COUNTY OF PRINCE GEORGE

DEPARTMENT OF HUMAN RESOURCES

Mail Application to:
P.O. BOX 68
PRINCE GEORGE, VIRGINIA 23875
TELEPHONE: (804) 722-8669

Application for Employment

(An Equal Opportunity Employer)

(PLEASE PRINT PLAINLY)

PERSONAL

DATE:_____ Positions Applied for_____

(Applicant will only be considered for the position noted above)

Full Legal Name _____
Last First Middle

Present Address: _____ Home Telephone ( )_____
No. Street

_____ Work Telephone ( )_____
City State Zip

Cell Telephone ( )_____

Would you work Full time:_____ Part time:_____ Specify days and hours part time:_____

Have you previously been employed by us? Yes _____ No_____ If yes, when?_____

Do you have any experience or skills, including operation of office or other machinery, which you feel would especially qualify you for work with our organization?_____

List any relatives working for us:
Name:_____ Department:_____

Name:_____ Department:_____

If your application is favorably considered, on what date will you be available to start work: _____

How did you learn about this position?_____

List below the names, occupations, addresses and telephone numbers for three (3) persons who know of your **professional** qualifications or character. (NOT relatives)
1. _____

2 _____

3. _____

Rate of pay expected: $ _____ per year in this position.

EDUCATIONAL BACKGROUND

NAME AND LOCATION OF LAST ELEMENTARY, JUNIOR OR HIGH SCHOOL ATTENDED:

	Highest Grade Completed	Major Courses of Study
Name of School: _____ Address: _____		

If you did not graduate from High School, do you have a high school equivalency diploma?
Yes _____ No _____

If yes, give date received:
_____

Check One:
_____ **GED**
_____ **USAFI**
_____ **Other**

COLLEGE, UNIVERSITY, OR TRADE (TECHNICAL) SCHOOL:

	Years Completed?	Did You Graduate?	Type of Degree or Certificate Received
Name: _____ Location: _____			
Name: _____ Location: _____			
Name: _____ Location: _____			

LIST BELOW ALL PRESENT AND PAST EMPLOYMENT, BEGINNING WITH YOUR MOST RECENT

Dates of Employment To	Name of Firm	SALARY: Starting Final
Full time _____ Part time _____	Address	Reason for leaving:
Job Title	City/State/Zip	Your name when employed, if different:
Supervisor:		Telephone:
Describe the work you did:		

Dates of Employment To	Name of Firm	SALARY: Starting Final
Full time _____ Part time _____	Address	Reason for leaving:
Job Title	City/State/Zip	Your name when employed, if different:
Supervisor:		Telephone:
Describe the work you did:		

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Supervisor:		Telephone:
Describe the work you did:		

Dates of Employment To	Name of Firm	SALARY: Starting Final
Full time _____ Part time _____	Address	Reason for leaving:
Job Title	City/State/Zip	Your name when employed, if different:
Supervisor:		Telephone:
Describe the work you did:		

May we contact the employers listed above? _____ If not, indicate which one(s) you do not wish us to contact _____

_____

_____

The facts set forth in my application for employment are true and complete. I understand that, if employed, false statements on this application (including omissions) shall be considered sufficient cause for dismissal and do hereby certify that I am legally eligible for employment in the United States. I authorize the County to use the information provided and to review my background including, but not limited to, reference checks, education and drivers record verification. This information may also be used for internal data and record keeping. I authorize persons, schools, and current and previous employers to provide the County with any relevant information needed to consider me for employment.

EMPLOYMENT AT WILL: If employed by Prince George County, I understand that my employment is for no definite period of time and may be terminated at any time.

_____

Signature of Applicant

_____

Date

COUNTY OF PRINCE GEORGE DATA RECORD

PLEASE COMPLETE THIS SECTION IN ITS ENTIRETY

Date: ___/___/_____ Position applied for:_____

Name:_____ Phone: (___)_____

Address: _____
Street or P.O. Box City State Zip

Referral Source:
- ❑ Advertisement (specify)_____
- ❑ Virginia Employment Commission
- ❑ Friend or Relative
- ❑ County Employee
- ❑ Human Resource Department
- ❑ County Website

The County of Prince George is an Equal Opportunity Employer, which accommodates the needs of individuals with disabilities. The Federal Government requires us to monitor and be able to produce data pertaining to gender, ethnic background, citizenship, and disabilities of job applicants. Completing the bottom portion of this page is voluntary. It will be removed from the application and retained in the Human Resources Department. Should you accept an employment offer, you will be required to provide the requested gender, birth date, and ethnic and citizenship information.

Sex:
- ❑ Male
- ❑ Female

Race/Ethic Origin:
- ❑ Hispanic
- ❑ White (Not of Hispanic or Latino)
- ❑ Black or African-American (Not of Hispanic or Latino)
- ❑ Native Hawaiian or Other Pacific Islander (Not of Hispanic or Latino)
- ❑ Asian (Not of Hispanic or Latino)
- ❑ American Indian or Alaska Native (Not of Hispanic or Latino)
- ❑ Two or More Races

Disabled:
- ❑ Yes
- ❑ No

Signature: _____ Date: _____