

NAME: _____
(LAST) (FIRST) (MIDDLE)

POSITION APPLYING FOR: _____

APPLICATION FOR EMPLOYMENT

**Treasurer's Office
Northumberland County**

P.O. Box 297, 72 Monument Place, Heathsville, Virginia 22473

AN EQUAL OPPORTUNITY EMPLOYER



**PLEASE READ THESE INSTRUCTIONS
BEFORE YOU COMPLETE YOUR APPLICATION**

Applications are only accepted for jobs which are currently open.

Complete the entire application. Incomplete applications WILL NOT be considered.

(Please print in ink or type.)

Send your completed application, current resume and cover letter to the Treasurer's Office:
P.O. Box 297, 72 Monument Place, Heathsville, Virginia 22473

1. PRINT OR TYPE NAME _____
(LAST) (FIRST) (MIDDLE)

2. ADDRESS _____
CITY _____ STATE _____ ZIP _____

3. PHONE Home (____) _____ Work (____) _____

4. EMAIL _____ SS# _____
(This information not required.)

5. Are you legally eligible to work in the U.S.? ☐ Yes ☐ No Are you a veteran? ☐ Yes ☐ No

6. Do you have a valid driver's license? ☐ Yes ☐ No Commercial Drivers License? ☐ Yes ☐ No

Expiration date: _____ Driver's License Number: _____

7. Have you previously filed an application with the Northumberland County? ☐ Yes ☐ No

If "YES" give position applied for and date. _____

8. EDUCATION: Name and location of high school(s) attended: _____

Did you graduate? ☐ Yes ☐ No If not, have you passed a G.E.D. test? ☐ Yes ☐ No

	School & Location	From	To	Date Graduated	Degree	Major Area of Study
College Or University						
Other Education						

9. **SPECIAL QUALIFICATIONS AND SKILLS:** (typing, shorthand, foreign language, professional licenses and certificates, publications, scholastic honors, etc.)

10. **EXPERIENCE:** Start with your present job and work back, include military and volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

11. Have you ever been dismissed or forced to resign a position? ☐ Yes ☐ No

12. Have you ever been convicted of any offense against the law? Omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military service ☐ Yes ☐ No

If "YES", give date, place, charge, court, and fine or sentence. _____

(A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.)

13. How did you learn about the job for which you are applying? _____

14. May we conduct a background check of your qualifications, character and record of employment? ☐ Yes ☐ No

If "NO", please explain. _____

15. May we contact your present supervisor?

☐ Yes ☐ No ☐ Not currently employed ☐ Only if being considered as finalist

16. REFERENCES. List names, addresses and relationships of three persons not related to you who know your qualifications.

Name of Reference: _____ Relationship: _____

Address _____

Phone Number (____) _____ Email Address: _____

Name of Reference: _____ Relationship: _____

Address _____

Phone Number (____) _____ Email Address: _____

Name of Reference: _____ Relationship: _____

Address _____

Phone Number (____) _____ Email Address: _____

ATTENTION: THIS STATEMENT MUST BE SIGNED.

I certify that the statements made by me in this application are true, complete and correct to the best of my knowledge, and that misrepresentation or omissions may result in rejection of my application, permanent ineligibility for appointments or dismissal.

Signature of Applicant

Date

Northumberland County

VOLUNTARY INFORMATION FOR REPORTING PURPOSES ONLY

This form WILL NOT become part of your application for employment. The information collected will be used to comply with the Federal Equal Employment Opportunity Commission (EEOC) reporting requirements. We ask your cooperation in providing us with the following information. Thank you.

APPLICANT INFORMATION

1. PRINT NAME _____
(last) (first) (middle)
2. SOCIAL SECURITY NUMBER _____
3. DATE OF BIRTH _____
4. POSITION APPLIED FOR _____
5. DATE APPLIED _____
6. DISABLED (Please check if appropriate)
☐ Sight ☐ Hearing ☐ Speech ☐ Mobility _____
☐ Other _____
7. SEX AND ETHNIC ORIGIN ☐ Male ☐ Female

☐ White
☐ Black or African American
☐ Latino or Hispanic
☐ Native Hawaiian or other Pacific Islander
☐ Asian
☐ American Indian or Alaskan
☐ Two or more Races
8. Veteran ☐ Yes ☐ No

CONTINUED on next page

REFERRAL SOURCE

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> Walk-in | <input type="checkbox"/> Internet site: _____ |
| <input type="checkbox"/> Employee | <input type="checkbox"/> Employment Agency |
| <input type="checkbox"/> Town Website | <input type="checkbox"/> Advertisement: _____ |
| <input type="checkbox"/> Other _____ | Source _____ |

Name of person who referred you (if applicable) _____

FOR ADMINISTRATIVE USE ONLY

Position(s) applied for ☐ Available ☐ Not Available

Other position considered for _____

Hired ☐ Yes ☐ No

Position Hired for _____

From the EEO job classification listed below, which one best describes the position filled.

- | | |
|--|---|
| <input type="checkbox"/> Executive/Senior Level Officials and Managers | <input type="checkbox"/> Sales Workers |
| <input type="checkbox"/> First/Mid Level Officials and Managers | <input type="checkbox"/> Administrative Support Workers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Craft Workers |
| <input type="checkbox"/> Technicians | <input type="checkbox"/> Operatives |
| <input type="checkbox"/> Laborers and Helpers | <input type="checkbox"/> Service Workers |

The Federal Equal Employment Opportunity Commission defines ethnic origin as follows:

"HISPANIC OR LATINO"-A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

"WHITE" (Not Hispanic or Latino)-A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

"BLACK OR AFRICAN AMERICAN" (Not Hispanic or Latino)-A person having origins in any of the black racial groups of Africa.

"NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER" (Not Hispanic or Latino)-A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Island.

"ASIAN" (Not Hispanic or Latino)-A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

"AMERICAN INDIAN OR ALASKA NATIVE" (Not Hispanic or Latino)-A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
