



City of Emporia
 201 South Main Street
 Post Office Box 511
 Emporia, Virginia 23847
An Equal Opportunity Employer

(P) (434)634-3332
 (F) 1-888-390-4964
 Web: www.ci.emporia.va.us

Application for Employment

Position Applied For: _____ Date: _____

Personal Information

Name:			
_____	_____	_____	
<i>Last</i>	<i>First</i>	<i>Middle</i>	
Address:			
_____	_____	_____	_____
<i>Street or P. O. Box</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
Telephone Number	Alternate Number	E-Mail	
(____) ____ - ____	(____) ____ - ____	_____	

Licenses and Certifications

1. Indicate the type of Driver's License you possess:

None Operator (Standard) Commercial CDL Class _____ State _____ Expiration Date _____

2. List any valid certificate(s) and/or license(s) you possess to practice a trade or profession earned pertaining to the position for which you are applying:

<i>License/Certification</i>	<i>State</i>	<i>Expiration</i>

Computer Skills

Computer Experience <input type="checkbox"/> Yes <input type="checkbox"/> No	Software Programs: (Please list computer software programs you are proficient in)
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General Background Information

1. Are you related to, by blood or marriage, anyone employed by the City? Yes No

If yes, please provide name and relationship _____

2. Have you ever been employed with the City of Emporia? Yes No

If yes, list position and dates of employment _____

If yes, please check the reason for leaving City employment: Terminated Resigned

3. Have you ever been terminated by a former employer for disciplinary reason(s)? Yes No

4. Have you ever been convicted* of a felony? Yes No

5. Have you been convicted* of a misdemeanor within the last ten years? Yes No

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

6. Are any criminal charges or proceedings pending against you? Yes No

7. If yes to numbers two, three, four, five, or six list all relevant details, dates, and convictions data. (Attach additional sheets if necessary)

Education

High School

Name of High School _____

Address _____

Highest grade completed (Check one) 1 2 3 4 5 6 7 8 9 10 11 12

Diploma Yes No

If you did not complete high school, do you have a high school equivalency diploma(GED)? Yes No

College

Name and Location of Institution: _____

Degree: Yes No Number of Years Completed: _____

Degree Earned: _____

Minor/Major: _____

Employment History

List last three most recent employers. Explain any gaps in employment. Additional employers may be listed but is not required. Use additional sheets if necessary. Explain your job duties in enough detail to allow us to understand what you actually did in each job. It is not acceptable to write See Resume in any of these spaces.

Employer:	Job Duties:	
Title:		
Address:		
Name of Supervisor:		
Phone Number:		
Employed From:	Employed To:	
Salary/Hourly Rate:		
Reason for Leaving:		
Employer:	Job Duties:	
Title:		
Address:		
Name of Supervisor:		
Phone Number:		
Employed From:	Employed To:	
Salary/Hourly Rate:		
Reason for Leaving:		
Employer:	Job Duties:	
Title:		
Address:		
Name of Supervisor:		
Phone Number:		
Employed From:	Employed To:	
Salary/Hourly Rate:		
Reason for Leaving:		

If presently employed, may we contact your employer? Yes No

References: (Other than relatives or city employees) List the names of any professional or personal character references who have known you for the last three years and from who we have your permission to contact.

<i>Name</i>	<i>Address</i>	<i>Phone Number</i>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

Other Pertinent Information: Use this space to provide us with any other job related information that we should know about you to help us consider your qualifications for this position? (Please exclude personal information)

CERTIFICATION: I hereby certify that the information on this application is true, accurate, and complete, to the best of my knowledge, and I have not knowingly withheld any information which, if known to the City, would affect my application unfavorably. If I am hired by the City, and if the City discovers at any time during my employment that any of the statements or answers on this application are false, misleading, or incomplete, I may be dismissed immediately from my job. I further understand that any falsification or misrepresentation is sufficient reason for disqualification.

Applicant's Signature

Date

How did you find out about this position? (Check primary source only)

- Government Access Channel
- City Employee (Optional Name) _____
- Employment Opportunity Listing/Virginia Employment Commission
- Internet
- Contact from Job Interest Card
- Personnel Agency
- Newspaper (List Name) _____

Authorization for release of personal information

I hereby authorize full disclosure to any duly authorized agent of the City of Emporia prior to and/or after employment of all my driving records, educational history, employment history, references, criminal history and other records pertinent to this application.

A photocopy of this signed release form will be valid as an original, even though the said photocopy does not contain an original writing of my signature.

State in which your valid driver's is issued _____

Driver's license number _____

Print Name

Applicant's Signature (including maiden name)

Equal Employment Opportunity

Date: _____

Position applied for: _____ Date of Birth: _____

Name _____ Social Security Number ____ - ____ - ____

Home Phone Number (____) ____ - ____ Work Phone Number: (____) ____ - ____

Gender (Check One)

- Male
 Female

Race (Check One)

- A - American Indian/Alaskan Native
 B - Black
 C - Caucasian
 R - Asian/Pacific Islander
 S - Hispanic

Definition

American Indian (includes Alaskans)
Black (include Jamaican, Bahamians and other)
Caucasian (includes Arabian)
Asian/Pacific Islander (include Pakistanis & Indians)
Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)