

Employment Application

County of Charles City

P.O. Box 128
10900 Courthouse Road
Charles City, Virginia 23030



An Equal Opportunity/Affirmative Action Employer

Position applying for: _____

EMPLOYEE INFORMATION

Name: _____
Last
First
Middle

Address: _____

Phone: _____ Email: _____ Alternate Phone: _____

Are you a current Charles City employee or have you worked for Charles City County in the past?

Yes / No If yes, when? _____ What department? _____

Do you have a valid driver's license? Commercial driver's license? License No. / State / Expiration Date:
 Yes / No Yes / No # _____

Have you been convicted of a: Misdemeanor? Any Traffic moving violations?
 Felony? Yes / No Yes / No Yes / No

If yes to any of the three previous questions, please explain: _____

(A conviction does not automatically eliminate you from employment consideration. The nature of the offense, when it occurred, and your truthfulness may be taken into consideration.)

Have you ever been fired or asked to resign from a job? Yes / No If yes, give date(s), name and address of employer, and reason (attach additional sheets if necessary): _____

(A firing or forced resignation does not automatically eliminate you from employment consideration. The circumstances, time elapsed, and employment record may be considered. However, failure to be completely truthful about such circumstances may cause you to be disqualified from employment consideration.)

EDUCATION

	Institution Name	Years Completed	Field of Study	Graduate? What Degree?
High School				
College/University				
Business/Technical				
Additional				

MILITARY

Are you a veteran? Yes / No

Duty/specialized training: _____

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: _____