



**AMELIA COUNTY, VIRGINIA
APPLICATION FOR EMPLOYMENT**

PERSONAL DATA

Last name

First Name

Middle Name

Present Mailing Address (Street or P.O. Box, City, State and Zip Code)

Home/School Phone #

Cell Phone #

E-mail Address

Position Applied For:

Are you a citizen of the USA?

Yes

No

If no, are you legally authorized to work in the United States of America?

Yes

No

Have you ever worked for Amelia County?

Yes

No

If yes, when:

Do you have a valid driver's license?

Yes

No

Drivers License Number: _____ Class: _____

Issuing State: _____

Have you ever been convicted of a felony?

Yes

No

Have you ever been convicted of a misdemeanor?

Yes

No

If yes, state type of offense, date, location and explain.

A conviction (felony or misdemeanor) does not automatically eliminate you from employment consideration. However, failure to disclose criminal convictions may result in disqualification from employment consideration or may result in dismissal if you have been hired. The nature of the offense, when the offense occurred, type of position you are applying for and your truthfulness may be taken into consideration.

U.S. MILITARY HISTORY

Are you a veteran? Yes No

If yes, please complete the following:

Branch	Date Entered	Date Discharged	Initial Rank	Final Rank
_____	_____	_____	_____	_____

List professional, trade, business, or civic activities and offices held.

EDUCATIONAL HISTORY

High School: _____

Location: _____

From: _____ To: _____

Diploma: Yes No

Undergraduate School _____

From: _____ To: _____

Location: _____

Classification: Freshman Sophomore Junior Senior

Graduation Date: _____

Degree: _____

Major: _____

GPA Major: _____ Minor: _____ Are you currently enrolled? Yes No

Graduate School: _____

Location: _____

From: _____ To: _____

Program Study: _____

List name, address and telephone number of University Internship Coordinator/Advisor, if applicable.

Name: _____ Telephone: _____

RELATED EMPLOYMENT HISTORY

Job Title: _____ Employer: _____

Dates Employed: From: _____ To: _____

Employer Address: _____

Supervisor's Name: _____

Description of Duties: _____

Reason for Leaving: _____

Job Title: _____ Employer: _____

Dates Employed: From: _____ To: _____

Employer Address: _____

Supervisor's Name: _____

Description of Duties: _____

Reason for Leaving: _____

Job Title: _____ Employer: _____
Dates Employed: From: _____ To: _____
Employer Address: _____
Supervisor's Name: _____
Description of Duties: _____
Reason for Leaving: _____

If you need additional space, please continue on a separate sheet of paper.

Summarize special skills and qualifications acquired from employment or other experience.

List names and addresses and phone numbers of three persons not related to you who know your qualifications and experience and who you authorize the County to contact with regard to your application.

List any additional information or comments you wish to make in regard to possible employment with Amelia County.

PLEASE READ CAREFULLY BEFORE SIGNING
Certification of Application Information

I certify that the information provided to the previous questions is true and correct, and that no attempt has been made to conceal pertinent information. I understand that if any information given by me in the application is found to be false or misleading, I will be subject to dismissal at any time, and will agree to hold Amelia County, its officials and employees harmless in that event.

Authorization to Obtain Information

I authorize Amelia County to perform a background investigation in connection with my application for employment. This investigation may include requesting information directly from the appropriate sources regarding my criminal history, credit report, schools attended, Division of Motor Vehicles records, and military records, including contacting present/past employers, professional references, and personal references.

Criminal background checks will be conducted on all new full-time employees in addition to all new employees in part time Safety Sensitive, Financial Security, and Juvenile Services positions. Applicants in these categories may be required to submit to fingerprinting.

I authorize the release of any information that Amelia County may request from the above sources. All information received by the County will only be used by the County in accordance with applicable laws.

I understand that should I be offered employment, it will be contingent upon a successful drug test and/or criminal background investigation.

Applicant Signature

Date

Amelia County, Virginia is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, sex or national origin, or on the basis of handicapped status in admission, access to, treatment or employment in its programs and activities.