



## EMPLOYMENT HISTORY

### RESUMES ARE ACCEPTED ONLY WITH THE COMPLETION OF THIS APPLICATION

Give a complete record of your employment history including part-time work, military service, and volunteer experience listing most recent employment first and working back. Describe your duties and responsibilities in each position thoroughly so that your experience may be fairly evaluated. Account for all periods of unemployment using additional sheets if necessary.

Employer name and address: _____ _____ _____ Pay: \$ _____ Per: _____	Position title/duties, skills: _____ _____ _____ Supervisor: _____ Telephone #: _____	Start date: _____ End date: _____ Reason for leaving: _____
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## SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certificates or registrations:

Additional skills, including supervisory skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

May we contact your former employers? Yes  / No  Present employer? Yes  / No   
 If no, why? \_\_\_\_\_

The statements made in this application are true and complete to the best of my knowledge. I understand that any willful misstatements or material omissions in this application will be sufficient cause to disqualify me from employment consideration with the County of Charles City. If such misstatements or omissions are found after employment, it will be considered grounds for dismissal. I understand that this completed application and any materials submitted with it become the property of Charles City County and will not be returned. In the case of a panel interview, which may consist of non-County employees, I authorize my application to be viewed by members of the panel. I also understand that any offer of employment is contingent upon my ability to produce documentation as required by the Immigration and Naturalization Service documenting eligibility for employment.

I authorize the release of any and all job-related information that the County of Charles City may request or any records pertaining to past or present employment which may now exist or in the future exist.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_