

County of Prince George, Virginia
DEPARTMENT OF HUMAN RESOURCES
P. O. Box 68
6602 Courts Drive; Administration Building
Prince George, Virginia 23875
(804)722-8669

PLEASE READ THESE INSTRUCTIONS BEFORE YOU COMPLETE YOUR APPLICATION

- ❑ Applications will only be accepted for jobs which are currently open. Be sure to list the title of the job for which you are applying. If you are applying for more than one job, you must submit a separate application for each position. Photocopies will be accepted as long as there is an **original** signature on the copied application.
- ❑ Complete the **entire** application. If any questions do not apply, write N/A. Keep in mind that this application is your opportunity to present yourself and your qualifications to us. If you do not fully complete your application, we will not have all the information we need to properly evaluate your qualifications.
- ❑ Mail or bring your application(s) to Human Resources to the address listed above. FAXED or E-MAILED applications will not be accepted. The Department of Human Resources is not responsible for applications submitted to other departments. Your application must be **received**, not postmarked, by Human Resources no later than the closing date listed on the job announcement, otherwise you will not be considered for the position.
- ❑ A newly-appointed regular employee is required to complete a probationary period of one year during which time he/she may be separated from employment without appeal. This probationary period is considered the last stage of the selection process.
- ❑ The County of Prince George is an Equal Opportunity Employer and selects applicants for employment without regard to race, sex, color, religion, national origin, ancestry, age or disability.
- ❑ **IMPORTANT NOTICE:** All new regular employees hired by the County of Prince George will be required to undergo a comprehensive pre-employment medical exam and a criminal record investigation, to include fingerprinting, which is conducted by the Virginia State Police and/or Federal Bureau of Investigation.