King and Queen County Administrator's Office

King and Queen County
APPLICATION FOR EMPLOYMENT

NOTICE: King and Queen County only employs U.S. Citizens and aliens authorized to work in the United States. In connection with this, all offers of employment are contingent on the production of certain documents that establish identity and eligibility to work in the U.S. U.S Citizens will be required to produce a valid driver's license or ID card with photo and an original Social Security Card or a certified copy of a birth certificate or other documents that establish identity and eligibility to work in the U.S.

King and Queen and its employees are subject to the Drug-Free workplace Act of 1988. You will be subject to drug and alcohol testing requirements.

PERSONAL INFORMATION

Please provide your personal and contact information.

_____

Name (Last, First, MI)   **Nickname**

_____

Street Address

_____ _____

_____

City   **State**   **Zip Code**

_____

Mailing Address (if different from above)

_____ _____

_____

(____) -_____-_____   (____) - _____ - _____   (____) - _____-_____

Home Phone   **Cell Phone**   **Other Phone**

Position Applying For:

_____

E-mail
Address_____

Are you at least 18 years of age?

_____

REFERENCES

Please provide three personal references.

1) _____   (_____) - _____ - _____
   Reference's Name   Phone Number

   _____Email Address:_____
   Mailing Address

2) _____   (_____) - _____ - _____
   Reference's Name   Phone Number

   _____Email Address:_____
   Mailing Address

3) _____   (_____) - _____ - _____
   Reference's Name   Phone Number

   _____Email Address:_____
   Mailing Address

EDUCATION

Please provide the following educational information.

_____   _____
Name of High School Attended   City, State

Circle the highest grade you have completed: 1   2   3   4   5   6   7   8   9   10   11   12

Circle all that currently apply to you:

GED   High School Diploma   Associate's   Bachelor's   Master's   Doctoral   Business

Other Certifications:

_____

_____

List all colleges, universities, trade, vocational and military schools you have attended:

_____   _____
Name of Institution   City, State

_____   _____
Name of Institution   City, State

_____   _____
Name of Institution   City, State

What languages do you speak fluently?

_____

Give information regarding your office and computer experience including Software knowledge and skills?

_____

_____

_____

OTHER

If offered employment by the County, when will you be able to start work:

_____

Is anyone related to you either an official of or now employed by King and Queen County? If yes, give name and position with County:

_____

_____

EMPLOYMENT

Please provide the following experience information beginning with the current or most recent and working back from the last ten years. (If more space is needed please use additional sheet.)

_____   (_____) - _____ - _____
Employer   Phone Number

_____
Address

_____   _____
Your Job Title   Immediate Supervisor

____/_____   ____/_____
Begin Date   End Date

Reason for leaving: _____

Duties: _____

_____

_____   (_____) - _____ - _____
Employer   Phone Number

_____
Address

_____   _____
Your Job Title   Immediate Supervisor

____/_____   ____/_____
Begin Date   End Date

Reason for leaving: _____

Duties: _____

_____

_____   (_____) - _____ - _____
Employer   Phone Number

_____
Address

_____   _____
Your Job Title   Immediate Supervisor

____/_____   _____/_____
Begin Date   End Date

Reason for leaving: _____

Duties: _____

_____

I hereby authorize, without liability, any person or organization whose name I have given as a reference, or by whom I have previously been employed, to furnish the King and Queen County Administration Office any information they may have concerning my character, habits, ability, financial responsibility, job performance and reasons for leaving employment. I hereby release all such persons and organizations from any claims for damages of any kind which may result by reason of furnishing such information.

I have read and understand each of the paragraphs appearing in this application and further certify that this application was completed by me and that all entries and information placed on it are true and complete. I understand that any false, incomplete or deceptive response made by me on this application or other required documents shall be grounds for denial of employment or discharge.

_____   _____

Signature of Applicant   Date

Please mail completed application to:
                King and Queen County Administrator's Office
                P. O. Box 177
                King and Queen Courthouse, Virginia 23085
                Attn: Human Resources

                OR

Deliver in person to our office at:
                242 Allen's Circle, Suite L
                King and Queen Court House, VA 23085