



County of Augusta Virginia

Application for Employment

County of Augusta
Personnel Office
18 Government Center Ln
P.O. Box 590
Verona, VA 24482
hr@co.augusta.va.us
540-245-5617

PLEASE READ BEFORE COMPLETING APPLICATION

Dear Applicant:

The County of Augusta is an Equal Opportunity Employer and does not discriminate because of race, creed, color, sex, religion, national origin, age, or disability. Accordingly, the County provides fair and equal employment opportunities for both employees and applicants on the basis of individual merit and fitness as ascertained through fair and practicable methods of recruitment, selection, and promotion.

You must complete all sections of the application. You may omit any training, memberships, licenses, or certifications which would identify your race, color, sex, national origin, religion, or disability. The information at the bottom of this sheet will be separated from the application and used for reporting requirements of the Equal Employment Opportunity Commission.

Employment with the County of Augusta is on an "at-will" basis. No policy, procedure, or any statement made by a County employee or official should be construed as a contract of employment for any specific duration.

Please be advised that in order to submit your application via email using the button on the last page, you will need to have the most recent version of Adobe Acrobat and the file will also need to be downloaded, opened and completed outside of your internet browser. If you are unable to submit the application via email using the button on the last page, please save the completed document then email the document to hr@co.augusta.va.us.

Thank you for your interest in the County of Augusta.

Date:

Position Applying For:

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

- White (includes Arabian)
- Black (includes Jamaican, Bahamians and other Caribbeans 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 (mm/dd/yyyy):

How did you find out about this employment opportunity?

- Newspaper*
- Radio/TV*
- VEC
- County website
- Agency Bulletin Board
- Other (please specify)

*Specify name of newspaper or other media

Date:

Title of Position Applying For:

Min Pay You Will Accept: Pay \$

Per

Earliest Available Start Date:

Will You Accept: Temporary Work

Part-Time Work

Yes No

Yes No

Personal Information

Name (Last, First, Middle):

Social Security Number:

Home/Cell Telephone Number:

Email Address:

Number & Street, R.D. or Post Office Box:

City, State and Zip

Driver's License

What Type of Driver's License to You Have? Operator's Commercial Do Not Have a License

License Number:

State:

Expiration Date:

Education, Training, & Skills

Names of Schools Attended

State

Course or Major Studied

Credits Completed

Degree/Certificate Received

High School

Sem. Hrs. Qtr. Hrs.

None

Type

Year

College

Other

Other Training You Have Received (for example, special courses, work training programs, armed forces training) Please estimate the number of hours of training you received.

Special Qualifications and skills (licenses; skills with machines; patents or inventions; publications-do not submit copies unless requested; public speaking; membership in professional or scientific societies; typing or short hand speed; etc.)

References

Please list three references other than relatives or former employers

1. Name

Occupation

Years Known

Address

Phone

Email

2. Name

Occupation

Years Known

Address

Phone

Email

3. Name

Occupation

Years Known

Address

Phone

Email

Experience

Start with your present or last job and work back. Include paid or unpaid, full or part-time, summer jobs, etc. If additional space is needed, use a plain piece of paper and attach to last page of application. We may contact any previous supervisor to verify your description of past duties.

1. Position Title: _____ Employer Name: _____
Employer Address: _____
Starting Date: _____ Ending Date: _____
Starting Wage/Salary: _____ Ending Wage/Salary: _____ Hours Per Week: _____
Reasons for Leaving: _____
Description of Duties and Responsibilities: _____

2. Position Title: _____ Employer Name: _____
Employer Address: _____
Starting Date: _____ Ending Date: _____
Starting Wage/Salary: _____ Ending Wage/Salary: _____ Hours Per Week: _____
Reasons for Leaving: _____
Description of Duties and Responsibilities: _____

3. Position Title: _____ Employer Name: _____
Employer Address: _____
Starting Date: _____ Ending Date: _____
Starting Wage/Salary: _____ Ending Wage/Salary: _____ Hours Per Week: _____
Reasons for Leaving: _____
Description of Duties and Responsibilities: _____

Background

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Are you legally eligible for employment within the United States?
<input type="checkbox"/>	<input type="checkbox"/>	Are you eighteen (18) years of age or older?
<input type="checkbox"/>	<input type="checkbox"/>	Can you work a full work schedule each week and on a regular, year round basis?
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted (or found not innocent) of any criminal offense? If yes, give full details of incident—location, etc., in space below.
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been convicted (or found not innocent) of any traffic offense? If yes, explain in space below.
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever had a surety bond cancelled or refused, or an application for bond refused? If yes, explain in space below.
<input type="checkbox"/>	<input type="checkbox"/>	Have you ever been dismissed or asked to resign from any position you have had? If yes, explain in space below.

Details for above answers:

Have you ever worked under another name? Yes No

If yes, what name or names:

Have you ever worked or made application for employment with the County of Augusta under this or any name?

Yes No

If yes, please answer the following:

Name Used:

Position Held or Applied For:

Dates Worked (if applicable)

Have you ever served in the U.S. Armed Services? Yes No If Yes, List Dates:

Branch:

Type of Discharge:

Place of Separation:

Duties and special training

Drug and Alcohol Testing Policy

It is the policy of the County of Augusta to provide a drug and alcohol free workplace for the health and safety of our employees and citizens. An applicant for a position designated for safety sensitive (law enforcement, firefighters, drivers, mechanical, maintenance, recreation, general labor) may be subject to substance screening prior to hiring. Refusal to consent or participate in testing or testing positive will automatically disqualify the applicant from further consideration.

Criminal Record Investigation

Provisions of the Code of Federal Regulations provide the County of Augusta access to checking the criminal history records of the Federal Bureau of Investigation. Applicants for certain designated positions of public trust may be required to be fingerprinted for obtaining records which will be used solely for employment decisions.

PLEASE READ CAREFULLY

Applicant's Certification and Agreement

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and I have not omitted any information. I understand that if employed, falsified statements on this application or omission of information may result in my immediate dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigation or credit agencies or bureaus of your choice. I give my consent, if required, for Drug and Alcohol Abuse testing and fingerprinting for criminal record investigation and use of the results in determining employment with the County. I understand that I can terminate my employment with or without cause and with or without notice at any time and that the County has the same right. I understand and hereby agree that an electronic signature has the same legal effect and can be enforced in the same way as a written signature.

Signature of Applicant: