



County of New Kent

Application for Employment

12007 Courthouse Circle
P.O. Box 50, New Kent, VA 23124
(804) 966-8512 (804) 966-8591 Fax

Unless otherwise stated, applications are only accepted for jobs which are currently open. Be sure to list the title of the job you are applying for. Incomplete applications will not be considered. Mail or bring your application to the address listed above.

NAME

Last

First

Middle

ADDRESS

HOME PHONE

WORK PHONE

(Only if we may contact you at work)

POSITION APPLIED FOR

Have you previously worked for New Kent County? Yes No

If YES give dates

If you are under 18 years of age can you provide proof of eligibility to work? Yes No

Are you legally eligible to work in the United States? Yes No
Proof of citizenship or immigration status will be required upon employment

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

Do you have a valid Commercial Driver's License? Yes No If Yes, State

Available for Full-Time Part-Time Temporary work.

NEW KENT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATIONAL BACKGROUND

High School Graduate or GED? Yes No

Name and Location of school

Name of college or university	Location	Major/Subject	Degree
1.			
2.			
3.			

Describe any job related courses or training you have completed.

List any special qualifications, skills, certificates, licenses, professional associations or additional information you feel will be helpful to us in considering your application.

REFERENCES

Provide the names of three individuals not related to you, in addition to employment supervisors, who can provide information regarding your ability to perform this job.

Name	Address	Telephone	Years Acquainted

EMPLOYMENT HISTORY

Give a complete record of your employment history including part-time work, military service and volunteer work. **List all experience in order, starting with your present or most recent position and working back.** Describe your duties and responsibilities in each position. Attach additional sheets if necessary.

1. Dates of Employment

From	To	Description of work
Title or Position		
Employer		
Address		
Supervisor		
Telephone		Reason for leaving
Starting Salary		
Ending Salary		

2. Dates of Employment

From	To	Description of work
Title or Position		
Employer		
Address		
Supervisor		
Telephone		Reason for leaving
Starting Salary		
Ending Salary		

3. Dates of Employment

From	To	Description of work
Title or Position		
Employer		
Address		
Supervisor		
Telephone	Reason for leaving	
Starting Salary		
Ending Salary		

4. Dates of Employment

From	To	Description of work
Title or Position		
Employer		
Address		
Supervisor		
Telephone	Reason for leaving	
Starting Salary		
Ending Salary		

May we contact your present employer for references?	Yes	No
May we contact you at your present place of employment?	Yes	No
Are you fully able to perform the essential duties of the job, as set forth in the job description for this position, for which you are applying? If no, please explain. A disability will not bar you from employment if you are able to perform the essential duties of the job with reasonable accommodations.	Yes	No

Have you ever been convicted of any felony? Yes No

If yes, please explain. A conviction does not necessarily disqualify an applicant from employment.

Have you ever been fired, terminated or forced to resign from a job? Yes No

If yes, give name and address of employer and describe the circumstances. A firing, termination or forced resignation does not necessarily exclude you from employment.

CERTIFICATION

ATTENTION: YOU MUST READ AND ACKNOWLEDGE THESE STATEMENTS BEFORE APPLYING FOR A POSITION AND SUBMITTING YOUR APPLICATION:

I certify that all of the statements made in this application are true and accurate to the best of my ability. I understand that an incomplete or false answer may be grounds for disqualification for employment or dismissal from employment. I understand that all information contained in this application may be subject to verification, and authorize New Kent County to conduct a background investigation pursuant to my employment with the County.

I understand that if I am applying for a position that will require me to drive a County vehicle, the County may conduct a pre-employment driving record check through the Department of Motor Vehicles, and I authorize this to be done.

I understand that, if I receive a job offer, I may be required to take a County physical examination in order to establish my eligibility for disability retirement benefits and to demonstrate my ability to perform certain functions necessary for this County position. I also understand that if this examination indicates my inability to satisfy certain requirements for the position the County will not withdraw my offer of employment if reasonable accommodations enable me to perform the essential functions of the job.

I understand that this application is not intended to be a contract of employment, and if I am employed, my employment will be as an employee at will. My employment may be terminated by the employee or employer at any time, with or without cause. I further understand that any employment is conditioned upon successful completion of a probationary period.

As my application is processed, all or part of the information which is contained herein may be disseminated to another agency, a non-governmental organization, system or person who would not have regular access to the information for purposes of application evaluation. By signing this application, I am providing the County with permission to disseminate the information as deemed necessary by the County. I authorize my former employers and any other persons or organizations to provide any information they have about me, and I release all concerned from any liability in connection therewith. I voluntarily grant New Kent County the right to investigate and verify the information and statements I have provided in this application and agree to hold all persons harmless with respect to any information they may give, receive or verify.

By signing below and indicating today's date, I acknowledge I have read the above statements and agree to all terms and conditions.

Signature

Today's Date