



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: () E-mail Address: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for Prince Edward County? YES NO If yes, when?

Are you 18 years or older? YES NO Have you ever pled guilty or no contest to, or been convicted of, a felony? YES NO

Do you have a valid driver's license? YES NO If yes, provide explanation including jurisdiction:

List any friends or relatives who are current employees:

Education

High School: _____ Address: _____

Did you graduate or receive GED? YES NO

College: _____ Address: _____

Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

Did you graduate? YES NO Degree: _____

References

Please list three professional references that will verify your work ethics and demeanor. May not be family members.

Full Name: _____ Relationship: _____

Phone: () _____

Full Name: _____ Relationship: _____

Phone: () _____

Full Name: _____ Relationship: _____

Phone: () _____

Previous Employment

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____ Dates of Employment: _____

Reason for Leaving: _____ May we contact this employer? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____ Dates of Employment: _____

Reason for Leaving: _____ May we contact this employer? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Ending Salary: \$ _____

Responsibilities: _____ Dates of Employment: _____

Reason for Leaving: _____ May we contact this employer? YES NO

Company: _____ Phone: () _____

Address: _____ Supervisor: _____

Job Title: _____ Ending Salary \$: _____

Responsibilities: _____ Dates of Employment: _____

Reason for Leaving: _____ May we contact this employer? YES NO

*** Special Skills - as they pertain to the job you are applying for ***

Do you speak, write, or understand any foreign languages, if so what language(s)? YES NO

Do you have any special experience, training, qualifications, or skills which you feel make you especially suited for work at Prince Edward County? If so, explain in detail:

Computer Skills	Dates Used	Level of Proficiency
Hardware: <small>(scanners, printers, etc.)</small>		
Software: <small>(Word, Excel, etc.)</small>		

APPLICANT'S CERTIFICATION AND AGREEMENT

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. The laws of most states and many localities also prohibit some or all of the above types of discrimination as well as some additional types, including, but not limited to, discrimination based on ancestry, marital status, parental status, sexual orientation or source of income.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge. I understand that if employed, falsified statements on this application shall be considered sufficient cause for dismissal.

You are hereby authorized to make investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice. * Note: The Fair Credit Reporting Act imposes restrictions with respect to information obtained from a consumer reporting agency, including, but not limited to information regarding credit data, personal character, general reputation and mode of living. **This list, however, is not exhaustive of the grounds on which discrimination is prohibited.**

I understand that my employment at Prince Edward County shall be "employment-at-will," meaning that I have the right to terminate my employment at any time with or without cause and Prince Edward County retains the same right. The only exceptions to such employment-at-will status, if any, shall be contained in a written employment agreement, signed by the County Administrator.

(Your typed name will serve as your signature)

Signature:

Date:

Thank you for completing this application form and for your interest in employment with us.