



County of Nottoway
P.O. Box 92
Nottoway, Virginia 23955
434-645-8696
434-645-8667 (fax)

APPLICATION FOR EMPLOYMENT

(Nottoway County is an Equal Opportunity Affirmative Action Employer)

Position Applied for: _____ Date: _____

Name: _____ Social Security #: _____

Address: _____
Street City/Town State Zip Code

Telephone: _____
Home Cell Work

Are you legally eligible to work in the U.S.? Yes _____ No _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment?
Yes _____ No _____

If "Yes", please explain:

If employed and under the age of 18, can you furnish a work permit? Yes _____ No _____

All prospective employees must submit proof of identity and eligibility for employment in the U.S. prior to appointment. A social security card and driver's license are preferred.

Have you ever worked for the County of Nottoway? Yes _____ No _____

If "Yes", when? _____ In what position? _____

Do you have any relatives working for the County? Yes _____ No _____

Do you have any medical or physical conditions that might be adversely affected by this position's duties?
Yes _____ No _____ If "Yes", please explain:

EDUCATION

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name and address of the last high school attended:

Did you graduate? Yes _____ No _____

If not, have you passed a GED test? Yes _____ No _____

Circle the number of years of post high school education completed: 1 2 3 4 5 6 7

School Name and Location	Date Graduated	Degree	Major Area of Study
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Please list any special qualifications or skills that will help Nottoway County evaluate your application for this position:

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

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

Have you ever been convicted of any offense? Yes _____ No _____

You may omit juvenile offenses and minor traffic violations.

If "yes", describe the offense and the results:

A "yes" does not mean the County will not hire you. Give all facts so a proper evaluation can be made.

Have you ever been fired or asked to resign from a job? Yes _____ No _____

If "yes", please explain:

A "yes" does not mean the County will not hire you. Give all facts so a proper evaluation can be made.

EXPERIENCE

Begin with your current or most recent position. Fill out completely and provide as much detail as possible. You may list additional information on an attachment page or resume. Include military service and volunteer activities.

Employer: _____ Date: From _____ to _____

Address: _____ Phone: _____

Job Title: _____ Salary: Starting _____ Ending _____

Supervisor's Name: _____ Reason for Leaving: _____

Describe your work duties and responsibilities; also list equipment used:

Employer: _____ Date: From _____ to _____

Address: _____ Phone: _____

Job Title: _____ Salary: Starting _____ Ending _____

Supervisor's Name: _____ Reason for Leaving: _____

Describe your work duties and responsibilities; also list equipment used:

Employer: _____ Date: From _____ to _____

Address: _____ Phone: _____

Job Title: _____ Salary: Starting _____ Ending _____

Supervisor's Name: _____ Reason for Leaving: _____

Describe your work duties and responsibilities; also list equipment used:

REFERENCES

List three (3) references that have knowledge of your character and/or work experience.

Name	Relationship	Address	Telephone

Will you allow the County of Nottoway to conduct a background check of your qualifications, references and record of education and employment? Yes _____ No _____

If "No" please explain:

If hired, when would you be available to begin work? _____

CERTIFICATION

I certify that all of the statements made in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not employing me, or for dismissing me after I have begun working for Nottoway County. I waive all rights I might have against a previous employer who provides references and/or records concerning my employment history. I understand that for certain positions I may be required to successfully complete a physical examination and/or alcohol and drug test. I also understand that my driving record, fingerprints and police record may be checked.

Signature

Date