



**AMELIA COUNTY, VIRGINIA  
APPLICATION FOR EMPLOYMENT**

**PERSONAL DATA**

Last Name First Name Middle Name

Present Mailing Address (Street or P.O. Box, City, State and Zip Code)

Home/School Phone # Cell Phone # Email Address

Are you a citizen of the USA? Yes  No

If No, are you legally authorized to work in the United States of America? Yes  No

Have you ever worked for Amelia County? Yes  No

If Yes, when: \_\_\_\_\_

Do you have a valid driver's license? Yes  No

Driver's License Number: \_\_\_\_\_ Class: \_\_\_\_\_

Issuing State: \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

Have you ever been convicted of a misdemeanor? Yes  No

If yes, state type of offense, date, location and explain:

A conviction (felony or misdemeanor) does not automatically eliminate you from employment consideration. However, failure to disclose criminal convictions may result in disqualification from employment consideration or may result in dismissal if you have been hired. The nature of the offense, when the offense occurred, type of position you are applying for and your truthfulness may be taken into consideration.

**U.S. Military History**

Are you a veteran? Yes  No  If yes, please complete the following:

Branch Date Entered Date Discharged Initial Rank Final Rank

**List professional, trade, business, or civic activities and offices held.**

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**EDUCATIONAL HISTORY**

**High School**

Location \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Diploma: Yes  No

**Undergraduate School**

From: \_\_\_\_\_ To: \_\_\_\_\_

Location \_\_\_\_\_

Classification:  Freshman  Sophomore  Junior  Senior Graduation Date: \_\_\_\_\_

Degree: \_\_\_\_\_

Major \_\_\_\_\_

GPA Major \_\_\_\_\_ Minor \_\_\_\_\_ Are you currently enrolled?  Yes  No

**Graduate School**

Location \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Program of Study \_\_\_\_\_

List name, address and telephone number of University Internship Coordinator/Advisor, if applicable.

Name \_\_\_\_\_ Telephone \_\_\_\_\_

**RELATED EMPLOYMENT HISTORY**

Job Title \_\_\_\_\_ Employer \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Description of Duties \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Job Title \_\_\_\_\_ Employer \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Description of Duties \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Job Title \_\_\_\_\_ Employer \_\_\_\_\_

Dates Employed From \_\_\_\_\_ To \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Description of Duties \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving \_\_\_\_\_

If you need additional space, please continue on a separate sheet of paper.

Summarize special skills and qualifications acquired from employment or other experience.

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List names and addresses and phone numbers of three persons not related to you who know your qualifications and experience and who you authorize the county to contact with regard to your application.

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List any additional information or comments you wish to make in regard to possible employment with Amelia County.

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**READ CAREFULLY BEFORE SIGNING**  
**Certification of Application Information**

I certify that the information provided to the previous questions is true and correct, and that no attempt has been made to conceal pertinent information. I understand that if any information given by me in this application is found to be false or misleading, I will be subject to dismissal at any time, and will agree to hold Amelia County, its officials and employees harmless in that event.

**Authorization to Obtain Information**

I authorize Amelia County to perform a background investigation in connection with my application for employment. This investigation may include requesting information directly from the appropriate sources regarding my criminal history, credit report, schools attended, Division of Motor Vehicles records, and military records, including contacting present/past employers, professional reference, and personal references.

Criminal background checks will be conducted on all new full-time employees in addition to all new employees in part time Safety Sensitive, Financial & Security, and Juvenile Services positions. Applicants in these categories may be required to submit to fingerprinting.

I authorize the release of any information that Amelia County may request from the above sources. All information received by the County will only be used by the County in accordance with applicable laws.

I understand that should I be offered employment, it will be contingent upon a successful drug test and/or criminal background investigation.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Amelia County, Virginia is an Equal Opportunity Employer (EOE) and does not discriminate on the basis of race, color, religion, sex or national origin, or on the basis of handicapped status in admission, access to, treatment or employment in its programs and activities.**