (Check the appropriate dates):  World War I (4/16/17 - 4/1/20)  World War II (12/7/41 - 12/31/46)  Korean Conflict (6/27/50 - 1/31/55)  Vietnam Conflict  (8/5/64 - 3/7/75)  None of the dates shown, but I did serve in the military.
- e. Have you ever been convicted of a law violation(s), including moving traffic violations but excluding offenses committed before your eighteenth birthday which were finally adjudicated in a Juvenile Court or under a youth offender law?  Yes  No If yes, list all and explain \_\_\_\_\_  
 \_\_\_\_\_

12. When will you be available to start work? (No date is necessary if you are available as soon as you give two(2) weeks notice).  
 \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_ Year

**13. Certification - Each Application Requires Current Date and Original Signature**

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the Town of Appomattox. I understand that all information on this application is subject to verification and I consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the Town to rely upon and use as it sees fit any information received from such contacts. Information contained on this application may be disseminated to other agencies, non-governmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

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

Date \_\_\_\_\_