

Please print in ink (preferably black) or use typewriter

Number of attachments _____

Position number _____

Commonwealth of Virginia

An Equal Opportunity Employer

Application for Employment



Send this application directly to the agency announcing the vacancy.

Employees of the Commonwealth and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the agency to which you are applying.

1. Position applied for _____ (one per application)

2. Agency _____

3. Social Security No. _____

4. Full legal name _____
Last First Middle

5. Address _____
City State Zip

6. Home Phone () _____

7. Business Phone () _____

(Note: Completion of number three is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.)

8. EDUCATION

a. Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 Year Completed _____

b. If you did not complete high school, do you have a high school equivalency diploma? ___ Yes ___ No Date Received _____

c. Circle number of years of post high school education 1 2 3 4 5 6 7

| Name and Location of Institution | Hrs | Degree Received | Major or Specialty | Minor | Dates Attended |
|----------------------------------|-----|-----------------|--------------------|-------|----------------|
| 1. _____ | | | | | |
| 2. _____ | | | | | |
| 3. _____ | | | | | |

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

9. EXPERIENCE—Use Supplementary Experience Form(s) for additional space. Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items. May we contact your present supervisor? ___ Yes ___ No

a. **Job Title** _____ **Duties:** _____

Employer _____

Address _____

Phone _____

Type of business _____

Immediate supervisor _____

Title _____ Number and titles of employees you supervised _____

Salary (start) _____ (finish) _____ Equipment used _____

Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____

Full-time ___ Part-time ___ Hours/week ___ Your name if different from present _____

b. **Job Title** _____ **Duties:** _____

Employer _____

Address _____

Phone _____

Type of business _____

Immediate supervisor _____

Title _____ Number and titles of employees you supervised _____

Salary (start) _____ (finish) _____ Equipment used _____

Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____

Full-time ___ Part-time ___ Hours/week ___ Your name if different from present _____

Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.

Check the block for the racial or ethnic group with which you identify:

___ White (includes Arabian)

___ Black (includes Jamaican, Bahamians and other Carribeans of African but not Hispanic or Arabian descent)

___ Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)

___ Asian & Asian American (includes Pakistanis, Indians & Pacific Islanders)

___ American Indians (includes Alaskans)

Check the block for the highest level of education you have completed (check only one):

___ Less than 8th grade

___ Completed 8th grade

___ Attended high school

___ High school graduate or equivalent

___ Attended college and/or associate degree

___ College graduate

___ Attended graduate school

___ Master's degree

___ Graduate study beyond master's requirements

___ Ph.D. or professional degree

Check the appropriate block:

___ Female

___ Male

Please indicate your date of birth: ___/___/___

Position applied for: _____

Position number: _____

FOR OFFICE USE ONLY

EEO Category: _____

c. **Job Title** _____ **Duties:** _____
 Employer _____
 Address _____

 _____ Phone _____
 Type of business _____
 Immediate supervisor _____
 Title _____ Number and titles of employees you supervised _____
 Salary (start) _____ (finish) _____ Equipment used _____
 Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
 Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____

d. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, special achievements or specialized skills: _____

e. Automated word processing (specify equipment) _____
 Typing speed _____ words per minute. Shorthand speed _____ words per minute.

f. License (to include driver's), certificate or other authorization to practice a trade or profession.

| Type | License Number | Expiration Date | Granted by (licensing board) |
|-------|----------------|-----------------|------------------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

10. REFERENCES

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

| Name | Address | Phone | Relationship |
|-------|---------|-------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

11. MISCELLANEOUS

- a. Check which shift you will accept: ___ Day ___ Evening ___ Night ___ Rotating ___ Weekends Specify shift hours _____
- b. Check which job status you would accept: ___ Full-time ___ Part-time (specify) _____
- c. Check which employment status you'd accept: ___ Salaried (benefits) ___ Hourly (No benefits) ___ Part-time salaried (leave benefits only)
- d. Are you willing to accept employment which requires you to travel? ___ No ___ Yes. If yes, ___ During the day only, ___ Occasionally overnight, ___ Frequently overnight.
- e. List the geographic locations in which you are willing to work. If anywhere in Virginia, write "all" _____
- f. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? ___ Yes ___ No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.
- g. Are you willing to provide your own transportation if necessary for your employment? ___ Yes ___ No.
- h. For purposes of compliance with Section 2.1-112 of the Code of Virginia, have you ever served in the Armed Forces of the United States during the following dates? (Check the appropriate dates): ___ World War 1—4/16/17-4/1/20; ___ World War II—12/7/41-12/31/46; ___ Korean Conflict—6/27/50-1/31/55; ___ Vietnam Conflict—8/5/64-3/7/75; ___ None of the dates shown, but I did serve in the military.
- i. Have you ever been convicted* for any violation(s) of law, including moving traffic violations? ___ YES ___ NO. If YES, please provide the following:
 Description of offense: _____
 Statute or ordinance (if known): _____ Date of Charge: _____ Date of Conviction: _____
 County, City and State of Conviction: _____
 (For additional convictions use plain paper. Include all information listed above.)

* Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.

12. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)
 ___ Month ___ Day ___ Year.

13. **CERTIFICATION**—Each Application Requires Current Date and Original Signature
 I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part to any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent to references and former employers and educational institutions listed being contacted regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date _____ Applicant Signature _____

How did you find out about this employment opportunity?
 ___ Newspaper* ___ State RECRUIT system
 ___ Radio/TV* ___ Agency Bulletin Board
 ___ VEC ___ Other (please specify) _____

 *specify name of newspaper or other media
