TOWN OF
STEPHENS CITY

EMPLOYMENT APPLICATION

AN EQUAL OPPORTUNITY EMPLOYER

Date: _____

Position(s) Applied For: _____

Name: _____
Address: _____
Date of Birth: _____ Have You Worked For Town in Past? _____
Home Phone: _____ Message Phone: _____
If employed, when could you begin work? _____
Do You Have a Valid Driver's License? _____ Driver's License No.: _____
Issuing State: _____ Expiration Date: _____
Commercial Driver's License? _____ CDL No._____ Class of Commercial License: _____

If you are/were required to register for the Selective Service, have you done so? _____
If no, state reason: _____
Have you ever pleaded guilty to or been convicted of a misdemeanor? _____ a felony? _____
If yes, state type and date: _____

EDUCATION RECORD

Name and location of last elementary or high school attended:
Name: _____ Location: _____
Highest Grade Completed: _____ Date Completed: _____
If you did not complete high school, do you have a high school equivalency diploma (GED)? _____
If yes, please state when and where received: _____

Name and location of college or other institution: _____
Year of Degree: _____ Type of Degree: _____ Major & Minor Fields of Study: _____
If you expect to complete your educational program in the near future, please indicate the type of degree and when you expect to receive it? _____
Please list professional memberships, certificates, licenses, honors, fellowships, etc.: _____
_____
_____

PERSONAL REFERENCES

Name: _____ Name: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____
Phone No.: _____ Phone No.: _____
(Persons not related to you who know your qualifications or know your character.)

NO RESUME WILL BE ACCEPTED UNLESS ACCOMPANIED BY A FULLY COMPLETED APPLICATION

Work History: Give a complete record of your employment history including part time work, military service and volunteer experience. List all experience in order, starting with your present or most recent position and working back. Describe your duties and responsibilities in each position thoroughly so that your experience may be fairly evaluated. Account for all periods of unemployment. Additional experience forms are available, if needed.

May we contact your present employer? _____

Company/Employer: _____ Full-time _____ Part-time _____ Title _____
Address: _____ Dates employed _____ to _____
_____ Duties: _____
Phone: _____ _____
Immediate Supervisor: _____ _____
Title: _____ Reason for Leaving: _____
Your name if different from present: _____ Starting Salary: _____ Last Salary _____

Company/Employer: _____ Full-time _____ Part-time _____ Title _____
Address: _____ Dates employed _____ to _____
_____ Duties: _____
Phone: _____ _____
Immediate Supervisor: _____ _____
Title: _____ Reason for Leaving: _____
Your name if different from present: _____ Starting Salary: _____ Last Salary _____

Company/Employer: _____ Full-time _____ Part-time _____ Title _____
Address: _____ Dates employed _____ to _____
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Phone: _____ _____
Immediate Supervisor: _____ _____
Title: _____ Reason for Leaving: _____
Your name if different from present: _____ Starting Salary: _____ Last Salary _____

Use this space for any special qualifications and skills (i.e., skills with construction or office equipment, publications, etc.) or additional information that you feel will help us to evaluate your application. _____
_____
_____

Job Applicant's Certification & Authorization of Release of Information

*I have applied for employment with the **Town of Stephens City** and I certify that the information given by me in this application is true in all respects. I agree, if I am employed and information is found to be false in any way, I am subject to dismissal without notice. I am aware that my background is to be investigated and, upon presentation of this release or copy hereof, I hereby authorize you to furnish the **Town of Stephens City** and information you have concerning me, my work performance, driving record, school record, my credit status and criminal record.*

*I hereby waive all rights to view or have access to any information give in confidence to the **Town of Stephens City** as part of the employment investigation. I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested.*

_____ _____
Date Signature of Applicant

"Providing quality services to our citizens in a cost-effective, efficient and courteous manner, while anticipating the future needs of our community."